



## 4<sup>TH</sup> NATIONAL ABILYMPICS –2014 CHANDIGARH

**VOCATIONAL SKILLS CONTEST**

**ABOVE 15 YRS.**

### **V10 – ENGLISH TEXT PROCESSING**

#### **1. OBJECTIVE**

The objective of this contest is to give participants an opportunity to demonstrate their knowledge, ability and skill in word processing and to demonstrate their typing skill.

#### **2. TASK**

Typed matter (4 pages) including pictures and tables will be provided to the contestants in print. This document will have to be typed and formatted according to the typed material given. This material will be provided to the visually impaired contestants in Braille & large print.

**Note:** Contestants with visual impairment may use their own assistant for reading the text. 30 minutes extra time will be given to them.

#### **3. SPECIAL INSTRUCTIONS**

- ❖ File should be saved periodically.
- ❖ Contestants with visual impairment will have to indicate the choice of their screen reader along with their application of participation. In the absence of such information the machines will be loaded with the NDVA for Windows Screen Reading Software.

#### **4. SOFTWARE**

MS-Office 2010

#### **5. WORK ENVIRONMENT**

PCs will be placed on tables. In case of a special working conditions requirement, the same should be asked for 24 hours prior to the contest. Contestants with visual impairment will be allowed to sit on the PC 30 minutes before they start the assignment to familiarize themselves with the machine and the software already loaded, to configure the machines and the screen reader parameters according to their preference.

6. **ALLOCATED TIME**

Maximum time : 2 hrs.

7. **EVALUATION CRITERIA**

Assessment of the skill of the participants will be based on the final work produced.

<b>Items to be Evaluated</b>	<b>Maximum Marks Allotted</b>
Speed & Accuracy	50
Formatting	30
Picture / Table insertion	20
<b>Total</b>	<b>100</b>