

# UNIVERSITY INTERSCHOLASTIC LEAGUE



## Computer Applications

### INVITATIONAL A

**2018**

***DO NOT OPEN YOUR TEST UNTIL YOU ARE TOLD TO BEGIN.  
DO NOT LEAVE THE ROOM UNTIL TIME IS CALLED.***

## UIL Computer Applications Invitational Test A

General test instructions: Follow instruction to create printouts for this contest. When time is called, completed printouts will be graded. Calibri in 12 point font was used for the document key, but this is not a requirement, and a smaller type is sometimes easier to fit to a page. Access default font size is acceptable for the report. For Access, when Text is specified for the Data Type, it should be Short Text in Office 2013/2016.

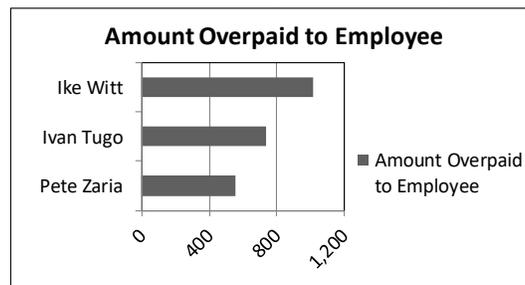
### I. SPREADSHEET

**Maximum 125**

A. Create a spreadsheet with the following data. Be cell specific.

	A	B	C	D	E	F
1	<b>Annual Salary</b>	<b>Wage per One Minute</b>	<b>Wage for 15 Minutes</b>	<b>Wage for 15 Minutes Daily for a Week</b>	<b>Name</b>	<b>Amount Overpaid to Employee</b>
2	17,680.00				Pete Zaria	
3	23,580.00				Ivan Tugo	
4	32,620.00				Ike Witt	

- B. In Cell B2, divide Cell A2 by 52 and divide result by 40 and divide result by 60. (*Wage Per One Minute equals Annual Salary divided by 52 weeks in a year divided by 40 hours per week divided by 60 minutes in an hour.*)
- C. In Cell C2, multiply Cell B2 times 15. (*Wage Per 15 Minutes equals Wage Per One Minute times 15.*)
- D. In Cell D2, multiply Cell C2 times 5. (*Wage for 15 Minutes Daily for a Week equals Wage Per 15 Minutes times 5 days in a week.*)
- E. Select Cells B2 thru D2 and fill down thru Cells B4 thru D4.
- F. In Cell F2, multiply Cell D2 times 52 and fill down thru Cell F4. (*Amount Overpaid to Employee equals Wage for 15 Minutes Daily for a Week times 52 weeks in a year*)
- G. Format everything in Row 1 as boldface type and wrap as shown above.
- H. Be sure nothing is truncated.
- I. In Cell A6, add the following: **Formulas**
- J. Copy the formula from Cell B2 without the equal sign and paste into Cell B6.
- K. Copy the formula from Cell C2 without the equal sign and paste into Cell C6.
- L. Copy the formula from Cell D2 without the equal sign and paste into Cell D6.
- M. Copy the formula from Cell F2 without the equal sign and paste into Cell F6.
- N. Make everything in Row 6 boldface type.
- O. Print your spreadsheet with the following specifications in landscape orientation and 1" margins.
- Add the following header top aligned on the top margin and right aligned on the right margin, replacing 99999 with your contestant number: (99999)-InvA-1
  - Center your spreadsheet on the page both vertically and horizontally.
  - Show gridlines and row and column headings.
  - Set print area to be Cells A1 thru Cell F6.
  - Format everything in Rows 2 thru 4 as numbers with commas and 2 decimals.
  - Center everything in your spreadsheet in its respective cell both horizontally and vertically.
- P. Save your spreadsheet as **InvA** and print on one page.
- Q. Select Cells E1 thru F4 and create a 2D Clustered Bar Chart with appearance at right. (*Chart will have approximately the appearance below; values may be incorrect.*)
- Show bars in grey or black.
  - Title centered above chart in bold as shown.
  - Show x-axis with scale as shown, slanted as shown and with values with commas and no decimals.
  - Show black border around plot and chart area; show legend at right of chart with no border.
  - Save your spreadsheet and copy your chart to be used in Part II.



**II. DOCUMENT WITH CHART**

**MAXIMUM 125**

- A. Create a Simplified Memorandum with the following specifications:
1. Use a 1½" top margin.
  2. Use today's date.
  3. Show the following in a header ½" from the top edge of the paper and right justified on the right margin, replacing 99999 with your contestant number: (99999)-InvA-2
  4. For addressee use the following: Department Heads
  5. For subject line use the following in all caps: TARDINESS
  6. Use the following paragraphs for the body, embedding the chart from Part I where indicated:

Below is a chart showing examples of employee tardiness. Three people are perennially 15 minutes late on a daily basis, either coming to work or returning from coffee breaks or lunch. The values indicate the cost annually for an individual who is habitually late by 15 minutes per day. You can easily see that losing 15 minutes of work on a daily basis costs the company over \$500 per employee.

**[Embed the chart from Part I.  
Maintain specifications for the chart from Part I.  
Be sure all labels, data, and values are easily readable and not truncated.  
Indent at least ½" and center between margins.  
Show one blank line above and below the chart.]**

This is not for general publication, but for the managers who have pinpointed a few individuals who are regularly late. Try to talk to only those individuals that you deem problematic.

7. Use the following sender's name and title on one line: Gail Force, Personnel Director
  8. Use the following reference initials: uil
- B. Print the document in portrait orientation on one page and save as a file named **InvA**.

## 2018 UIL Computer Applications Tiebreaker - Invitational Test A

GENERAL TIEBREAKER TEST INSTRUCTIONS: The tiebreaker is a five-minute timed typing test. 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 an unbound report format.
  - 1. Use 1½" top margin and conventional side and bottom margins.
  - 2. Center the following title in boldface type using all caps: **MESMER**
- B. Save document as InvA.
- C. Write your contestant number and INVA in the upper right hand corner of your printout.

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

Friedrich Mesmer was an 18<sup>th</sup> century Austrian doctor; from whose name the word *mesmerize*, meaning *to hypnotize or spellbind*, was coined. Mesmer was born in 1733 at Weil, near the point at which the Rhine leaves the Lake of Constance. He studied medicine at Vienna under the eminent masters of that day, Van Swieten and De Haen. He earned a degree and commenced practice.

Interested in astrology, he imagined that the stars exerted an influence on beings living on the Earth. He identified the supposed force first with electricity and then with magnetism; and it was but a short step to suppose that stroking diseased bodies with magnets might effect a cure. He published his first work in 1766. Ten years later, on meeting with J. J. Gassner in Switzerland, he observed that the priest effected cures by manipulation alone. This led Mesmer to discard the magnets and to suppose that some kind of occult force resided in himself by which he could influence others. He held that this force permeated the universe and, more especially, affected the nervous systems of men.

He moved to Paris in 1778, and, in a short time, the French capital was thrown into a state of great excitement by the marvelous effects of mesmerism. Mesmer soon made many converts; controversies arose. He excited the indignation of the medical faculty of Paris, who stigmatized him as a charlatan. Still, the people crowded to him. He refused an offer of 20,000 francs from the government for the disclosure of his secret, but it was asserted that he really told all he knew privately to anyone for 100 gold coins. He received private rewards of large sums of money. His consulting apartments were dimly lighted and hung with mirrors; strains of soft music occasionally broke the profound silence; and the patients sat around a kind of vat in which various chemical ingredients were concocted. Holding each others' hands, the patients sat expectantly, and then Mesmer strode into the room garbed in the gear of a magician. He then touched one, looked at another, and made passes with his hands. Nervous ladies fainted; agitated men convulsed or were seized with palpitations.

The government appointed a commission to investigate. Mesmer himself was undoubtedly a mystic, and, although the excitement of the time led him to indulge in mummery and sensational effects, he was honest in the belief that the phenomena produced were real. Animal magnetism fell into disrepute, and Mesmer was denounced as a shallow imposter. He withdrew from Paris to Switzerland, but he left many disciples.

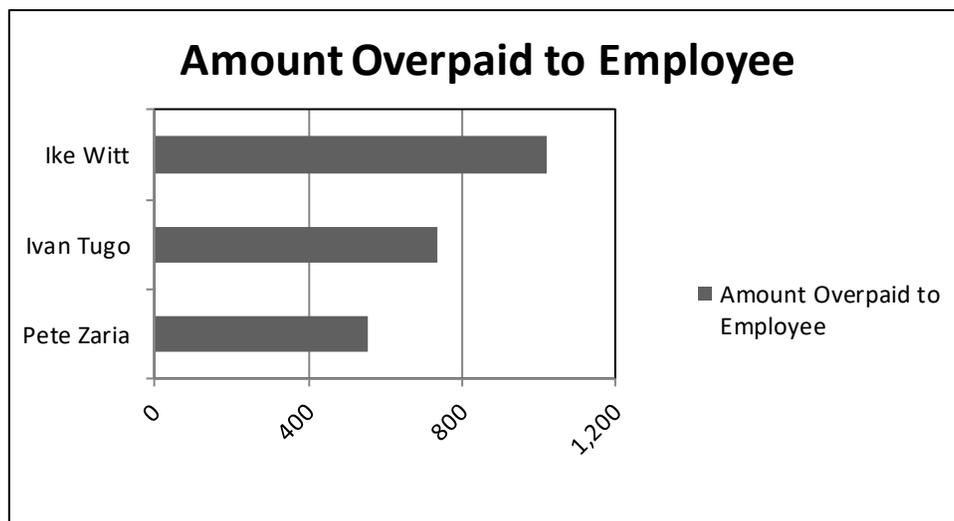
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2	17,680.00	0.14	2.13	10.63	Pete Zaria	552.50
3	23,580.00	0.19	2.83	14.17	Ivan Tugo	736.88
4	32,620.00	0.26	3.92	19.60	Ike Witt	1,019.38
5						
6	<b>Formulas</b>	<b>A2/52/40/60</b>	<b>B2*15</b>	<b>C2*5</b>		<b>D2*52</b>

Today's date

Department Heads

### TARDINESS

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Gail Force, Personnel Director

uil

## 2018 UIL Computer Applications Invitational Test A - Tiebreaker Score Sheet

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. Divide the number by five to get the gross words per minute.
  4. 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. 

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**II. DEDUCT ONE POINT FOR EACH ERROR**

(Typographical error, omitted word, incorrect number, etc.)

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**✓ TOTAL - GROSS WPM TYPED LESS ERROR**

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**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 double spaced			
	All paragraphs indented ½"			
Credit for Page 2 only if Page 2 is present:				
PAGE 2	No single line paragraph ending Page 1			
	No single line paragraph beginning Page 2			
	Top margin 1" on Page 2			
	Page number in upper right margin			
	Text double-spaced down from page number			
<b>✓ TOTAL - BONUS POINTS</b>				
<b>✓ GRAND TOTAL-WPM PLUS BONUS POINTS</b>				
<b>GRADERS' INITIALS</b>				

## MESMER

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mesmerize, meaning to hypnotize or spellbind, was coined. Mesmer was born in 1733 at Weil, 29  
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