

UIL 2021 Computer Applications Tiebreaker - District

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 using Calibri 12-point type.
 - A. Enter the document on the next page.
 - B. Use standard margins.
 - C. Center the following title in boldface type using all caps: **THE MÉTIS**
 - D. Save your document as **Tb-District**.
 - E. Write your contestant number and **Tb-District** in the upper right-hand corner of your printout.

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

The Métis people are a native group in Canada and parts of the United States. The Métis trace their ancestry to both indigenous North Americans and early European settlers. Not all people of mixed descent in that area are Métis, as the Métis are a group of people with a distinct language and culture.

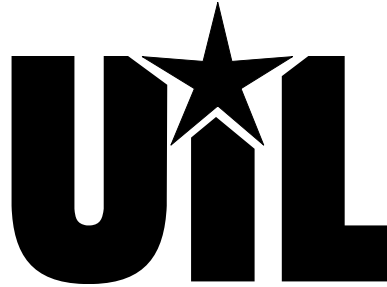
The Métis in Canada, since the latter part of the 20th century, have been acknowledged as an indigenous people under the Constitution Act of 1982. The Métis *ethnogenesis*, or formation of an ethnic group, began during the French fur trade that started in the 16th century. They have homelands and communities in the U.S. as well as in Canada that were separated by the declaration of the U.S. - Canada border at the 49th parallel north.

Métis is the French term for "mixed-blood." The word is an equivalent of the Spanish word *mestizo* and the Portuguese word *mestiço*. They initially began by frequent marriage between First Nation women and colonial-era European settlers. The women in the unions in eastern Canada were usually Wabanaki, Menominee, and Algonquin; and in western Canada they were Saulteaux, Ojibwe, Nakoda, Cree, and Dakota/Lakota, or mixed descent from these peoples. The French encouraged fur traders to participate in interracial marriages with Indian native women as they were an asset to the international fur trade business and to spread religion.

The Métis in the U.S. are fewer in number than their namesake group in Canada and occupy areas between the Rocky Mountains and the Great Lakes. In the U.S., as of 2018, there were Métis people living in Michigan, Minnesota, North Dakota, Illinois, Ohio, and Montana. During the early colonial era, the border did not exist between Canada and the British colonies, and people moved easily back and forth through the area.

While the two groups come from the same backgrounds, the Canadian group has developed further as an ethnic group than those in the U.S. Métis involvement in the U.S. is largely stained by unratified treaties and a lack of federal representation for their communities as a genuine people, and this can be seen in the case of the Little Shell Tribe in Montana. Many Métis in Canada were deprived of their lands when they were sold to settlers.

UNIVERSITY INTERSCHOLASTIC LEAGUE



Computer Applications

DISTRICT

2021

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

UIL 2021 Computer Applications District 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.

I. SPREADSHEET WITH CHART

- A. Create a spreadsheet with the following data.
- B. In Cell D2, multiply Cell C2 times 10% and fill down thru Cell D7.
- C. Select Cells B1 thru C7 and create a 3-D pie chart with the following specifications.
 1. Use the following title centered above the chart in all caps and bold type: **COST OF DEPRECIABLE ITEMS**
 2. Click on the Add Chart Element in the Chart Layouts block of the Chart Design ribbon and add data labels outside the end of the pie slices.
 3. Click to select all data labels and right click to format data labels, making the following selections.
 - a) Each label should contain Category Name and Value.
 - b) Select to show leader lines and make sure that at least 3 lines are shown.
 - c) Set separator to be New Line.
 4. Click on the pie chart and change colors to be shades of black and grey; select the largest slice and make it white.
 5. Add black borders around all pie slices.
 6. Show no legend.
 7. Show a black border around the chart area.
 8. Save your spreadsheet as **Dist21**.

	A	B	C	D
1	Date	Asset	Cost	Salvage
2	1/21/2017	Laptop	\$2,258.48	
3	2/23/2018	Copier	\$1,843.66	
4	8/12/2018	Printer	\$2,166.38	
5	2/14/2019	Desk	\$873.20	
6	6/6/2019	Phone System	\$1,283.55	
7	9/12/2020	Server	\$3,286.40	

II. DOCUMENT WITH CHART

MAXIMUM 150

- A. Create a standard memorandum with conventional margins and the following specifications.
- B. Use the following header 1" from the top edge of the page and right aligned on the right margin, replacing 99999 with your contestant number: (99999)-Dist-1
- C. Addressee should be the following: Budget Managers
- D. Sender's name and title should be the following: Ali Moe, CFO
- E. Use today's date.
- F. Use the following subject: Depreciation Reports
- G. Use the following for the body of the document.

The chart below reflects the data in the attached report. This is an abbreviated list of depreciable items in a format that we would like you to use for all your reports.

[Insert the chart from Part I centered between margins and indented at least ½" from both margins.
 Top border may not print due to glitch in Word.
 Leave 1 blank line above and below the chart. Be certain all data is easily readable.]

Please have your depreciation schedule to the central office by January 15 each year so that the tax returns can be done in a timely manner.

- H. Use the following reference initials: uil
- I. Use the following enclosure notation: Enclosure
- J. Save you document as **Dist21** and print on one page in portrait orientation.

III. DATABASE WITH REPORT

MAXIMUM 175

- A. Create a database named **Dist21**.
- B. Create a table with field properties at right and name the table **Dist21**.
- C. On the External Data ribbon, click New Data Source icon in the Import & Link block and specify to import from the Excel file created in **Part I**.

Field Name	Data Type	Description (Optional)
Date	Date/Time	Short Date
Asset	Short Text	25 characters
Cost	Currency	2 decimals
Salvage	Currency	2 decimals
Dep 1	Number	Double, standard, 2 decimals
Dep 2	Number	Double, standard, 2 decimals
Dep 3	Number	Double, standard, 2 decimals
Dep 4	Number	Double, standard, 2 decimals
Dep 5	Number	Double, standard, 2 decimals

- 1. Specify to APPEND the data imported to the **Dist21** table.
- 2. This should import **Date, Asset, Cost** and **Salvage** data into their appropriate field and show 0.00 in all other fields.
- D. Create an update query in design view using the **Dist21** table with the following specifications.
 - 1. Update **Dep 1** field using a DDB function with the following parameters to calculate depreciation.
 - a) The cost parameter is the value in the **Cost** field.
 - b) The salvage parameter is the **Salvage** field.
 - c) The life parameter is 5.
 - d) The period parameter is 1.
 - 2. Use the same DDB formula for **Dep 2** thru **Dep 5** fields, with all parameters the same except period parameter which will be 2 for **Dep 2**, 3 for **Dep 3**, 4 for **Dep 4** and 5 for **Dep 5**.
 - 3. Save the query as **UpdQry** and run it.
- E. Create a report using report wizard with all fields from the **Dist21** table and these specifications.
 - 1. Group on **Date**; select grouping intervals to be Year and sort on **Cost** in descending order.
 - 2. Calculate sums for all numeric fields (**Cost, Salvage, Dep 1, Dep 2, Dep 3, Dep 4, and Dep 5**).
 - 3. Use stepped layout and landscape orientation.
 - 4. Use the following title in all caps for the report: **DEPRECIABLE ASSETS**
 - 5. Be sure nothing is truncated or wrapped.
 - 6. Modify the report in the design view with the following specifications.
 - a) Insert the following header top-aligned with the title and right-aligned on the right-hand margin, replacing 99999 with your contestant number: **(99999)-Dist-2**
 - b) Format all values in the group footer and report footer as their detail values are formatted.
 - c) Expand the report footer area to be 1" and copy formula from Cell D2 in **Part I** and paste into report footer below the **Grand Total** label.
 - d) Copy formula from **UpdQry** for **Dep 1** and paste into report footer below the first formula.
 - e) Copy formula from **UpdQry** for **Dep 5** and paste into report footer below the **Dep 1** formula.
 - f) Make everything in the report header, page header, and the report footer boldface, black type, and make all other data plain, black type.
 - g) All column headings and detail data for **Date by Year** and **Asset** should be left justified; all other column headings, detail data, and summary values should be vertically right justified.
 - h) Left align all formulas with the title and the **Grand Total** label.
 - 7. Print the report on one page in landscape orientation.
 - 8. The report should have the following appearance. (*Data may be incorrect; colons represent missing data; shading and borders are ignored in grading.*)

Depreciable Assets

(99999)-Dist-2

Date by Year	Cost	Date	Asset	Salvage	Dep 1	Dep 2	Dep 3	Dep 4	Dep 5
2013	\$2,258.48	1/21/2017	Laptop	\$225.85	903.39	542.04	325.22	195.13	66.85
	:	:	:	:	:	:	:	:	:
Summary for 'Date' = 1/21/2013 (1 detail record)									
Sum	\$2,258.48			\$225.85	903.39	542.04	325.22	195.13	66.85
	:	:	:	:	:	:	:	:	:
Grand Total	\$11,311.63			\$1,131.13	4,684.63	2,810.80	1,686.48	1,011.89	346.63

UIL 2021 Computer Applications District Test - Printout 1

I. DOCUMENT WITH CHART		MAXIMUM			150
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-point font	5			
3	Top margin 1 1/2", 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 chart or header	5			
6	Guide words shown in all caps and followed by colons	5			
7	Data following guide words vertically left aligned	5			
8	Guide words double spaced	5			
9	Guide words in same order as key	5			
10	1 blank line between last paragraph and reference initials and between reference initials and enclosure notation	5			
11	Format Total	45			
12	Body of Document/Chart <i>(Grading for correct data from current test only, not formatting)</i>				
13	Add 5 points for each completed paragraph max	10			
14	3-D pie chart shown	10			
15	Pie chart centered between margins and indented at least 1/2"	5			
16	1 blank line between Paragraph 1 and chart and between chart and Paragraph 2 <i>(part of Paragraph 2 must be present for credit)</i>	5			
17	Title centered above chart in all caps, boldface type	5			
18	6 pie slices shown	10			
19	Largest pie slice shown as white with black border	10			
20	Remaining 5 pie slices shown as shades of grey and black with black borders	5			
21	Data labels shown outside each pie slice	5			
22	Data labels shown with Asset on one line and Cost value on another	10			
23	Format of Cost values shown as currency with commas and 2 decimals	5			
24	At least 3 data labels shown with leader lines	10			
25	Black border shown around chart area <i>(Top border may be missing due to current glitch in Word.)</i>	10			
26	No legend shown	5			
27	Body of Document/Chart Total	105			
28	❖ SUBTOTAL PRINTOUT	150			
29	SUBTRACT DEDUCTION max	-40	-	-	-
30	<ul style="list-style-type: none"> ❖ Deduct 2 points for each typo or missing field in printout, not otherwise graded. Header is subject to 2 typos if present or subject to 2 typos plus 5 points for location, if 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>(i.e. if a student typed last words of last paragraph, he gets credit for all of the paragraphs completed even if they are incomplete, but typos are taken for the entire document.)</i> If no formulas and no labels preceding formulas are shown, do not give credit for reference initials and take no typos past the last paragraph. 				
31	❖ TOTAL PRINTOUT	150			
32	GRADERS' INITIALS				

UIL 2021 Computer Applications District Test - Printout 2

II. DATABASE REPORT WITH REPORT		MAXIMUM			175
1	Format <i>(Grading for formatting, not correct data)</i>	PTS	GRD1	GRD2	GRD3
2	Printout in landscape orientation on 1 page	5			
3	All margins 1"	5			
4	Header top aligned with title and right aligned on right margin	5			
5	10 columns of data and no more	5			
6	Title left aligned	5			
7	All column headings matching key and in same order and no extras	5			
8	Everything shown in black type	5			
9	Everything in report header, page header and report footer in boldface type and everything else in plain type	5			
10	Column headings and detail data for Date by Year and Asset shown left aligned; all other column headings, detail data and summary values shown vertically right aligned	5			
11	Date data shown as short date	5			
12	Detail and summary values for Cost and Salvage shown as currency with commas and 2 decimals, and all other detail and summary values shown as numbers with commas and 2 decimals and no \$ signs	5			
13	Nothing shown truncated or wrapped <i>(check Summary for... descenders)</i>	5			
14	Format Total	60			
15	Grouping/Sorting/Calculations <i>(Grading for correct data, not formatting)</i>				
16	Grouping shown by Date	10			
17	Grouping shown as Date by Year	10			
18	4 groups shown with correct records in each group based on year shown in the Date field <i>(if more groups are shown due to typo in Date, give credit and deduct 1 typo for Date)</i>	5			
19	Data sorted by Cost in descending order in each group shown	5			
20	All values in Salvage field matching key or equal to Cost times 0.10	5			
21	Add 5 points for all values in Dep 1 thru Dep 5 columns matching key <i>(If most match, but some are incorrect due to a typo in Cost or Salvage, give credit, but deduct one typo for each row with a typo in Cost or Salvage.)</i>	25			
22	All subtotals shown matching key or equal to sum of values in each group	5			
23	All Grand Total values shown matching key or equal to the sum of the subtotals for each group	5			
24	3 formulas shown in order matching key	5			
25	Formula for Salvage field matching key with multipliers in either order	10			
26	Formula for Dep 1 matching key	15			
27	Formula for Dep 5 formula matching key	15			
28	Grouping/Sorting/Calculations Total	115			
29	❖ SUBTOTAL PRINTOUT	175			
30	SUBTRACT DEDUCTION Maximum	-40	-	-	-
31	❖ Deduct 2 points for each typo in the printout. Header is subject to 2 typos if present or 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.				
32	❖ TOTAL PRINTOUT	175			
33	GRADERS' INITIALS				

UIL 2021 Computer Applications District Test - Score Sheet

FINAL SCORE

❖ TOTAL PRINTOUT 1	150			
❖ TOTAL PRINTOUT 2	175			
❖ TOTAL SCORE	325			
GRADERS' INITIALS				

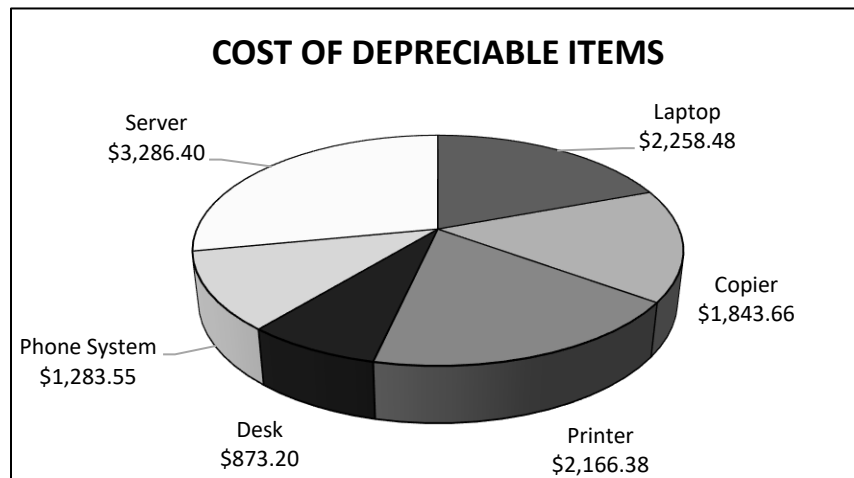
DESIGN VIEW OF ACCESS REPORT

Depreciable Assets											(99999)-Dist-2
Date by Year	Cost	Date	Asset	Salvage	Dep 1	Dep 2	Dep 3	Dep 4	Dep 5		
=Format\$([Date],"yy")											
=Sum([Cost])											
=Sum([Salvage])											
=Sum([Dep 1])											
=Sum([Dep 2])											
=Sum([Dep 3])											
=Sum([Dep 4])											
=Sum([Dep 5])											
=Now()											
UIL Computer Applications - TEST ANSWER KEY FOR GRADERS - Printout # "Page " & [Page] & " of " & [Pages]											
Grand Total	=Sum([Cost])			=Sum([Salvage])	=Sum([Dep 1])	=Sum([Dep 2])	=Sum([Dep 3])	=Sum([Dep 4])	=Sum([Dep 5])		
=C2*10% or =C2*0.10											
DDB([Cost],[Salvage],5,1)											
DDB([Cost],[Salvage],5,5)											

(99999)-Dist-1

TO: Budget Managers
FROM: Ali Moe, CFO
DATE: Today's date
SUBJECT: Depreciation Reports

The chart below reflects the data in the attached report. This is an abbreviated list of depreciable items in a format that we would like you to use for all your reports.



Please have your depreciation schedule to the central office by January 15 each year so that the tax returns can be done in a timely manner.

uil

Enclosure

Depreciable Assets

(99999)-Dist-2

Date by Year	Cost	Date	Asset	Salvage	Dep 1	Dep 2	Dep 3	Dep 4	Dep 5
2017									
	\$2,258.48	1/21/2017	Laptop	\$225.85	903.39	542.04	325.22	195.13	66.85
Summary for 'Date' = 1/21/2017 (1 detail record)									
Sum	\$2,258.48			\$225.85	903.39	542.04	325.22	195.13	66.85
2018									
	\$2,166.38	8/12/2018	Printer	\$216.64	866.55	519.93	311.96	187.18	64.12
	\$1,843.66	2/23/2018	Copier	\$184.37	737.46	442.48	265.49	159.29	54.57
Summary for 'Date' = 2/23/2018 (2 detail records)									
Sum	\$4,010.04			\$401.00	1,604.02	962.41	577.45	346.47	118.70
2019									
	\$1,283.55	6/6/2019	Phone System	\$128.36	513.42	308.05	184.83	110.90	37.99
	\$873.20	2/14/2019	Desk	\$87.32	349.28	209.57	125.74	75.44	25.85
Summary for 'Date' = 2/14/2019 (2 detail records)									
Sum	\$2,156.75			\$215.68	862.70	517.62	310.57	186.34	63.84
2020									
	\$3,286.40	9/12/2020	Server	\$328.64	1,314.56	788.74	473.24	283.94	97.28
Summary for 'Date' = 9/12/2020 (1 detail record)									
Sum	\$3,286.40			\$328.64	1,314.56	788.74	473.24	283.94	97.28
Grand Total	\$11,711.67			\$1,171.17	4,684.67	2,810.80	1,686.48	1,011.89	346.67

=C2*10% or =C2*0.10

DDB([Cost],[Salvage],5,1

DDB([Cost],[Salvage],5,5

UIL 2021 Computer Applications Tiebreaker – District - 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			
	Acute accent shown in MÉTIS			
	3 blank lines between title and body			
BODY	Body of report single spaced			
	Everything in Calibri 12-point type			
	Paragraphs not indented			
	Double spaced between paragraphs			
¶ 1	Add five points for each acute accent in Métis max 20			
¶ 2	Add five points for each acute accent in Métis max 10			
¶ 3	Acute accent shown in Métis			
	Cedilla accent shown in mestiço			
¶ 4	Acute accent shown in Métis			
¶ 5	Add five points for each acute accent in Métis max 10			
✓	TOTAL - BONUS POINTS			
✓	GRAND TOTAL - WPM PLUS BONUS POINTS			
✓	GRADERS' INITIALS			

THE MÉTIS

The Métis people are a native group in Canada and parts of the United States. The Métis trace their ancestry to both indigenous North Americans and early European settlers. Not all people of mixed descent in that area are Métis, as the Métis are a group of people with a distinct language and culture.	20 34 53 56
The Métis in Canada, since the latter part of the 20 th century, have been acknowledged as an indigenous people under the Constitution Act of 1982. The Métis <i>ethnogenesis</i> , or formation of an ethnic group, began during the French fur trade that started in the 16 th century. They have homelands and communities in the U.S. as well as in Canada that were separated by the declaration of the U.S. - Canada border at the 49 th parallel north.	73 86 103 120 131
<i>Métis</i> is the French term for "mixed-blood." The word is an equivalent of the Spanish word <i>mestizo</i> and the Portuguese word <i>mestiço</i> . They initially began by frequent marriage between First Nation women and colonial-era European settlers. The women in the unions in eastern Canada were usually Wabanaki, Menominee, and Algonquin; and in western Canada they were Saulteaux, Ojibwe, Nakoda, Cree, and Dakota/Lakota, or mixed descent from these peoples. The French encouraged fur traders to participate in interracial marriages with Indian native women as they were an asset to the international fur trade business and to spread religion.	147 160 174 187 201 214 230
The Métis in the U.S. are fewer in number than their namesake group in Canada and occupy areas between the Rocky Mountains and the Great Lakes. In the U.S., as of 2018, there were Métis people living in Michigan, Minnesota, North Dakota, Illinois, Ohio, and Montana. During the early colonial era, the border did not exist between Canada and the British colonies, and people moved easily back and forth through the area.	247 264 277 293 302
While the two groups come from the same backgrounds, the Canadian group has developed further as an ethnic group than those in the U.S. Métis involvement in the U.S. is largely stained by unratified treaties and a lack of federal representation for their communities as a genuine people, and this can be seen in the case of the Little Shell Tribe in Montana. Many Métis in Canada were deprived of their lands when they were sold to settlers.	316 334 349 368 380