

# **Making Copies for Computer Applications:**

**18 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 - 2 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 - 2 pages

Graders should have the following:

- 5 - Test Instructions for Students & Graders - 2 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 4<sup>th</sup> 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 4<sup>th</sup> 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.

## 2024 UIL Computer Applications Invitational Test B - 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** an unbound report in Calibri 12-point font.
  - A. Enter the document on the next page.
    1. Use a 2" top margin and conventional side and bottom margins.
    2. Center the following title in boldface type using all caps: **HORN OF AFRICA**
  - B. Save your document as **Tb-InvB**.
  - C. Write your contestant number 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 Horn of Africa is a peninsula in Northeast Africa. It extends into the Arabian Sea and lies along the southern side of the Gulf of Aden. The area is the easternmost projection of the African continent. The Horn of Africa denotes the region containing the countries of Djibouti, Eritrea, Ethiopia, and Somalia. In ancient and medieval times, the Horn of Africa was referred to as the Bilad al Barbar, or *Land of the Barbarians*. It is known in the Arab League as al-qarn al-'afriqī in Arabic.

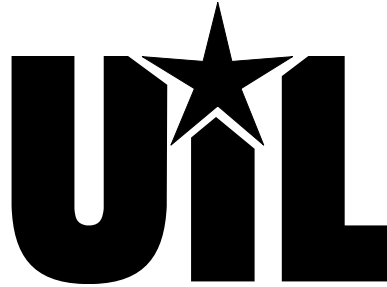
Ancient Romans and Greeks referred to the Somali Peninsula as *Regio Aromatica* or *Regio Cinnamonifora* due to the aromatic plants that flourished in this area. During the Middle Ages, several prevailing empires dominated the regional spice trade in the Horn, including the Adal Sultanate, the Ajuran Sultanate, and the Sultanate of Showa.

The Adal Sultanate was a medieval multi-ethnic Muslim state centered in the Horn region. Many of the historic cities in the region, such as Amud, Maduna, Abasa, Berbera, and Harar, flourished during the kingdom's golden age. This period left behind numerous unique courtyard houses, mosques, ornately decorated shrines, and walled enclosures.

The Sultanate of Showa, established in 896, was one of the oldest local Islamic states. It was centered in the former Shewa province in central Ethiopia. The state was succeeded by the Sultanate of Ifat around 1285. Ifat was governed from its capital at Zeila in northern Somalia and was the easternmost district of the former Shewa Sultanate.

The Horn of Africa is commonly called simply the "Horn," while residents are colloquially referred to as Horn Africans. Often, the Horn of Africa is abbreviated to HOA. Sometimes the term Greater Horn of Africa is used, either to be comprehensive of neighboring northeast African countries, or to differentiate the broader geopolitical definition of the Horn of Africa from narrower peninsular definitions.

# UNIVERSITY INTERSCHOLASTIC LEAGUE



## Computer Applications

### INVITATIONAL B

2024

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



## 2024 UIL Computer Applications Invitational Test B

**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 100**

- A. Create a database named **InvB**.
- B. In design view, create a table named **Customers** with the field specifications on the right and with no primary key.
- C. In the datasheet view, enter the data below and save the table. (*Note: columns not shown with data will be populated by an update query.*)

Field Name	Data Type	Description (Optional)
First Name	Short Text	25 characters
Last Name	Short Text	25 characters
Address	Short Text	25 characters
City	Short Text	25 characters
State	Short Text	25 characters
Zip	Short Text	5 characters
Purchases	Number	Double, standard, 0 decimals
Cost of Sales	Currency	2 decimals
Profit	Currency	2 decimals

First Name	Last Name	Address	City	State	Zip	Purchases	Cost of Sales	Profit
Kay	Passo	PO Box 4377	Dallas	TX	75001	6,700		
Bill D.	Upp	1404 Lake	Memphis	TN	37268	4,187		
Mannie	Moore	432 Beach	Detroit	MI	48121	11,104		
Mora	Less	PO Box 187	Paris	TN	37222	2,873		
Earl	Wells	422 Mountain	Augusta	ME	04330	16,225		

- D. In design view, create an update query using the **Customers** table to update the following fields.
  1. Update **Cost of Sales** by multiplying **Purchases** times 17%.
  2. Update **Profit** by subtracting **Cost of Sales** from **Purchases**.
  3. Run the query until all fields are updated and save it as **UpdQry**.
- E. Create a report in landscape orientation with 1" margins and the following specifications.
  1. Use all fields from the **Customers** table.
  2. Group by **Purchases** with grouping intervals of 10000s.
  3. Sort by **Profit** in ascending order.
  4. Calculate the sum of **Purchases**, **Cost of Sales** and **Profit**.
  5. Use stepped layout and landscape orientation.
  6. Use the following title: **Customer Activity**
- F. In design view, make the following modifications.
  1. Insert the following header top aligned with the title and right aligned on the right margin, replacing 99999 with your contestant number: **(99999)-InvB-1**
  2. Center the title between margins.
  3. Left align **Purchases by 10000s**, **First Name**, **Last Name**, **Address**, **City**, **State** and **Zip** column headings, detail lines and Sum label, and right align all other column headings, detail data and summary values in their respective columns.
  4. Make everything in report header, page header, group header and report footer black, boldface type, and everything else in plain, black type.
  5. Be certain nothing is truncated or wrapped.
- G. Save your report and print it on one page.

2024 UIL Computer Applications Invitational Test B - continued

H. The report should have the following appearance. (Colons represent missing data, values may be incorrect and shading and borders are ignored in grading.)

<b>Customer Activity</b>								<b>(99999)-InvB-1</b>	
<b>Purchases by</b>	<b>Profit</b>	<b>First Name</b>	<b>Last Name</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Purchases</b>	<b>Cost of Sales</b>
<b>0 - 10000</b>	\$2,384.59	Mora	Less	PO Box 187	Paris	TN	37222	2,873	\$488.41
	:	:	:	:	:	:	:	:	:
Summary for 'Purchases' =	6700 (3 detail records)								
Sum	\$11,420.80							13,760	\$2,339.20
<b>10000 - 20000</b>									
	:	:	:	:	:	:	:	:	:
<b>Grand Total</b>	<b>\$34,103.87</b>							<b>41,089</b>	<b>\$6,985.13</b>

**II. DOCUMENT WITH FORMULAS**

**MAXIMUM 125**

- A. Create a standard memo in Calibri 12-point font with conventional margins and the following specifications:
1. Use today's date.
  2. Use the following addressee: Sales Director
  3. Use the following sender: Anna Prentice
  4. Use the following subject: Customer Activity
  5. Use the following header right justified on the right margin and 1" from the top of the page, replacing 99999 with your contestant number: (99999)-InvB-2
  6. Use the following paragraphs for the body, merging data from **Inventory** table created in **Part I** with the following specifications.

Below is a recap of the purchases, costs of sales, and profits for our key customers, showing both totals and averages.

[With the report open in the datasheet view, select everything in the Grand Total line and paste it here. Make the columns of the table wide enough so that nothing is wrapped. Center everything in its respective cell and format as shown in Access. Leave one blank line between Paragraph 1 and table and between table and Paragraph 2. These lines should have the following appearance. Note the values may be incorrect.]

<b>Customer Activity</b>					
<b>Profit</b>	<b>Grand Total</b>	<b>Sum</b>	<b>Purchases</b>	<b>Grand Total</b>	<b>Sum</b>
<b>Cost of Sales</b>	<b>Grand Total</b>	<b>Sum</b>			
\$33,104.86			31,049		\$6,785.14

Consider a marketing plan to entice each of these customers to increase their purchases until they exceed \$10,000 each. Attached is a list of those that fall below that mark.

Cost of Sales: [Insert Cost of Sales formula from the UpdQry in Part I.]

Profit: [Insert Profit formula from the UpdQry in Part I.]

- B. Leave no blank line between Paragraph 2 and formulas.
- C. Use the following reference initials: uil
- D. Use the following enclosure notation: Enclosure
- E. Save your document as **InvB-2** and print on one page in portrait orientation.

## 2024 UIL Computer Applications Invitational Test B - Score Sheet - Printout 1

I. DATABASE WITH REPORT		MAXIMUM			100
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	Title centered between margins	5			
5	Header top aligned with title and right aligned on right margin	5			
6	10 columns of data and no more <i>(count column headings in page header)</i>	5			
7	All column headings matching key and in same order	5			
8	<b>Purchases by 10000s, First Name, Last Name, Address, City, State and Zip</b> column headings, detail lines and Sum label shown left aligned, and all other column headings, detail data and summary values right aligned in their respective columns	5			
9	Everything in report header, page header, group header and report footer shown in bold, black type, and everything else in plain, black type	5			
10	All <b>Profit</b> and <b>Cost of Sales</b> values shown as currency with 2 decimals, all <b>Zip</b> values shown as numbers with no commas and no decimals and all <b>Purchases</b> values shown as numbers with commas and no decimals	5			
11	Nothing truncated or wrapped <i>(Check descenders for Summary for.. line)</i>	5			
12	<b>Format Total</b>	<b>50</b>			
13	<b>Grouping/Calculations</b> <i>(Grading for correct data, not formatting)</i>				
14	Records grouped by <b>Purchases by 10000s</b>	5			
15	2 groups shown with correct records in each group <i>(if additional group is shown due to a typo in the <b>Purchases</b> column, give credit and deduct typo causing error)</i>	5			
16	All values in <b>Cost of Sales</b> matching key or equal to <b>Purchases</b> times .17	10			
17	All values in <b>Profit</b> matching key or equal to <b>Purchases</b> minus <b>Cost of Sales</b>	10			
18	All group summary values matching key or equal to sum of detail values in each group	10			
19	All <b>Grand Total</b> values matching key or equal to sum of group summary values in each group	10			
20	<b>Grouping/Calculations Total</b>	<b>50</b>			
21	♣ <b>SUBTOTAL PRINTOUT</b>	<b>100</b>			
22	<b>SUBTRACT DEDUCTION</b> <span style="float: right;"><b>Maximum</b></span>	<b>-40</b>	<b>-</b>	<b>-</b>	<b>-</b>
23	<ul style="list-style-type: none"> <li>♣ 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.</li> <li>♣ 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.</li> </ul>				
24	♣ <b>TOTAL PRINTOUT</b>	<b>100</b>			
25	<b>GRADERS' INITIALS</b>				

## 2024 UIL Computer Applications Invitational Test B - Score Sheet - Printout 2

II. DOCUMENT WITH FORMULAS		MAXIMUM			125
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 table 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 formula or paragraph and reference initials	5			
11	<b>Format Total</b>	<b>45</b>			
12	<b>Body/Table/Formulas</b> <i>( Grading for correct data from current test only, not formatting)</i>				
13	Add 5 points for each completed paragraph <b>max</b>	10			
14	One blank line between Paragraph 1 and table and between table and Paragraph 2 <i>(at least part of Paragraph 2 must be present for credit)</i>	5			
15	Table shown as three lines from Printout 1	10			
16	1st line of table matching key or equal to title shown on Printout 1 report	5			
17	Column heading line of table matching key or equal to field names from Printout 1 plus <b>Grand Total Sum</b>	5			
18	Last line of table matching key or showing grand total values of Printout 1	15			
19	First 2 lines of table shaded and everything in table shown in bold type	5			
20	*Cost of Sales formula matching key**	10			
21	Profit formula matching key**	15			
22	<b>Body/Table/Formulas Total</b>	<b>80</b>			
23	<b>♣ SUBTOTAL PRINTOUT</b>	<b>125</b>			
24	<b>SUBTRACT DEDUCTION</b>	<b>Maximum -40</b>	-	-	-
25	<ul style="list-style-type: none"> <li>♣ Deduct 2 points for each typo or missing field in printout, not otherwise graded. Header is subject to 2 typos if present and is subject to 2 typos plus 5 points if missing. <ul style="list-style-type: none"> <li>*Multiplicands can be in either order</li> <li>**All field names can be optionally preceded by table name, but if present, table name and field name must be in square brackets followed by a period or exclamation point.</li> </ul> </li> <li>♣ 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.</li> <li>♣ Stop grading where the student stopped typing. <i>(i.e. if a student typed last formula label, he/she gets credit for all of the paragraphs completed even if they are incomplete, but typos are taken for the entire document.)</i></li> </ul>				
26	<b>♣ TOTAL PRINTOUT 2</b>	<b>125</b>			
27	<b>GRADERS' INITIALS</b>				

**2024 UIL Computer Applications Invitational Test B - Score Sheet**

**FINAL SCORE**

❖ TOTAL PRINTOUT 1	100			
❖ TOTAL PRINTOUT 2	125			
❖ TOTAL SCORE	225			
GRADERS' INITIALS				

**Design View of Access Report**

Report Header										
<b>Customer Activity</b>										(99999)-InvB-1
Page Header										
Purchases by 10000s	Profit	First Name	Last Name	Address	City	State	Zip	Purchases	Cost of Sales	
Purchases Header										
=Int([Purchases])/										
Detail										
	Profit	First Name	Last Name	Address	City	State	Zip	Purchases	Cost of Sales	
Purchases Footer										
="Summary for " & "'Purchases' = " & " " & [Purchases] & " (" & Count(*) & " " & If(Count(*)=1,"detail record","detail records") & " )"										
Sum	=Sum([Profit							=Sum([Purch	=Sum([Cos	
Page Footer										
=Now()						="Page " & [Page] & " of " & [Pages]				
Report Footer										
<b>Grand Total</b>	=Sum([Profit							=Sum([Purch	=Sum([Cos	

Customer Activity								(99999)-InvB-1	
Purchases by 10000s	Profit	First Name	Last Name	Address	City	State	Zip	Purchases	Cost of Sales
<b>0 - 10000</b>									
	\$2,384.59	Mora	Less	PO Box 187	Paris	TN	37222	2,873	\$488.41
	\$3,475.21	Bill D.	Upp	1404 Lake	Memphis	TN	37268	4,187	\$711.79
	\$5,561.00	Kay	Passo	PO Box 4377	Dallas	TX	75001	6,700	\$1,139.00
Summary for 'Purchases' = 6700 (3 detail records)									
Sum	\$11,420.80							13,760	\$2,339.20
<b>10000 - 20000</b>									
	\$9,216.32	Mannie	Moore	432 Beach	Detroit	MI	48121	11,104	\$1,887.68
	\$13,466.75	Earl	Wells	422 Mountain	Augusta	ME	04330	16,225	\$2,758.25
Summary for 'Purchases' = 16225 (2 detail records)									
Sum	\$22,683.07							27,329	\$4,645.93
<b>Grand Total</b>	<b>\$34,103.87</b>							<b>41,089</b>	<b>\$6,985.13</b>

TO: Sales Director  
FROM: Anna Prentice  
DATE: Today's date  
SUBJECT: Customer Activity

Below is a recap of the purchases, costs of sales, and profits for our key customers, showing both totals and averages.

Customer Activity		
Profit Grand Total Sum	Purchases Grand Total Sum	Cost of Sales Grand Total Sum
\$34,103.87	41,089	\$6,985.13

Consider a marketing plan to entice these customers to increase their purchases until they exceed \$10,000 each. Attached is a list of those that fall below that mark.

Cost of Sales: [Purchases]\*0.17

Profit: [Purchases]-[Cost of Sales]

uil

Enclosure

## 2024 UIL Computer Applications Invitational Test B - 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 2"			
	Left margin 1"			
	Right margin 1"			
	Bottom margin 1 - 1 ½"			
	Left and right margins equal			
	Everything printed in Calibri 12-point font			
TITLE	Title in boldface type			
	Title centered			
	3 blank lines between title and body			
BODY	Body of report double spaced			
	Paragraphs indented			
¶1	Italics shown on phrase <i>Land of the Barbarians</i>			
	Add 5 pts for each macron accents shown on 'afrīqī <b>max 10</b>			
¶2	Italics shown on 2 phrases - <i>Regio Aromatica</i> and <i>Regio Cinnamonifora</i> <b>max 10</b>			
Credit for Page 2 only if Page 2 is present:				
PAGE 2	No single line paragraph ending Page 1			
	No single line paragraph beginning Page 2			
	Top margin 1" on Page 2			
	Page number in upper right margin			
	Text double-spaced down from page number			
<b>✓ TOTAL - BONUS POINTS</b>				
<b>✓ GRAND TOTAL-WPM PLUS BONUS POINTS</b>				
<b>GRADERS' INITIALS</b>				



## HORN OF AFRICA

The Horn of Africa is a peninsula in Northeast Africa. It extends into the Arabian Sea and lies along the southern side of the Gulf of Aden. The area is the easternmost projection of the African continent. The Horn of Africa denotes the region containing the countries of Djibouti, Eritrea, Ethiopia, and Somalia. In ancient and medieval times, the Horn of Africa was referred to as the Bilad al Barbar, or *Land of the Barbarians*. It is known in the Arab League as al-qarn al-'afriqī in Arabic.

Ancient Romans and Greeks referred to the Somali Peninsula as *Regio Aromatica* or *Regio Cinnamonifera* due to the aromatic plants that flourished in this area. During the Middle Ages, several prevailing empires dominated the regional spice trade in the Horn, including the Adal Sultanate, the Ajuran Sultanate, and the Sultanate of Showa.

The Adal Sultanate was a medieval multi-ethnic Muslim state centered in the Horn region. Many of the historic cities in the region, such as Amud, Maduna, Abasa, Berbera, and Harar, flourished during the kingdom's golden age. This period left behind numerous unique courtyard houses, mosques, ornately decorated shrines, and walled enclosures.

The Sultanate of Showa, established in 896, was one of the oldest local Islamic states. It was centered in the former Shewa province in central Ethiopia. The state was succeeded by

the Sultanate of Ifat around 1285. Ifat was governed from its capital at Zeila in northern	243
Somalia and was the easternmost district of the former Shewa Sultanate.	254
The Horn of Africa is commonly called simply the "Horn," while residents are colloquially	268
referred to as Horn Africans. Often, the Horn of Africa is abbreviated to HOA. Sometimes the	284
term Greater Horn of Africa is used, either to be comprehensive of neighboring northeast	298
African countries, or to differentiate the broader geopolitical definition of the Horn of Africa	312
from narrower peninsular definitions.	316