

Making Copies for Computer Applications:

19 pages are included in this Test Packet.

Contest Director gets a copy of all pages:

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

Contestants should have the following:

- 3 - Tiebreaker Instructions for Students - 2 pages
- 4 - Test Cover Sheet for Students - 1 page
- 5 - Test Instructions for Students & Graders - 3 pages

Graders should have the following:

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

Contest Director should have copies of all pages plus 5 copies of the following:

- 9 - Tiebreaker Score Sheet for Contest Director - 1 page
- 10 - Tiebreaker Answer Key for Contest Director - 2 pages

UIL Computer Applications Tests Instructions and Scoring

I. Preparation

A. Setup

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

B. Equipment

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

C. Software

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

II. Contest

A. 5-minute Tiebreaker

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

B. 30-minute Test

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

C. Equipment malfunction during a contest

1. If a problem occurs during the tiebreaker, every effort must be made to correct the problem or the student may NOT participate in the 3-minute preview or 30-minute test. A student may not continue to try to make his equipment work during the preview as no one may use computers at that time.
 - a. If a student does not create a tiebreaker, but his equipment is repaired, he/she may continue with the actual 3-minute preview and 30-minute contest.
 - b. In case of a tie, the student without a tiebreaker paper automatically loses the tie.
2. Prior to a contest, every effort should be made to correct equipment problems by substituting equipment, keyboards, printers, etc. with a backup or borrowed equipment from another contestant or from the contest director, if possible.
3. The tiebreaker output should be proof that everything was working at the beginning of the contest.
4. **A contestant should raise his/her hand and advise the contest director during the contest** if any equipment problems occur.
5. One of the director's assistants should be assigned to attempt to resolve the problem. **The assigned assistant must not be the student's coach or a related party.**
6. If a system is inoperative and the problem cannot be resolved, the contestant can turn in only what he or she has completed before the equipment failed; and, after the contest, he or she can print anything that had been saved onto diskette/cd/flash drive on a different system or on the same system that has been made workable with the assistant overseeing. **No changes may be made to any printout.**
7. If the problem is a printer and it cannot be resolved within 5 minutes time, the student may continue working the test and saving to his/her saving device. He/she will be allowed to print from the saving device after the contest on the same system that has been made workable or on a different system with the assistant overseeing. **No additional changes may be made to any printout.**
8. **A contestant may not complete the contest at a later time.**
9. If a contestant has not attempted any printing before the two-minute warning and a printer malfunctions, the process is the same, but only one printout will be graded.
10. Printing may only be done after conclusion of a contest if both of the following have occurred.
 - a. **The contest director was apprised of a malfunction during the contest.**
 - b. **Time was expended during the contest by an assistant addressing the problem.**

D. Conclusion

1. Have all students select their Printout 1 and 2 and be sure their contestant number is on each page.
2. If a student printed a chart or graph separate from a document that he/she did not have time to embed in a document, the student should put his/her contestant number in the upper right corner and turn this in along with printout(s). Credit will be given for some chart elements that are correct, but all credit will be lost for margins, indenting a chart, spacing before and after a chart, etc. If a student's printout already has a chart or graph embedded in a printed document, the extra chart is not graded, even if the chart in the document was simply a placeholder from a template.
3. Have students label their saving device with their Contestant number.
4. Turn all printouts and students' saving device in to officials (or place them in manila envelopes).
5. If you use manila envelopes, warn that no printouts will be graded that are not in their envelope.
6. Explain that if a student turns in more than one printout for one of their documents, the graders will arbitrarily grade the first one encountered, whichever that is. No attempt will be made by graders to determine which is the better printout.
7. Ask students to verify that their Contestant number is on every page being turned in for grading, as well as on the manila envelope, if you are using envelopes.
8. Ask students to pass in their tests and saving devices (or envelopes with these inside).
9. Ask students then to pass in their scratch paper to be put in the trash.
10. Have students remove all equipment or make arrangements to remove it after grading.

III. Grading

A. All coaches are required to grade.

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

B. View all papers from each contestant.

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

C. Sort tests into 1A, 2A, 3A, etc., and arrange coaches into like groups.

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

D. Follow these grading rules.

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

E. Typographical errors are graded with the following criteria.

1. All of the following are considered typos.

misspelling	incorrect numbers	missed capitalization
missed punctuation	double words	incorrect formatting
words run together	incorrect row/line spacing, either extra or omitted	
incorrectly divided words	incorrect borders/lines, either extra or omitted	
omitted words or numbers	missing or extra parts of a chart or graph	
2. If an error is a global error as all Group Headers have the same misspelled word, it is one typo or if an entire column of numbers is formatted wrong, it is one typo.
3. ***Do not* count off for differences between one and two spaces following some punctuation marks** as this often is difficult to differentiate.
4. ***Do not* count off twice for an error.**
5. If deductions are made directly on the score sheet, do not then count off for an error as a typo.
6. If deductions are made on one printout, do not count off for the same error on another printout.

F. Grade all Printout 1's together.

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

IV. Verification

- A. Unofficial results may or may not be posted prior to verification at the discretion of the contest director.
- B. Graded tests along with score sheets, a copy of the test itself, and copies of the answer keys are examined by contestants and their coaches during verification.
- C. Only a contestant's coach may examine the test with him/her or a person that has been approved by the contest director.
- D. Contestants and coaches are not to compare papers or examine anyone's test but their own.
- E. Verification is not to exceed 15 minutes.
- F. Report questions or errors in grading or recording scores to the contest director.
 1. The contest director will determine if the problem in question is an error.
 2. The contest director will recalculate the score and initial the change.
- G. Those not present during verification period forfeit the opportunity to raise objections.
- H. Official results will be announced after all questions have been resolved and rankings have been corrected, if necessary.

V. Ties

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

2022 UIL Computer Applications Tiebreaker - Region

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

- I. **COPY** a document in Calibri 12-point type and print.
 - A. Enter the document on the next page in an unbound report format.
 1. Use a 1 ½" top margin and conventional side and bottom margins.
 2. Center the following title in boldface type using all caps: **MARIE LESZCZYŃSKA**
 - B. Save your document as TB-Region.
 - C. Write your contestant number and TB-Region in the upper right-hand corner of your printout.
- II. **STOP** when time is called and print your document when instructed to do so.

Maria Karolina Zofia Felicja Leszczyńska (1703-1768), known as Marie Leszczyńska, was a Polish princess, member of the House of Leszczyński and queen consort of France from 1725 until 1768 by marriage to Louis XV. The daughter of King Stanislaus I of Poland and Countess Catherine Opalińska, her 42-year service was the longest of any queen in French history.

Louis XV and Marie first met on the night before their wedding on September 5, 1725, at the Château de Fontainebleau. Louis was fifteen and Marie was twenty-two years old. The young couple stated they fell in love at first sight.

In all, Marie had 10 children, seven of whom lived to adulthood. Her children all regarded her as a role model of virtue, though Marie herself acknowledged she was not noted for expressing much affection toward them. Marie became the grandmother of Louis XVI, Louis XVIII and Charles X of France.

She was a great lover of music and supported many artists. She met the soprano Farinelli in 1737 and a young Mozart in 1764, whom she found very charming. When Mozart paid a visit to Versailles, she acted as an interpreter for her spouse and family, who did not understand German. She was the patron of the painter Jean-Marc Nattier, whom she commissioned in 1748 to paint the last portrait she ever sat for. It was her personal favorite portrait, and she had it reproduced to give to family and friends.

Queen Marie upheld the role and status of a modest and honorable Catholic queen. A perfect example of Catholic piety, she was renowned for her generosity to the poor and needy through her philanthropy, which made her very popular among the public her entire life as queen.

Marie Leszczyńska died on June 24, 1768, at the age of 65. The public adored her, and her death deprived the French monarchy of one of its then utmost propaganda assets. She was buried at the Basilica of St. Denis, and her heart was entombed at the Church of Notre Dame de Bonsecours in Nancy, in the region of Lorraine.

UNIVERSITY INTERSCHOLASTIC LEAGUE



Computer Applications

REGION TEST

2022

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

2022 UIL Computer Applications Region Test

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

I. DATABASE WITH REPORT

MAXIMUM 175

- A. Create a database named **Region 2022** and import the **Employees** and **Sales** tables from the **2022 Starter Files**.
- B. Create a relationship between the **Employees ID** field of the **Employees** table and the **Salesman** field of the **Sales** table.
- C. Add the following fields to the **Employees** table: **%Inc** as a number that is single, percent and 1 decimal and **TotalSales** as a number that is double, standard, and no decimals and save.
- D. Create an update query in design view using **Sales** and **Employees** tables to update the following fields.
 1. Update the **%Inc** field of the **Employees** table by dividing the **CurrentSalary** by **StartSalary** and dividing the result by 100.
 2. Update the **TotalSales** field to be zero in all records.
 3. Run the query and save it as **UpdQry**.
- E. Create another update query using the **Sales** and **Employees** tables.
 1. Update the **TotalSales** from **Employees** table by adding **SalesAmount** from the **Sales** table to **TotalSales** from the **Employees** table.
 2. Run the query and save it as **UpdTotalSales**. *(If there is a problem and this update query needs to be rerun, run **UpdQry** to reset **TotalSales** to zero before rerunning.)*
- F. Create a crosstab query in design view using the **Employees** and **Sales** tables with the following specifications.
 1. Select **Quarter** field from the **Sales** table and specify to group by column heading.
 2. Add a field named **Full Name** using the following specifications and concatenate **LastName** and **FirstName** from the **Employees** table with a comma and space between the names and specify to group by row heading.
 3. Select **%Inc** field from the **Employees** table and specify to group by row heading.
 4. Select **TotalSales** field from the **Employees** table and specify to group by row heading.
 5. Select **SalesAmount** field from the **Sales** table and specify to sum by value.
 6. Save your query as **CrossQry** and run it.
- G. Create a report using the report wizard and 1" margins with the following specifications.
 1. Select all the fields from the **CrossQry**.
 2. Group by **TotalSales** with grouping intervals of 10000s, and sort in ascending order by **Full Name**.
 3. Calculate the average of **%Inc** and calculate sums for **TotalSales, Q1, Q2, Q3** and **Q4**.
 4. Show stepped layout and landscape orientation.
 5. Use the following title: **2021 Sales Report**
 6. Modify the report with the following specifications.
 - a) In design view, select all values in the **TotalSales, Q1, Q2, Q3** and **Q4** columns and change their format to be standard with 0 decimals on the property sheet.
 - b) Add a label box top aligned with title and right aligned on right-hand margin with the following, replacing 99999 with your contestant number: **(99999)-Region-1**
 - c) Center the title between margins.
 - d) Right click on the report in design view and select **Sorting and Grouping**.
 - e) Change the grouping interval on **TotalSales** to be by every 200000 instead of 10000.
 - f) Change the label in the page header to be **TotalSales by 200000s**.
 - g) Change the formula in the group header to show intervals of 200000s *(i.e. 2600000 - 2800000, 2800000 - 3000000, etc.)*.

- h) Change the *Summary for...* line by modifying the calculation that creates it to show the following with the appropriate number of detail record(s) in each group: Summary for 'TotalSales' = 3 detail records
 - i) %Inc should appear as percentages with 1 decimal and format all other values as numbers with no decimals.
 - j) Left align the column heading and detail data for **TotalSales by 200000s** and **Full Name**.
 - k) Vertically right align all other column headings, detail values and summary values in their appropriate column for the remaining fields.
 - l) Make the report header, page header, group header and report footer bold, black type, and make all other text plain, black type.
7. Save your report and print it on one page in landscape orientation.
8. The report should have the following appearance. (*Values may be incorrect; colons represent missing data; and shading is optional.*)

2021 Sales Report					(99999)-Region-1		
TotalSales by 200000s	Full Name	%Inc	TotalSales	Q1	Q2	Q3	Q4
2600000 - 2800000	Deeds, Darren	8.4%	2,635,622	588,461	620,631	844,366	321,364
:	:	:	:	:	:	:	:
Summary for 'TotalSales' = 3 detail records							
Sum			8,212,329	1,889,231	1,363,093	2,164,636	2,395,285
Avg		6.3%					
:	:	:	:	:	:	:	:
Grand Total			13,025,438	3,312,286	3,388,064	4,618,369	4,906,319

H. With the **Employees** table open, export to Excel as a file named **Employees** with layout and formatting and open the file.

II. SPREADSHEET WITH PIVOT TABLE

- A. In Cell I2, calculate the numbers of years employed using the following.
 - 1. Use the YEAR function with Cell E2 as the parameter.
 - 2. Subtract the result from 2022.
 - 3. Use a ROUND function to round to intervals of 10 so all values have 0 in units position.
- B. Select Cell I2 and fill down thru Cell I364.
- C. Sort the spreadsheet on **Total Sales** in largest to smallest order.
- D. Create a pivot table using Cells A1 thru K7 with the following appearance, and locate table in Cell L1 on the **Employees** worksheet

(same worksheet as the data).

- 1. Wrap headings as shown.
- 2. There should be 6 rows of detail data in pivot table.
- 3. Center everything in its respective cell and show borders around all cells.
- 4. Save your spreadsheet to be used in **Part III**, and copy the pivot table to be used in **Part III**.

Sum of TotalSales		Number of Years			
Last Name	First Name	10	30	40	Grand Total
Bull	Terry		3,875,706		3,875,706
:	:	:	:	:	:
Grand Total		5,860,045	8,459,864	7,705,579	17,075,438

III. DOCUMENT WITH MERGED DATA AND EMBEDDED CHART

MAXIMUM 175

- A. Create a simplified memorandum in Calibri 12-point font with the following specifications:
1. Use top margin of 1 ½".
 2. Use the following header 1" from the top edge of the paper and right justified on the right margin, replacing 99999 with your contestant number: (99999)-Region-2
 3. Use today's date.
 4. For addressee use the following in upper/lowercase: Sales Managers
 5. Use the following subject line in upper/lowercase: 2021 Sales Review
 6. Select the Excel file created in **Part II** to merge data from that file into the document as indicated below.
 7. After the letter is created with merge codes, you will be asked to add format switches to format the merged fields.
 8. Use the following paragraphs for the body, embedding the pivot table from **Part II** where indicated:

Our 2021 sales are shown below. It appears that our highest performing salesperson is [Merge First_Name field] [Merge Last_Name field], who was hired [Merge Date_Hired field] and has been working for us for about [Number of Years field] years. The total sales are [Merge TotalSales field].

[Copy the pivot table from Part II and paste special in HTML format between Paragraphs 1 and 2.

Center pivot table and indent about ½" from the margins.

Leave one blank line before and after the table.

Add a format switch for Date_Hired to appear in the format of Monday, January 1, 2021.

Add a format switch for Number_of_Years as a cardinal number that is spelled out, as ten.

Add a format switch for TotalSales to appear as a number with a dollar sign immediately preceding the number, and show with commas and no decimals.]

I think all the salesmen should be apprised of these numbers. Please try to send your own letter to each member of your force. The formula used in Excel and formatting switches used are the following.

Number of Years: **[Copy and paste the formula for Number_of_Years field beginning with the =]**

Date Hired: **[Copy and paste the format switch for Date_Hired field beginning with the \]**

Number of Years: **[Copy and paste the format switch for Number_of_Years field beginning with the \]**

Total Sales: **[Copy and paste the format switch for TotalSales field beginning with the \]**

9. Use Warren Peace as sender's name and General Manager as sender's title on same line.
- B. Use the reference initials: uil
- C. Save the document as a file called **Region-2**.
- D. Finish and merge to edit individual documents, selecting only first record to merge to new document.
- E. Print the document with merged data in portrait orientation on one page.
- F. Save the document with merged data to a file called **Region-2 Merged**.

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

I. DATABASE WITH REPORT		MAXIMUM			175
		PTS	GRD1	GRD2	GRD3
1	Format <i>(Grading for formatting, not correct data)</i>				
2	Printout in landscape orientation on 1 page	5			
3	All margins 1"	5			
4	Header top aligned with title and right aligned on right margin	5			
5	Title centered between margins	5			
6	8 columns of data shown and no more	5			
7	All column headings matching key and in same order	5			
8	TotalSales by ...s and Full Name column headings and data shown left justified, and all other column headings, detail data and summary values shown right justified	5			
9	%Inc shown as percent with 1 decimal, and all other numeric values shown as numbers with commas and no decimals	5			
10	Group footer shown with all <i>Summary for ... lines</i> matching key	15			
11	Everything in detail data, group footer and page footer shown as plain, black type, and everything else shown as boldface, black type	5			
12	Nothing shown truncated or wrapped <i>(Check descenders for Summary for.. line)</i>	5			
13	Format Total	65			
14	Grouping/Calculations <i>(Grading for correct data, not formatting)</i>				
15	Records grouped by TotalSales	5			
16	Records grouped by TotalSales by 200000s	10			
17	3 groups shown matching records in each group in key	10			
18	Full Name field shown as Last Name followed by comma and space and First Name	10			
19	Records in each group shown in descending order by TotalSales	5			
20	Add 10 points for all detail values for %Inc, TotalSales, Q1, Q2, Q3, Q4 matching key regardless of grouping and order max	60			
21	All summary values matching key or equal to the sum of the values in the group for each column <i>(If most match, credit is given, and incorrect or missing values are typos.)</i>	10			
22	All Grand Total values matching key or equal to sum of group footer summary values	5			
23	Grouping/Calculations Total	110			
24	♣ SUBTOTAL PRINTOUT	175			
25	SUBTRACT DEDUCTION Maximum	-40	-	-	-
26	♣ Deduct 2 points for each typo in the printout. Header is subject to 2 typos, if present, and subject to 2 typos plus 5 points for location, if missing. Shading and borders are ignored in grading. ♣ Errors include misspelling, missed capitalization or punctuation, extra, double or omitted words, values or rows, words that run together, incorrectly divided words, incorrectly wrapped or truncated words or values or other errors.				
27	♣ TOTAL PRINTOUT	175			
28	GRADERS' INITIALS				

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

II. DOCUMENT WITH PIVOT TABLE & FORMULAS		MAXIMUM			175
1	Format <i>(Grading for formatting, not correct data)</i>	PTS	GRD1	GRD2	GRD3
2	Printout in portrait orientation on 1 page in Calibri 12 font	5			
3	Top margin 1 ½", left and right 1", and bottom at least 1"	5			
4	Header shown 1" from top of page and right aligned on right margin	5			
5	Everything blocked on the left, not counting header or pivot table	5			
6	Today's date shown on top margin	5			
7	3 lines between date and addressee and one blank line between addressee and subject and between subject and Paragraph 1	5			
8	3 blank lines between formula label and sender's name	5			
9	Senders name and title on one line with comma and space between	5			
10	1 blank line between sender's name and/or title and reference initials	5			
11	Format Total	45			
12	Body of Document/Pivot Table/Formulas <i>(Grading for correct data from current test only, not formatting)</i>				
13	Add 5 points for each completed paragraph max	10			
14	Pivot table shown between Paragraph 1 and 2	5			
15	1 blank line between Paragraph 1 and pivot table and between pivot table and Paragraph 2 <i>(Part of Paragraph 2 must be present for credit.)</i>	5			
16	Column headings in top row matching key and wrapped like key	5			
17	Column headings in top 2 rows shown without pull-down arrows for Number of Years, Last Name and First Name	5			
18	Everything in Rows 1 and 2 and the last row in boldface type	5			
19	Column headings in Row 2 matching key and order of key and not wrapped	5			
20	Everything in the detail data for Last Name in bold type and all other detail data in plain type	5			
21	Detail data in ascending order by Last Name	5			
22	All values shown as numbers with commas and no decimals	5			
23	All Last Name and First Name data matching key regardless of order	5			
24	All values in the 10, 30 and 40 columns matching key for respective person	10			
25	All values in Grand Total column matching key or equal to sum of the values in the respective 10, 30 and 40 columns	10			
26	Black outlines shown around all cells	5			
27	4 labels shown followed by a formula or format switch and aligned on left margin immediately below Paragraph 2	5			
28	1st part of Number of Years formula shown as =ROUND(2022-YEAR(E2),	5			
29	Last part of Number of Years formula shown as -1)	10			
30	Date Hired format switch matching key	10			
31	Number of Years format switch matching key	10			
32	Total Sales format switch matching key <i>(Number of # signs after \$ sign can be as many as 7, but no more; comma can be before or after # sign following \$)</i>	5			
33	Body of Document/Pivot Table/Formulas Total	130			
34	♣ SUBTOTAL PRINTOUT	175			
35	SUBTRACT DEDUCTION Maximum	-50	-	-	-
36	<ul style="list-style-type: none"> ♣ Deduct 2 points for each typo or missing field in the printout, not otherwise graded. Header is subject to 2 typos or 2 typos plus 5 points for location if it is missing. ♣ Errors include misspelling, missed capitalization or punctuation, extra, double, or omitted words, values or rows, words that run together, incorrectly divided words, incorrect, wrapped or truncated words or values or other errors. ♣ Stop grading where the student stopped typing. (i.e. if a student typed sender's name, he gets credit for all paragraphs completed even if they are incomplete or missing, but typos are taken for the entire document.) 				
37	♣ TOTAL PRINTOUT	175			
38	GRADERS' INITIALS				

UIL 2022 Computer Applications Region Test - Score Sheet - Score Sheet

FINAL SCORE

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

DESIGN VIEW OF ACCESS REPORT

Report Header									
2021 Sales Report								(99999) Region-1	
Page Header									
TotalSales by 200000s	Full Name	%Inc	TotalSales	Q1	Q2	Q3	Q4		
TotalSales Header									
=Int(((TotalSales)/200000)*200000 & " - " & Int(((TotalSales)/200000)+1)*200000									
Detail									
	Full Name	%Inc	TotalSales	Q1	Q2	Q3	Q4		
TotalSales Footer									
="Summary for " & ""TotalSales' = " & Count(*) & " " & If(Count(*)=1,"detail record","detail records")									
Sum			=Sum([TotalSa	=Sum([Q1]	=Sum([Q2]	=Sum([Q3]	=Sum([Q4]		
Avg		=Avg([%Inc]							
Page Footer									
=Now() UIL Computer Applications - TEST ANSWER KEY FOR GRADERS - Printout # [Page] & " of " & [Pages]									
Report Footer									
Grand Total			=Sum([TotalSa	=Sum([Q1]	=Sum([Q2]	=Sum([Q3]	=Sum([Q4]		

2021 Sales Report				(99999)-Region-1			
TotalSales by 200000s	Full Name	%Inc	TotalSales	Q1	Q2	Q3	Q4
2600000 - 2800000							
	Deeds, Darren	8.4%	2,775,622	588,461	620,631	844,766	721,764
	Norder, Laura	9.1%	2,705,529	601,614	503,569	688,793	911,553
	Sasin, Anna	2.5%	2,731,178	699,196	638,897	631,117	761,968
Summary for 'TotalSales' = 3 detail records							
Sum			8,212,329	1,889,271	1,763,097	2,164,676	2,395,285
Avg		6.7%					
2800000 - 3000000							
	Bull, Terry	8.5%	2,875,206	796,216	728,787	748,865	601,338
	Dewit, Kenya	11.2%	2,809,036	463,304	580,270	911,939	853,523
Summary for 'TotalSales' = 2 detail records							
Sum			5,684,242	1,259,520	1,309,057	1,660,804	1,454,861
Avg		9.8%					
3000000 - 3200000							
	Open, Doris	2.3%	3,128,867	563,495	715,910	793,289	1,056,173
Summary for 'TotalSales' = 1 detail record							
Sum			3,128,867	563,495	715,910	793,289	1,056,173
Avg		2.3%					
Grand Total			17,025,438	3,712,286	3,788,064	4,618,769	4,906,319

Today's Date

Sales Managers

2021 Sales Review

Our 2021 sales are shown below. It appears that our highest performing salesperson is Doris Open, who was hired Thursday, January 6, 2011 and has been working for us ten years. The total sales are \$3,128,867.

Sum of TotalSales		Number of Years			
Last Name	First Name	10	30	40	Grand Total
Bull	Terry		2,875,206		2,875,206
Deeds	Darren		2,775,622		2,775,622
Dewit	Kenya		2,809,036		2,809,036
Norder	Laura			2,705,529	2,705,529
Open	Doris	3,128,867			3,128,867
Sasin	Anna	2,731,178			2,731,178
Grand Total		5,860,045	8,459,864	2,705,529	17,025,438

I think all the salesmen should be apprised of these numbers. Please try to send your own letter to each member of your force. The formula used in Excel and formatting switches used are the following.

Number of Years: =ROUND(2022-YEAR(E2),-1)

Date Hired: \@ "dddd, MMMM d, yyyy

Number of Years: * CardText

Total Sales: \# \$,#

Warren Peace, General Manager

uil

2022 UIL Computer Applications Tiebreaker - Region - Score Sheet

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

I. CALCULATE GROSS WORDS PER MINUTE:

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

II. DETERMINE THE GROSS WORDS PER MINUTE

III. DEDUCT ONE POINT FOR EACH ERROR

IV. ✓ TOTAL - GROSS WPM TYPED LESS ERRORS

V. ADD FIVE BONUS POINT FOR EACH SUCCESS

FORMAT	Top margin 1 ½"			
	Left margin 1"			
	Right margin 1"			
	Bottom margin 1 - 1 ½"			
TITLE	Title in boldface type			
	Title centered			
	3 blank lines between title and body			
	Acute accent in LESZCZYŃSKA			
BODY	Body of report double spaced			
	Paragraphs indented			
¶ 1	Add five points for each acute accent in Leszczyńska max 15			
	Acute accent shown in Opalińska			
¶ 2	Circumflex mark shown in Château			
¶ 6	Acute accent shown in Leszczyńska			
Credit for Page 2 only if Page 2 is present:				
PAGE 2	No single line paragraph ending Page 1			
	No single line paragraph beginning Page 2			
	Top margin 1" on Page 2			
	Page number in upper right margin			
✓ TOTAL - BONUS POINTS				
✓ GRAND TOTAL-WPM PLUS BONUS POINTS				
GRADERS' INITIALS				

MARIE LESZCZYŃSKA

Maria Karolina Zofia Felicja Leszczyńska (1703-1768), known as Marie	9
Leszczyńska, was a Polish princess, member of the House of Leszczyński and queen	22
consort of France from 1725 until 1768 by marriage to Louis XV. The daughter of King	38
Stanislaus I of Poland and Countess Catherine Opalińska, her 42-year service was the	51
longest of any queen in French history.	58
Louis XV and Marie first met on the night before their wedding on September 5,	73
1725, at the Château de Fontainebleau. Louis was fifteen and Marie was twenty-two	86
years old. The young couple stated they fell in love at first sight.	99
In all, Marie had 10 children, seven of whom lived to adulthood. Her children	113
all regarded her as a role model of virtue, though Marie herself acknowledged she was	128
noted for expressing much affection toward them. Marie became the grandmother of	140
Louis XVI, Louis XVIII and Charles X of France.	149
She was a great lover of music and supported many artists. She met the soprano	164
Farinelli in 1737 and a young Mozart in 1764, whom she found very charming. When	179
Mozart paid a visit to Versailles, she acted as an interpreter for her spouse and family,	195
who did not understand German. She was the patron of the painter Jean-Marc Nattier,	209
whom she commissioned in 1748 to paint the last portrait she ever sat for. It was her	226
personal favorite portrait, and she had it reproduced to give to family and friends.	240

Queen Marie upheld the role and status of a modest and honorable Catholic	253
queen. A perfect example of Catholic piety, she was renowned for her generosity to the	268
poor and needy through her philanthropy, which made her very popular among the	281
public her entire life as queen.	287
Marie Leszczyńska died on June 24, 1768, at the age of 65. The public adored	302
her, and her death deprived the French monarchy of one of its then utmost	316
propaganda assets. She was buried at the Basilica of St. Denis, and her heart was	331
entombed at the Church of Notre Dame de Bonsecours in Nancy, in the region of	346
Lorraine.	347