Word processing

1. Final task assignment

✓ Contestants will have 2 hours to reproduce perfectly the 6 pages. A paper document will be given on the day of the competition.

✓ Contestants must make sure to save their document on the hard drive disk under the name "The EIFFEL Tower" in 2 formats:
  - Word Document
  - PDF file

✓ Contestants will have 15 minutes to check the provided equipment for problems and/or to install their own personal assisting devices (mouse, keyboard…).

✓ Contestants will then be handed the document. They will have 15 minutes to read it, as well as the instructions.

✓ Contestants will begin the competition. They will have 2 hours to input and format the document. They will then print it and save it on the hard drive.

✓ The jury will not take into account any problem coming from the contestants' personal devices.

✓ Points will be deduced from the scoring scale if a part of the task is not completed.

2. Allocated time: 2 hours 30 minutes

2 hours and 30 minutes of competition.

3. Requirements

✓ Contestants will not have access to the Internet and may not use any equipment or software other than those provided by the organization.

✓ The jury will collect all electronic means of communication contestants may have (Cell phone, tablet computers, smart watches…) at the beginning of the competition. They will be returned to their owners once the competition is finished.

✓ Any contestant caught cheating, talking to someone from the public or using a communication device will suffer a penalty of 5 points for the first transgression. A second transgression will lead to an exclusion from the contest.

4. Procedure

Day - 1 (March 23rd): On the day before the competition, contestants will be welcomed on the stand by the members of the jury. A briefing about the organization of the contest and about the security rules will be arranged. Due to the large number of registered contestants, the contest will be organized in three groups. Contestants from a same delegation will be inevitably placed in the same group.

Composition of the groups

Group 1: 7 contestants	Group 2: 7 contestants	Group 3: 6 contestants
Australia, 2 contestants	Azerbaïdjan, 1 contestant	Pakistan, 1 contestant
Kazakhstan, 1 contestant	Nigeria, 2 contestants	Mongolia, 1 contestant
India, 1 contestant	Malaysia, 1 contestant	Bangladesh, 1 contestant
China, 2 contestants	Japan, 2 contestants	Korea, 1 contestant
Macao, 1 contestant	Chinese Taipei, 1 contestant	Kenya, 2 contestants

Day 1 (March 24th): Contestants from group n°1 will have 2 hours 30 minutes to complete the task. Group n°2 will go on an organized trip.

Day 2 (March 25th): Contestants from group n°2 will have 2 hours 30 minutes to complete the task. Group n°1 will go on an organized trip.

5. Evaluation criteria

N°	Items to be evaluated	O/S	Scoring scale
	Text input *Saisie du texte*		**35**
01	Text input page 0 *Saisie du texte page 0*	O	5
02	Text input page 1 *Saisie du texte page 1*	O	5
03	Text input page 2 *Saisie du texte page 2*	O	5
04	Text input page 3 *Saisie du texte page 3*	O	5

05	Text input page 4 *Saisie du texte page 4*	O	5
06	Text input page 5 *Saisie du texte page 5*	O	5
07	Text input page 6 *Saisie du texte page 6*	O	5
Layout and printing ***Mise en page et impression***			**8**
08	Page setting (margins/paper size) *Mise en page (Marges/taille papier)*	O	2
09	Page border (presence/style/green) *Bordure de page (Existence/Style/Vert)*	O	2
10	Footer presence (format/page number/first page different) *Pied de page (existence/format/première page différente)*	O	2
11	Printing (paper & PDF) *Impression (papier & pdf)*	O	2
Cover page*Page de garde*			**8**
12	Shape (Watermark, position, green) *Forme (Filigrane, position, vert)*	O	1
13	Title (Upper case/ calibri/ 36/ standard color: light green) *Titre (majuscule/calibri/36/couleur standard : vert clair)*	O	1
14	Subtitle (Upper case/ calibri/ 14/ standard color: light green) *Sous-titre (majuscule/calibri/14/couleur standard : vert clair)*	O	1
15	Date (Upper case/ calibri/ 14/ light green/ day's date) *Date (majuscule/calibri/14/vert clair/date du jour)*	O	1
16	Company (Abilympics/ Upper case/ calibri/ 11/ light green) *Société (Abilympics/Upper case/calibri/11/vert clair)*	O	1
17	City (Metz/ Upper case/ calibri/ 11/ light green) *Ville (Metz/Upper case/calibri/11/vert clair)*	O	1
18	Page border (all pages) *Bordure de page (toutes les pages)*	O	2
Page 1 (Table of contents) ***(Tables des matières)***			**9**
19	Title (La tour Eiffel/ WordArt Fill: Black, Text color 1 ; Shadow) *Titre (La tour Eiffel/WordArt Fill : Noir, Couleur du texte 1 ; Ombre)*	O	2
20	Subtitle (Table of contents/ calibri/ 24/ centred) *Sous-titre (Table des matières/calibri/24/centré)*	O	1
21	Shape (sun/light green/ centred) *Forme (soleil/vert clair/centré)*	O	2
22	Body of text (Calibri/ 12) *Corps du texte (Calibri/12)*	O	1
23	Body text (Tabulations : 2cm, left and 14cm left, leader n°2) *Corps du texte (Tabulations : 2cm, gauche et 14cm gauche, amorce n°2)*	O	3
Page 2			**12**
24	Title (Calibri/ 24/ centered/ black) *Titre (Calibri/ 24/ centré/noir)*	O	1

25	Body text (Calibri/12/black/justified/bold according to example) *Corps du texte (Calibri/12/noir/justifié/gras selon exemple)*	O	1
26	Subtitle (Calibri/14/bold/Light green) *Sous-titre (Calibri/14/gras/vert clair)*	O	1
27	Table 1 (2 columns: 1st at 4cm and 2nd at 15cm/ 11 Lines) *Tableau 1 (2 colonnes : 1ère à 4cm et 2ème à 15cm/ 11 Lignes)*	O	2
28	Table 1 (Merge: line 1 to 3; 4 to 10) *Tableau 1 (Fusion : lignes 1 à 3 ; 4 à 10)*	O	2
29	Table 1 (column 1: bold/centred) *Tableau 1 (colonne 1 : gras/centré)*	O	2
30	Table 2 (5 rows, 2 columns) *Tableau 2 (5 lignes, 2 colonnes)*	O	2
31	Table 2 (Column 1: bold) *Tableau 2 (Colonne 1 : gras)*	O	1
Page 3			**9**
32	Subtitle (calibri/14/bold/light green) *Sous-titre (calibri/14/gras/vert clair)*	O	1
33	Text body (Calibri/12/justified/bold according to example) *Corps du texte (Calibri/12/justifié/gras selon exemple)*	O	1
34	Image 1 (layout option, : « fit »/image format « Single border, black) *Image 1 (option de mise en page, : « fit »/format d'image «Bordure simple, noire)*	O	3
35	Columns (two + a separating line) *Colonnes (deux + une ligne de séparation)*	O	3
36	Image 2 (inside column 2) *Image 2 (à l'intérieur de la colonne 2)*	O	1
Page 4			**5**
37	Subtitle (calibri/14/bold/light green) *Sous-titre (calibri/14/gras/vert clair)*	O	1
38	Body text (Calibri/12/justified/bold according to example) *Corps du texte (Calibri/12/justifié/gras selon exemple)*	O	1
39	Image 2 (layout option : « fit »/ image format "single border, black) *Image 2 (option de mise en page : « fit »/ format d'image « simple bordure, noir)*	O	3
Page 5			**6**
40	Body text (Calibri/12/justified/bold in places/italic in places) *Corps du texte (Calibri/12/justifié/gras par endroits/italique par endroits)*	O	1
41	Text body (Calibri/11/justified/single spacing) *Corps du texte (Calibri/11/justifié/interligne simple)*	O	4
42	Subtitle (calibri/14/bold/light green) *Sous-titre (calibri/14/gras/vert clair)*	O	1
Page 6			**8**

43	Shape (Bubles and caption: appeasing thoughts/ Theme style: Subtle effect-Green, 6 highlighted) *Forme (Bulles et légende : pensées apaisantes/ Style de thème : Effet subtil - Vert, 6 en surbrillance)*	O	4
44	Body text (Calibri/12/justified/bold according to example) *Corps du texte (Calibri/12/justifié/gras selon exemple)*	O	1
45	Image 3 (format: diagonal corner cropped white/centred) *Image 3 (format : coin diagonal recadré blanc/centré)*	O	3
TOTAL POINTS			**100**