2025-2026 Competitive Events Guidelines
Computer Applications (High School)

FBLA
Future Business Leaders of America

Computer Applications challenges members to demonstrate their proficiency in using a variety of software applications to manage and communicate business information. Through a production test, members apply skills in word processing, spreadsheets, and presentation tools to complete real-world business tasks efficiently and accurately.

Event Overview

Division	High School
Event Type	Individual
Event Category	Production
Event Elements	Production Test

Educational Alignments

Career Cluster Framework Connection	Management & Entrepreneurship
NACE Competency Alignment	Career & Self-Development, Communication, Critical Thinking, Technology

Knowledge Areas

- Spreadsheet Functions and Formulas
- Creating and Formatting with Word Processing
- Developing Slides & Presentations
- Integrating Spreadsheets and Word Processing
- Integrating Presentations and Spreadsheets

Production tests are based on the knowledge areas and competencies outlined for this event. Detailed competencies can be found in the study guide included in these guidelines.

District/Region/Section

Check with your District/Region/Section leadership for District/Region/Section-specific competition information and deadlines.

State

Check with your State Leader for state-specific competition information and deadlines.

National

Required Competition Items

Items Competitor Must Provide	Items FBLA Provides
- Fully powered device for production test, including all needed programs installed for the production test - Printed Production Test Reference Guide - Conference-provided nametag - Photo identification - Attire that meets the FBLA Dress Code	- Production test tasks - Internet access for submission

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Important FBLA Documents
- *Competitors should be familiar with the Competitive Events Policy & Procedures Manual, Honor Code, Code of Conduct, and Dress Code.*

Eligibility Requirements
To participate in FBLA competitive events at the National Leadership Conference (NLC), the following criteria must be met:
- **Membership Deadline**: FBLA national membership dues must be paid to the specific division by 11:59 p.m. Eastern Time on March 1 of the current school year.
- **Repeat Competitors**: Members may only compete in an event at the NLC more than once if they have not previously placed in the top 10 of that event at the NLC. If a member places in the top 10 of an event at the NLC, they are no longer eligible to compete in that event at future NLCs, unless the event has been modified beyond a name change. Chapter events are exempt from this procedure.
- **Conference Registration**: Members must be officially registered for the NLC and must pay the national conference registration fee to participate.
- **Official Hotel Requirement**: To be eligible to compete, competitors must stay within the official FBLA housing block.
- **State Entry Limits**: Each state may submit up to four entries per event.
- **Event Participation Limits**: Each member may participate in:
  - One individual or team event, and
  - One chapter event (e.g., *Community Service Project* or *Local Chapter Annual Business Report*).
- **Participation Requirement**: To be eligible for an award, each competitor must complete all components of the event at the National Leadership Conference.
- **Identification at Check-in**: Competitors must present valid photo identification (physical or digital) that matches the name on their conference name badge. Acceptable forms include a driver's license, passport, state-issued ID, or school ID.
- **Late Arrivals**: Competitors will be allowed to compete until such time that the results are finalized, or participation would impact the fairness and integrity of the event, as determined by Competitive Events staff. Five penalty points will be assessed for late arrivals in any competitive event.
- **Event Schedule Notes**:
  - Some events may begin before the Opening Session.
  - All schedules are posted in local time for the NLC host city.
  - Schedule changes are not permitted.

Event Administration
- **Production Test Time:** 2 hours
- This event consists of a production test that is proctored and completed on-site at the National Leadership Conference (NLC).
- Competitors will complete a set of tasks aligned to the event knowledge areas and competencies.
- The Production Test Reference Guide, available on the Competitive Events section of the FBLA website (www.fbla.org), may be used during the test.

Scoring
- **The rating sheet will be provided on-site along with the production test.**
- Normalized production scores (using standard deviation, if multiple sections are used) will determine the top winners.
- If there is a tie, the rating sheet will be used to break the tie. The competitor who earns the highest score earliest in the order of the rating sheet will be ranked higher.
- All judging decisions are final. Results announced at the National Leadership Conference are considered official and will not be changed after the conclusion of the National Leadership Conference.

Penalty Points
- Competitors may be disqualified if they violate the Code of Conduct or the Honor Code.
- Five points are deducted if competitors do not follow the Dress Code or are late to their assigned presentation time.

Recognition
- A maximum of 10 entries (individuals or teams) may be recognized per event.

Americans with Disabilities Act (ADA)
- FBLA complies with the Americans with Disabilities Act (ADA) by providing reasonable accommodations for competitors. Accommodation requests must be submitted through the conference registration system by the official registration deadline. All requests will be reviewed, and additional documentation may be required to determine eligibility and appropriate support.

Electronic Devices
- Unless approved as part of a documented accommodation, all cell phones, smartwatches, electronic devices, and headphones must be turned off and stored away before the competition begins. Visible devices during the event will be considered a violation of the FBLA Honor Code.

Study Guide: Knowledge Areas & Competencies

A. Slide Deck Applications
1. Use software to create a slide deck with multiple types of slides incorporating effective use of text, graphics, fonts, animation, and transitions.
2. Design engaging slide presentations using features such as diagrams, customized visuals, animations, backgrounds, interactive elements (e.g., action buttons, hyperlinks), multimedia (e.g., audio and video), and speaker notes.
3. Insert and adjust visual aids—such as images, charts, icons, and infographics—within slide content using modern layout and formatting tools.
4. Create original visuals using digital drawing tools, clip art libraries, and imported graphics from design software or mobile apps.
5. Edit, crop, and export images in appropriate file formats (e.g., PNG, JPEG, SVG) for presentation use across platforms.
6. Design and format presentation slides with multimedia elements such as text, images, audio, and video.

B. Spreadsheet Applications
1. Create, edit, save, and print spreadsheets using functions (e.g., SUM, AVERAGE, MIN, MAX, COUNT, IF, AND, PMT, FV, VLOOKUP, XLOOKUP, TODAY, etc.), formulas, and data tools within spreadsheet software.
2. Organize and modify worksheet structure by inserting, deleting, moving, and copying rows, columns, and ranges.
3. Generate and customize charts and graphs with appropriate titles, legends, and formatting to visually represent spreadsheet data.
4. Rename, reorder, and link multiple worksheets within a workbook to create integrated, multi-sheet projects.
5. Enhance the visual design of spreadsheets by applying fonts, colors, cell styles, and alignment tools for improved readability and presentation.
6. Create and manipulate pivot tables to summarize, analyze, and present data trends using sorting, filtering, grouping, and calculated fields.

C. Word Processing Applications
1. Use the Production Test Reference Guide to create a variety of documents.
2. Use help features and reference materials to learn software and solve problems.
3. Create, save, and retrieve word processing files.
4. Demonstrate the use of character formatting features (bold, underline, italics, font styles and sizes, superscript, and subscript).
5. Demonstrate the use of paragraph formatting features (tabs, indentations, line spacing, and enumerated items).
6. Demonstrate the use of page formatting features (margins, justification, vertical placement, orientation, page breaks, headers, and footers).
7. Demonstrate document editing skills using spell/grammar check, thesaurus, search/replace, and other document properties.
8. Create documents using mail merge features.

D. Application Integrations
1. Create integrated projects by combining content from word processing, spreadsheet, and slide deck application tools.
2. Collaborate using word processing, spreadsheet, and slide deck applications by inserting, reviewing, and responding to comments and tracked changes.
3. Embed charts or tables from a spreadsheet into a document or slide deck.
4. Link live spreadsheet data to word processing or slide deck applications.
5. Generate a report using spreadsheet data and summarize in a slide deck application.
6. Create a unified project across all three applications.

E. Formatting, Grammar, Punctuation, Spelling, and Proofreading
1. Apply consistent formatting and layout techniques to letters, reports, tables, spreadsheets, charts, and graphics.
2. Produce professional documents using correct grammar, spelling, punctuation, and style.
3. Use built-in editing tools (e.g., spelling and grammar check, editor suggestions, and comments) to review and revise content.
4. Apply rules for capitalization, punctuation, and number formatting while proofreading and editing documents for accuracy and clarity.
5. Export or save documents in appropriate formats (e.g., PDF, DOCX, CSV) for sharing, printing, or submission.

The Study Guide represents all knowledge areas that _may_ be covered in the production test.