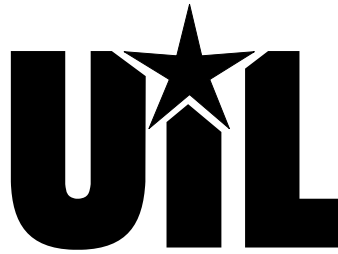


**UNIVERSITY INTERSCHOLASTIC  
LEAGUE**



2011-2012

COMPUTER APPLICATIONS

HANDBOOK



UNIVERSITY INTERSCHOLASTIC LEAGUE  
MAKING A WORLD OF DIFFERENCE

# Computer Applications Handbook

Written & edited by Linda Tarrant

Please contact us with any questions, suggestions, problems, or comments on the book.

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## UNIVERSITY INTERSCHOLASTIC LEAGUE

MAKING A WORLD OF DIFFERENCE

Please contact UIL for additional copies of the *Handbook*.

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# What to Expect for 2011-2012

## **\* Use only Microsoft Office 2007 or Microsoft Office 2010.**

For the 2011-2012 school year, we will write all tests in Microsoft Office 2007. They will be tested in this version as well as in Office 2010. No versions older than Office 2007 will be acceptable for this contest. The word processing element must be done in Word; spreadsheet elements, in Excel; and database elements, in Access. Graders may check saved devices to be certain that the appropriate element of a test was done in the appropriate application package (i.e. if a database element was executed entirely in Excel, it should not be graded). However, some students may choose to start in Excel, manipulate calculations, and then take the output of the spreadsheet to Access to complete processing. This is acceptable unless a test specifically asks that formulas from Access be printed. In this case, Excel formulas will not be accepted. **Be sure that all features are installed in all the Microsoft applications.**

## **\* Watch for downloadable Lesson Plans on the UIL website.**

To integrate more of the parts and parcels of the Computer Application Contest into your classrooms, UIL is making available five separate Lesson Plans that will be downloadable from their website at <http://www.uil-texas.org/academics>. Topics covered include the following:

- Lesson 1-Simplifying the IF
- Lesson 2-Date & Time
- Lesson 3-Update Queries and the Expression Builder
- Lesson 4-Field Codes for Text-Date-Time
- Lesson 5-Field Codes for Numbers

## Constitution & Contest Rules

The following changes have been included in the C&CR in recent years.

- Coaches and participants are responsible for contest information in the *Computer Applications Handbook*, which is published annually and available through UIL.
- A current or near current version of Microsoft Office is specified for use, and the specific versions to be used are identified in the annual *Computer Applications Handbook*.
- A contestant may be disqualified if a coach does not grade.

## Computer Application Handbook

This *Computer Applications Handbook* contains an expansion of rules for participation in the UIL Computer Applications Contest, instructions for conducting a contest, and data specific to this contest. Participants are expected to know all the information in this handbook. Our intent is to simplify and organize the amount of information required to be memorized from the *Keyboarding Quick Reference Guide*, which is still a valid reference. Standards vary minimally between the *Keyboarding Quick Reference Guide* and this *Handbook*; the *Handbook* occasionally limits options, such as margins.

Students should learn everything in this booklet. They should make templates of each of the document formats. They should know how a contest is properly conducted so that if something is amiss during a contest, they can notify the contest director. They should know how to handle a system or printer malfunction in the middle of a contest.

All Excel functions in MS Office are listed. Students should be able to use any available function. There is not a requirement to understand how a PMT, COS, ATAN, STD, etc. function actually works, but he/she should be able to use it with the parameters specified in a test. Most Excel functions translate to functions in Access, but some have a different name, such as IF is IIF, FIND is InStr, etc., and competitors should learn all functions in Access.

# Ad Hoc Committee Outcome

A collection of about 20 coaches met in Austin before Capital Conference to discuss where the Computer Applications Contest has been and where it is headed. The coaches range d from a first year coach to a 15-year coach with many gradations between, and they were from all over the state.

The following concerns were discussed at length, and directions were suggested.

- **Should we lower the level of difficulty of the tests?** There was a unanimous, "No." Coaches specified that this was an extracurricular activity, and students were expected to work beyond what they were taught in class. The grades of those who advanced to state showed 20% of all competitors made an A, 27% made a B, 26% made C/D, and the lowest score was 83 out of 300.
- **What should we do about the large number of zeroes on the District Tests?** The consensus was that students need more preparation in understanding the contest, or they are effectively being set up to fail. If a student could type a document with correct formatting, he/she should have received at least 60 points (not counting any embedded or merged data). Of the 1,600+ students who took a district test, over 800 made less than 60. The looming problem in this arena is the order of teaching elements of Microsoft Office in most textbooks. Many of the coaches are using ingenuity and reordering the teaching so that some Word, Excel, and Access are covered in the fall with more in-depth study following inspring along with PowerPoint and Outlook. We're adding a Question & Answer collection to the UIL website to guide more new coaches and new competitors.
- **How will the contest be affected by BIM not being required by the state?** Many schools are choosing to leave it as a required subject. For those that do not , coaches suggested getting to know the 7th-8th grade technology teachers and learn who might be an interested competitor or look for mathematical students or those in programming. This will indeed make it difficult to attract competitors. Lure them with the possibility of participating at a State Meet and being eligible for possible TILF scholarships or other incentives.
- **How can we resolve grading problems?** The Committee felt that grading had been much better this year, but there was still confusion over the difference between grading formatting elements and elements involving charts, merging, grouping, and calculations. Suggestions were made to use more annotations separating grading of formatting elements and those more complex elements. It was also suggested that the type font on the grading form be larger. The survey at State shows nearly 25% said grading had been "great" this year; 68% said grading was "better;" and less than 10% said it was "awful." Hopefully using Office 2007 and 2010, the applications will have fewer discrepancies, and grading should be cleaner.
- **What do you expect with added budget cuts in your Computer Application competitions?** Many said that they expected to attend fewer invitational meets, and this was a distinct disadvantage for students. Some suggested using more "mini-meets" that were with nearby schools and involved only limited contests, as Accounting, Computer Applications, and Computer Science. All felt the actual meets were critical to prepare students.
- **Should there be a graduated list of functions that students are responsible to know for the various levels of meets?** Most felt that the functions were not the difficult part of the contest since most of the tests specify what the parameters are. It seemed impractical to identify some types of charts for each level as these all have same the relative difficulty. It is impractical to use only Excel and Word up through the District tests because it would advance students who did not know Access, thus setting them up to fail at Region.

## Contact Information

On most Saturdays while you're grading invitational tests, I'm available in my office (1-800-391-2891), or the phone message will direct you to my cell phone. If you hit a roadblock in your grading and want a mediator, don't hesitate to call. The goal of the tests are as follows:

- Have a level playing field.
- Have a level of difficulty so that the top places are earned, not just decided with a tiebreaker.
- Enable the students to become very, very competent in this powerful package.

I'm also available during the week at the same number or by email: [hexco@hexco.com](mailto:hexco@hexco.com). This is your contest. We listen to all the input from both the competitors and the coaches. We want to weld this into the best possible contest. Let's work together to make this a positive experience as we move through this transition. Linda Tarrant, Contest Director

# Table of Contents

<b>I.</b>	<b>Commentary on the Constitution</b> .....	2
<b>II.</b>	<b>Computer Applications Tests</b> .....	2
<b>III.</b>	<b>Software</b> .....	2
<b>IV.</b>	<b>Optional Material</b> .....	2
<b>V.</b>	<b>Equipment</b> .....	3
<b>VI.</b>	<b>Equipment Malfunction during a Contest</b> .....	3
<b>VII.</b>	<b>Conducting a Contest</b> .....	4
<b>VIII.</b>	<b>Grading Procedures</b> .....	4
<b>IX.</b>	<b>Verification Period</b> .....	5
<b>X.</b>	<b>Reports</b> .....	6
	Unbound Report .....	6
	Left-bound Report .....	7
	Business Report .....	8
	Optional Report Elements .....	9
<b>XI.</b>	<b>Memorandum Formats</b> .....	10
	Standard Memorandum .....	10
	Simplified Memorandum Format .....	11
<b>XII.</b>	<b>Letter Formats</b> .....	12
	Block Letter .....	12
	Modified Block Letter .....	13
	Personal-Business Letter - Blocked .....	14
	Personal-Business Letter - Modified Block .....	15
	Simplified Letter - Blocked .....	16
<b>XIII.</b>	<b>Second Page of Letter or Memorandum</b> .....	17
<b>XIV.</b>	<b>Letter Parts</b> .....	18
	Conventional Parts of a Letter .....	18
	Optional Letter Features .....	19
	Punctuation Conventions .....	20
	Proofreaders Marks .....	21
	Letter Placement .....	22
	Justification .....	22
<b>XV.</b>	<b>Functions</b> .....	22
<b>Appendix A.</b>	<b>Contest Instructions and Scoring</b> .....	23
<b>Appendix B.</b>	<b>Functions</b> .....	27
<b>Appendix C.</b>	<b>Glossary</b> .....	28

# Computer Applications Handbook

## I. Commentary on the Constitution

The Computer Applications Contest focuses on speed, skill, and accuracy using three computer applications, word processing, data base, and spreadsheet, and on the integration of these applications. The major recent changes in the *Constitution* deal with limiting the contest to Microsoft Office, including Excel, Access, and Word, requiring coaches to grade, requiring contest directors to give coaches copies of the test to take at the same time students are taking the test, and requiring that coaches and competitors have a student's printouts, scoring sheet, and a copy of test and answer keys available during Verification.

For questions, corrections, or suggestions concerning this Handbook, the UIL Invitational Tests, District Tests, Regional Tests or State Tests, or the Computer Applications contest, please contact the director, Linda Tarrant Box 199, Hunt, TX 78024, (830) 367-3825.

## II. Computer Applications Tests

With the short time frame (30 minutes), most tests will require that two documents be created and printed. Occasionally, a third printout may be required on a test.

The tiebreaker may be a timed typing test, usually just creation of a Word document. The 5 minutes allotted for this element of the contest includes student time spent reading the test, setting up, and entering the required information. When time is called by the Contest Director, tiebreakers will be printed as the Director instructs. The Director may instruct half of the students to start printing at one time and wait until their printing is complete before requesting the remaining half to print their output. This is recommended for large groups where the use of so many printers at one time would test the electrical capacity of a facility.

## III. Software

UIL has limited the Computer Applications contest to a single software package, Microsoft Office, including Excel, Access, and Word. No other application package is an option.

A current or nearly current version of Microsoft Office is acceptable. Tests are written in Office. The database element of tests will be run in Access. Contestants may no longer use Excel as a quasi database.

## IV. Optional Material

"Help" files stored on your computer may be used, and students may generate their own help files and templates of letters, memos, reports, etc. Help files are available in most applications and typically include search capabilities to look for keywords and select topical information. Students may, however, create their own help files so that they contain specific information that is easily accessed on such topics as letter formats, memo formats, reports, punctuation, letter placement, etc. Of course, custom help files will not be available on equipment supplied at test sites.

"Templates" are sample letters, memos, reports, or documents that are already formatted with appropriate margins, layouts, spacing, and placement for date, inside address, salutation, body of letters, complimentary close, reference initial and the like. A separate template may be created for each type of document for which students are responsible.

Students may make their own templates and store them on hard drives; this can be as simple as any document saved. Templates provided by word processors might need to be modified for the specific margins and formats of the UIL-defined documents. Commercial keyboard overlays or keyboard templates may be used during the contest, but no user prepared overlays.

Nothing extraneous may remain in the contest room during a contest, including *Computer Applications Handbook*, *Keyboard Quick Reference Guide*, any notes, overlays, etc.

## V. Equipment

As in the past, equipment may not be shared. EACH STUDENT MUST HAVE A FULLY OPERATIONAL SYSTEM TO COMPETE. That is, each student must have the following:

- Laptop or notebook with appropriate cables
- Printer with appropriate cables (Be certain to have backup print cartridges in case it is needed.)
- Saving device, such as writable CD, floppy disk, or flash drive (not an external hard drive)
- Optionally a student may have an external keyboard/keypad and a mouse (Be wary of wireless keyboards and mouse units as batteries can go out and some have affected a nearby computer's mouse/keyboard.)

If something is missing or inoperative before the contest, the student or his or her coach should try to repair the problem or borrow a component from another contestant or coach to replace the malfunctioning component before the contest begins. No components may be shared. This includes any switched printers that would be connected to two or more computers used by contestants via a switching device or cable. Networked computer labs with common printer may not be used.

## VI. Equipment Malfunction during a Contest

- **Printer Malfunction.** If a student's system and printer was entirely operational before the contest began and printer difficulty is experienced during the competition, he or she should raise a hand and advise the Contest Director who can then ask an assistant to help resolve the problem immediately, if possible. If the malfunction cannot be resolved after approximately five minutes, the student should resume work on the test, and the Contest Director should assign an assistant after the contest to stay with the student while he or she prints the output from a saved file. This can either be on a different printer or a different computer. However, ***an assistant that is "unrelated" to the student must remain with the student during the entire printing period;*** no additional editing or alterations may be done; and the Director ***must have been apprised of the problem during the competition,*** not after the contest, and an assistant must have spent some time addressing the problem during the test. If a student does not attempt any printing prior to the last two minutes and then has a printer malfunction, the same procedure is instituted to advise the Contest Director and seek help. However, printing of everything in the print queue may be done, but only one printout may be submitted for grading. **DO NOT WAIT UNTIL THE TWO-MINUTE WARNING TO PRINT OUTPUTS.**
- **Other Equipment Malfunction.** A student should raise his or her hand if any other equipment problems are experienced during the contest. An assistant can then attempt to resolve the problem. If the student can continue with the component malfunctioning, this is acceptable, but if the system is inoperative and the problem cannot be resolved, the student can turn in only what he or she completed before the equipment problem. If the work has been saved onto a diskette, CD or flash drive, it can be printed on another computer after the contest in the same manner described above under Printer Malfunction. A student may not complete the contest at a later time on a different computer.

## VII. Conducting a Contest

- See Appendix A for the 4-page "Instructions and Scoring." These instructions are included with the Invitational, District, Region, and State Tests sent by UIL. Be certain that coaches and contestants alike understand these rules so that any deviation from the proposed operation of this contest can be resolved with the Contest Director.
- Note that coaches should be given a test when they are dismissed from the contest room so that they can take the test individually or in groups at the same time students are taking the tests, albeit, in a different location.
- Do not allow a warmup period during the contest. (Any warmup can be done by students after they have set up their equipment and before the contest starts.)
- Never allow students from the same school to sit in adjacent locations.
- For timing a contest, have an accurate clock or timing device. Give a warning to the contestants ten minutes before time will be called. Give a second warning two-minute before calling time.
- Students should be encouraged to save their work frequently. It is much faster to save to a hard drive, but students should save to a floppy or CD (see Printer Malfunction section).
- Students should be encouraged to double check their data entry for accuracy. Making a typo on a numeric field can cause multiple errors when the field is used for calculations and totals.
- If a student turns in an extra page for a printout (i.e. not a second page because a document wouldn't fit on one page), the grader should arbitrarily select the top printout. **If one page is a graph/chart and the other a document that was intended to have a graph/chart embedded, the two can be graded as one.** The student will get credit for having the chart, but he or she will lose points for not embedding in the document.
- Grading stops where a student stopped typing. Remind students that it is inadvisable to jump ahead to the Complimentary Close of a letter before the document is completed since this will cause graders to take points off for missing words in the document. If a template is used, everything past a student's last entered data is ignored. (i.e. If a contestant stopped typing in the middle of a letter, grading stops at that point. In this case, parts of the Complimentary Close and Reference Initials may appear correct, but these are not graded. However, if a student skipped to the bottom of a letter without completing the document and changed the Sender's Name, then everything is subject to typos up to Sender's Name.)

## VIII. Grading Procedures

**Directors must use coaches for grading.** This is a tedious process, but if coaches have taken the test while students are working, and these coaches are used as graders, the verification process is simplified.

- Be certain that a coach never score his/her own student's paper or reviews it during grading. (At State, the 5A coaches grade the 2A papers, the 4A coaches grade the 3A papers, etc.)
- All of the Printout 1's for a test should be scored by graders at the same time to allow resolution of problems as they are encountered by the entire group. This helps to minimize questions during Verification Period.
- All Printout 2's should be scored by the graders at the same time.
- Three graders should grade each test, and a fourth grader should tally test scores and resolve discrepancies with the grader(s) that might disagree on specific points or ask for resolution from the Contest Director.
- Due to differences between printers, allow a least ¼" error. Rulers may NOT be used by the students or by the graders, hence this is necessarily an estimated amount. **Bend in the direction of leniency on margins.**
- Since many proportional fonts make it difficult to tell whether two spaces are left between sentences, after colons, etc. **Do not count off for single spaces in these areas.**
- Typos are deducted at the end of the scoring sheet for most documents. These errors typically include misspelling, incorrect numbers, incorrect formatting of quotations, missed capitalization or punctuation, double words, omitted words, incorrectly divided words at the end of a line, words that run together, incorrect boldface type, italics, or underlining, etc., omission of data or elements in charts, extra data or elements in charts, etc.
  - A. **Never count off twice for an error.** If an error is deducted directly on the score sheet, do not also count off for it as a typo.
  - B. If data in a database or chart is graded for typos in the database or spreadsheet printout, do not then count off for the same typos if the information is then integrated into a document created by the word processor.
  - C. If an error in a header or footer is replicated in a grouped report, it is one typo.
  - D. The Student Identification/Test Number heading is subject to 2 typos unless otherwise specified.
- **Do not grade a printout on "mailability" standards.**

## **IX. Verification Period**

Verification Period should be scheduled shortly after tests have been scored. Unofficial results may or may not be posted. This 15-minute period allows students and coaches to examine the student's test along with scoringsheet, a copy of the test and the answer key printouts. This is the time to check for any questionable scoring, and appeal any disagreement with the Contest Director. Do not compare tests with other students or coaches. Official results are announced after appeals have been resolved.

A coach may only verify his or her own student's paper.

Papers of different students may **NOT** be compared during this period by students or coaches.

If a coach can not be present during Verification, he or she can clear the name of a substitute with the director.

**Those not present during the Verification Period, forfeit their right to appeal their scores.**

Ties through sixth place are to be broken using the five-minute tiebreaker document. Only the Tiebreaker tests for the contestants with a potential tie will be graded. The Contest Director grades the tiebreaker tests that need be graded. If the scores on the tiebreaker document are the same, then a tie exists as specified in the Constitution. Mailability is not used in determining ties.

## X. Reports

1" Left

1½" - 2" Top

1" Right

### UNBOUND REPORT

4 (QS)

This is a visual sample of an unbound report. Unbound reports are generally, you guessed it, unbound. Occasionally, they may be stapled.

The title is centered and typed 1½" to 2" down from the top of the page. Left and right margins are set at 1" and the bottom margin should rest at 1" to 1½". Begin the body quadruple-spaced after the title. If there is a subtitle, type it double-spaced below the main title and quadruple-space afterward. Double-space the body of the report. Indent paragraphs ½".

All of the lines of a long quote, more than 4 lines long, should be indented approximately ½" from the left margin and single-spaced. No quotation marks are necessary for long quotes. If the quote is shorter than 4 lines, quotation marks are required. A short quote is not emphasized by indentation. As in other reports, any footnote occurs at the end.

The first page of a report is not numbered; numbering starts on the second page 1" down from the top of the page and right-aligned. Double-space after the page number and continue typing the body.

When dividing a paragraph over two pages, leave at least 2 lines of a paragraph on the first page and carry at least two to the second page.

### A. Unbound Report

- **Top Margin - 1½"-2"**
  - **Side Margins - 1"**
  - **Bottom Margin - 1"-1½"**
1. **Title** is centered and all caps.
  2. **Subtitle**, if present, is double-spaced below the title and followed by a quadruple space.
  3. **Body of Report** is double-spaced.
  4. **Paragraphs** are indented ½".
  5. **Top Margin** of second and subsequent pages is 1".
  6. **Page Number** is in upper right corner as a digit, right aligned and followed by a double space, on Page 2 and subsequent pages.

1½" Left

1½" - 2" Top

1" Right

#### LEFT-BOUND REPORT

### 4 (QS)

A left-bound report has a wider left margin than an unbound report. Generally, a left-bound report is bound on the left side.

The title is centered and typed 1½" to 2" down from the top of the page. The left margin is placed at 1½" and the right margin at 1".

The bottom margin should rest at 1" to 1½". Also, guidelines for long quotes and second page placement are the same in Left-bound Reports as in Unbound Reports.

#### Side Headings

Side headings are aligned at the left margin and underlined.

Paragraph text starts double-spaced below a side heading.

Paragraph Headings. A paragraph heading is indented approximately ½". It should be underlined and in upper/lowercase letters. The paragraph heading is followed by a period and the paragraph text continues on the same line.

## B. Left-bound Report

- **Top Margin - 1½"-2"**
  - **Left Margin - 1½"**
  - **Right Margin - 1"**
  - **Bottom Margin - 1"-1½"**
1. **Title** is centered and in all caps.
  2. **Subtitle**, if present, is double-spaced below the Title and followed by a quadruple space.
  3. **Body of Report** is double-spaced.
  4. **Paragraphs** are indented ½".
  5. **Top Margin** of second and subsequent pages is 1".
  6. **Page Number** is in upper right corner as a digit, right aligned and followed by a double space, on Page 2 and subsequent pages.

1" Left

1½" Top

1" Right

BUSINESS REPORT

4 (QS)

In a business report, center the title in all caps 1½" from the top edge of the paper. If there is a subtitle, double-space between it and the title. Quadruple-space after the title(s) before typing the Body.

Do not number the first page of the report. The page number should appear 1" down from the top of Page 2 and subsequent pages, and it should be right-aligned. Double-space after the page number and continue typing the body.

When dividing a paragraph over two pages, leave at least two lines of a paragraph on the first page and carry at least two onto the second page.

Side Headings

Side headings are aligned at the left margin and underlined. Double-space before and after a side heading.

Paragraph Headings. These headings are blocked on the left margin, underlined, and shown in upper/lowercase letters. A Paragraph Heading is part of the paragraph and, consequently, followed by a period. The paragraph continues immediately thereafter.

## C. Business Report

- **Top Margin - 1½"**
- **Side Margins - 1"**
- **Bottom Margin - 1" - 1½"**
- **Body of the Report is blocked on the left margin and single-spaced with double-spacing between paragraphs.**

1. **Title** is centered and in all caps.
2. **Subtitle**, if present, is double-spaced below the Title and followed by a quadruple space.
3. **Top Margin** on the second and subsequent pages is 1".
4. **Page Number** is in upper right corner as a digit, right-aligned and followed by a double space, on Page 2 and subsequent pages.

## **D. Optional Report Elements**

1. **Quotations**
  - a. Short Quotations are enclosed in quotation marks
  - b. Long Quotations of 4 or more lines are single-spaced, indented ½" and do not contain quotation marks. A blank line precedes and follows a Long Quotation.
2. **Side Headings**
  - a. Block on the left margin.
  - b. Underline.
  - c. Double-space before and after.
  - d. They may be bold or keyed in a larger font.
3. **Paragraph Headings**
  - a. Use Paragraph Headings to introduce a paragraph.
  - b. Underline.
  - c. For indented paragraphs, indent ½".
  - d. For blocked paragraphs, block on the left margin.
  - e. Format in upper/lowercase usually.
  - f. Follow with a period as a Paragraph Heading is actually part of a paragraph.
  - g. Data in the paragraph begins after the Paragraph Heading on the same line.
4. **Footnotes**
  - a. Use superscripted number or symbol following text to indicate a footnote is associated.
  - b. Format the footnote at the bottom of the page on which the text is found that required citation.
    - (a) Use a horizontal line blocked on the left that is 1½"-2" long as the first line of the footnote.
    - (b) Double-space before and after the horizontal line.
    - (c) Indent the footnote and precede with superscripted number or symbol.
    - (d) Single-space within a footnote, and double-space between footnotes.

## XI. Memorandum Formats

<i>1" Left</i>	<i>1½" Top</i>	<i>1" Right</i>
TO:	Computer Applications Contestants	<i>2 (DS)</i>
FROM:	Mrs. Hauser	<i>2 (DS)</i>
DATE:	September 25, 20- -	<i>2 (DS)</i>
SUBJECT:	Standard Memorandum	<i>2 (DS)</i>
<p>In a Standard Memorandum, Guide Words are keyed beginning 1½" from the top of the paper in all caps and double-spaced between them. Set a tab at 1" from the left margin for the information following the guide words. Double-space before beginning the Body of the Memo.</p>		
<p>Type the reference initials double-spaced below the last line in the Body. Other optional components, the Enclosure Notation and Copy Notation, would also be keyed with double spacing between.</p>		
		<i>2 (DS)</i>
uil		<i>2 (DS)</i>

### A. Standard Memorandum

- **Top Margin - 1½"**
- **Side Margins - 1"**
- **Everything blocks on the left margin**
- **Guide Words or preprinted forms with Guide Words use data vertically aligned about 1" from left margin**
- **Salutation omitted**
- **Complimentary Close omitted**

<i>1" Left</i>	<i>1½" or 2" Top</i>	<i>1" Right</i>
September 25, 20--		
		<i>4 (QS)</i>
Department Heads		<i>2 (DS)</i>
SIMPLIFIED MEMORANDUM		<i>2 (DS)</i>
This is a visual sample of a simplified memorandum.		<i>2 (DS)</i>
<p>The date appears 1½" or 2" below the top edge with the addressee's name a quadruple space below. The subject line is printed in all caps or in upper/lowercase. The body is left-aligned and not indented. Quadruple-space after the body before typing the author's name and title, which should be on one line with a comma between.</p>		
		<i>4(QS)</i>
Megan Rios, Executive Director		<i>2 (DS)</i>
uil		

## B. Simplified Memorandum Format

- **Top Margin - 1½" or 2"**
- **Side Margins - 1"**
- **Everything blocks on the left margin**
- **Guide Words omitted**
- **Salutation omitted**
- **Complimentary Close omitted**
- **Address Line is only one line and references a group**
- **Subject Line may be all caps or upper/lowercase**

## XII. Letter Formats

<i>1" Left</i>	<i>2" Top</i>	<i>1" Right</i>
September 25, 20--		
		<i>4 (QS)</i>
Mr. Travis Trent Wetstone Construction 1775 Wentwood Drive Westover, NY 14311-1133		
		<i>2 (DS)</i>
Dear Mr. Trent		
		<i>2 (DS)</i>
BLOCK LETTER		
		<i>2 (DS)</i>
This is a visual sample of a block letter. All elements of a block letter are aligned on the left margin.		
		<i>2 (DS)</i>
The top margin is at 2", while the side margins rest at 1". If the letter contains a second page, its top margin is 1", and it contains a heading with the first and second lines of the inside address, the page number, and the date.		
		<i>2 (DS)</i>
Sincerely yours		
		<i>4 (QS)</i>
Ms. Art Tillery Systems Analyst		
		<i>2 (DS)</i>
uil		

### A. Block Letter

- **Top Margin - 2" unless otherwise specified**
- **Side Margins - 1"**
- **Everything blocks on the left margin**
- **Open or Mixed Punctuation**

<i>1" Left</i>	<i>2" Top</i>	<i>1" Right</i>
	September 25, 20--	
		4 (QS)
Dr. Doris Davis Eldar Enterprises 1223 Willowmere Avenue Westchesters, OH 41150-2342		2 (DS)
Dear Dr. Davis:		2 (DS)
MODIFIED BLOCK LETTER		2 (DS)
This is an example of a modified block letter. Key date and complimentary close lines at the center of the page. Paragraphs may be optionally indented.		2 (DS)
The top margin is at 2", and the side margins rest at 1". The punctuation shown after the Salutation and Complimentary Close is known as Mixed Punctuation.		2 (DS)
	Sincerely,	4 (QS)
	Mr. Ike Slugg Secretary to Mrs. Whitaker	2 (DS)
uil		2 (DS)

## B. Modified Block Letter

- **Top Margin - 2"**
- **Side Margins - 1"**
- **Date & Complimentary Close are keyed beginning at the center of the page**
- **Paragraphs are optionally indented**
- **Subject indented if paragraphs are indented**
- **Punctuation is Open or Mixed**

<i>1" Left</i>	<i>2" Top</i>	<i>1" Right</i>
5687 Jefferson Road Buffalo, NY 14426-9204 September 25, 20--		
		<i>4 (QS)</i>
Ms. Rehka Raut Traut, Inc. 578 Inwood Drive Stephenville, TX 75712-1342		
		<i>2 (DS)</i>
Dear Ms. Raut:		<i>2 (DS)</i>
PERSONAL-BUSINESS LETTER-BLOCKED		<i>2 (DS)</i>
This letter is prepared in block format. A personal-business letter is in either block or modified block format. Usually, this type of letter is prepared when an individual, not a company, writes to a person or organization.		<i>2 (DS)</i>
The top margin is at 2", while the side margins rest at 1". Key the Sender's Return address at the top, immediately preceding the date, on the left margin.		<i>2 (DS)</i>
Sincerely,		
		<i>4 (QS)</i>
Edward Alpin		<i>2 (DS)</i>
Enclosure		<i>2 (DS)</i>

### C. Personal-Business Letter - Blocked

- **Top margin - 2"**
- **Side margins - 1"**
- **Everything blocks on the left margin**
- **Sender's address (not name) keyed at top of letter**
- **Date immediately under sender's address**
- **Punctuation is Open or Mixed**

<i>1" Left</i>	<i>2" Top</i>	<i>1" Right</i>
	5857 Jeffers Road Austin, TX 78726-2433 September 25, 20--	
		<i>4 (QS)</i>
Mr. Edward Mason Textech, Inc. 781 Techno Drive Austin, TX 78756-5324		<i>2 (DS)</i>
Dear Ms. Mason:		<i>2 (DS)</i>
PERSONAL-BUSINESS LETTER-MODIFIED BLOCK		<i>2 (DS)</i>
This is a visual example of a personal-business letter-modified block. A personal-business letter is in either block or modified block format. Prepare this type of letter when you, not your company, write to a person or organization.		<i>2 (DS)</i>
The top margin is at 2", while the side margins rest at 1". Key the Sender's Return address at the top, immediately preceding the date, on the left margin.		<i>2 (DS)</i>
	Cordially,	
		<i>4 (QS)</i>
	Wilson Succotash	<i>2 (DS)</i>
Enclosure		<i>2 (DS)</i>
c Henry Bowman		

#### D. Personal-Business Letter - Modified Block

- **Top Margin - 2"**
- **Side Margins - 1"**
- **Sender's Address (not name) & Complimentary Close are keyed beginning at the center of the page**
- **Date immediately under sender's address**
- **Paragraphs are optionally indented**
- **Punctuation is usually Mixed**
- **Usually without Reference Initials**

<i>1" Left</i>	<i>1¼ or 2" Top</i>	<i>1" Right</i>
September 25, 20--		
		<i>4 (QS)</i>
MR TRAVIS TWITT TWITT DESIGN 1321 WESTWARD DR DALLAS TX 75204-0144		<i>2 (DS)</i>
SIMPLIFIED LETTER- BLOCKED		<i>2 (DS)</i>
This is a visual example of a Simplified Block Letter. All elements are blocked on the left margin.		
The top margin is 1¼" for window envelopes, and the Inside Address is keyed in all caps with no punctuation, as preferred by the USPS. The top margin can be 2" for regular envelopes, and the Inside Address may be all caps or upper/lower case.		
		<i>2 (DS)</i>
The subject line in all caps replaces the Salutation. The Complimentary Close and Company Name are omitted.		
		<i>4 (QS)</i>
JESSIE YARD, SECRETARY		<i>2 (DS)</i>
uil		<i>2 (DS)</i>
Enclosure		<i>2 (DS)</i>

### E. Simplified Letter - Blocked

- **Top Margin - 1¾" for window envelope**
- **Top Margin - 2" for conventional envelope**
- **Side Margins - 1"**
- **Everything blocks on the left margin**
- **Subject Line replaces Salutation and is keyed in all caps**
- **Complimentary Close omitted**
- **Writer's/Sender's Name and Title may be on the same line, separated by a comma.**
- **Inside Address for window envelope**
  1. All caps
  2. No punctuation
- **Inside Address for conventional envelope**
  1. All caps or upper/lowercase
  2. Punctuation omitted if all caps is used
- **Writer's/Sender's Name and Title for window envelope**
  1. All caps
  2. Punctuation used to separate from Writer's/Sender's Name from Title
- **Writer's/Sender's Name and Title for conventional envelope**
  1. All caps or upper/lowercase
  2. Punctuation used to separate from Writer's/Sender's Name from Title

Mr. Travis Twitt  
Twitt Design  
Page 2  
September 25, 20--

*1" Top*

*2 (DS)*

Whenever a letter or memo goes beyond one page, all additional pages should be headed this way. Second and subsequent pages are typed on plain paper, not letterhead.....

### **XIII. Second Page of Letter or Memorandum**

- **Top Margin - 1"**
- **Side Margins - Same as 1<sup>st</sup> Page of Document**
- **Heading components include the following:**
  1. First Line of Inside Address
  2. Second line of Inside Address if it is not the Street Address
  3. Page Number formatted as "Page 2"
  4. Date
- **Heading is blocked on the left margin, followed by double space**
- **Plain paper is used for second and subsequent pages**

## XIV. Letter Parts

1" Left	2" Top	1" Right
September 25, 20--	DATE	2 (DS)
REGISTERED	MAILING NOTATION	2 (DS)
Attention Ms. Esther Roberts Trent, Inc. 7833 Trent Dr. La Joya, TX 76833	ATTENTION LINE INSIDE ADDRESS	
Dear Ms. Roberts:	SALUTATION	2 (DS)
Subject: Special Features	SUBJECT LINE	2 (DS)
	BODY OF LETTER	2 (DS)
Truly yours	COMPLIMENTARY CLOSE	2 (DS)
COOPER INDUSTRIES	COMPANY NAME	4 (QS)
Melvin Marco Software Developer	WRITER'S/SENDER'S NAME WRITER'S/SENDER'S TITLE	2 (DS)
uil	REFERENCE INITIALS	2 (DS)
Enclosure	ENCLOSURE NOTATION	2 (DS)
c Wilson Succotash	COPY NOTATION	2 (DS)
Wilson needs the copy for records.	POSTSCRIPT	

## A. Conventional Parts of a Letter

1. **Date**
  - a. Format as January 1, 2005
  - b. Blocked on left margin for Block formats.
  - c. Keyed at center of page for Modified Block formats.
  - d. Keyed at top of letter (except for Personal-Business Letter. It follows sender's address without double-spacing).
  - e. Quadruple space after the date.
2. **Inside Address**
  - a. Blocked on left margin.
  - b. Uses 2-character, uppercase state abbreviation.
  - c. Double-space after the Inside Address.
3. **Salutation**
  - a. Followed by a colon for Mixed Punctuation or by a comma if informal correspondence is specified.
  - b. Double-space after the Salutation.
  - c. Use personal title, such as Mr. Mrs., Ms., etc.
  - d. "Ladies and Gentlemen" is Salutation if none is noted.
  - e. Omitted in Simplified Letter and in Memos.
4. **Body of the Letter**
  - a. Blocked on left margin for Blocked or Simplified Formats.
  - b. Blocked on left margin or indented for Modified Block Formats.
  - c. Use single spacing in paragraphs.
  - d. Double-space between paragraphs.
5. **Complimentary Close or Complimentary Closing**
  - a. Double-spaced down from the body of the letter.
  - b. First word of Complimentary Close is capitalized.
  - c. Follow with a comma for Mixed Punctuation.
  - d. Quadruple-space after Complimentary Close (unless Company Name required in Close).
  - e. In Simplified Letters, omit the Complimentary Close and quadruple space down from the body of the letter.
6. **Writer's Name or Sender's Name**
  - a. Blocked on left margin for Blocked Format or Simplified Format.
  - b. Keyed at center in the Modified Block Format.

## B. Optional Letter Features

1. **Mailing Notations**
  - a. All caps.
  - b. Double-spaced below the date.
  - c. Blocked on the left margin.
  - d. Include indications, such as REGISTERED, CERTIFIED, INSURED, CONFIDENTIAL, etc.
  - e. Double-space after Mailing Notation.
2. **Attention Line**
  - a. May be keyed as the first line of the Inside Address with no colon after the word, "Attention."
  - b. May be double-spaced after the Inside Address in place of the Salutation, and contain a colon following Attention for Mixed Punctuation and no punctuation for Open Punctuation.
3. **Subject Line**
  - a. Blocked on left margin for block paragraphs.
  - b. Indented for indented paragraphs.
  - c. For Simplified Letters, all caps Subject Line replaces Salutation.
  - d. May be all caps or upper/lower case.
  - e. Placement is double-spaced down from the Salutation (or Inside Address for Simplified Letters), and the Body of the Letter is double-spaced below.
  - f. Optionally preceded by "Subject:"
4. **Company Name**
  - a. Double-spaced down from the Complimentary Close and aligned with it.
  - b. Printed in all caps.
  - c. Quadruple-space after Company Name.
  - d. Omitted in Personal Business Letter and Simplified Letter.
5. **Writer's Title or Sender's Title**
  - a. Keyed directly under Writer's Name in upper/lower case for most formats.
  - b. Separated from Writer's Name by a comma for Simplified Letter and keyed in all caps.
  - c. Separated from Writer's Name by a comma for Simplified Memorandum.
6. **Reference Initials**
  - a. Double-spaced down from preceding line.
  - b. Keyed in lower case.
  - c. Blocked on left margin.
7. **Enclosure Notation**
  - a. Double-spaced down from preceding line.
  - b. Follows Reference Initials if they are present.
  - c. Blocked on left margin
  - d. Formatted as Enclosure, Enclosures, or Enclosures (#).
8. **Copy Notation**
  - a. Double-spaced down from preceding line.
  - b. Follows Enclosure Notation if it is present.
  - c. Blocked on left margin.
9. **Postscript**
  - a. Blocked on the left margin for blocked paragraph formats.
  - b. Indented for indented paragraph formats.
  - c. Double-space before.
  - d. Follows Copy Notation, if present.
  - e. Always the last line of a letter, if present.
10. **Quotations** (not shown in sample)
  - a. Short quotes are enclosed in quotation marks.
  - b. Long quotes of 4 or more lines are single-spaced, and all lines of the quotation are indented ½" from the left margin. Double-space before and after a long quotation, and do not use quotation marks.

11. **Enumerations & Bullets** (not shown in sample)
  - a. Single-spaced within the body.
  - b. Double-space before, between, and after Enumerations and Bullets.
  - c. Block format used with blocked paragraphs.
    - (a) Block Enumerations and Bullets on the left margin.
    - (b) Numbers are followed by a period and two spaces or a tab.
    - (c) Second and succeeding lines are blocked on the left margin.
  - d. Indented format used with blocked paragraphs.
    - (a) Block Enumerations and Bullets on the left margin.
    - (b) Numbers are followed by a period and two spaces or a tab.
    - (c) Second and succeeding lines are always indented to align under the data of the first line.
  - e. Indented format used with indented paragraphs.
    - (a) Indent before beginning the Enumeration or Bullets.
    - (b) Numbers are followed by a period and two spaces or a tab.
    - (c) Second and succeeding lines are always indented to align under the data of the first line.

## C. Punctuation Conventions

1. **Open Punctuation**
  - a. No punctuation after the Salutation.
  - b. No punctuation after the Complimentary Close.
2. **Mixed Punctuation**
  - a. Colon after the Salutation (or comma for very informal letters).
  - b. Comma after the Complimentary Close.

**D. Proofreaders Marks**

Mark	Function	Example
	Capitalize	texas 
	Close up	Tex as 
	Delete	Texas 
^	Insert	Teas 
# or /	Insert a space	withinTexas or withinTexas 
,	Insert a comma	Dallas Texas 
.	Insert a period	Mr Jones 
/ or lc	Make lowercase	stay inside or stay inside 
#	New paragraph	...we stopped. Two days later... 
N or h	Transpose	Teaxs or Teaxs 
stet	Ignore correction	Do not leave Texas. 
]	Move right	Do not leave Texas. 
[	Move left	Do not leave Texas. 
][	Center	Farewell to Texas 
O or sp	Spell out	(NY) or NY 
	Align	9. Texas 10. Utah 
└	Move down	Do not leave Texas. 
┐	Move up	Do not leave Texas. 
∨	Insert apostrophe	Tests 
∩	Insert quotes	"Remember the Alamo, he shouted." 
<u>ital</u>	Underline	<u>A Wrinkle in Time</u>
<i>ital</i>	Italicize	<i>Hamlet</i>

## **E. Letter Placement**

1. **Standard Placement** is used in all letters unless a test otherwise states.
  - a. Top margin 2".
  - b. Side margins 1".
2. **Variable Placement** is generally a little more attractive than Standard Placement.
  - a. Top margin 2<sup>3</sup>/<sub>4</sub>".
  - b. Side margins 2".
3. **Special notations** in a letter require raising the date line approximately one line for every two features. For 12-point type, this is approximately 0.2" (Notations would include Subject Line, Enclosure Notation, Copy Notation, or Postscript.)

## **F. Justification**

1. **Left justification.**
  - a. Documents or Date may be left justified leaving a ragged right margin.
  - b. Table headings may be left justified so that the heading and the data in the column below begin at the same place.
2. **Full justification.**
  - a. Documents or data may use full justification leaving an even left and right margin.
  - b. Full justification is done by most word processors by inserting added spaces between words or letters to fill lines.
3. **Center justification.**
  - a. Titles or information may be produced with center justification which centers data between existing margins.
  - b. Headings and columnar data in a spreadsheet or database table may use center justification which centers the data in the column.
4. **Right justification.**
  - a. Information or addresses in a document may be right justified which lines up the right margin, leaving the left margin uneven. This is usable for creating a letterhead with a customized appearance.
  - b. Headings and columnar data in a spreadsheet or database table may be right justified which aligns the rightmost position of the data and heading within the column. This is most used for columns with numeric data.

## **XV. Functions**

### **A. Functions for Which Students Are Responsible**

1. See Appendix B for a complete list of functions from Excel that can appear on any Computer Applications test.
2. The equivalent functions may have slightly different names in Access, so be certain that you are familiar with these difference.

### **B. Excel and Access both use functions, and a few are not acceptable to Access.**

## Appendix A. Contest Instructions and Scoring

### I. CONDUCTING A CONTEST

#### A. Setting Up

1. Allow time prior to the contest to set up and test equipment.
2. **ALL EQUIPMENT MUST BE OPERATIONAL BEFORE CONTESTS FOR ANY CONTESTANT TO COMPETE.**
  - a. Contestants should test to be certain that they can save files on their diskettes, CDs, or flash drives.
  - b. Contestants should be certain that their printers are functional and have ink.
3. Contestants from the same school should not sit adjacent to each other.

#### B. Equipment

1. Each student must have his or her own laptop or notebook and printer.
  - a. Peripheral keyboards may be attached.
  - b. A mouse may be attached.
2. **NO EQUIPMENT MAY BE SHARED.**

#### C. Software.

1. Tests must be taken in a current or near current version of Microsoft Office.
2. **SPREADSHEET EXERCISES MUST BE DONE IN EXCEL, DATABASE PROCESSES MUST BE DONE IN ACCESS, AND DOCUMENTS MUST BE COMPLETED IN WORD.**
3. Graders may check to verify that the appropriate application package was used.

#### D. Coaches Taking Tests

1. **COACHES SHOULD BE GIVEN COPIES OF THE TEST WHEN THEY ARE DISMISSED PRIOR TO THE CONTEST'S STARTING SO THAT THEY MAY TAKE THE TEST AT THE SAME TIME AS CONTESTANTS**, but in a different location.
2. Coaches may use backup equipment that is not being used or equipment at the test site, if available.
3. Coaches may take the test in groups or individually.

#### E. Tiebreakers

1. **THE TIEBREAKER TAKES 5 MINUTES AND IS GIVEN BEFORE THE ACTUAL TEST.**
2. Tiebreakers should be passed out face down since these are taken first.
3. The Contest Director should instruct all contestants to begin at the same time and type until time is called.
4. If a contestant completes a tiebreaker, he or she should begin typing again at the top.
5. When time is called, the Contest Director should direct contestants to print.
  - a. All contestants may be directed to print at the same time if power capability is not a problem.
  - b. If power capability is a potential problem, contestants may be split into groups having only one group at a time sending output to printers.

#### F. Administering the Test

1. Distributing Tests
  - a. Pass tests out face down or in folders or envelopes.
  - b. Tests should remain face down until the Contest Director "starts" the contest.
2. Starting the Test
  - a. The Contest Director should signal the start of the test.
  - b. An assistant responsible for timing the test should start the timer.
3. Timed Preview Period
  - a. **A 3-MINUTE PREVIEW IS REQUIRED.**
  - b. Practice invitational meets may allow up to 5 minutes for preview.
  - c. Contestants may not use computers during preview time, but they may make notes on tests.
4. Timed Test
  - a. **THE TEST IS 30 MINUTES.**
  - b. All contestants must take the test at the same time. No exceptions.
  - c. Encourage contestants to save work frequently in case of equipment malfunctions.
5. Time Warnings
  - a. **GIVE A 10-MINUTE WARNING** when ten minutes remain in the contest.

- b. **GIVE A 2-MINUTE WARNING** when two minutes remain in the contest.
6. Printing
  - a. Only printing that is initiated within the timed testing period will be graded.
  - b. A printout is "initiated" if a key has been depressed or a mouse clicked to direct it to the printer even if printing has not actually commenced when the test is over, and such will be graded.
7. Conclusion of the Test
  - a. Ask contestants to raise hands into the air to assure that no one continues keying data.
  - b. Ask contestants to be sure their contestant number, not their names, are in the top-right hand corner of all printouts and on their diskette/CD/flash drive that is to be turned in.
8. Collecting Materials
  - a. Have contestants turn in their printouts and diskettes, CDs, or flash drives for grading.
  - b. Have contestants discard any practice pages or trash.
  - c. No printouts or extra paper may be removed from the contest room after the test by contestants.
- G. Equipment Removal
  1. Equipment may be removed after the contest.
  2. Equipment may be removed after grading if it cannot be handled immediately after the contest.
- H. Equipment Malfunction
  1. Prior to a contest, every effort should be made to correct equipment problems by substituting equipment, keyboards, printers, etc. with a backup or borrowing equipment from another contestant or from the Contest Director, if possible.
  2. **A CONTESTANT SHOULD RAISE HIS OR HER HAND AND ADVISE THE CONTEST DIRECTOR DURING THE CONTEST** if any equipment problems occur.
  3. An assistant should be assigned to attempt to resolve the problem.
  4. If the system is inoperative and the problem cannot be resolved, the contestant can turn in only what he or she has completed before the equipment failed; and, after the contest, he or she can print anything that had been saved onto diskette/CD/flash drive in the same manner as described under Printer Malfunction.
  5. **A CONTESTANT MAY NOT COMPLETE THE CONTEST AT A LATER TIME.**
- I. Printer Malfunction
  1. **A CONTESTANT SHOULD RAISE HIS OR HER HAND AND ADVISE THE CONTEST DIRECTOR DURING THE CONTEST** if any printer problems are experienced.
  2. The Contest Director should ask an assistant to help resolve the problem immediately, if possible.
  3. If the problem cannot be resolved after up to approximately five minutes of trying, the contestant should resume work on the test.
  4. If a contestant has not attempted any printing before the two-minute warning and has a malfunction, the process is the same, but only one printout will be graded.
  5. The Contest Director should assign an assistant that is "unrelated" to the contestant (i.e. not a coach from the contestant's school) to stay with the contestant the entire time that the contestant prints the output from a saved file after the contest has concluded.
    - a. Printing may be done on a different printer.
    - b. Printing may be done on a different computer.
    - c. **A CONTESTANT MAY DO NO ADDITIONAL EDITING OR ALTERATIONS AFTER THE CONTEST HAS ENDED.**
    - d. Printing may only be done after conclusion of a contest if both of the following have occurred.
      - (a) **THE CONTEST DIRECTOR WAS APPRISED OF A MALFUNCTION DURING THE CONTEST.**
      - (b) **TIME WAS EXPENDED DURING THE CONTEST BY AN ASSISTANT ADDRESSING THE PROBLEM.**

## II. SCORING

- A. **ZERO IS THE LOWEST POSSIBLE SCORE FOR ANY PRINTOUT.**
- B. **COACHES ARE REQUIRED TO GRADE**, or they should find a substitute and talk to the Director.
- C. Grading is *all or nothing*. (i.e. each item on Score Sheet is worth zero or all specified points.)
- D. Rulers, other than those in computer software, should not be used during the contest or during the grading of the tests, and papers should not be folded to determine an exact center.
- E. Printout 1 will be graded by all graders at the same time so that questions arising can be fielded for the entire group.
- F. All of the Printout 2's should be graded at the same time as well.
- G. Three graders will check each test paper.
- H. A fourth grader will then tabulate results and resolve any inconsistencies in the scores on a test with the graders whose results are in question or with the Contest Director.
- I. **IF THERE IS A SIGNIFICANT ERROR ON THE TEST**, notify the UIL State Office or contact the Contest Director for clarification. Mistakes in Answer Keys should be corrected, and all printouts should be judged on correctness, not on an incorrect answer.
  - 1. If a word was obviously a misspelled word on a test or in an Answer Key, such as *alternations* instead of *alterations*, either should be given credit.
  - 2. All contestants' scores should reflect any changes.
- J. **GRADE THE BODY OF A DOCUMENT ONLY AS FAR AS A CONTESTANT HAS ENTERED DATA OR TYPED OVER A TEMPLATE AND TAKE OFF FOR TYPOS ONLY AS FAR AS A CONTESTANT TYPED.**
  - 1. Do not grade parts of a template that a contestant has not entered in a document. (i.e. no credit is given for possible correct information in a document that was brought in as a template in the Complimentary Close, Reference Initials, or other parts of a document beyond where a contestant had entered information in the document.)
  - 2. If a contestant completed most of a paragraph and omitted a sentence or line, the student gets credit for completing the paragraph if it appears that he or she inadvertently skipped over a portion and continued typing beyond that part. Deduct typos for the omitted portion.
  - 3. If a contestant skipped to alter information at the bottom of a template for a document, then he or she effectively typed to the bottom, and the entire document is graded, and typos are deducted.
- K. Tiebreakers are graded only if there is a tie among the top six places, and the Contest Director is grader.
- L. Typographical errors are graded with the following criteria.
  - 1. Typographical errors include the following:

misspelling	incorrect numbers	missed capitalization
missed punctuation	double words	incorrect formatting
words run together	incorrect row/line spacing, either extra or omitted	
incorrectly divided words	incorrect borders/lines, either extra or omitted	
omitted words or numbers	missing or extra parts of a chart or graph	
  - 2. **DO NOT COUNT OFF FOR DIFFERENCES BETWEEN ONE AND TWO SPACES FOLLOWING SOME PUNCTUATION MARKS** as this is often difficult to differentiate.
  - 3. **DO NOT COUNT OFF TWICE FOR AN ERROR.**
  - 4. If deductions are made directly on the Score Sheet, do not then count off for an error as a typo.
  - 5. If deductions are made on one printout, do not count off for the same error on another printout.
- M. **DO NOT DISQUALIFY A PRINTOUT ON "MAILABILITY" STANDARDS.**
- N. Allow about 1/4" differential between requested margins and printed margins.
- O. Right justified data in a printout may vary between alphabetic data and numeric data.
  - 1. The rightmost character of numbers in some application packages is offset one space presumably for a minus sign if one were present.
  - 2. **DO NOT COUNT OFF FOR NUMBERS AND LETTERS NOT QUITE ALIGNING ON THE RIGHT.**
- P. Grading of centering, margins, etc. is a visual check.
  - 1. Do not attempt to be "ruler-exact."
  - 2. Do not fold papers to ascertain an exact center.

## III. VERIFICATION

- A. Unofficial results may or may not be posted prior to Verification at the discretion of the Contest Director.
- B. Graded tests along with score sheets, a copy of the test itself, and copies of the Answer Keys are examined by contestants and their coaches during Verification.
  - 1. Only a contestant's coach may examine the test with him or her or a person that has been approved by the Contest Director.
  - 2. Contestants and coaches are not to compare papers or examine anyone's test but their own.
- C. Verification is not to exceed 15 minutes.
- D. Report questions or errors in grading or recording scores to the Contest Director.
  - 1. The Contest Director will determine if the problem in question is an error.
  - 2. The Contest Director will recalculate the score and initial the change.
- E. **THOSE NOT PRESENT DURING VERIFICATION PERIOD FORFEIT THE OPPORTUNITY TO RAISE OBJECTIONS.**
- F. Official results will be announced after all questions have been resolved and rankings have been corrected, if necessary.

#### IV. TIES

- A. Ties through sixth place are to be broken using the five-minute tiebreaker document.
- B. If the scores on the tiebreaker document are the same, then a tie exists.
- C. Should there be a tie for first place, there is no second place. Should there be a tie for second place, then there is no third, and so on.
- D. Mailability is no longer relied on to determine ties.

## APPENDIX B. FUNCTIONS

This is a list from Office 2003, and students are responsible also for any new functions added with Office 2007.

<b>Date &amp; Time</b>	ODD	AVERAGEA	STDEVPA
DATE	PI	BETADIST	STEYX
DATEVALUE	POWER	BETAINV	TDIST
DAY	PRODUCT	BINOMDIST	TINV
DAY360	RADIANS	CHIDIST	TREND
HOUR	RAND	CHIINV	TRIMMEAN
MINUTE	ROMAN	CHITEST	TTEST
MONTH	ROUND	CONFIDENCE	VAR
NOW()	ROUNDDOWN	CORREL	VARA
SECOND	ROUNDUP	COUNT	VARP
TIME	SIGN	COUNTA	VARPA
YEAR	SIN	COUNTBLANK	WEIBULL
	SINH	COUNTIF	ZTEST
<b>Financial</b>	SQRT	COVAR	
DB	SUBTOTAL	CRITBINOM	<b>Text</b>
DDB	SUM	DEVSQ	CHAR
FV	SUMIF	EXPONDIST	CLEAR
IPMT	SUMPRODUCT	FDIST	CODE
IRR	SUMSQ	FINV	CONCATENATE
ISPMT	SUMX2MY2	FISHER	DOLLAR
MIRR	SUMX2PY2	FISHERINV	EXACT
NPER	SUMXY2	FORECAST	FIND
NPV	TAN	FREQUENCY	FIXED
PMT	TANH	FTEST	LEFT
PPMT	TRUNC	GAMMADIST	LEN
PV		GAMMAINV	LOWER
RATE	<b>Informational</b>	GAMMALN	MID
SLN	CELL	GEOMEAN	PROPER
SYD	ERROR.TYPE	GROWTH	REPLACE
VDB	INFO	HARMEAN	REPT
	ISBLANK	HYPGEOMDIST	RIGHT
<b>Logical</b>	ISERR	INTERCEPT	SEARCH
AND	ISERROR	KURT	SUBSTITUTE
FALSE()	ISLOGICAL	LARGE	T
IF	ISNA	LINEST	TRIM
NOT	ISNONTEXT	LOGEST	TEXT
OR	ISNUMBER	LOGINV	UPPER
TRUE()	ISREF	LOGNORMDIST	VALUE
	ISTEXT	MAX	
<b>Math &amp; Trigonometric</b>	N	MAXA	
ABS	NA	MEDIAN	
ACOS	TYPE	MIN	
ACOSH		MINA	
ASIN	<b>Lookup &amp; Reference</b>	MODE	
ASINH	ADDRESS	NEGBINOMDIST	
ATAN	AREAS		<b>Statistical-cont</b>
ATAN2	CHOOSE	NORMDIST	
ATANH	COLUMN	NORMINV	
CEILING	COLUMNS	NORMSDIST	
COMBIN	GETPIVOTDATA	NORMSINV	
COS	HLOOKUP	PEARSON	
COSH	HYPERLINK	PERCENTILE	
DEGREES	<b>Lookup &amp; Reference-cont</b>	PERCENTRANK	
EVEN	INDEX	PERMUT	
EXP	INDIRECT	POISSON	
FACT	LOOKUP	PROB	
FLOOR	MATCH	QUARTILE	
INT	OFFSET	RANK	
LN	ROW	RSQ	
<b>Math &amp; Trigonometric-cont</b>	ROWS	SKEW	
LOG	TRANSPOSE	SLOPE	
LOG10	VLOOKUP	SMALL	
MDETERM		STANDARDIZE	
MINVERSE	<b>Statistical</b>	STDEV	
MMULT	AVEDEV	STDEVA	
MOD	AVERAGE	STDEVP	

## APPENDIX C. GLOSSARY OF TERMS

**absolute reference** - is the indication of a column or row in a spreadsheet preceded by dollar (\$) marks so that the reference does not change as the reference to the cell is replicated. Both row and column can be absolute or either one alone.

**alignment** - refers to horizontal data or object position between left and right margins or within a column, cell, or other text area. Alignment can be to the right, left, or centered within a cell, text area, line, or column.

**ampersand** - the "and" sign (&) used in concatenation of string data.

**area chart** - type of multiline graph in a spreadsheet which fills the area between lines to clearly illustrate differences.

**argument** - parameter entered in a function and used in making calculations (i.e. in the function *SUM(A1:B1)*, the range described by *A1:B1* is the argument for the function.)

**arithmetic operator** - symbols used to indicate addition (+), subtraction (-), multiplication (\*), division (/), and exponentiation (^) in formulas.

**ascending order** - sequence of arrangement with the smallest number or letter closest to the front of the alphabet coming first (i.e. *1 to 99.. or A to Z*)

**ASCII** - acronym for American Standard Code for Information Interchange. This is a standard format in which files may be written to storage devices and used by most other applications. The data output in this manner loses all its formatting information.

**attribute** - characteristic ascribed to something, a property.

**bar chart** - data graphically illustrated with a series of vertical bars. (*Microsoft Excel calls this a column chart, and refers to a bar chart as the horizontal version of this.*)

**baseline** - imaginary line on which a line of text is located. Descenders of the letters, *j, p, q,* and *y* pass through the baseline.

**blank row** - a blank line, empty line, or empty row in a spreadsheet or database. It is also called an *empty record* in a database.

**blank line** - an empty line in a document, spreadsheet, or database. This is also called a *blank row* in spreadsheets and databases, and it is also called an *empty record* in databases.

**block** - selected set of items, such as words, cells, columns, etc.

**border** - lines drawn around the perimeter of a cell, field, range of cells, block of data, a page, paragraph, drawing, or a box that emphasizes the selection. Each cell has four "borders" in a database and spreadsheet, left, right, top, and bottom, and these may be manipulated separately or in combination.

**break point** - a specified change in a report when a Summary Total Line is inserted. This is triggered by a change in a particular field. A Group in a report is terminated at a break point.

**bullet** - large round dot or square used to delineate or enumerate an important element.

**calculated field** - field having a mathematical expression as its source of data.

**category label** - label describing what the x-axis of a spreadsheet

chart represents. This is printed along the x-axis under the related bar or data point.

**cell** - area formed by intersection of a column and row in a spreadsheet or individual item of data addressed by one column and one row.

**cell address** - pointer to a cell that notates the column and row intersection at which it is located.

**cell reference** - location of a cell in a spreadsheet that is identified by the column and row labels.

**center tab** - tab stop that centers data between margins, in a column, or in a particular area.

**chart** - visual representation of data in a graph or tabular format.

**clip art** - pre-prepared graphics available in most word processors that can be inserted into documents.

**clipboard** - area of computer memory where selected data or information is temporarily copied from an application. Contents from the clipboard can then be "pasted" into another application.

**column chart** - Microsoft's term for a bar chart which is a graph represented by vertical bars.

**column designators** - alphabetic character(s) that are displayed above each column of a spreadsheet.

**column headings** - also called column labels; data that appears at the top of a column in a spreadsheet.

**column labels** - also called column headings; data that appears at the top of a column in a spreadsheet.

**compound IF** - also called an embedded or complex IF; IF function embedded within another IF function

**complex IF** - also called an embedded or compound IF; IF function embedded within another IF function

**concatenation** - connection of two or more strings of data in a spreadsheet or database and placement into a separate cell or field using the ampersand (&) sign.

**conditions** - criteria; specifications or tests on which decisions or selections are made.

**concatenation** - process of placing two or more strings together to produce another string. The ampersand is often used as the concatenating character. (i.e. *concatenate fields LastName plus a comma and space and FirstName to produce a full name.*)

**criteria** - conditions; specifications or tests on which decisions or selections are made.

**data** - information in a form suitable for processing.

**data series** - selected range in a spreadsheet that is shown in a chart format.

**data point** - single piece of numeric data plotted on a chart.

**database** - collection of data organized for a particular purpose.

**datasheet** - tabular view of that with columns representing fields and rows being records.

**decimal tab** - tab stop that aligns decimal point position or implied position at the tab stop.

**default** - value for a variable automatically assigned by a computer application.

**descending order** - sequence of arrangement with the largest number or letter closest to the front of the alphabet coming first. (*i.e.* 99.. to 1 or Z to A.)

**design view** - environment in which definitions can be made for data and what fields can store.

**detail lines** - rows of information that represent the detailed items or data lines on a report or form as opposed to summary lines or heading and title lines.

**decision box** - a diamond-shape block on a chart in which a decision is made using an IF function.

**dot leaders** - or leader characters; these are characters, like periods, dashes, underlines, etc., that appear when the tab is depressed leaving a string of such characters from the point at which the tab key was depressed to the stopping point where a tab is set specifying dot leaders or leader characters.

**dot leader tabs** - preset stopping places in a word processor reached by depressing the tab key and leaving a string of dots or other characters from the original position of the cursor when the key was depressed to the data that is entered at the tab stop.

**embedded IF** - also called a complex or compound IF; an IF function embedded within another IF function

**empty record** - an empty line or blank line in a document, spreadsheet, or database. This is also called a *blank row* in spreadsheets and databases, and it is also called an *blank record* in databases.

**exploding pie slice** - special visual presentation of a pie chart in which one or more sections of the pie are separated as if "exploding" away from the center.

**expression** - operation or value stated using numbers and mathematical symbols.

**field** - element of a database that stores a single piece of information.

**field name** - name identifying a database field and the type of information contained in it.

**field properties** - field attributes associated with the data entered in a field, such as number of decimals, font size, etc.

**file** - collection of records or a table in database, a document or collection of documents in word processing, or a sheet or collection of sheets in spreadsheet. Anything written out to an output medium.

**filter** - process to select data that meets certain criteria. This is also called a query.

**Final Total Line** - the last Total Line on a report that contains a sum, average, maximum, minimum of a column of values. This represents a Grand Total for the entire report.

**font** - character set with specific design and similar appearance. Each font has a unique name.

**font effects** - or font style; physical appearance of characters in a font, such as bold, underlined, italic, superscript, subscript, strikeout, etc.

**font size** - size of characters in a font that is based on 72 points per inch.

**font style** - or font effects; physical appearance of characters in a font, such as bold, underlined, italic, superscript, subscript, strikeout, etc.

**footer** - one or more lines of data that appear at the bottom of every specified page until it is turned off. (*i.e.* this can be for all pages, odd pages, or even pages.)

**footnote** - a note placed at the bottom of a page of a document that cites a reference for a selected part of the text.

**format** - properties associated with data, such as alignment, data, decimals, font, font size, color of text, borders, shading, patterns, etc.

**formula** - entry in a spreadsheet cell or database field that performs a calculation by references other fields and using mathematical operators.

**database** - collection of data organized for a particular purpose.

**form wizard** - feature in Access that walks the user through the creation of a form.

**freeze title** - or freeze pane; keep titles, column headings, or row headings locked in place while scrolling through the detail information in a spreadsheet.

**function** - predefined formula for a specific purpose. This usually requires arguments.

**gridlines** - framework of vertical and horizontal bars in a spreadsheet, database, or chart that enables easier reading.

**group or grouping break point** - a selection of a sorted report that has the same value in a particular specified field or cell. When the value changes it causes a break point and usually a Summary Total Line.

**hanging indent** - indentation of the second and subsequent lines of data in a paragraph over to a tab stop.

**hard page** - page break; activation of ending a page and starting on the next page with data.

**header** - information that prints at the top of selected document pages. Selection usually includes all pages, even pages, or odd pages.

**headings** - or column and row labels; names identifying a column or row of a report, table, database, or spreadsheet. This is a form of a title or subtitle.

**import** - pull data in from another database or other collection of data.

**indent** - cause a line of data or a paragraph to be moved over one 1/2".

**input** - data entered into a computer application or program or to enter such data.

**interest** - also called interest rate or rate; percentage of a total amount of a loan that is used to satisfy the interest owed on the loan.

**interest rate** - also called interest or rate; percentage of a total amount of a loan that is used to satisfy the interest owed on the loan.

**label** - text-type information that may be either alphabetic or alphanumeric which is not intended to be used in calculations. Column and row headings and are also labels.

**landscape** - printing of a document in a sideways orientation with top of the document being on the long edge of the paper. The opposite orientation to portrait.

**leader characters** - or dot leaders; these are characters, like periods, dashes, underlines, etc., that appear when the tab is depressed leaving a string of such characters from the point at which the tab key was depressed to the stopping point where a tab is set specifying dot leaders or leader characters.

**left tab** - tab stop that aligns leftmost position of data.

**legend** - key that identifies information represented by patterns or colors in a chart.

**line chart** - graph with data points connected by a line.

**line spacing** - spacing in a document from the bottom of one line of text to the bottom of the next. Line spacing of one is considered single spacing; line spacing of two, double spacing; etc.

**lock title** - also called freeze title or freeze pane; keep titles, column headings, or row headings locked in place while scrolling through the detail information in a spreadsheet.

**lookup value** - value used to search the first row or column of a Lookup Table to find the largest value that is less than or equal to its own value in order to pick up a related value or data from the Lookup Table.

**mail merge** - also called print merge; feature that allows combining multiple sources of text into a single document, such as a form letter, a label, or an envelope.

**null character** - represented by "", a null character means that no data is present in a field or cell.

**operation box** - a rectangular block in a chart which defines an operation that takes place in a particular sequence.

**orientation** - position of a document on a page. This can either be conventional portrait orientation or sideways landscape orientation.

**output** - end result produced by a computer program or application, such as a document or file.

**page break** - action that causes the print on a page to end and skip to the next page before recommencing.

**page footer** - one or more lines of data that appears at the bottom of every specified page until it is turned off. (*i.e. for all pages, odd pages, or even pages.*)

**page header** - one or more lines of data that appears at the top of every specified page until it is turned off. (*i.e. this can be for all pages, odd pages, or even pages.*)

**payment** - also called periodic payment; amount paid on a regularly scheduled basis to satisfy a loan.

**periodic payment** - also called payment; amount paid on a regularly scheduled basis to satisfy a loan.

**peripheral** - Auxiliary device, as a printer, keyboard, keypad, or storage system, that works in conjunction with a computer.

**pie chart** - graphical representation of a single series of numbers that looks like a sliced pie where the size of each "slice" is relative to the size of the number the slice represents versus the sum of all the numbers. An "exploding pie chart" is this type of chart with one or more pieces separated.

**point size** - size of characters using the convention of 72 points per inch.

**portrait** - printing of a document in a conventional orientation with top of the document being on the short edge of the paper. The opposite orientation to landscape.

**principal** - amount borrowed that is unpaid on a loan.

**print merge** - also called mail merge; feature that allows combining of multiple sources of text into a single document, such as a form letter, a label, or an envelope.

**properties** - series of information that describe an object or field.

**query** - filter technique whereby records of a database are selected depending on meeting prescribed criteria or conditions.

**range** - set of adjacent cells. This can be only a single cell.

**range of cells** - also called range reference; location of a block of adjacent cells in a spreadsheet. This is identified by the addresses of the first and last cell in the block separated by a colon.

**range reference** - also called range of cells; location of a block of adjacent cells in a spreadsheet. This is identified by the addresses of the first and last cell in the block separated by a colon.

**rate** - also called interest or interest rate; percentage of a total amount of a loan that is used to satisfy the interest owed on the loan.

**record** - collection of related, organized fields of information, such as contained in a row of data from a data base. Multiple records make up a table.

**relative cell reference** - address of a cell in a formula that changes as the formula is copied from one cell to another. This is used in the "fill" commands to replicate calculated data.

**replicate** - To duplicate, repeat, or copy, as a formula or function. Usually done by filling down from one cell to others in a spreadsheet.

**report** - presentation of a collection of data or information usually in a printed form. This can be output of a database or spreadsheet and have a columnar appearance, or it can be from a word processor and have either a columnar appearance or that of a manuscript.

**right tab** - tab stop that aligns rightmost position of data.

**row headings** - data that appears in the right cell of a row in a spreadsheet to identify contents of cells in that row.

**row labels** - also called row headings; data that appears in the right cell of a row in a spreadsheet to identify contents of cells in that row.

**row numbers** - number appearing at the beginning of each row of a spreadsheet.

**scale** - set of numbered marks indicating minimum, maximum, and intervals between, such as the numbers on the x- or y-axis.

**series** - range providing scale values for plotting or x-axis labels.

**scenario** - model of a supposed set of events.

**shading** - small differences in color

**sort** - arrange data in sequence, either in ascending or descending order.

**string data** - also called strings or text; text-type information that is alphanumeric and not used in calculations.

**string** - also called string data or text; text-type information that is alphanumeric and not used in calculations.

**subheading** - secondary heading placed beneath the main heading of a report, spreadsheet, or document.

**subtitle** - secondary title usually placed beneath the main title of a report, spreadsheet, or document.

**summary lines** - lines on a spreadsheet, database, or report that summarize data or detail lines, such as totals, minimums, maximums, averages, sums, etc.

**Summary Total Line** - any one of the intermediate Total Lines on a report that occurs at a specified break point of grouping. It contains a sum, average, maximum, minimum of a column of values for a particular group.

**tab stops** - preset stopping places in a word processor reached by depressing the tab key. These can be either left, right, decimal, or centered, and dot leaders may be used with any of these.

**table** - orderly arrangement of data, usually in columns and rows. In a database, a table is also the collection of related records.

**table lookup** - use of a chart or table with related values or data on a given row or in a given column so that a lookup value can be used to search the first row or column for a value that is less than or equal to its own value and pick up a related value or data on the same row or column of the table.

**template** - special document that provides layout, formatting, and other particulars for a given type of document.

**term** - total extent of the life of a loan.

**text** - also called strings or string data; text-type information that is alphanumeric and not used in calculations.

**text color** - color of the characters as opposed to any background color.

**tick marks** - marks placed along the x- and y-axes and grid lines of a chart to indicate values.

**title** - main descriptive name at the top of a report, spreadsheet, or document.

**Total Line** - a line on a report that contains a sum, average, maximum, minimum of a column of values.

**values** - numbers, formulas, or functions that may participate in calculations.

**vertical alignment** - alignment of data that is positioned within a cell. This is often used with "wrapped" text in a cell. This can be aligned to the top, bottom, or center of a cell.

**wildcard** - part of the criteria used in selection processes that substitute for any group of characters.

**wizard** - feature that walks a user through a task, such as creating tables, form, queries, etc..

**word wrap** - automatic placement of a word on a succeeding line when the current line reaches the right margin.

**x-axis** - horizontal line of a spreadsheet chart that identifies the categories being referenced.

**x-axis label** - also called x-axis title; a label describing what the x-axis of a spreadsheet chart represents. This is printed along the x-axis.

**x-axis series** - range providing scale values or labels printed on the x-axis.

**x-axis title** - also called x-axis label; a label describing what the x-axis of a spreadsheet chart represents. This is usually printed along the x-axis.

**y-axis** - vertical line of a spreadsheet chart that identifies the units in which categories are measured on the chart.

**y-axis label** - also called y-axis title; a label describing what the y-axis of a spreadsheet chart represents. This is printed vertically along the y-axis.

**y-axis series** - range providing vertical scale values for plotted data points.

**y-axis title** - also called y-axis label; a label describing what the y-axis of a spreadsheet chart represents. This is usually printed vertically along the y-axis.

**z-axis** - one of three axes in a three-dimensional spreadsheet chart

## Index

- ABS 3, 27, 29  
 absolute reference 28  
 ACOS 27  
 ACOSH 27  
 ADDRESS 2, 11, 12, 14-18, 20, 18,  
     19, 27, 28, 30  
 alignment 28, 29, 31  
 ampersand 28  
 AND 2-4, 2-13, 16-20, 22-31  
 apostrophe 21  
 area chart 28  
 AREAS 4, 27  
 argument 28  
 arithmetic operator 28  
 ascending order 28  
 ASIN 27  
 ASINH 27  
 ATAN 3, 27  
 ATAN2 27  
 ATANH 27  
 attention line 18, 19  
 attribute 28  
 AVEDEV 27  
 AVERAGE 27, 29, 31  
 AVERAGEA 27  
 bar chart 28  
 baseline 28  
 BETADIST 27  
 BETAINV 27  
 BINOMDIST 27  
 blank line 9, 28, 29  
 blank row 28, 29  
 block 4, 9, 12-16, 18-20, 28-30  
 block letter 12, 13, 16  
 body 2, 6-8, 10, 11, 18-20, 25  
 border 28  
 bullet 28  
 business report 8  
 cable 3  
 calculated field 28  
 capitalization 4, 25  
 category label 28  
 CEILING 27  
 CELL 4, 27-31  
 cell address 28  
 cell reference 28, 30  
 center justification 22  
 center tab 28  
 CHAR 18, 25, 27-31  
 chart 4, 25, 28-31  
 CHIDIST 27  
 CHIINV 27  
 CHITEST 27  
 CHOOSE 3, 27  
 CLEAR 5, 27  
 clip art 28  
 clipboard 28  
 CODE 27, 28  
 colon 18-20, 30  
 COLUMN 22, 27-31  
 column chart 28  
 COLUMNS 22, 27-29, 31  
 COMBIN 27, 28  
 comma 11, 16, 18-21, 28, 30  
 company name 16, 18, 19  
 complex IF 28  
 complimentary close 2, 4, 10, 11, 13,  
     15, 16, 18-20, 25  
 complimentary closing 18  
 compound IF 28, 29  
 computer 2-4, 2, 3, 10, 22, 24, 25,  
     28-30  
 CONCATENATE 27, 28  
 concatenation 28  
 conducting a contest 3, 4, 23  
 CONFIDENCE 27  
 Constitution 3, 2, 5  
 contest 3, 4, 2-5, 10, 23-26  
 copy notation 10, 18, 19, 22  
 CORREL 27  
 COS 3, 27  
 COSH 27  
 COUNT 4, 25, 27  
 COUNTA 27  
 COUNTBLANK 27  
 COUNTIF 27  
 COVAR 27  
 CRITBINOM 27  
 criteria 25, 28-31  
 data 3, 4, 2, 4, 9, 10, 20, 22-25, 28-31  
 data base 2, 30  
 data point 28  
 data series 28  
 database 3, 2, 4, 22, 23, 28-31  
 DATE 3, 2, 10-15, 17-19, 22, 27  
 DATE: 10  
 DATEVALUE 27  
 DAY 27  
 DAY360 27  
 DB 4, 27  
 DDB 27  
 decimal tab 29  
 decision box 29  
 default 29  
 DEGREES 27  
 descending order 29, 31  
 design view 29  
 DEVSQ 27  
 DOLLAR 27, 28  
 dot leader 29  
 dot leader tab 29  
 electrical capacity 2  
 embedded IF 29  
 empty record 28, 29  
 empty row 28  
 enclosure notation 10, 18, 19, 22  
 enumeration 20  
 equipment 2-4, 23, 24  
 equipment malfunction 3, 24  
 equipment problem 3  
 error 4, 25-27  
 ERROR.TYPE 27  
 EVEN 22, 24, 27, 29, 30  
 EXACT 25, 27  
 EXP 3, 27  
 EXPENDIST 27  
 exploding pie slice 29  
 expression 3, 28, 29  
 FACT 27  
 FALSE( ) 27  
 FDIST 27  
 field 3-4, 28-30  
 field name 29  
 field properties 29  
 file 3, 24, 29, 30  
 filter 29, 30  
 FIND 3, 25, 27, 30  
 FINV 27  
 FISHER 27  
 FISHERINV 27  
 FIXED 27  
 FLOOR 27  
 font 4, 9, 29  
 font size 29  
 font style 29  
 footer 4, 29, 30  
 footnote 6, 9, 29  
 FORECAST 27  
 format 9, 11, 14, 15, 18, 20, 28, 29  
 formula 3, 28-31  
 freeze pane 29, 30  
 freeze title 29, 30  
 FREQUENCY 27  
 FROM: 10  
 FTEST 27  
 full justification 22  
 function 3, 21, 23, 28-30  
 FV 27  
 GAMMADIST 27  
 GAMMAINV 27  
 GAMMALN 27  
 GEOMEAN 27  
 GETPIVOTDATA 27  
 Glossary 28  
 GROWTH 27  
 hanging indent 29  
 hard page 29  
 HARMEAN 27  
 header 4, 29, 30  
 heading 4, 7-9, 12, 17, 22, 29, 31  
 HLOOKUP 27  
 HOUR 27  
 HYPERLINK 27  
 HYPGEOMDIST 27  
 IF 3, 4, 3-8, 12, 13, 16-19, 23-29  
 indent 6, 9, 20, 29  
 INDEX 27, 32  
 INDIRECT 27  
 INFO 2, 27  
 Informational 27  
 input 4, 29  
 inside address 2, 12, 16-19, 18, 19  
 INT 27  
 INTERCEPT 27  
 interest 30  
 interest rate 30  
 IPMT 27  
 IRR 27  
 ISBLANK 27  
 ISERR 27  
 ISERROR 27  
 ISLOGICAL 27  
 ISNA 27  
 ISNONTEXT 27  
 ISNUMBER 27  
 ISPMT 27  
 ISREF 27  
 ISTEXT 27  
 justification 22  
 keyboard 2, 3, 30  
 KURT 27  
 label 28, 30, 31  
 landscape 30  
 LARGE 4, 2, 27, 28  
 LEFT 4, 6-22, 27, 28, 30, 31  
 left justification 22  
 left tab 30  
 left-bound report 7  
 legend 30  
 LEN 27  
 letter parts 18  
 line chart 30  
 line spacing 25, 30  
 LINES 27  
 LN 27  
 lock title 30  
 LOG 27  
 LOG10 27  
 LOGEST 27  
 Logical 27  
 LOGINV 27  
 LOGNORMDIST 27  
 long quote 6  
 LOOKUP 27, 30, 31  
 Lookup & Reference 27  
 lookup table 30  
 lookup value 30, 31  
 LOWER 4, 7-9, 11, 16, 19, 21, 27  
 mail merge 30  
 mailability 5, 25, 26  
 mailing notation 18, 19  
 malfunction 3, 3, 4, 24  
 MATCH 27  
 Math & Trigonometric 27  
 MAX 27  
 MAXA 27  
 MDETERM 27  
 MEDIAN 27  
 memo 2, 10, 17  
 memorandum format 11  
 Microsoft Office 3, 4, 2, 23  
 MID 27  
 MIN 27  
 MINA 27  
 MINUTE 3-5, 23, 24, 26, 27  
 MINVERSE 27  
 MIRR 27  
 mixed punctuation 12, 13, 18-20  
 MMULT 27  
 MOD 27  
 MODE 27  
 modified block letter 13  
 MONTH 27  
 N 3, 4, 2-7, 11-16, 18, 19, 22-31  
 NA 3-5, 11, 12, 14-16, 18, 19, 22, 24,  
     27-29, 31  
 NEGBINOMDIST 27  
 NORMDIST 27  
 NORMINV 27  
 NORMSDIST 27  
 NORMSINV 27  
 NOT 3, 4, 2-6, 8-11, 14, 15, 17-28, 30,  
     31  
 notation 10, 18, 19, 22  
 NOW( ) 27  
 NPER 27  
 NPV 27  
 ODD 27, 29, 30  
 OFFSET 25, 27  
 open punctuation 19, 20  
 operation box 30  
 OR 2-4, 2-5, 9-31  
 orientation 30  
 output 3, 2, 3, 23, 24, 28-30  
 page break 29, 30  
 page footer 30  
 paragraph heading 7-9  
 payment 30  
 PEARSON 27  
 PERCENTILE 27

Computer Applications Handbook - continued

PERCENTRANK 27  
 period 3-5, 7-9, 20, 21, 23, 24, 26  
 periodic payment 30  
 PERMUT 27  
 personal-business letter 14, 15, 18  
 PI 27, 30, 31  
 pie chart 29, 30  
 PMT 3, 27  
 point size 30  
 POISSON 27  
 portrait 30  
 postscript 18, 19, 22  
 POWER 23, 27  
 PPMT 27  
 principal 30  
 print merge 30  
 printer 3, 3, 4, 23, 24, 30  
 printer malfunction 3, 3, 4, 24  
 printout 2-5, 24, 25  
 PROB 2, 4, 3, 4, 23, 24, 26, 27  
 PRODUCT 27  
 PROPER 27  
 punctuation 2, 4, 12-16, 18-20, 25  
 PV 27  
 QUARTILE 27  
 query 29, 30  
 quotation 6, 9, 19  
 RADIANS 27  
 RAND 27  
 range 28, 30, 31  
 range of cells 28, 30  
 range reference 30  
 RANK 27  
 RATE 3, 2, 16, 27, 28, 30  
 record 28-30  
 reference initials 4, 10, 15, 18, 19, 25  
 relative cell reference 30  
 REPLACE 3, 27  
 report 4, 6-9, 26, 28-31  
 REPT 27  
 RIGHT 5-8, 10-16, 18, 21, 22, 24, 25,  
     27, 28, 30, 31  
 right justification 22  
 right tab 30  
 ROMAN 27  
 ROUND 27, 28  
 ROUNDDOWN 27  
 ROUNDUP 27  
 ROW 25, 27-31  
 ROWS 27, 29, 31  
 RSQ 27  
 ruler 25  
 salutation 2, 10, 11, 13, 16, 18-20  
 save 4, 23  
 scale 31  
 scenario 31  
 scoring 2, 4, 5, 23, 25  
 SEARCH 2, 27, 30, 31  
 SECOND 4, 6-8, 12, 17, 20, 26, 27,  
     29, 31  
 second page 4, 6-8, 12, 17  
 sender's name 4, 18  
 sender's title 18, 19  
 series 28, 30, 31  
 shading 29, 31  
 short quote 6  
 side heading 7, 8  
 SIGN 23, 25, 27, 28  
 simplified letter 16, 18, 19  
 simplified memorandum 11, 19  
 SIN 4, 4, 12-14, 23, 27  
 SINH 27  
 SKEW 27  
 SLN 27  
 SLOPE 27  
 SMALL 27, 31  
 software 2, 18, 23, 25  
 sort 31  
 spacing 2, 8, 10, 18, 25, 30  
 spreadsheet 3, 2, 4, 22, 23, 28-31  
 SQRT 27  
 standard placement 22  
 STANDARDIZE 27  
 Statistical 27  
 Statistical-cont 27  
 STDEV 27  
 STDEVA 27  
 STDEVP 27  
 STDEVPA 27  
 STEYX 27  
 string 28-31  
 subheading 31  
 subject line 11, 16, 18, 19, 22  
 SUBJECT: 10, 18, 19  
 SUBSTITUTE 5, 25, 27, 31  
 subtitle 6-8, 29, 31  
 SUBTOTAL 27  
 SUM 27-31  
 SUMIF 27  
 SUMPRODUCT 27  
 SUMSQ 27  
 SUMX2MY2 27  
 SUMX2PY2 27  
 SUMXMY2 27  
 switching device 3  
 SYD 27  
 T 2-5, 2-16, 18-20, 22-31  
 tab 3, 5, 2, 4, 10, 20, 22, 23, 25, 28-31  
 tab stop 28-30  
 table 5, 22, 29-31  
 TABLES 2-5, 12, 18-23, 27-31  
 TAN 3, 27  
 TANH 27  
 TDIST 27  
 template 2, 4, 25, 31  
 term 28, 31  
 test 3, 4, 2-5, 22-26  
 Text 3, 4, 7, 9, 27-31  
 text color 31  
 tie 4, 2, 5, 23, 25, 26  
 tiebreaker 4, 2, 5, 23, 26  
 TIME 3, 2-5, 21, 23-25, 27  
 TINV 27  
 title 6-8, 11, 16, 18, 19, 29-31  
 TO: 10  
 TRANSPOSE 21, 27  
 TREND 27  
 TRIMMEAN 27  
 TRUE() 27  
 TRUNC 27  
 TTEST 27  
 TYPE 4, 2, 4, 6, 10, 14, 15, 22, 23,  
     27-31  
 typo 4, 25  
 typographical error 4  
 unbound report 6, 7  
 UPPER 6-9, 11, 16, 18, 19, 27  
 VALUE 27, 29-31  
 VAR 27  
 VARA 27  
 variable placement 22  
 VARP 27  
 VARPA 27  
 VDB 27  
 verification 2, 4, 5, 26  
 vertical alignment 31  
 VLOOKUP 27  
 warmup 4  
 WEIBULL 27  
 wildcard 31  
 wizard 29, 31  
 word processing 3, 2, 29  
 word wrap 31  
 writer's name 18, 19  
 writer's title 19  
 x-axis 28, 31  
 x-axis label 31  
 x-axis series 31  
 YEAR 3, 4, 27  
 y-axis 31  
 y-axis label 31  
 y-axis series 31  
 y-axis title 31  
 ZTEST 27  
 z-axis 31