Making Copies for Computer Applications:

18 pages are included in this Test Packet.

Contest Director gets a copy of all pages:
      1 - Making Copies (current page)
      2 - Contest Instructions for Contest Director - 4 pages
      3 - Tiebreaker Instructions for Students - 2 pages
      4 - Test Cover Sheet for Students - 1 page
      5 - Test Instructions for Students & Graders - 3 pages
      6 - Test Score Sheets for Graders - 3 pages
      7 - Test Answer Key for Graders - Printout 1 - 1 page
      8 - Test Answer Key for Graders - Printout 2 - 1 page
      9 - Tiebreaker Score Sheet for Contest Director - 1 page
      10 - Tiebreaker Answer Key for Contest Director - 1 page

Contestants should have the following:
      3 - Tiebreaker Instructions for Students - 2 pages
      4 - Test Cover Sheet for Students - 1 page
      5 - Test Instructions for Students & Graders - 2 pages

Graders should have the following:
      5 - Test Instructions for Students & Graders - 3 pages
      6 - Test Score Sheets for Graders - 3 pages
      7 - Test Answer Key for Graders - Printout 1 - 1 page
      8 - Test Answer Key for Graders - Printout 2 - 1 page

Contest Director should have copies of all pages plus 5 copies of the following:
      9 - Tiebreaker Score Sheet for Contest Director - 1 page
      10 - Tiebreaker Answer Key for Contest Director - 1 page

UIL Computer Applications Tests
Instructions and Scoring

I. Preparation

A. Setup
1. Contestants should set up their equipment during the 30 to 45 minutes prior to the scheduled time for the contest, and test to be sure all hardware and software components are working, and leave all applications open at the start of the contest.
2. Students from the same school may not sit adjacent to each other.
3. Roll is taken, and adjustments are made for alternates 10 minutes before the scheduled contest time.
4. Coaches are asked to leave 5 minutes before the scheduled time for the contest, and they are given a copy of the test to take while students are taking the test.
   a. Coaches take tests individually or in groups at a different location than students.
   b. Coaches gain insight of areas that will be complicated to grade by taking the test.
5. Be certain all students' work spaces are cleared of everything except computer, printer, optional keyboard, keypad and mouse, and writing instruments (i.e. no *Handbooks* or printed materials).
6. **If the contest uses downloaded Starter Files, be sure all students have the files or allow them to copy the files prior to starting the contest from a flash drive.**

B. Equipment
1. Each student must have a laptop/notebook computer, printer, and saving device, such as a floppy drive, a thumb/flash drive, or a CD.
2. Competitors may have an external mouse, keyboard, and keypad, but not an external hard drive.
3. **No equipment may be shared by students during contests, and networked systems may not be used**.

C. Software
1. Microsoft Office 2010, 2013 or 2016 or a more current version, but no older version.
2. Spreadsheet elements must be done in Excel; database elements, in Access; and documents, in Word.
3. Graders may check students' saving device to verify that the appropriate application and element was used for a given printout, and if the correct application/element was not used, that printout is not graded. *(i.e. If a report is requested in Access, printing a table in Access or Excel is not acceptable.)*

II. Contest

A. 5-minute Tiebreaker
1. Tiebreakers are distributed to all students face down. (Manila envelopes are passed out, if you want all tests to be collected into an envelope to be turned in at contest end as is done at the State Meet.)
2. To start the tiebreaker, the director should ask all competitors to turn over their tiebreaker and type until time is called for the 5 minute test without printing during the tiebreaker time period.
3. If a student finishes a tiebreaker, he/she starts again at the beginning to type as much as possible.
4. At the end of 5 minutes, the director should ask all students to stop typing and raise their hands.
5. If it is a large group, ask half of the competitors to print their files, and when these are complete, ask the other half to print their files.
6. Director should ask all competitors to put their Contestant number in the upper right corner of every page of their printed tiebreaker and on the manila envelope, if this is used.
7. Director should ask all competitors to pass their tiebreaker in to the officials (or ask them to put the document into their manila folder, as we do at State).

B. 30-minute Test
1. Pass out tests with cover sheets showing so students may not view the test, and ask assistants to watch that students do not view the test.
2. Preview time is 3 minutes beginning when the director asks students to open tests and begin.
3. Test is 30 minutes.
   a. Test should start immediately after the 3-minute preview period.
   b. Encourage students to save frequently.
   c. Give a 10-minute warning when there are 10 minutes left in the contest.
   d. Give a 2-minute warning where there are 2 minutes left in the contest.
   e. At the end of 30 minutes, the director should stop the contest and ask all students to raise their hands until all printing has ceased.
   f. Printouts initiated during the actual 30-minute contest will be graded. Printing may continue into the post-test period, but may not be initiated after time is called.

C. Equipment malfunction during a contest

1. If a problem occurs during the tiebreaker, every effort must be made to correct the problem or the student may NOT participate in the 3-minute preview or 30-minute test. A student may not continue to try to make his equipment work during the preview as no one may use computers at that time.

   a. If a student does not create a tiebreaker, but his equipment is repaired, he/she may continue with the actual 3-minute preview and 30-minute contest.

   b. In case of a tie, the student without a tiebreaker paper automatically loses the tie.

2. Prior to a contest, every effort should be made to correct equipment problems by substituting equipment, keyboards, printers, etc. with a backup or borrowed equipment from another contestant or from the contest director, if possible.

3. The tiebreaker output should be proof that everything was working at the beginning of the contest.

4. **A contestant should raise his/her hand and advise the contest director during the contest** if any equipment problems occur.

5. One of the director's assistants should be assigned to attempt to resolve the problem. **The assigned assistant must not be the student's coach or a related party.**

6. If a 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 on a different system or on the same system that has been made workable with the assistant overseeing. N**o changes may be made to any printout**.

7. If the problem is a printer and it cannot be resolved within 5 minutes time, the student may continue working the test and saving to his/her saving device. He/she will be allowed to print from the saving device after the contest on the same system that has been made workable or on a different system with the assistant overseeing. N**o additional changes may be made to any printout**.

8. **A contestant may not complete the contest at a later time.**

9. If a contestant has not attempted any printing before the two-minute warning and a printer malfunctions, the process is the same, but only one printout will be graded.

10. 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.**

D. Conclusion

1. Have all students select their Printout 1 and 2 and be sure their contestant number is on each page.

2. If a student printed a chart or graph separate from a document that he/she did not have time to embed in a document, the student should put his/her contestant number in the upper right corner and turn this in along with printout(s). Credit will be given for some chart elements that are correct, but all credit will be lost for margins, indenting a chart, spacing before and after a chart, etc. If a student's printout already has a chart or graph embedded in a printed document, the extra chart is not graded, even if the chart in the document was simply a placeholder from a template.

3. Have students label their saving device with their Contestant number.

4. Turn all printouts and students' saving device in to officials (or place them in manila envelopes).

5. If you use manila envelopes, warn that no printouts will be graded that are not in their envelope.

6. Explain that if a student turns in more than one printout for one of their documents, the graders will arbitrarily grade the first one encountered, whichever that is. No attempt will be made by graders to determine which is the better printout.

7. Ask students to verify that their Contestant number is on every page being turned in for grading, as well as on the manila envelope, if you are using envelopes.

8. Ask students to pass in their tests and saving devices (or envelopes with these inside).

9. Ask students then to pass in their scratch paper to be put in the trash.

10. Have students remove all equipment or make arrangements to remove it after grading.

III. Grading

A. All coaches are required to grade.
1. If a coach cannot grade, it is the coach's responsibility to provide a substitute, preferably someone somewhat familiar with the contest, and advise the director that they are providing a substitute.
2. If a coach does not grade, the director can disqualify his/her student(s).

B. View all papers from each contestant.
1. Consider covering ALL contestant numbers with post-it notes.
2. Verify that all pages have contestant numbers. If a printout does not have identification, the director can try to determine which contestant produced it and grade it.
3. Verify that there are no "extra" printouts. If there are more than one of a given printout, simply take the first one you encounter as the one to grade, and mark an X on the "extra" printout.
4. If there is an "extra" printout with a chart or graph, verify that the document with which it is associated does not have a chart or graph already printed. If it does, mark X on the stand-alone chart and grade the chart/graph embedded in the document, even if it is from a template.
5. Paperclip all printouts to be graded together (and to the outside of the envelope if using these).
6. Tiebreakers remain in a separate stack or are returned to the student's envelope.

C. Sort tests into 1A, 2A, 3A, etc., and arrange coaches into like groups.
1. Give 1A tests to 3A coaches, 2A tests to 4A coaches, 3A tests to 5A coaches, 4A tests to 1A coaches, and 5A tests to 2A coaches or something of this ilk.
2. No coach should grade his/her own student's printouts.

D. Follow these grading rules.
1. Grading is all or nothing (i.e. each item on the score sheet is worth zero or the specified points).
2. Zero is the lowest possible grade for a printout. There are no negative grades for either printout.
3. Rulers, other than those in computer software, should not be used during the contest or during grading. Grading of centering, margins, etc. is a visual check. <u>*Do not*</u> attempt to be "ruler-exact." <u>*Do not*</u> fold papers to ascertain an exact center.
4. If there is a significant error on the test, notify the UIL state office or contact the State Contest Director for clarification. Mistakes in the keys should be corrected, and all printouts should be graded on correctness, not on an incorrect answer. That is, if a word is obviously misspelled (like *alternations* instead of *alterations*), credit is given for either spelling.
5. <u>***Do not*** **disqualify a printout on "mailability" standards.**</u>
6. Allow about ¼" differential between requested margins and printed margins.
7. Right-justified data in a printout may vary between alphabetic data and numeric data with numeric data leaving the rightmost character position in numbers presumably for a minus sign if one were present.
8. <u>*Do not*</u> grade parts of a template that a contestant has not entered in a document.   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.
9. If a contestant skipped to alter information at the bottom of a template for a document, such as a sender's name, then he/she effectively completed the entire document and gets credit for completing all paragraphs even if one or more are incomplete or missing altogether. In these cases, the entire document is graded for typos, and credit is given for correct data in the close, sender's name, etc.
10. 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.

    E.   Typographical errors are graded with the following criteria.
        1.   All of the following are considered typos.

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 of graph	

        2.   If an error is a global error as all Group Headers have the same misspelled word, it is one typo or if an entire column of numbers is formatted wrong, it is one typo.
        3.   ***Do not*** **count off for differences between one and two spaces following some punctuation marks** as this often is difficult to differentiate.
        4.   ***Do not*** **count off twice for an error.**
        5.   If deductions are made directly on the score sheet, do not then count off for an error as a typo.
        6.   If deductions are made on one printout, do not count off for the same error on another printout.

    F.   Grade all Printout 1's together.
        1.   As you encounter questions, be certain that all coaches understand how the element is to be graded so all papers will reflect the same grading.
        2.   If there is an error on a test, call the State Contest Director for resolution (830.370.8966).
        3.   Have 3 coaches grade each paper, and then have a 4th coach verify all agree and transfer the final grade to the Final Score sheet.
        4.   If there is a discrepancy among the 3 grades, the 4th grader reviews the problem with the original graders for the test and resolves the problem or contacts the director to resolve it.
        5.   When all Printout 1 papers are completed, start grading Printout 2.
             a.   Ask all coaches to walk thru the grading of Printout 2 together.
             b.   Follow the same procedure as used in Printout 1.
             c.   Grade all Printout 2 papers together.
        6.   Return all tests to the director (clipped to their envelope, if using these).

    G.   Tiebreakers are only graded to break ties for first thru sixth place, and the director grades these.
    H.   Director enters all grades into the official website.

IV. 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.
    C.   Only a contestant's coach may examine the test with him/her or a person that has been approved by the contest director.
    D.   Contestants and coaches are not to compare papers or examine anyone's test but their own.
    E.   Verification is not to exceed 15 minutes.
    F.   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.
    G.   Those not present during verification period forfeit the opportunity to raise objections.
    H.   Official results will be announced after all questions have been resolved and rankings have been corrected, if necessary.

V. Ties
    A.   Ties from first 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.

2022 UIL Computer Applications State Test - Tiebreaker

General tiebreaker test instructions: The tiebreaker is a five-minute timed typing test to be completed using Calibri 12-point font in Word. At the end of that time, the contestants will be instructed to send their output to their printers. Scores will be calculated based on gross words per minute typed less one point per word, space, punctuation mark, or capitalization error plus bonus points for following directions or for correct format for a given type of document.

I.   COPYING A DOCUMENT AND PRINTING

   A.   Enter the document on the next page in a business report format.

   1.   Use 1-1/2" top margin and other standard margins.

   2.   Center the following title in boldface type using all caps: **PLANETS**

   3.   Create the table either in Excel and import or build in Word.

      a)   Center table between margins and indent at least ½".
      b)   Show 5 columns.
      c)   Show one header row with wrapped headings using bold type.
      d)   Show 8 detail rows

   B.   Save document as **TB-State**.

   C.   Write your contestant number and **TB-State** in the upper right-hand corner of your printout.

II.   **STOP** when time is called and print your document when instructed to do so.

Planet is derived from the Greek word πλανήϓης, meaning *a wanderer*. In ancient astronomy, a planet was considered to be one of seven heavenly bodies characterized by being in motion relative to the fixed stars. The stars at this time were perceived as immovable upon the celestial sphere. As thus defined, the planets were the sun, the moon, Mercury, Venus, Mars, Jupiter, and Saturn. The following is a table of the eight major planets known today.

Planet	Diameter in miles
Mercury	2,976
Venus	7,629
Earth	7,917
Mars	4,316
Jupiter	86,259
Saturn	72,772
Uranus	32,879
Neptune	29,827

In modern astronomy, that is since Copernicus, the term is applied to any opaque body moving around the sun. Taken in its widest sense, it applies to the satellites which are sometimes termed *secondary planets.* Each of these moves around a planet larger than itself, which it accompanies in its revolution round the sun. A planet not revolving around another is termed a *primary* planet.

Planet is derived from the Greek word πλανήϓης, meaning *a wanderer*. In ancient astronomy, a planet was considered to be one of seven heavenly bodies characterized by being in motion relative to the fixed stars. The stars at this time were perceived as immovable upon the celestial sphere. As thus defined, the planets were the sun, the moon, Mercury, Venus, Mars, Jupiter, and Saturn.

UNIVERSITY INTERSCHOLASTIC LEAGUE

UIL

Computer Applications

STATE TEST

2022

2022 UIL Computer Applications State Test

General test instructions: Follow instructions to create printouts for this contest. When time is called, printouts will be graded. Calibri 12-point font must be used for Excel and Word documents, but Access default font size is acceptable for database reports.

I. DATABASE WITH REPORT   **MAXIMUM 175**

   A. Create a blank database named **State**.

   B. Import the following tables from the **2022 Starter Files**: **Employees**, **Salary** and **Branch Offices**.

   C. Add the fields to the **Employees** table as shown on the right.

Field Name	Data Type	Field Properties
Code	Short Text	5 characters
Age	Number	Integer, fixed, no decimals
Age Employed	Number	Integer, fixed, no decimals
Savings	Number	Double, standard, no decimals

   D. In design view, create an update query using the **Employees** table.
      1. Update the **No Years** by subtracting the year in the **DateHired** field from 2021 and use the INT function with the entire calculation as the parameter.
      2. Update the **Code** field by concatenating the following.
         a. Select the left two characters of the **LastName** field.
         b. Select the 2nd and 3rd characters from the **DateHired** field using the MID function.
         c. Use the Sin function with **Birthdate** field as the parameter, and select the right 2 characters for the last two positions in the **Code** field.
      3. Update the **Age** field by subtracting **Birthdate** from 12/31/2021 and dividing the result by 365.25 and use the INT function with the entire calculation as the parameter to truncate decimals.
      4. Update the **Age Employed** by subtracting **Birthdate** from **DateHired** and dividing the result by 365.25 and use the INT function with the entire calculation as the parameter.
      5. Update **Savings** by using an FV function with the following parameters then use an ABS function with the entire FV function as its parameter.
         a. Rate is .2
         b. Number of periods is **No Years** field.
         c. Payment is 1000.
      6. Save your query as **UpdQry** and run it until all fields are populated.

   E. Create a new table named **High Salary** with a single field named **ID** formatted a number, an integer, fixed and 0 decimals and enter the data at the right in the table.

ID
25
363
141
197
173
323
142
157
306

   F. Create the following relationships.
      1. Link **OfficeID** of the **Branch Offices** table to **Office** of the **Employees** table.
      2. Link the **ID** from the **High Salary** table to the **Salary ID** of the **Salary** table.
      3. Link the **ID** field from the **High Salary** table to the **Employees ID** from the **Employees** table and modify the join type to include all records from the **High Salary** table and only those from the **Employees** table where joined fields match.

   G. Create a report using the report wizard with the following fields and 1" margins.
      1. Select the **ID** field from the **High Salary** table.
      2. Select the following fields from the **Employees** table: **FirstName**, **LastName**, **No Years**, **Code**, **Age**, **Age Employed** and **Savings.**
      3. Select the **Current Salary** field from the **Salary** table.
      4. View the data by **High Salary** and group by **No Years** with grouping intervals of 10s.
      5. Sort by **Current Salary** in ascending order.
      6. Calculate averages for **No Years**, **Age**, **Age Employed**, and **Savings**.
      7. Use stepped layout and landscape orientation.
      8. Use the title: **Salaries over $100,000**

H. Make the following changes to your report.
1. Add the following header top aligned with the title and right aligned on the right margin, replacing 99999 with your contestant number: **(99999)-State-1**
2. Center the title between margins.
3. Change detail lines for **First Name** to be **FirstName** field concatenated to **LastName** field with space between and name the new field FullName in the property sheet.
4. Change the column heading to be **Full Name**, and delete the **Last Name** column.
5. Expand height of the page header and wrap the column headingd exactly as shown in the sample below.
6. Expand the report footer about ¼" and add a text box.
    a. Change the text portion of the box to be **TOTAL SALARIES** and left align with the **No Years by 10s** column heading.
    b. In the unbound box, calculate the Sum of **CurrentSalary** and format as a standard number with no decimals and left align with the **Current Salary** column heading.
    c. Make headings, detail data and summary values for all columns except the **No Years by 10s** the same width and left aligned; center all of the data in these columns.
    d. Make everything in the report header, page header, report footer black, bold type, and make everything else plain, black type.
    e. Be sure nothing is truncated or wrapped other than specified column headings.
    f. The report should have the following appearance. *(Colons represent missing rows of data; values may be incorrect; shading and borders are ignored in grading.)*

Salaries over $100,000 (99999)-State-1

No Years by 10s	Current Salary	ID	Full Name	Number of Years	Code	Age	Age Employed	Savings
0 - 10								
	101,000	157	Gail Storm	6	St1/8	33	26	9,930
:	:	:	:	:	:	:	:	:
Summary for 'No Years' = 5 (6 detail records)								
Avg				5		27	21	7,856
:	:	:	:	:	:	:	:	:
Avg				24		54	31	359,361
TOTAL SALARIES	979,000							

I. Create a select query using the **Branch Offices**, **Employees** and **Salary** tables.
1. Select **BrOffice** from the **Branch Offices** table.
2. Select **FirstName**, **LastName**, **Employees ID**, **No Years** and **Savings** from the **Employees** table.
3. Select **CurrentSalary** from the **Salary** table.
4. Run the query and save it as **SelBranchOffice**.
J. Create another select query using **SelBranchOffice** query and **High Salary** table.
1. Link **ID** field from **High Salary** table to **Employees ID** field from **SelBranchOffice** query.
2. Select **BrOffice**, **FirstName**, **LastName**, **Employees ID**, **No Years**, **Savings** and **Current Salary** from the **SelBranchOffice** query.
3. Sort on **Savings** in descending order and set the criteria for **Savings** to be greater than 50000.
4. Save the query as **SelQry** and run the query and export to Excel with formatting and layout and open the exported file.

II. EXCEL
   A. Copy headings and data for Columns A thru G in the worksheet and paste into a new sheet transposed.
   B. Format all values as number with no decimals.
   C. Format the table so that nothing is truncated or wrapped.
   D. Select everything in the table and copy to be used in a document in **Part III**.

III. DOCUMENT WITH TABLE   **MAXIMUM 175**
   A. Create a block letter with open punctuation with Calibri 12-point font with the following specifications.
       2. Select recipients to be merged from the **SelQry** query of the **State** database created in **Part I**.
       3. Use 1-1/2" top margin and conventional margins for side and bottom of document.
       4. Show the following in a header 1" from the top edge of the paper and right justified on the right margin, replacing 99999 with your contestant number: (99999)-State-2
       5. Use today's date.
       6. For addressee, use the following: Dennis C. Walker, Inventment Consultant, 120 Main St. Boerne, TX 78283.
       7. For salutation, use the following: Dear Mr. Walker
       8. For subject, use SAVINGS POSSIBILITIES in all caps.
       9. Use the following paragraphs for the body, merging the fields in the positions shown.

Our table shows the people with the highest salaries and savings. **[Merge FirstName field and LastName field with a space between]**, who has worked for us for **[Merge No Years field; use a format switch to format field as cardinal text]** years, has accumulated savings of **[Merge Savings field; use a format switch to format field as a number with a $ sign followed immediately by the value with commas and no decimals].** Only those who have been with the company for a large number of years have any significant amount of savings.

<div align="center">

[Paste table copied from Part II centered between margins and indented at least ½".
Use grey shading and bold type for first column; use borders around all cells.
Be sure that nothing is truncated or wrapped in your table.
Center everything in its respective cell. Show all numbers with commas and no decimals.]

</div>

We would like you to review the pattern of savings that we use and suggest a way to raise the rate of savings in early years and let it decline over time. Formulas used are shown below.

No Years: **[Merge formula for No Years from UpdQry in Part I here.]**

Code: **[Merge formula for Code from UpdQry in Part I here.]**

Age: **[Merge formula for Age from UpdQry in Part I here.]**

Age Employed: **[Merge formula for Age Employed from UpdQry in Part I here.]**

Savings: **[Merge formula for Savings from UpdQry in Part I here.]**

Format Switches: **[Copy format switches for No Years and Savings with spaces between; not entire MERGEFIELD, but the switch starting with the backslash.]**

       10. For complimentary close, use Sincerely yours
       11. For sender's name and title, use the following on one line: Nora Specht, HR Manager
       12. Use the following reference initials: uil
   B. Save the document as **State-Doc**.
   C. Finish and merge the first record to a document and save as **State-Doc-Merged**.
   D. Print the merged document with merged data in portrait orientation on one page.

2022 UIL Computer Applications State Test - Score Sheet - Printout 1

		PTS	GRD1	GRD2	GRD3
I.	**DATABASE WITH REPORT**	**MAXIMUM**	**175**		
1	**Format** *(Grading for formatting, not correct data)*	PTS	GRD1	GRD2	GRD3
2	Printout in landscape orientation on 1 page	5			
3	All margins 1"	5			
4	Header top aligned with title and right aligned on right margin	5			
5	Title centered between margins	5			
6	9 columns of data shown and no more	5			
7	All column headings matching key and in same order	5			
8	Everything in **No Years by 10s** column left justfied, and all other column headings, detail data lines and summary lines centered in their respective column	5			
9	All numeric values shown as numbers with commas *(where appropriate)* and no decimals	5			
10	Everything in report header, page header and report footer shown in bold, black type, and everything else shown in plain, black type	5			
11	Column headings shown wrapped exactly like key	5			
12	Nothing shown truncated or wrapped other than column headings as specified *(Check descenders for Summary for.. line)*	5			
13	**Format Total**	55			
14	**Grouping/Sorting** *(Grading for correct data, not formatting)*				
15	Records grouped by **No Years by 10s**	5			
16	* 3 groups shown matching records in each group in key	5			
17	**Full Name** field shown as **First Name** and **Last Name** with a space between	5			
18	* All first and last names matching key regardless of order or format	10			
19	Records in each group shown in ascending order by **Current Salary**	10			
20	* Add 10 points for all detail values matching key in the following columns, **ID**, **Number of Years**, **Age**, and **Savings** regardless of grouping and **max**	40			
21	* 1st two characters of **Code** data matching key or equal 1st two characters of last name	5			
22	* 3rd and 4th characters of **Code** data matching key for all records	5			
23	* Last two characters of all **Code** data matching key for all records **max**	10			
24	* Add 5 points for each column with summary values matching key or equal to the average of the values in each group **max**	10			
25	All **TOTAL SALARIES** values matching key or equal to sum of all **Current Salary** values	15			
26	**Calculations/Sorting Total**	120			
27	✤ **SUBTOTAL PRINTOUT**	175			
28	**SUBTRACT DEDUCTION** **Maximum**	-40	-	-	-
29	✤ Deduct 2 points for each typo in the printout. Header is subject to 2 typos, if present, and subject to 2 typos plus 5 points for location, if missing. Shading and borders are ignored in grading. * If most values match key, give full credit and deduct 2 points for typo that caused one or more incorrect values. ✤ Errors include misspelling, missed capitalization or punctuation, extra, double or omitted words, values or rows, words that run together, incorrectly divided words, incorrectly wrapped or truncated words or values or other errors.				
30	✤ **TOTAL PRINTOUT**	175			
31	**GRADERS' INITIALS**				

2022 UIL Computer Applications State Test - Score Sheet - Printout 2

II.	DOCUMENT WITH TABLE, MERGE DATA & FORMULAS		MAXIMUM	175	
1	**Format** *(Grading for formatting, not correct data)*	PTS	GRD1	GRD2	GRD3
2	Printout in portrait orientation on 1 page in 12-point Calibri font	5			
3	Top margin 1-1/2", left and right 1", and bottom at least 1" with header shown 1" from top of page and right aligned on right margin with everything blocked on left except table and header	5			
4	Today's date on the top margin with 3 lines between date and inside address, 1 blank line between inside address and salutation, between salutation and subject and between subject and 1st paragraph	5			
5	Colon NOT shown following salutation & comma NOT shown after complimentary close	5			
6	Subject shown in all caps	5			
7	1 blank line between last paragraph and complimentary close and 3 blank lines between complimentary close and sender's name	5			
8	Sender's name and title shown on one line with comma between	5			
9	1 blank line between sender's name and/or title and reference initials	5			
10	**Format Total**	40			
11	**Body/Table/Merged Data/Formulas** *(Grading for correct data, not formatting)*				
12	Add 5 points for each completed paragraph **max**	10			
13	Add 5 points for each merge field in the 1st paragraph matching key: First Name, Last Name, Employees ID, Number of Years, Savings and Current Salary **max**	30			
14	Table shown with 4 columns showing heading in first column, and 3 people matching the 3 people from the key with their respective data from Printout 1	10			
15	Borders on all cells and nothing shown truncated or wrapped	5			
16	All values in table shown as numbers with commas and no decimals	5			
17	**BrOffice** for each person matching that of key	5			
18	First person shown has the highest **Savings** of the records shown	5			
19	One blank line shown between Paragraph 1 and table and between table and Paragraph 2 *(part of Paragraph 2 must be present for credit)*	5			
20	Add 10 points for each formula matching key: No Years, Age, Age Employed **max**	30			
21	* 1st part of Code formula shown as Left([LastName],2) &	5			
22	* 2nd part of Code formula shown as Mid([DateHired],2,2) &	5			
23	* 3rd part of Code formula shown as Right(Sin([Birthdate]),2)	5			
24	* Savings formula shown as Abs(FV(0.2,[No Years],1000))	5			
25	* Add 5 points for each correct format switch shown **max**	10			
26	**Body/Table/Merged Data/Formulas Total**	135			
27	✤ SUBTOTAL PRINTOUT	175			
28	SUBTRACT DEDUCTION **Maximum**	-40	-	-	-
29	✤ Deduct 2 points for each typo or missing field in the printout, not otherwise graded. Header is subject to 2 typos, if present, and is subject to 2 typos plus 5 points, if missing. * All field names can be optionally preceded by a table name, but if present, table names need to be in square brackets and followed by a period or exclamation point. ✤ Errors include misspelling, missed capitalization or punctuation, extra, double, or omitted words, values, or rows, words that run together, incorrectly divided words, incorrect, wrapped or truncated words or values, or other errors. ✤ Stop grading where the student stopped typing. (i.e. if a student has a correct sender's name, he/she gets credit for all paragraphs completed even if they are incomplete or missing, but typos are taken for the entire document.)				
30	✤ TOTAL PRINTOUT	175			
31	GRADERS' INITIALS				

2022 UIL Computer Applications State Test - Score Sheet

FINAL SCORE

❖ **TOTAL PRINTOUT 1**	**175**			
❖ **TOTAL PRINTOUT 2**	**175**			
❖ **TOTAL SCORE**	**350**			
GRADERS' INITIALS				

DESIGN VIEW OF PART I REPORT

Salaries over $100,000

(99999)-State-1

No Years by 10s	Current Salary	ID	Full Name	Number of Years	Code	Age	Age Employed	Savings
0 - 10								
	101,000	157	Gail Storm	6	St1/8	33	26	9,930
	104,500	323	Brad Hammer	5	Ha/96	27	21	7,442
	105,500	173	Ivy Leage	5	Le/21	29	23	7,442
	106,300	197	Amber Green	5	Gr/28	25	19	7,442
	107,000	141	Rose Merry	5	Me2/6	25	19	7,442
	107,000	363	Candy Baskett	5	Ba/24	25	19	7,442
Summary for 'No Years' = 5 (6 detail records)								
Avg				5		27	21	7,856
10 - 20								
	145,300	25	Doug Witherspoon	15	Wi/28	48	33	72,035
Summary for 'No Years' = 15 (1 detail record)								
Avg				15		48	33	72,035
20 - 30								
	100,900	306	Sam Manilla	23	Ma1/4	54	31	326,237
	101,500	142	Justin Time	24	Ti1/1	54	30	392,484
Summary for 'No Years' = 24 (2 detail records)								
Avg				24		54	31	359,361
TOTAL SALARIES	**979,000**							

Wednesday, February 23, 2022

(99999)-State-2

Current Date

Dennis C. Walker
Investment Consultant
120 Main St.
Boerne, TX 78283

Dear Mr. Walker

SAVINGS POSSIBILITIES

Our table shows the people with the highest salaries and savings. Justin Time, who has worked for us for twenty-four years, has accumulated savings of $392,484. Only those who have been with the company for a large number of years have any significant amount of savings.

BrOffice	Dallas	Portland	Atlanta
First Name	Justin	Sam	Doug
Last Name	Time	Manilla	Witherspoon
Employees ID	142	306	25
Number of Years	24	23	15
Savings	392,484	326,237	72,035
Current Salary	101,500	100,900	145,300

We would like you to review the pattern of savings that we use and suggest a way to raise the rate of savings in early years and let it decline over time. Formulas used are shown below.
No Years: Int(2021-Year([DateHired]))
Code: Left([LastName],2) & Mid([DateHired],2,2) & Right(Sin([Birthdate]),2)
Age: Int((#12/31/2021#-[Birthdate])/365.25)
Age Employed: Int(([DateHired]-[Birthdate])/365.25)
Savings: Abs(FV(0.2,[No Years],1000))
Format switches: *CardText \# $,#

Sincerely yours

Nora Specht, HR Manager

uil

UIL Computer Applications - <u>TEST ANSWER KEY FOR GRADERS - Printout 2</u>

GENERAL INSTRUCTIONS: All contestants take the Tiebreaker component of the test, but it is only to be scored if a tie occurs in the top six places.

I.   CALCULATE GROSS WORDS PER MINUTE:
A.   Circle all errors on the tied contestants' papers.
B.   Determine the gross words per minute.
   1.   Find the number of words typed to the right of the last complete line typed by the contestant.
   2.   Add the number of words in the last line if it is incomplete to the tally.
   3.   Add the number of words in the footnote if present.
   4.   Divide the number by five to get the gross words per minute.
   5.   For example, if a contestant typed twenty lines plus seven words on the next line, add the number out to the right of the completed line plus seven. Divide by five to get gross words per minute.
C.   Determine the gross words per minute.

II.   DEDUCT ONE POINT FOR EACH ERROR
   (Typographical error, omitted word, incorrect number, etc.)

-	-	-

✔ **TOTAL - GROSS WPM TYPED LESS ERRORS**

III.   ADD FIVE BONUS POINT FOR EACH SUCCESS

FORMAT	Top margin 1½"			
	Left margin 1"			
	Right margin 1"			
	Bottom margin 1 – 1 ½"			
TITLE	Title in boldface type			
	Title centered			
	3 blank lines between title and body			
BODY	Body of report single spaced			
	Paragraphs not indented			
	Double spaced between paragraphs			
¶ 1	Add 5 points for each Greek letter in πλανήϒης **max 40**			
	Chart shown with 2 columns			
	Header row shown with wrapped data in bold type			
	8 detail rows in plain type			
¶ 3	Add 5 points for each Greek letter in πλανήϒης **max 40**			
✔ **TOTAL - BONUS POINTS**				
✔ **GRAND TOTAL-WPM PLUS BONUS POINTS**				
GRADERS' INITIALS				

PLANETS

Planet is derived from the Greek word πλανήϓης, meaning *a wanderer*. In ancient astronomy,   15
a planet was considered to be one of seven heavenly bodies characterized by being in motion   31
relative to the fixed stars. The stars at this time were perceived as immovable upon the   47
celestial sphere. As thus defined, the planets were the sun, the moon, Mercury, Venus, Mars,   62
Jupiter, and Saturn. The following is a table of the eight major planets known today.   77

Planet	Diameter in miles
Mercury	2,976
Venus	7,629
Earth	7,917
Mars	4,316
Jupiter	86,259
Saturn	72,772
Uranus	32,879
Neptune	29,827

95

102

108

114

120

126

132

138

144

160

In modern astronomy, that is since Copernicus, the term is applied to any opaque body moving   176
around the sun. Taken in its widest sense, it applies to the satellites which are sometimes   191
termed *secondary planets.* Each of these moves around a planet larger than itself, which it   207
accompanies in its revolution round the sun. A planet not revolving around another is termed a   209
primary planet.

223

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a planet was considered to be one of seven heavenly bodies characterized by being in motion   255
relative to the fixed stars. The stars at this time were perceived as immovable upon the   270
celestial sphere. As thus defined, the planets were the sun, the moon, Mercury, Venus, Mars,   273
Jupiter, and Saturn.