UIL 2021 Computer Applications Invitational Test A – Tiebreaker

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

I.   Create a business report.

    A.   Use data from the following page for the report.
        1.   Use standard margins.
        2.   Center the following title in boldface type using all caps: **DIEGO DE GUEVARA**

    B.   Save your document as **Tb-InvA**.

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

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

Diego de Guevara (c.1450–1520) was a Spanish advisor and ambassador who served four, perhaps five, consecutive Dukes of Burgundy, mostly in the Low Countries or Netherlands. He rose through the positions of the ducal household, becoming chamberlain by 1501. He was first maître d'hôtel to Queen Joanna of Castile, or Joanna the Mad, the wife of Philip the Handsome, when the couple travelled to Spain in 1506.

Diego was the younger son of Ladrón de Guevara, Lord of Escalante near Santander in northern Spain. He was a cousin of António de Guevara and had at least one child, an illegitimate son named Felipe. He may have been at the Burgundian court as a page or chamber valet from a somewhat young age, as he spent most of his childhood at the court. His older brother, also named Ladrón de Guevara, was in the Burgundian court long before him, according to a 16th century history of the family. This also said that Diego was an esquire of the Valois Duke Charles the Bold at the disastrous Battle of Nancy in 1477 and threw himself over Charles' dead body to protect it. He was recorded as an esquire of Charles's daughter and successor, Mary of Burgundy, at the time of her death in 1482 and continued in the service of her son Philip the Handsome, Duke of Burgundy.

Philip used Diego as an ambassador to England and the court of Ferdinand II of Aragon. After Philip's death in 1506, Diego became councilor and attendant to Philip's son Charles V, Holy Roman Emperor. Charles appointed him knight and clavaría of the Order of Calatrava in 1517, and in 1518 as Mayordomo mayor, or the officer of the Royal Household and Heritage of the Crown of Spain, an important role in charge of his personal apartments and arrangements.

Diego de Guevara died in Brussels in December 1520. After his death, the Constable of Castile wrote to Charles V praising Guevara's more than forty years of service to the Dukes of Burgundy.

UNIVERSITY INTERSCHOLASTIC LEAGUE

Computer Applications

INVITATIONAL A

2021

2021 UIL Computer Applications Invitational Test A

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. SPREADSHEET   MAXIMUM 125

A. Enter the data below in an Excel worksheet using Calibri 12-point font.

B. In Cell D3, use the ROUND function with the following parameters.

	A	B	C	D	E	F
1	CITY MOWING EXPENSE					
2	Park Name	Width	Length	Total Acres	Mowing Cost	Cost per Acre
3	Memorial	526	218			
4	Bellflower	301	134			
5	Hamilton	601	246			
6	Hyde	226	106			
7	Olympic	406	162			
8	Yorkshire	151	78			

1. The number parameter should be Cell B3 times Cell C3 and divide result by 43560. *(There are 43,560 square feet in an acre.)*
2. The number of digits parameter should be 2.
3. The formula must be as follows: =ROUND(B3*C3/43560,2)

C. In Cell E3, multiply Cell D3 times 87 and add 56 to the result. *(The cost per acre to mow mowing is $87, and every time it is mowed, there is a transportation cost of $56.)*

D. In Cell F3, divide Cell E3 by Cell D3.

E. Select Cells D3 thru F3 and format as numbers with commas and 2 decimals and fill down thru Cells D8 thru Cell F8.

F. Create a printout in landscape orientation using 1" margins and the following specifications:
1. Select Cells A3 thru F8 and sort into descending order by **Total Acres**.
2. Center the worksheet horizontally and vertically on the page.
3. Insert the following header in the upper right-hand corner 1" from the top of the page and aligned on the right margin, replacing 99999 with your contestant number: (99999)-InvA-1
4. Show gridlines and row and columns headings.
5. Row 1 should be formatted as boldface type and centered across all 6 columns.
6. In Cell A9, insert the following in boldface type: **TOTAL:**
7. In Cell D9, use the SUM function to calculate the sum of Cells D3 thru D8.
8. In Cell A10, insert the following in boldface type: **AVERAGE:**
9. In Cell D10, use the AVERAGE function to calculate the average of Cells D3 thru D8.
10. Select Cell D9 thru D10 and replicate thru Cells F9 thru F10.
11. Left justify Cells A2 thru A10 and right justify everything in Cells B2 thru F10.
12. All values in Cells B3 thru C8 should be numbers with no decimals, and all values in Cells D3 thru F10 should be numbers with commas and 2 decimals.
13. Everything in Row 2, Row 9 and Row 10 should be boldface type.
14. There should be no blank rows or lines in the report.
15. Set the print area to be Cell A1 thru Cell F10.

G. Save the spreadsheet as a file called **InvA-1** and print it in landscape orientation.

II. SPREADSHEET CHART

A. Select Cells A2 thru A8 and Cells F2 thru F8 and insert 2D bar chart with the following specifications to be used in the document in **Part III**.

1. Use the following title in bold type and all caps centered above the chart: **COMPARATIVE COSTS**

2. Use a light grey fill for the bars with a black border.

3. X-axis scale should match the sample on the right, and should use numbers with no decimals.

4. Add a legend below the chart for the **Cost per Acre** data.

5. Use a border around the chart, title and legend.

6. The chart should have the appearance at right.

B. Copy the chart to be pasted into the document in **Part III**.

C. Print the chart if you are running out of time to receive some credit for your work.
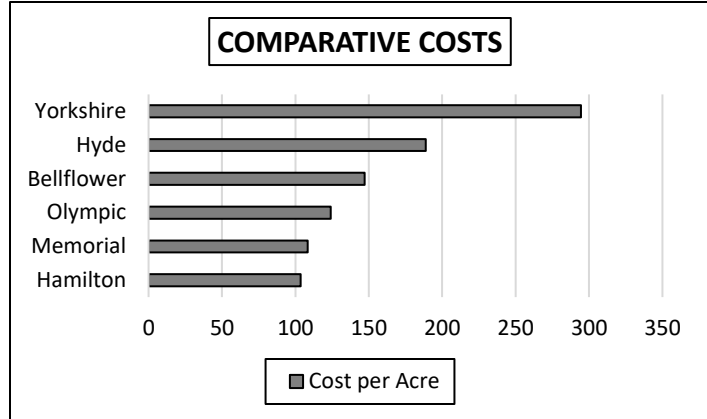
III. DOCUMENT WITH CHART   MAXIMUM 150

A. Create a simplified letter blocked for a window envelope with standard margins and Calibri 12-point font with the following specifics:

1. Use the following header right justified on the right-hand margin 1" from the top of the page, replacing 99999 with your contestant number: (99999)-InvA-2

2. Use today's date.

3. Use the following inside address, with appropriate capitalization and punctuation for a window envelope: Ms. Polly Gonne, City Landscape Manager, 212 Bluebonnet Ln, Houston, TX 77002.

4. Use the following subject in appropriate capitalization and positioning: PARK MAINTENANCE EXPENSE

5. Use the following paragraphs for the body.

Please review the figures on Cost per Acre of maintaining the various city parks. Notice that the larger parks have much lower costs per acre for mowing since there is a set transportation price associated with each park, regardless of the acreage.

[Paste the chart from Part II here, leaving one blank line before and after the chart.
Indent at least ½" and center between the left and right margins.
Be sure nothing is truncated or wrapped and everything is easily readable.]

It is my recommendation that the city consider an independent contract service for the smaller parks. I think this will considerably trim expenditures since our own internal cost is high for these mowing jobs.
If you have any questions, please contact me.
Mowing Cost: **[Insert the formula from Cell E3 in Part I.]**
Cost per Acre: **[Insert the formula from Cell F3 in Part I.]**

B. Use the following sender's name in appropriate capitalization and positioning: Tara Torey

C. Use the following reference initials: uil

D. Use the following enclosure notation: Enclosure

E. Save the document as a file called **InvA-2** and print in portrait orientation on one page.

2021 UIL Computer Applications Invitational Test A - Printout 1

I.	SPREADSHEET PRINTOUT		MAXIMUM	125	
1	**Format** *(Grading for formatting, not correct data)*	PTS	GRD1	GRD2	GRD3
2	Printout in landscape orientation on 1 page with Calibri 12-point font	5			
3	Top and bottom margins 1" and side margins at least 1"	5			
4	Header shown 1" from top of page and 1" from right edge of page	5			
5	Printout shown centered vertically and horizontally on the page	5			
6	6 columns of data shown and no more	5			
7	Gridlines and row and column indicators shown	5			
8	Print area shown as Cells A1 thru Cell F10	5			
9	Cells A1 thru Cell F1 merged with title centered	5			
10	Everything in Rows 1, 2, 9 and 10 shown in boldface type	5			
11	**Park Name** column heading and detail data shown left aligned, and all other column headings and data shown right aligned.	5			
12	All values for **Width** and **Length** shown as numbers with no decimals; all other values shown as numbers with commas and 2 decimals	5			
13	Nothing shown truncated or wrapped	5			
14	**Format Total**	60			
15	**Calculations** *(Grading for correct data, not formatting)*				
16	Data shown in descending order by **Total Acres**	5			
17	All **Total Acres** values shown matching key*	10			
18	All **Mowing Cost** values shown matching key or equal to **Total Acres** times 87 plus 56*	10			
19	All **Cost per Acre** values shown matching key or equal to **Mowing Cost** divided by **Total Acres***	10			
20	Add 5 points for each value in Row 9 matching key or equal to the sum of the values in the respective column	15			
21	Add 5 points for each value in Row 10 matching key or equal to the average of the values in the respective column **max**	15			
22	**Calculations Total**	65			
23	◈ SUBTOTAL PRINTOUT	125			
24	SUBTRACT DEDUCTION **Maximum**	-40	-	-	-
25	◈ Deduct 2 points for each typo or missing field in the printout, not otherwise graded. Header is subject to 2 typos if present & subject to 2 typos + 5 points for location if missing. *If most values in a column match the key, but a few are different due to a typo, give credit for all correct and take the typo in Column B or C. If all but one answer in Column D is incorrect, no credit is given; values in Columns E and F can then be counted correct if they vary by plus or minus .50 from the answer key.				
26	◈TOTAL PRINTOUT	125			
27	GRADERS' INITIALS				

2021 UIL Computer Applications Invitational Test A - Printout 2

II.	DOCUMENT WITH CHART		MAXIMUM	150	
1	**Format** *(Grading for formatting, not correct data)*	PTS	GRD1	GRD2	GRD3
2	Printout in portrait orientation on 1 page	5			
3	Top margin 1 3/4", 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 shown blocked on the left, not including header or chart	5			
6	Today's date on the top margin	5			
7	3 lines between date and inside address	10			
8	Inside address shown in all caps with no punctuation	5			
9	1 blank line between inside address & subject & between subject & 1st paragraph	5			
10	Subject shown in all caps	5			
11	Sender's name shown 3 blank lines below last paragraph	5			
12	Sender's name shown in all caps	5			
13	1 blank line between sender's name & reference initials & between reference initials & enclosure notation	5			
14	**Format Total**	65			
15	**Body of Document/Chart** *(Grading for correct data from current test, not formatting)*				
16	Add 5 points for each completed paragraph **max**	10			
17	2D bar chart shown with 6 bars	10			
18	Bar chart shown centered between margins and indented at least 1/2"	5			
19	Bars shown with grey fill with black outline	10			
20	Title centered above chart in boldface type	5			
21	Y-axis scale matching key and in same order	5			
22	X-axis scale matching key and shown as numbers with no decimals	5			
23	Add 5 points for each of following black borders: title, legend and chart	15			
24	Mowing Cost formula shown matching key or as =56+D3*87	10			
25	Cost per Acre formula matching key	10			
26	**Body of Document/Chart Total**	85			
27	✤ **SUBTOTAL PRINTOUT**				
28	**SUBTRACT DEDUCTION** **Maximum**	**-50**	**-**	**-**	**-**
29	✤ Deduct 2 points for each typo or missing field in the printout, not otherwise graded. Header is subject to 2 typos if present and if missing, is subject to 2 typos plus the 5 points for location in document. ✤ Errors include misspelling, missed capitalization or punctuation, extra, double, or omitted words, values, or rows, words that run together, incorrectly divided words, incorrect, wrapped or truncated words or values, or other errors. ✤ Stop grading where the student stopped typing. (i.e. if a student has a correct sender's name, he/she gets credit for all paragraphs completed even if they are incomplete or missing, but typos are taken for the entire document.)				
30	✤**TOTAL PRINTOUT**	**150**			
31	**GRADERS' INITIALS**				

2021 UIL Computer Applications Invitational Test A - Score Sheet

FINAL SCORE

✤ **TOTAL PRINTOUT 1**	**125**			
✤ **TOTAL PRINTOUT 2**	**150**			
✤ **TOTAL SCORE**	**275**			
GRADERS' INITIALS				

	A	B	C	D	E	F
1	**CITY MOWING EXPENSE**					
2	**Park Name**	**Width**	**Length**	**Total Acres**	**Mowing Cost**	**Cost per Acre**
3	Hamilton	601	246	3.39	350.93	103.52
4	Memorial	526	218	2.63	284.81	108.29
5	Olympic	406	162	1.51	187.37	124.09
6	Bellflower	301	134	0.93	136.91	147.22
7	Hyde	226	106	0.55	103.85	188.82
8	Yorkshire	151	78	0.27	79.49	294.41
9	**TOTAL:**			**9.28**	**1,143.36**	**966.34**
10	**AVERAGE:**			**1.55**	**190.56**	**161.06**

UIL Computer Applications: TEST ANSWER KEY FOR GRADERS - PRINTOUT 1

(99999)-InvA-2

Today's date

MS POLLY GONNE
CITY LANDSCAPE MANAGER
212 BLUEBONNET LN
HOUSTON TX 77002

PARK MAINTENANCE EXPENSE

Please review the figures on Cost per Acre of maintaining the various city parks. Notice
that the larger parks have much lower costs per acre for mowing since there is a set
transportation price associated with each park, regardless of the acreage.
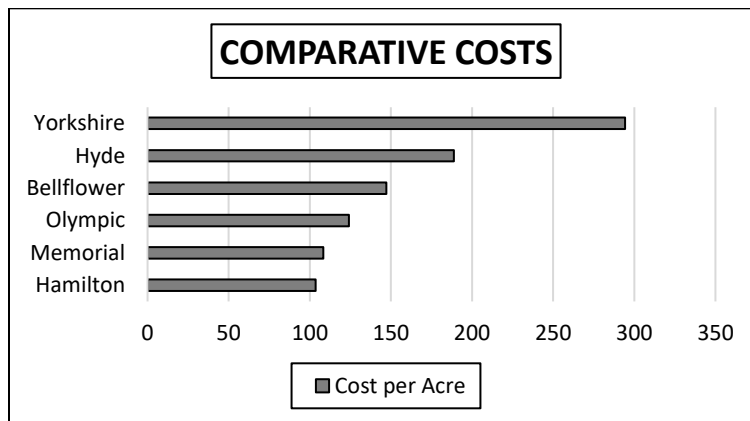
It is my recommendation that the city consider an independent contract service for the smaller
parks. I think this will considerably trim expenditures since our own internal cost is high for
these mowing jobs. If you have any questions, please contact me.
Mowing Cost: =D3*87+56
Cost per Acre: =E3/D3

TARA TOREY

uil

Enclosure
UIL Computer Applications: TEST ANSWER KEY FOR GRADERS - PRINTOUT 2

UIL 2021 Computer Applications Invitational Test A – Tiebreaker - Score Sheet

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

I. CALCULATE GROSS WORDS PER MINUTE:
A. Circle all errors on the tied contestants' papers.
B. Determine the gross words per minute.
1. Find the number of words typed to the right of the last complete line typed by 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 at least 1 - 1 ½"			
TITLE	Title in boldface type			
	Title centered			
	3 blank lines between title and body			
BODY	Body of report single spaced			
	Everything in Calibri 12-point type			
	Paragraphs not indented			
	Double spacing between paragraphs			
¶ 1	Add five points for each circumflex accent in maître d'hôtel **max 10**			
¶ 2	Add five points for each acute accent in Ladrón and António **max 15**			
¶ 3	Acute accent shown in clavaría			
✔	**TOTAL - BONUS POINTS**			
✔	**GRAND TOTAL-WPM PLUS BONUS POINTS**			
✔	**GRADERS' INITIALS**			

DIEGO DE GUEVARA

Diego de Guevara (c. 1450–1520) was a Spanish advisor and ambassador who served four,   17
perhaps five, consecutive Dukes of Burgundy, mostly in the Low Countries or Netherlands. He   31
rose through the positions of the ducal household, becoming chamberlain by 1501. He was first   46
maître d'hôtel to Queen Joanna of Castile, or Joanna the Mad, the wife of Philip the Handsome,   63
when the couple travelled to Spain in 1506.   71

Diego was the younger son of Ladrón de Guevara, Lord of Escalante near Santander in northern   87
Spain. He was a cousin of António de Guevara and had at least one child, an illegitimate son   105
named Felipe. He may have been at the Burgundian court as a page or chamber valet from a   123
somewhat young age, as he spent most of his childhood at the court. His older brother, also   140
named Ladrón de Guevara, was in the Burgundian court long before him, according to a 16th   156
century history of the family. This also said that Diego was an esquire of the Valois Duke Charles   174
the Bold at the disastrous Battle of Nancy in 1477 and threw himself over Charles' dead body to   192
protect it. He was recorded as an esquire of Charles's daughter and successor, Mary of   207
Burgundy, at the time of her death in 1482 and continued in the service of her son Philip the   226
Handsome, Duke of Burgundy.   230

Philip used Diego as an ambassador to England and the court of Ferdinand II of Aragon. After   247
Philip's death in 1506, Diego became councilor and attendant to Philip's son Charles V, Holy   262
Roman Emperor. Charles appointed him knight and clavaría of the Order of Calatrava in 1517,   277
and in 1518 as Mayordomo mayor, or the officer of the Royal Household and Heritage of the   294
Crown of Spain, an important role in charge of his personal apartments and arrangements.   308

Diego de Guevara died in Brussels in December 1520. After his death, the Constable of Castile   324
wrote to Charles V praising Guevara's more than forty years of service to the Dukes of   340
Burgundy.   341