

**2022 • 2023**



# **Computer Applications Handbook**

**For Contest Directors, Coaches and Contestants**

UIL Computer Applications Handbook is published annually by the University Interscholastic League.  
Any or all sections may be duplicated.

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# 2022 | 2023

## University Interscholastic League

### Computer Applications Handbook

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The details in this handbook expand upon the information in the UIL Constitution & Contest Rules. In addition to this handbook, coaches, contestants and contest directors should read Sections 900-906 for information pertaining to all contests. See also the Academic Quick Reference Chart found at the end of this handbook and on the UIL website.

From the UIL Constitution & Contest Rules:

#### **Section 926: HIGH SCHOOL COMPUTER APPLICATIONS CONTEST**

- (a) **THE CONTEST.**
  - (1) Purpose. The Computer Applications Contest prepares students to have a thorough, working knowledge of word processing software applications and to direct data from one application to another with speed and accuracy.
  - (2) Format. The contest focuses on word processing speed and accuracy, computer skills in database and spreadsheet, and integration of applications. Contestants will have the opportunity to process two printouts and the mandatory tiebreaker.
  - (3) Materials. Contestants shall provide their own equipment, supplies and software suitable for competition as outlined in the contest handbook.
- (b) **ENTRIES.**
  - (1) Individual Competition. Each member high school may enter as many as three individuals in the district meet.
  - (2) Team Competition. There is no team competition in this event.
- (c) **QUALIFICATION.** Individuals qualify for the next level of competition according to Section 902.
- (d) **TIES.** Ties through sixth place are to be broken through the tiebreaker document. If the percent accuracy scores on the tie breaker are the same, then a tie exists.

THE COMPUTER APPLICATION CONTEST WILL BE DISCONTINUED  
AT THE END OF THE 2023-24 SCHOOL YEAR.

# Computer Applications

## Contest Rules and Procedures

1. **CONTEST ROSTER.** A contest roster listing contestants will be created from schools' online entries and provided to the contest director.
2. **NUMBERING CONTESTANTS.** Each contestant will be assigned a number. This number should be indicated on the contest roster and included in the upper right-hand corner of each page turned in as part of the contest and labeled on each contestant's blank, formatted data diskette, CD or flash drive. Contestants should not reveal their numbers to their coaches in order to assure fairness in grading.
3. **ROLL CALL.** The contest director will call roll from the contest roster and replace any contestant who is not present with a certified substitute at district and the certified alternate at regional and state.
4. **SUBSTITUTIONS AND ALTERNATES.** Schools may replace individual contestants on the official district meet roster with a substitute as long as the substitute presents the contest director with the appropriate documentation. Alternates may compete at region and state only in the absence of an individual who won first, second or third place in the preceding competition. See the UIL Constitution and Contest Rules Section 903-905 for clarification.
5. **SEATING.** Contestants should be seated away from other contestants from the same school. All persons except participating contestants, the contest director, assistants and monitors will be excluded from the room.
6. **LATE ARRIVAL.** Except in emergencies, the UIL does not recommend allowing contestants to enter the room after this contest has begun. The decision to allow late entry rests with the contest director.
7. **EQUIPMENT.** The responsibility for providing equipment, or confirming that all necessary equipment will be available, and confirming that computer equipment is fully functional rests with the contestant. See the Equipment Malfunctions section of this handbook.
  - a. **Hardware.** Contestants shall provide their own laptop or notebook computers, printers, multi-plugs, surge protectors, extension cords, USB expansion ports, software suitable for competition (as delineated below, including operating environment, if needed), and one blank, formatted data diskette, CD, or flash drive. No other computers are permitted. An external keyboard, keypad and an external mouse are permitted. No other peripheral devices will be allowed in the contest room. Internal and external timers or other devices that make an audible noise are not allowed. Printers may not be shared. All equipment shall be fully functional at the beginning of the contest. Networked computer labs may not be used.
  - b. **Software.** Microsoft Office is the only application package to be used, and a current or near current version is required. Tests will be written in Microsoft Office 365, 2019, 2016, or 2013. No versions older than Office 2013 will be acceptable for this contest. **The 2018-2019 school year was the last year that Office 2010 was acceptable.** Word processing elements of tests shall be completed in Word, spreadsheet elements in Excel, and database elements in Access or a contestant's printout may be disqualified. Be sure that all features are installed in all the Microsoft applications, and that they are updated. Keep the starter files for practice or use later.
  - c. **Starter Files.** The Region and State meets use large downloaded files for the test. Coaches and contestants should download the files from the UIL website prior to the meets, and a flash drive should be available at the meet to copy files to contestants' computers for those who had not done so.

- d. Other supplies. Contestants are responsible for bringing their own blank computer paper suitable for their printers. Contestants should bring extra formatted blank diskettes, CDs, or flash drives and computer supplies as needed in an emergency.
  - e. Optional Material. The following may be used during competition: document templates saved on a contestant's hard drive, copy stand, commercial function key template and all software functions, including Microsoft Office help files or student's help files stored on hard drives. Contestants may use markers, pens, pencils and highlighter pens during the preview period but shall not operate keyboards. The Computer Applications Handbook or other information in printed format may not be used during the contest.
8. **TEST DISTRIBUTION.** Testing materials in printed format will be distributed and contestants shall not open the test prior to instructions from the contest director.
  9. **ANNOUNCEMENTS.** Following roll call and prior to the start of the test, contest directors shall read aloud to the contestants the section of this handbook titled Announcements Prior to Conducting the Contest.
  10. **START AND STOP SIGNALS.** Contest directors will give verbal notification to start and stop after each part of the contest and warning signals.
  11. **LENGTH OF TESTING PERIOD.** Five minutes shall be allowed for taking the tie-breaker, three minutes shall be allowed for previewing the test and 30 minutes shall be allotted for taking the test. Contestants must remain in the contest room until time is called, except in the case of an emergency. If a contestant leaves the room, testing materials shall be turned in before exiting, and the contestant may not re-enter. The contestant's answer sheet shall be graded, scored and ranked as submitted.
  12. **GRADERS.** All coaches are required to serve as graders, unless excused by the contest director. 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. At the start of grading, the Contest Director must call roll. If a student does not have a grader present, his/her paper may be disqualified.
  13. **GRADING THE CONTEST.** 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. Each computer applications coach should bring a copy of the UIL Computer Applications Handbook. Use this guide to resolve technical questions of formatting and procedure for the test.
  14. **SCORING.** Papers shall be carefully scored by more than one person and a scoring chart prepared for each contestant and initialed by each grader.
  15. **PLACES AND TIES.** Contestants can qualify to the next level of competition as individual first, second and third place winners according to Section 902 of the UIL Constitution and Contest Rules. First place is awarded to the contestant making the highest total score, second place to the contestant making the next highest, third place to the next highest and so on. Ties through sixth place are to be broken through the tiebreaker document. If the scores on the tiebreaker document are the same, then a tie exists.
  16. **VERIFICATION PERIOD.** Following grading and input of unofficial results into the online entry system, contestants and coaches shall be allowed a time period not to exceed 15 minutes to review all of the following items: contestant's answer sheet, test, scoring chart and the answer key in its original form as supplied by the UIL office and the unofficial results entered into the online system. If the key was changed during the grading process the contest director shall announce the changes made. Papers are not to be taken from the room during the verification period. During this period, the contestants shall verify that they have the correct papers and look for possible errors in the grading, or the calculation or recording of scores. Questions shall be resolved during the verification period and unofficial results announced. Contestants and coaches not present at verification waive their opportunity to ask questions and accept final results as official.

17. **ANNOUNCING OFFICIAL RESULTS.** Following the verification period, the contest director should announce, as official, the names and schools of contestants through sixth place. Official results, once announced, are final.
18. **NOTIFYING ALTERNATES.** If an individual qualifier cannot compete at the next higher meet, the alternate shall be notified and allowed to compete.
19. **RETURNING THE PAPERS.** If results are final and all test questions resolved, district papers may be returned no sooner than the end of the last contest day of the district week. Regional papers may be returned no sooner than Saturday of region weekend.
20. **CONFIDENTIALITY.** Coaches, contest directors and contestants shall maintain confidentiality of contest material until the official release date. Transfer of information relative to the test shall be considered a violation of the Academic Contest Ethics Code and subject to penalties as outlined in the UIL Constitution and Contest Rules.
21. **SWEEPSTAKES POINTS.** Points are awarded through sixth place according to Section 902 of the UIL Constitution and Contest Rules.

# BEFORE THE CONTEST

## ROOM

Secure a quiet room of adequate size for the number of contestants expected. The room should have tables and chairs of proper height and an electrical outlet for each contestant. The tables should be large enough to accommodate computers and printers. A second room is useful for graders to take the test while contestants are taking it. This expedites grading by helping the graders become familiar with the test.

(DISTRICT) In larger districts, a second contest room may be needed. If a second room is used, the contest must be held simultaneously in both rooms.

## MATERIALS AND EQUIPMENT

The contest director will provide the following:

- Accurate clock for timing
- Calculators, staplers, paper clips, scissors and pencils for use in scoring
- One 8 ½ x 11 envelope per school for returning contestants' printouts, score sheets, tests and keys

Contestants will provide the following:

- Computer, printer and all other equipment and optional materials as outlined in the Computer Applications Contest Rules and Procedures in this handbook.
- Software and hardware
- Other supplies allowed
- Blank computer paper suitable for their printers.

## CONTEST PACKET

The League office will provide the following:

- A copy of the UIL Computer Applications Handbook
- Instructions from the state contest director
- Copies of the tests and keys
- Contest score sheet
- (REGION) State Meet information cards for state meet qualifiers (6)

The meet director may schedule a specific time and place for contest directors to pick up the test packet before the contest. Contest officials should inventory the contents before the contest. The packet should be checked to verify the correct materials are enclosed and the number of copies included is sufficient for the number of competitors. The test packet should then be resealed and not opened again until just prior to the beginning of the contest.

## **PERSONNEL**

Coaches of competitors may serve as contest directors and assistants.

- Contest director.
- Assistants to the contest director knowledgeable of computer technology.
- Room Monitor, preferably not a coach, but who can see that the contest is conducted properly.
- Contestants' coaches are required to serve as graders, but may arrange for a replacement person to grade if the coach is unable to serve. Failure to provide a grader may result in disqualification of a school's contestants. Graders should bring a calculator and the designated guide used by their contestants.

## **TIME REQUIRED**

Allot 2.5 hours for the contest. Schedule a minimum of 30 minutes for setting up computers and printers, 30 minutes for announcements, grader sign up, roll call, instructions and distribution of materials and 40 minutes of working time for the actual testing period exclusive of time required for instructions. A specified time at the end of the contest should be scheduled for removing equipment from the contest room. It is critical to stay on schedule, as some contestants may need to go to other events.

Arrange for and announce during the opening remarks the time and place of the verification period prior to the announcement of official results.

## **EVENT ROSTER & RESULTS WORKSHEET**

Obtain a copy of the contest roster from the meet director, which will be generated from the UIL Spring Meet Online Entry System. It will list the school, contestant number, contestant name, district or region number and will indicate the competitors and alternates. You also record scores and/or results on this form to give to the meet director, who will then enter the results/scores into the online system before verification is held for the event.

## **ORGANIZING MATERIALS**

Check all tests to ensure that all pages are printed clearly and completely. Organize materials for easy distribution during the test, making sure that you are not handing out answer keys. Each contestant will be assigned a number indicated on the contest roster. As an example, the number will be listed on the roster as 6A-17 or 2A-4, indicating the conference and a number. Be prepared to attach a label with the contestant number to each contestant's blank, formatted data diskette, CD or flash drive. Manila envelopes are recommended for each contestant to more easily gather materials at the end of the contest.

(REGION) If there is more than one conference at the meet, it is important to differentiate contestant numbers by conference.

## **SORTING ENVELOPES (DISTRICT)**

Provide and label a large (8 1/2 x 11) envelope for each school entered in the district meet. Write the name of the school and contest on the top of the envelopes. After the verification period, contestants' tests and keys should be placed in the appropriate envelope for return to each school.



# CONDUCTING THE CONTEST

1. Set up the room that will best facilitate the contest where contest officials can view the contestants from various quadrants of the room.
2. Organize contest materials for easy distribution.
3. Seat the contestants so that students from the same school do not sit adjacent to each other.
4. Contestants should set up their equipment during the 30 to 45 minutes prior to the scheduled time for the contest, test to be sure all hardware and software components are working, and leave all applications open at the start of the contest.
5. If the contest uses downloaded Starter Files, be sure all contestants have the files or allow them to copy the files from a flash drive prior to starting the contest.
6. Call roll from the roster and provide contestants with their assigned contestant number 10 minutes before the scheduled contest time. Replace any contestant who is not present with a certified substitute at district and the certified substitute or alternate at region.
7. Dismiss from the contest room all individuals, except the contestants, contest director and assistants. Instruct coaches to report to the grading room with answer keys and surplus tests to review the test.
8. Be certain all contestants' work spaces are cleared of everything except computer, printer, optional keyboard, keypad and mouse, and writing instruments (i.e. no Handbooks or printed materials).

## Announcements Prior to Conducting the Contest

9. Read aloud the following:
  - a. Do not open the test until instructed to do so.
  - b. Place your contestant numbers in parentheses in the upper right-hand corner of each page to be graded, unless a test specifies a specific location and format for this information.
  - c. Add a label with contestant number to the disk, CD, or flash drive and cover any school or individual identifying marks.
  - d. This contest will be conducted in three parts. You will have five minutes for the tiebreaker. We will print after the five minutes has expired. After the tiebreaker is printed, we will distribute the test. You will have three minutes to preview the test. You may use markers, pens, pencils and highlighter pens during the preview period but shall not operate keyboards. You will be given a signal and have exactly 30 minutes to complete the test. I will give you warnings when 10 minutes and two minutes remain for the test period. Printing should have commenced prior to the end of the 30 minutes. You may not initiate printing after time has expired.
  - e. Save your work frequently. Although it is faster to save to the hard drive, you should save to a CD or flash drive in case you encounter a computer malfunction.
  - f. Double check your data entry for accuracy. Making a typo on a numeric field can cause multiple errors when the field is used for calculations and totals.
  - g. Cell phones, music players, headphones, etc. may not be used in the testing room and should not be accessible during testing. All cell phones must be turned off and not set to vibrate.
  - h. Verification period will be held\_\_\_\_(name room) at\_\_\_\_\_(give time). This is contestants' and coaches only time to verify grading and unofficial results.
  - i. Are there any questions?

10. Five-minute Tiebreaker

- a. Distribute tiebreakers to all contestants face down. (Manila envelopes may be passed out if you want all tests to be collected into an envelope to be turned in at the end of contest.)
- b. Ask contestants to turn the paper over and begin typing, which will be the signal to begin.
- c. At the end of 5 minutes give a signal to stop typing and ask the contestants to raise their hands.
- d. Ask the contestants to print their files. 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. The latter arrangement is preferable if there is any danger of overloading the electrical capacity of the facility.
- e. Remind competitors to write their contestant number in the upper right corner of every page of their printed tiebreaker (and on the manila envelope, if this is used).
- f. Director should ask all competitors to pass their tiebreaker in to the officials (or ask them to put the document into their manila folder).

11. Thirty-minute Test

- a. Distribute tests with cover sheets showing so contestants may not view the test and ask assistants to watch that contestants do not view the test.
- b. Ask contestants to open the test to begin their three minutes of Preview time.
- c. After exactly three minutes, tell the contestants they may begin the 30-minute test.
  1. Encourage contestants to save frequently.
  2. Give a 10-minute warning when there are 10 minutes left in the contest.
  3. Give a 2-minute warning where there are 2 minutes left in the contest.
  4. At the end of 30 minutes, the director should stop the contest and ask all contestants to raise their hands until all printing has ceased.
  5. 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.

12. Conclusion of the Test

- a. Following the stop signal, have all contestants select their Printout 1 and 2 to be scored and remind contestants to be sure their contestant numbers are on each page of the hard copy to be turned in for scoring.
- b. 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.
- c. Have contestants label their saving device with their Contestant number using a Post-it or taped note so that original school identification is obscured.
- d. Turn in all printouts and student's saving devices in to officials (or place them in their manila envelope). All other printouts should be turned in to be discarded by officials.
- e. If you use manila envelopes, warn that no printouts will be graded that are not in the student's envelope.
- f. 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.
- g. Ask contestants 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.

- h. Ask contestants to pass in their tests and saving devices (or envelopes with these inside).
  - i. Ask contestants then to pass in their scratch paper to be put in the trash.
  - j. Have contestants remove all equipment or make arrangements to remove it after grading.
- 13. Deliver all testing materials to the grading room.
- 14. Submit the substitution forms/letters to the meet director to update the original entry in the online entry system.

# EQUIPMENT MALFUNCTIONS DURING THE CONTEST

1. 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.
2. If a problem occurs during the tiebreaker, every effort must be made to correct the problem or the student may not participate in the 30-minute test.
  - a. An assistant should work with the student to correct the problem.
  - b. If a student does not create a tiebreaker, but his equipment is repaired, he/she may continue with the actual 30-minute contest.
  - c. The student should print a page and have the assistant verify that it was printed prior to the start of preview time.
  - d. In case of a tie, the student without a tiebreaker paper automatically loses the tie.
3. If a student's computer and printer are not operational prior to the start of the 3-minute preview, the student may NOT participate in the contest.
  - a. During the preview, no student may use his or her equipment.
  - b. The contest may not be held up from starting to wait on any student past the actual scheduled start time.
4. The tiebreaker output or printed page verified by an assistant that aided a student correcting his or her hardware problem should be proof that everything was working at the beginning of the contest.
5. A contestant should raise his/her hand and advise the contest director during the contest if any equipment problems occur.
6. 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.
7. 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. No changes may be made to any printout.
8. If the problem is a printer and it cannot be resolved within five 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. No additional changes may be made to any printout.
9. A contestant may not complete the contest at a later time.
10. If a contestant has not attempted any printing before the two-minute warning and has a printer malfunction, the process is the same, but only one printout will be graded.
11. Printing may only be done after conclusion of a contest if both of the following have occurred.
  - a. An assistant is present while the student is printing after the contest.
  - b. The contest director was apprised of a malfunction during the contest.
  - c. Time was expended during the contest by an assistant addressing the problem.

# GRADING THE CONTEST

## GRADERS

All coaches are required to grade. See Contest Rules and Procedures. Graders should report to the grading room as soon as the contest begins. The Director should call roll and hold any students' printouts for whom there is not a grader present. These papers may be disqualified if a grader does not show up to grade. Coaches should review the test and answer key individually or in groups while the contestants are taking the tests. If discrepancies or questions arise during the grading, contact the state contest director to seek clarification.

## GRADING INSTRUCTIONS

1. View all papers from each contestant.
  - a. 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.
  - b. 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.
  - c. 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.
  - d. Paper clip all printouts to be graded together (and clip to the outside of the manila envelope, if using these).
  - e. Tiebreakers remain in a separate stack or are returned to the student's envelope.
2. Sort tests into Conferences, Districts and/or Schools and arrange coaches into like groups.
  - a. Give 1A tests to 3A coaches, 2A tests to 4A coaches, etc.
  - b. No coach should grade his/her own student's printouts.
3. Follow these grading rules.
  - a. Grading is all or nothing (i.e. each item on the score sheet is worth zero or the specified points).
  - b. Zero is the lowest possible grade for a printout. There are no negative grades for either printout.
  - c. 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. Do not attempt to be "ruler-exact." Do not fold papers to ascertain an exact center, but papers can be compared to the key for approximation.
  - d. 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 in test instructions is obviously misspelled (like alternations instead of alterations), credit is given for either spelling.
  - e. Do not disqualify a printout on "mailable" standards.
  - f. Allow about 1/4" differential between requested margins and printed margins.
  - g. Right-justified data in a column of a printout may vary between alphabetic and numeric data with numeric data by offsetting the rightmost character of numbers to the left of that rightmost character of alpha data.

- h. Do not 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.
  - i. 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 all paragraphs as completed, even if they are missing or incomplete. In this case, the entire document is graded for typos, and credit is given for correct data in the close, sender's name, etc.
  - j. 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.
4. Typographical errors are graded with the following criteria.
- a. 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 or graph	
  - b. 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.
  - c. Do not count off for differences between one and two spaces following some punctuation marks as this often is difficult to differentiate.
  - d. Do not count off twice for an error.
  - e. If deductions are made directly on the score sheet, do not then count off for an error as a typo.
  - f. If deductions are made on one printout, do not count off for the same error on another printout.
5. Grade all Printout 1's together.
- a. 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.
  - b. If there is an error on a test, call the State Contest Director for resolution (830.370.8966).
  - c. Have 3 coaches grade each paper, and then have one of the coaches verify that all agree and transfer the final grade to the Final Score sheet.
  - d. If there is a discrepancy among the 3 graders, the grader finding the discrepancy should review the problem with the original graders for the test and resolve the problem or contact the director to resolve it.
  - e. When all Printout 1 papers are completed, start grading Printout 2.
    - i. Ask all coaches to walk through the grading of Printout 2 together.
    - ii. Follow the same procedure as used in Printout 1.
    - iii. Grade all Printout 2 papers together.
    - iv. Return all tests to the director (clipped to their envelope, if using these).
6. Tiebreakers are only graded to break ties for first through sixth place, and the director grades these.
7. Director enters all grades into the official website.

## SCORING

- 1. Score points according to the Score Sheet provided in the material packet.
- 2. Due to differences between printers, allow a least  $\frac{1}{4}$ " error. Rulers may NOT be used by the contestants or by the graders, hence this is necessarily an estimated amount. Bend in the direction of leniency on margins.

3. 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.
4. Typos are deducted at the end of the scoring sheet for most documents.
  - 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 Contestant Number/Test Identification heading is subject to 2 typos unless otherwise specified.
5. Do not grade a printout on “mailable” standards.

### **PLACES AND TIES**

Refer to the Computer Applications Contest Rules and Procedures.

### **IDENTIFYING PAPERS**

After papers have been ranked, indicate on the papers or the envelope the name and school of the student that corresponds with the contestant number. This will expedite the verification process.

### **QUESTIONS DURING GRADING**

If you hit a roadblock in your grading and want a mediator, don't hesitate to call Linda Tarrant, State Computer Applications Contest Director. On most Saturdays, she is available on her cell (830.370.8966), or the phone message will direct you to a cell phone number. She is also available during the week at the same number or by email: [hexco@hexco.com](mailto:hexco@hexco.com).

# AFTER THE CONTEST

## **REPORT TO MEET DIRECTOR**

Individual contest directors shall give the contest roster/results form to the district director immediately after the contest papers are scored. The district meet director is responsible for entering results into the online entry system. All scores must be entered into the online entry system prior to verification and announcement of results. Enter all contestants' scores, not just the top six. Provide at least one copy of the unofficial results from the online entry system during verification.

## **VERIFICATION PERIOD**

Announce that no one present may use writing or erasing instruments during the verification period. If the key was changed during the grading process (with the approval of the UIL state office or the state contest director), the contest director shall announce the changes made. The contest director shall allow the contestants and coaches a time period not to exceed 15 minutes to look at all of the following items:

- Contestant's printouts and files
- Scoring sheet
- Answer key, in its original form as supplied by the League office
- Display of scores after entry into the UIL Spring Meet Online Entry System

Do not allow anyone to take papers from the room. During this period, the contestants and/or coaches shall verify that they have the correct papers and look for possible errors in the grading, calculation or data entry of scores. Display each contestant's score (not just the top 6 places) preferably by displaying the printed page from the online scoring system after scores were entered. This will allow data entry of score to be reviewed by contestants and coaches during the Verification Period.

At state meet only, the contest director may omit a display of data entry into the UIL Spring Meet Online Entry System if data entry has been carefully reviewed and verified by graders or other assistants during the grading and scoring period. If errors in grading, scoring or online data entry are found during the verification period, the contest director shall make the corrections.

After resolving all questions, or at the end of the 15 minutes, the contest director should announce that the Verification Period has ended. If papers are not being returned on the day of the contest, see Returning Papers below.

## **ANNOUNCING OFFICIAL WINNERS**

The contest director should make any necessary announcements regarding the return of papers if necessary and any instructions regarding the awards ceremony. The contest director will announce official results with the name and the school of each contestant who places individually first through sixth. These results, once announced as official, shall be final.

## **QUALIFICATIONS TO REGIONAL OR STATE**

Contestants can qualify to the next level of competition as individual first, second and third place winners as described in Section 902 (h)(3) of the UIL Constitution and Contest Rules.



**RETURNING PAPERS**

If papers are not being returned, pick up all tests, answer sheets, scoring charts and keys so that none remain with a contestant or coach. Place the materials in the sorting envelopes by school.

At the district meet, papers may be returned no sooner than the end of the meet on the last day of the district week. If the region meet is held on Saturday, the test, answer keys, scoring charts and answer sheets may be returned to the contestants the day of the meet.

# STUDY GUIDE

# RESOURCES

## ABOUT THE CONTEST

The Computer Applications Contest focuses on speed, skill, and accuracy using three computer applications, word processing, database, and spreadsheet, and on the integration of these applications. Changes to this contest through the years 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 contestants 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.

Throughout the process, keep the following goals of the contest in mind:

- 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 contestants to become very competent in this powerful package.

## ABOUT THE 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 five minutes allotted for this element of the contest includes contestants' 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 contestants 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.

## PURPOSE OF THE UIL COMPUTER APPLICATIONS HANDBOOK

The UIL Computer Applications Handbook contains the rules for participation in the Computer Applications Contest, instructions for conducting a contest, and data specific to this contest. Participants and contest officials 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.

Student should make templates of each of the document formats below, should know how a contest is conducted, and should know how to handle a system or printer malfunction in a contest.

Contestants should be able to use all functions for Access and Excel. They need not understand how PMT, COS, ATAN, STD, etc. work, but they should be able to use any function. Function names are not all the same in Access and Excel.

## EQUIPMENT REQUIRED

As in the past, equipment may not be shared. Each student must have a fully operational system to compete. See Contest Rules and Procedures for specifics.

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 a common printer may not be used.

## **SOFTWARE REQUIRED**

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

A current or nearly current version of Microsoft Office is acceptable. See Contest Rules and Procedures. 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.

Graders may check saved devices to ascertain 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 contestants 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.

## **EQUIPMENT FAILURE**

**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. See Equipment Malfunctions During the Contest.

If a contestant 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.

A contestant 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 or it can be printed on the student's computer with a different printer, but an assistant should be on hand for the entire printing procedure. A student may not complete the contest at a later time on a different computer.

## **OPTIONAL MATERIAL**

"Help" files stored on your computer may be used, and contestants 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. Contestants 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, formulas, 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 contestants are responsible.

Contestants 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.

### **LESSON PLANS ON THE UIL WEBSITE**

To integrate more of the parts of the Computer Application Contest into your classrooms, UIL has five separate Lesson Plans and videos that can be downloaded from the website:  
<http://www.uiltexas.org/academics/academic-contests/computer-applications>.

Lesson Plans 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-Date0Time
- Lesson 5 - Field Codes for Numbers

Videos include the following:

- How to Build a Database - covers the basics of Access, including how to create a table, update query, select query, and a report.
- UIL Grading - teaches how to grade a printout by walking step-by-step through each line of grading. The video shares numerous samples to help coaches better understand how to correctly award points.

### **FREQUENTLY ASKED QUESTIONS**

To provide support to coaches for this contest, we added frequently asked questions recently, and these have extensive explanations at  
[http://www.uiltexas.org/files/academics/ComApps\\_FAQ.pdf](http://www.uiltexas.org/files/academics/ComApps_FAQ.pdf).

### **STARTER FILES REQUIRED FOR REGION AND STATE**

At the Region and State Meets, coaches and contestants should download the starter files from the UIL website prior to the meets. There are multiple tables in the downloaded file with a large number of records. The Starter Files for the current year will be posted in January, and the prior year's files will be removed from the UIL website.

The files will have multiple tables. No test will use all the available tables, but they will define which tables are to be used for a given test.

### **ABOUT GRADING**

Contestants are encouraged to double check 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 contestant 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 contestant will get credit for having the chart, but he or she will lose points for not embedding in the document.

Grading stops where a contestant stopped typing. 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, he/she gets credit for completing all paragraphs, even if they are missing, and then everything is subject to typos up to Sender's Name.)

## I. 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, unless otherwise specified.
  - 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 first line of the footnote and precede with superscripted number or symbol.
    - (d) Single-space within a footnote, and double-space between footnotes.

## II. Memorandum Formats

*1" Left*

*1½" Top*

*1" Right*

TO: Computer Applications Contestants

*2 (DS)*

FROM: Mrs. Hauser

*2 (DS)*

DATE: September 25, 20--

*2 (DS)*

SUBJECT: Standard Memorandum

*2 (DS)*

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.

*2 (DS)*

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.

*2 (DS)*

uil

*2 (DS)*

### 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

*1" Left*

*1½" or 2" Top*

*1" Right*

September 25, 20--

*4 (QS)*

Department Heads

*2 (DS)*

SIMPLIFIED MEMORANDUM

*2 (DS)*

This is a visual sample of a simplified memorandum.

*2 (DS)*

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.

*4(QS)*

Megan Rios, Executive Director

*2 (DS)*

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

### III. Letter Formats

1" Left	2" Top	1" Right
September 25, 20--		
		4 (QS)
Mr. Travis Trent Wetstone Construction 1775 Wentwood Drive Westover, NY 14311-1133		
		2 (DS)
Dear Mr. Trent		
		2 (DS)
BLOCK LETTER		
		2 (DS)
This is a visual sample of a block letter. All elements of a block letter are aligned on the left margin.		
		2 (DS)
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.		
		2 (DS)
Sincerely yours		
		4 (QS)
Ms. Art Tillery Systems Analyst		
		2 (DS)
uil		

#### A. Block Letter

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

1" Left

2" Top

1" Right

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)

uul

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**

*1" Left*

*2" Top*

*1" Right*

5687 Jefferson Road  
Buffalo, NY 14426-9204  
September 25, 20--

*4 (QS)*

Ms. Rehka Raut  
Traut, Inc.  
578 Inwood Drive  
Stephenville, TX 75712-1342

*2 (DS)*

Dear Ms. Raut:

*2 (DS)*

PERSONAL-BUSINESS LETTER-BLOCKED

*2 (DS)*

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.

*2 (DS)*

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.

*2 (DS)*

Sincerely,

*4 (QS)*

Edward Alpin

*2 (DS)*

Enclosure

*2 (DS)*

### 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**

1" Left

2" Top

1" Right

5857 Jeffers Road  
Austin, TX 78726-2433  
September 25, 20--

4 (QS)

Mr. Edward Mason  
Textech, Inc.  
781 Techno Drive  
Austin, TX 78756-5324

2 (DS)

Dear Ms. Mason:

2 (DS)

PERSONAL-BUSINESS LETTER-MODIFIED BLOCK

2 (DS)

This is a visual example of a personal-business letter in the modified block format. 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.

2 (DS)

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.

2 (DS)

Cordially,

4 (QS)

Wilson Succotash

2 (DS)

Enclosure

2 (DS)

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**
- **Reference Initials** are not usually used.

1" Left

1¾ or 2" Top

1" Right

September 25, 20--

4 (QS)

MR TRAVIS TWITT  
TWITT DESIGN  
1321 WESTWARD DR  
DALLAS TX 75204-0144

2 (DS)

SIMPLIFIED LETTER- BLOCKED

2 (DS)

This is a visual example of a simplified block letter. All elements are blocked on the left margin.

The top margin is 1¾" 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.

2 (DS)

The subject line in all caps replaces the Salutation. The Complimentary Close and Company Name are omitted.

4 (QS)

JESSIE YARD, SECRETARY

2 (DS)

uul

2 (DS)

Enclosure

2 (DS)

## 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.....

## F. 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

## IV. Letter Parts

1" Left	2" Top	1" Right
September 25, 20--	<i>DATE</i>	2 (DS)
REGISTERED	<i>MAILING NOTATION</i>	2 (DS)
Attention Ms. Esther Roberts Trent, Inc. 7833 Trent Dr. La Joya, TX 76833	} <i>ATTENTION LINE</i> <i>INSIDE ADDRESS</i>	2 (DS)
Dear Ms. Roberts:	<i>SALUTATION</i>	2 (DS)
Subject: Special Features	<i>SUBJECT LINE</i>	2 (DS)
	<i>BODY OF LETTER</i>	2 (DS)
Truly yours	<i>COMPLIMENTARY CLOSE</i>	2 (DS)
COOPER INDUSTRIES	<i>COMPANY NAME</i>	4 (QS)
Melvin Marco Software Developer	<i>WRITER'S/SENDER'S NAME</i> <i>WRITER'S/SENDER'S TITLE</i>	2 (DS)
u1l	<i>REFERENCE INITIALS</i>	2 (DS)
Enclosure	<i>ENCLOSURE NOTATION</i>	2 (DS)
c Wilson Succotash	<i>COPY NOTATION</i>	2 (DS)
Wilson needs the copy for records.	<i>POSTSCRIPT</i>	

## A. Conventional Parts of a Letter

- Date**
  - Format as January 1, 2016
  - Blocked on left margin for Block formats.
  - Keyed at center of page for Modified Block formats.
  - Keyed at top of letter (except for Personal-Business Letter. It follows sender's address without double-spacing).
  - Quadruple space after the date.
- Inside Address**
  - Blocked on left margin.
  - Uses 2-character, uppercase state abbreviation.
  - Double-space after the Inside Address.
- Salutation**
  - Followed by a colon for Mixed Punctuation or by a comma if informal correspondence is specified.
  - Double-space after the Salutation.
  - Use personal title, such as Mr. Mrs., Ms., etc.
  - "Ladies and Gentlemen" is Salutation if none is noted.
  - Omitted in Simplified Letter and in Memos.
- Body of the Letter**
  - Blocked on left margin for Blocked or Simplified Formats.
  - Blocked on left margin or indented for Modified Block Formats.
  - Use single spacing in paragraphs.
  - Double-space between paragraphs.
- Complimentary Close or Complimentary Closing**
  - Double-spaced down from the body of the letter.
  - First word of Complimentary Close is capitalized.
  - Follow with a comma for Mixed Punctuation.
  - Quadruple-space after Complimentary Close (unless Company Name required in Close).
  - In Simplified Letters, omit the Complimentary Close and quadruple space down from the Body of the letter to Sender's Address.
- Writer's Name or Sender's Name**
  - Blocked on left margin for Blocked Format or Simplified Format.
  - Keyed at center in the Modified Block Format.

## B. Optional Letter Features

1. **Mailing Notations** (This is optional for any type of letter format.)
  - 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** (This is optional for any type of letter format.)
  - 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 and optional in all other letter formats.
5. **Writer's Title or Sender's Title** (This is optional for any type of letter format.)
  - 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** (This is optional for any type of letter format.)
  - 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** (This is optional for any type of letter format.)
  - a. Double-spaced down from preceding line.
  - b. Follows Enclosure Notation if it is present.
  - c. Blocked on left margin.
9. **Postscript** (This is optional for any type of letter format.)
  - 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
<u>  </u>	Capitalize	texas <u>  </u>
( )	Close up	Tex as
<del>  </del>	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>  </u>	Underline	A Wrinkle in Time
<i>ital</i>	Italicize	Hamlet

## 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  $\frac{3}{4}$ ".
  - 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.

## V. Functions

### a. Functions for Which Students Are Responsible

- i. See Appendix B for a complete list of functions from Excel that can appear on any Computer Applications test.
  - ii. The equivalent functions may have slightly different names in Access, so be certain that you are familiar with these differences.
- b. **Excel and Access** both use functions, and a few are not acceptable to Access.

## Typical Topic List

This list is intended as a guideline and is not all-inclusive. Some of the topics listed will occur on every test. The topics listed below are typical of elements on tests in a given school year. Future tests may contain topics that are not on this list. Knowledge of basic Word, Excel and Access concepts is assumed, and all functions in Excel and Access are subject to being used on invitational tests.

### Excel Topics

- Create a formula
- Filling (copying) down and over
- Merge and center cells
- Page orientation, margins, centering
- Set a print area
- Display row and column headings
- Create and format a header
- Format text within a cell
- Format numbers
- Decimal places
- Commas
- Currency
- Format cells
- Borders
- Shading
- Alignment
- Wrapping
- Create a chart (all types)
- Format a series within a chart
- Shading
- Patterns Borders
- Add and format data and category labels
- Add, delete and format a legend
- Modify the x and y axes: minimum, maximum, increment
- Orientation (slanted or not)
- Add a second Y axis to a chart
- Insert, delete and hide columns and rows
- Concatenate fields
- Calculate using dates
- IF, nested IF, FIND, LEFT, RIGHT, MID, MIN, MAX, OR, AND, SYD, SLN, DDB, PMT, LOOKUP, VLOOKUP, HLOOKUP, RANDBETWEEN,
- RAND, ROUND, SUM, AVG, and any other Excel function
- Subtotals and grouping
- Pivot tables
- Modify pivot tables after creation
- Add calculated fields in pivot tables
- Merge with Word document
- Import from or export to Excel
- Convert text to columns
- Use consolidate
- Goal seek

### Access Topics

- Create a new blank database or open an existing database
- Create a table
- Change field properties
- Create an update query
- Create a select query
- Create a crosstab query
- Use criteria for queries
- Add calculated fields to a query
- Create relationships
- Change join type
- Create a formula using builder
- IIF, nested IIF, Instr, Left, Right, Mid, Or, And, Syd, Sln, Ddb, Pmt, Fv, Year, DateDiff, and any other Access function
- Merge to a Word document
- Create a report using Report Wizard
- Modify a report in design view
- Group records within a report
- Change grouping/sorting after report is created
- Use grouping intervals
- Change Summary for... calculation
- Sort
- Calculate sum or average of a field within a report
- Truncation and wrapping
- Place a header in a report
- Left, right, center and justified alignment
- Vertical field alignment (in a column)
- Page orientation, margins, and report style
- Text formatting
- Number formatting
- Using time and dates in formulas
- Understand what each section in a report does
- Report header and footer
- Page header and footer
- Detail section
- Group headers and footers
- Adding text or unbound boxes in design view
- Add a field to an existing table or query
- Concatenation
- Add calculation to report in unbound box in design view
- Format alternate rows in a report
- Exporting to Word or Excel or import from Excel and Access
- Merge with a word document

### Word Topics

- Create a variety of document types
- Block letter
- Modified block letter
- Personal-business letter - blocked
- Personal-business letter - unblocked
- Simplified letter - blocked
- Simplified memo
- Standard memo
- Bound, unbound or business reports
- Second page of letter or memo
- Create and properly place a header
- Proper placement parts of letters
- Know proofreader marks
- Insert charts and tables
- Do calculations in tables
- Create columns
- Format and align inserted charts and tables
- Wrap text around charts and tables
- Insert merged data
- Show merge codes
- Format merged data using field code switches
- Filter or sort merged data
- Copy and paste formulas into a document
- Insert and format tables
- Convert text to table format
- Use outlines and modify format

# Glossary of Terms

absolute reference (ABS) - 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; can be used for row or column indicators or both

alignment - refers to horizontal data or object position between left and right margins or within a column, cell, or other text area; 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; standard format in which files may be written to storage devices and used by most other applications, but 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 (called a column chart by Microsoft Office which refers to a bar chart as the horizontal version of this)

baseline - imaginary line on which a line of text is located; crossed by descenders of the letters, g, j, p, q, and y

blank row - a blank line, empty line, or empty row in a spreadsheet or database; also called an empty record in a database

blank line - an empty line in a document, spreadsheet, or database; 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; four "borders" per cell in a database and spreadsheet, including left, right, top, and bottom, and manipulated separately or in combination

break point - a specified change in a report when a Summary Total Line is inserted; triggered by a change in a particular field; group in a report 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; 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 then "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; ampersand used as the concatenating operator (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

datsheet - 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; also called a blank row in spreadsheets and databases and called a 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; called a query in Access

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

font - character set with specific design and similar appearance and 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. 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; 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; break point caused when a value changes and usually causes 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; usually on 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; also 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 ½"

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 also called labels

landscape - printing of a document in a sideways orientation with top of the document being on the long edge of the paper; 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 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, 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; 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. 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; "exploding pie chart" shown 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; 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; can be only a single cell

range of cells - also called range reference; location of a block of adjacent cells in a spreadsheet; 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; 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

relative cell reference - address of a cell in a formula that changes as the formula is copied from one cell to another; 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; 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 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; 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; 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; also the collection of related records in a database

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; often used with "wrapped" text in a cell; 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; 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; 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; 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; usually printed vertically along the y- axis

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

# COMPUTER APPLICATIONS QUICK REFERENCE CHART

Note: Grading time varies. For most events, allocate a minimum of two hours.

## Contest

### ROOMS

1 – testing\*

1 – grading

\*Must include sufficient electric access for each contestant

SET UP— 30

PREP TIME — 20

TEST TIME — 30

TIEBREAKER — 5

### CONTEST MATERIALS

UIL Packet: tests & keys, answer blanks, meet evaluation sheet.

Director Provides: contest roster and results form (generated from online entry system), contest rules, clock, 8 1/2 x 11-inch scratch paper; calculators for graders, pencils and one 8 1/2 x 11-inch envelope per school.

### PERSONNEL

- Director
- One assistant
- Head grader

### # OF ENTRIES

(District) 3 per school

(Region) 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> individuals per district.

### TIES

- Individual — Ties broken with 5-minute tiebreaker. If the percent accuracy scores on the tie breaker are the same, then a tie exists.

### GRADING/JUDGES

At least 3, preferably more. Coaches must serve as graders.

### AWARDS

Individual medals: 1<sup>st</sup> through 6<sup>th</sup>

### POINTS

1<sup>st</sup> — 15

2<sup>nd</sup> — 12

3<sup>rd</sup> — 10

4<sup>th</sup> — 8

5<sup>th</sup> — 6

6<sup>th</sup> — 4

### ADVANCE

Top 3 individuals

## Study Material

Shop the UIL Online Store at [store.uiltexas.org](http://store.uiltexas.org) to purchase study materials. Some materials are available for free download.

- Computer Applications study packets include the prior year's tests.

The Academics homepage of the UIL web site contains a variety of additional forms needed for academic programs, including the Professional Acknowledgment Form for all sponsors, coaches and directors of academic events and the Substitute Eligibility Form needed for contestants not listed on the original entry form for UIL meets.

The Computer Applications Handbook includes a description of the current UIL contest format, rules and procedures. It is available as a free download: <http://www.uiltexas.org/academics/resources/contest-handbooks-manuals>.

The generic forms needed to host invitational meets, such as grading rubrics, answer sheets and contest results form are posted, as are the Academic Meet Director Manual, the conflict pattern and various checklists for academic Coordinators. Check the different web pages for speech and debate, theatre, and the A+ Program for current information and forms specific to those contests.

Additional Resources from Third Party Vendors:

Best of Texas

phone: 210.241.4734

Web: [www.bestoftexascontest.com](http://www.bestoftexascontest.com)

Email: [peggy@bestoftexascontest.com](mailto:peggy@bestoftexascontest.com)

HEXCO ACADEMIC

phone: 830.367.3825 or 800.391.2891

Web: [www.hexco.com](http://www.hexco.com)

Email: [hexco@hexco.com](mailto:hexco@hexco.com)



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