2024 UIL Computer Applications Region Test - 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.

II.

    A.   Enter the document on the next page.

        1.   Use 1 ½" top margin and conventional side and bottom margins.

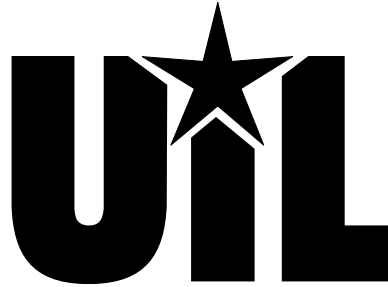   2.   Center the following title in boldface type using all caps: **ZÄHRINGEN**

    B.   Save document as **Tb-Reg**.

    C.   Write your contestant number in the upper right-hand corner of your printout.

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

Zähringen, the name of an old and influential German family, was taken from the castle and village of that name near Freiburg-im-Breisgau. The earliest known member of the family was probably one Bezelin, a count in the Breisgau, who was living early in the 11ᵗʰ century. Bezelin's son Bertold I (d. 1078) was count of Zähringen and was related to the Hohenstaufen family. He received a promise of the duchy of Swabia, which, however, was not fulfilled, but in 1061 he was made duke of Carinthia. Although this dignity was a titular one only, Bertold lost it when he joined a rising against the emperor Henry IV in 1073. His son Bertold II (d. 1111), who like his father fought against Henry IV, inherited the land of the counts of Rheinfelden in 1090 and took the title of duke of Zähringen. He was succeeded in turn by his sons, Bertold III (d. 1122) and Conrad (d. 1152). In 1127, Conrad inherited some land in Burgundy and about this date he was appointed by the German king, Lothair the Saxon, rector of the kingdom of Burgundy or Arles. This office was held by the Zähringens until 1218 and hence they are sometimes called dukes of Burgundy. Bertold IV (d. 1186), who followed his father Conrad, spent much of his time in Italy in the train of the emperor Frederick I. His son and successor, Bertold V, showed his powers by reducing the Burgundian nobles to order. This latter duke was the founder of the town of Bern, and when he died in February 1218 the main line of the Zähringen family became extinct. By extensive acquisitions of land, the Zähringens had become very powerful in the districts now known as Switzerland and Baden, and when their territories were divided in 1218 part of them passed to the counts of Kyburg and hence to the house of Habsburg. The family now ruling in Baden is descended from Hermann, margrave of Verona (d. 1074), a son of duke Bertold I, and the grand-duke is thus the present representative of the Zähringens.

UNIVERSITY INTERSCHOLASTIC LEAGUE

Computer Applications

REGION

2024

2024 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

A. Create a blank database named **Region** and import **Office** and **Employees** tables from the **2024 Starter Files**.
B. Add a field to the **Office** table named **LeftZip** that is short text with 1 text character.
C. Create an update query to update the **LeftZip** field in **Office** table using a Left function to select the first character of the **Zip** field; run the query and save as **UpdQry**.
D. Create a new table named **Region** in design view with specifications at the right and enter the data to the right.

	Field Name	Data Type	Description (Optional)
🔑	RegionID	Short Text	2 characters
	Region	Short Text	2 characters

E. Using all tables, create the following relationships and save.
   1. Link **LeftZip** field from **Office** table to **RegionID** field of **Region** table.
   2. Link **Office** field from **Office** table to **Office** field from **Employees** table.
F. Create a select query using all tables with these steps.
   1. From the **Region** table, select the **Region** field.
   2. From the **Employees** table, select the **LastName** and **CurrentSalary** fields.
   3. Add a field named **Zip5** to the right of **CurrentSalary** field and use a Left function with **Zip** field as the string parameter and 5 as the length parameter.
   4. From the **Office** table, select **LeftZip**, **Office** and **Address** fields.
   5. Run the query and save it as **SelQry**.
   6. Export results of the **SelQry** to Excel with formatting and layout and open the file after export is complete.

RegionID	Region
0	NE
1	NE
2	NE
3	SE
4	MW
5	SW
6	MW
7	SW
8	MW
9	W

II. EXCEL WITH PRINTOUT   MAXIMUM 175

A. Sort the data into ascending order by **Region** and then by **Office** and then by **Last Name**.
B. Insert 3 columns between the **Office** field and the **Address** field.
   1. In Cells G1 thru I1, insert the following labels: **1st Letter of City**, **2nd Comma** and **City**
   2. In Cell G2, use a FIND function to find the first comma in Cell J2 then add necessary spaces to calculate the location of the first letter of the city.
   3. In Cell H2, use a FIND function to calculate the location of the second comma in Cell J2 to locate the position of the comma following the city in the **Address** field.
   4. In Cell I2, use a MID function to extract the city from the **Address** field using the following parameters.
      a. The test parameter is Cell J2.
      b. The start num parameter is Cell G2.
      c. The number of characters is equal to Cell H2 minus Cell G2.
   5. Select Cells G2 thru I2 and fill down thru Cells G364 thru I364.
C. Select the entire table and create 2 subtotal lines below the data with the following parameters.
   1. At each change in **Region**, use a Sum function to add a subtotal to **CurrentSalary** only and click OK.
   2. Create a second subtotal at each change in **City**, using a Count function to include a subtotal for **CurrentSalary** and BE CERTAIN THAT "Replace current subtotals" is UNCHECKED and click OK.
   3. On the grid above the outline definition on the left of your spreadsheet, click the 3 level on the left to hide detail; then click the plus sign of the left of the row with **Denver Count** to only show Denver detail data.
   4. Hide Rows 40 thru 70.
   5. Format Row 1 to appear like the sample on the next page in boldface type with headings shown vertically and facing in the same direction.
   6. Use landscape orientation with ¾" margins and center printout vertically and horizontally on the page.
   7. Use the following heading 1/2" from the top on the right margin, replacing 99999 with your contestant number: (99999)-Region-1
   8. Show row and column indicators.
   9. Select Cell A1 thru Cell J381 and show inside and outside black borders for all cells and set as the print area.
   10. Format **Zip5** as text; format all other values as numbers with commas and no decimals.
   11. Be sure nothing is truncated or wrapped other than specified headings.
   12. Center everything in the spreadsheet in its respective cell.
   13. Save your spreadsheet and print in landscape orientation on one page.

UIL Computer Applications: TEST INSTRUCTIONS FOR STUDENTS & GRADERS

D.   Your report should have the following appearance. *(Values may be incorrect; colons represent missing data.)*

	A	B	C	D	E	F	G	H	I	J
1	Region	Last Name	Current Salary	Zip5	LeftZip	Office	1st Letter of City	2nd Comma	City	Address
38			36						**Chicago Count**	
39	MW	Baum	79,480	80010	8	4	20	26	Denver	10773 Boulder Rd., Denver, CO
71	MW	Shore	27,383	80010	8	4	20	26	Denver	10773 Boulder Rd., Denver, CO
72	MW	Waters	81,199	80010	8	4	20	26	Denver	10773 Boulder Rd., Denver, CO
73			34						**Denver Count**	
74	**MW Total**		5,055,547							
116			41						**New York Count**	
153	:	:	:						**Washington Count**	
381	**Grand Total**		26,522,005							

III.   **DOCUMENT WITH MERGED DATA & FORMULAS**   **MAXIMUM 125**

A.   Create a simplified memo with 2" top margin and conventional side and bottom margins.
1.   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)-Region-2
2.   Use today's date.
3.   Addressee should be the following: Regional Managers
4.   Use the following subject in all caps: SALARY INCREASES
5.   Link to the **SelQry** which is a query in the **Region** database.
6.   Use the following for the body of the document.

Attached is a listing of the employees in your **[insert the Region field merge code]** region with their current salaries shown. It is that time of year to determine bonuses and raises. Pay special attention to those employees who are making the largest salaries and are potential candidates for retirement.

You have your quota for bonus monies that can be distributed. Be solicitous as you determine salary increases. The economy is taking a downward turn. Note the formulas listed were those that we used to produce the attached report.

[From the Field line of the SelQry, insert the Zip5: label and the formula following the label.]

1st Letter of City: **[Insert formula from Cell G2 from Part II spreadsheet, including the equal sign.]**

2nd Comma: **[Insert formula from Cell H2 from Part II spreadsheet, including the equal sign.]**

City: **[Insert formula from Cell I2 from Part II spreadsheet, including the equal sign.]**

7.   Leave no spaces between last paragraph and first formula or between formulas.
8.   Do not use superscript for 1st Letter of City or for 2nd Comma.
9.   Sender's name should be the following: Randan Accesse
10.   Use the following reference initials: uil
11.   Use the following enclosure notation: Enclosure

B.   Save your document as **Printout 2-Region** and print on one page in portrait orientation with merge code showing. DO NOT MERGE.

2024 UIL Computer Applications Region Test - Score Sheet - Printout 1

			PTS	GRD1	GRD2	GRD3
I.	**SPREADSHEET PRINTOUT**		**MAXIMUM**			**175**
1	**Format** *(Grading for formatting, not correct data)*		PTS	GRD1	GRD2	GRD3
2		Printout in landscape orientation on 1 page	5			
3		Top margin 3/4" and all other margins at least 3/4"	5			
4		Header shown 1/2" from top of page and 3/4" from right edge of page	5			
5		Printout centered vertically and horizontally	5			
6		Row and column indicators shown and black borders shown around all cells	5			
7		Everything in the spreadsheet centered in its respective cell	5			
8		10 columns of data shown and no more	5			
9		Data in Row 1 column headings matching key and in same order	5			
10		Row 1 headings shown vertical, bold, facing same direction & not wrapped as key	10			
11		**Zip5** values shown as numbers with no commas; all other values shown as numbers with commas and no decimals	5			
12		Rows 40 thru 70 are not shown	5			
13		Nothing truncated or wrapped *(not counting headings)*	5			
14		**Format Total**	**65**			
15	**Sorting/Subtotals/Calculations** *(Grading for correct data, not formatting; only data from current test graded)*					
16		**Region** data sorted by **Region**, by **City** within **Region**, and by **Last Name** with all in ascending order *(ignoring Grand Total and extra detail data rows)*	10			
17		Only 3 rows of detail data shown for **MW Denver** *(If sort was wrong, data will be different than key, but give credit for all detail data fields being present.)*	10			
18		No detail data shown for any **Region** other than **MW Denver**	10			
19		Add 5 points for first three rows of **MW** detail matching key for **Zip5** and **Office**	10			
20		All **MW** detail values for **LeftZip** matching key or matching 1st character of **Zip5**	10			
21		All **MW** detail values for **1st Letter of City** matching key or matching position of the 1st letter of city in **Address** field	10			
22		All **MW** detail values for **2nd Comma** matching key or position of 2nd comma in **Address** field	10			
23		All **MW** detail values for **City** matching key or equal to the city in the **Address** field	10			
24		All values in **Current Salary** column for each **Region** total matching key *(Every **MW Total**, **NE Total**, etc., matching key)*	10			
25		All values in **Current Salary** column for each **City** matching key *(Every **Chicago Count**, **Denver Count**, **New York Count** etc., matching key)*	10			
26		**Grand Count** label and value matching key or sum of the summary **Count** values	5			
27		**Grand Total** label and value matching key or sum of the summary **Total** values	5			
28		**Sorting/Subtotals/Calculations Total**	**110**			
29	**SUBTOTAL PRINTOUT**					
30		**SUBTRACT DEDUCTION** **Maximum**	**-20**	**-**	**-**	**-**
31		❖ Deduct 2 points for each typo in printout, not otherwise graded (If an extra column of data is included, do not take typos. Header is subject to 2 typos. ❖ 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.				
32	**TOTAL PRINTOUT**		**175**			
33		**GRADERS INITIALS**				

2024 UIL Computer Applications Region Test - Score Sheet - Printout 2

II.	DOCUMENT WITH CHART/MERGED DATA		MAXIMUM		125
1	**Format** *(Grading for formatting, not correct data)*	PTS	GRD1	GRD2	GRD3
2	Printout in portrait orientation on 1 page in Calibri 12 point font	5			
3	Top margin 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 left, not counting header	5			
6	Today's date on the top margin	5			
7	3 lines between date and addressee line; 1 blank line between addressee and subject and between subject and 1st paragraph	5			
8	Subject shown in all caps	5			
9	No blank lines between last paragraph and first formula and none between formulas	5			
10	3 blank lines between last formula or formula label and sender's name and 1 blank line between sender's name and reference initials and 1 blank line between reference initials and enclosure notation	5			
11	**Format Total**	**45**			
12	**Body/Merge Code/Formulas** *(Grading for correct data, not formatting; data must NOT be merged for credit)*				
13	Add 5 points for each completed paragraph **max**	10			
14	Region merge code shown in first line of Paragraph 1	10			
15	Zip5 formula shown as: Zip5: Left([Zip],5)	10			
16	1st & 2nd labels shown without superscript	10			
17	1st Letter of City formula shown as =FIND(",",J2)+2 or =FIND(",",J2,1)+2	15			
18	2nd Comma formula shown as =FIND(",",J2,G2)	10			
19	City formula shown as =MID(J2,G2,H2-G2)	15			
20	**Body/Merge Code/Formulas Total**	**80**			
21	✤ **SUBTOTAL PRINTOUT**	**125**			
22	**SUBTRACT DEDUCTION** **Maximum**	**-40**	-	-	-
23	✤ Deduct 2 points for each typo or missing field in the printout, not otherwise graded. Header is subject to 2 typos. ✤ 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 gets credit for all paragraphs completed even if they are incomplete, but typos are taken for the entire document.)				
24	✤**TOTAL PRINTOUT**	**125**			
25	**GRADERS' INITIALS**				

2024 UIL Computer Applications Region Test - Score Sheet

FINAL SCORE

TOTAL PRINTOUT 1	175			
TOTAL PRINTOUT 2	125			
TOTAL SCORE	300			
GRADERS' INITIALS				

	A	B	C	D	E	F	G	H	I	J
1	Region	Last Name	Current Salary	Zip5	LeftZip	Office	1st Letter of City	2nd Comma	City	Address
38			36						Chicago Count	
39	MW	Baum	79,480	80010	8	4	20	26	Denver	10773 Boulder Rd., Denver, CO
71	MW	Shore	27,383	80010	8	4	20	26	Denver	10773 Boulder Rd., Denver, CO
72	MW	Waters	80,199	80010	8	4	20	26	Denver	10773 Boulder Rd., Denver, CO
73			34						Denver Count	
74	MW Total		5,055,547							
116			41						New York Count	
153			36						Washington Count	
154	NE Total		5,750,064							
197			42						Atlanta Count	
198	SE Total		3,498,034							
233			34						Dallas Count	
264			30						Houston Count	
265	SW Total		4,911,140							
302			36						Los Angeles Count	
342			39						San Francisco Count	
378			35						Seattle Count	
379	W Total		7,307,220							
380			363						Grand Count	
381	Grand Total		26,522,005							

Current Date

Regional Managers

SALARY INCREASES

Attached is a listing of the employees in your «Region» region with their current salaries shown. It is that time of year to determine bonuses and raises. Pay special attention to those employees who are making the largest salaries and are potential candidates for retirement.

You have your quota for bonus monies that can be distributed. Be solicitous as you determine salary increases. The economy is taking a downward turn. Note the formulas listed were those that we used to produce the attached report.
Zip5: Left([Zip],5)
1st Letter of City: =FIND(",",J2)+2
2nd Comma: =FIND(",",J2,G2)
City: =MID(J2,G2,H2-G2)

Randan Accesse

uil

Enclosure

2024 UIL Computer Applications Region Test - 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 1½"			
	Left margin 1"			
	Right margin 1"			
	Bottom margin at least 1 - 1 ½"			
	3 blank lines between title and body			
TITLE	Title in boldface type			
	Title centered			
	Umlaut on ä			
BODY	Body of report double spaced			
	Paragraphs indented ½"			
	Add 5 pts for each umlaut on ä **max 35**			
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 1" from top and right edge of paper			
	Text double-spaced down from page number			
✔ TOTAL - BONUS POINTS				
✔ GRAND TOTAL-WPM PLUS BONUS POINTS				
GRADERS' INITIALS				

ZÄHRINGEN

Zähringen, the name of an old and influential German family, was taken from the castle   16

and village of that name near Freiburg-im-Breisgau. The earliest known member of the family   30

was probably one Bezelin, a count in the Breisgau, who was living early in the 11th century.   47

Bezelin's son Bertold I (d. 1078) was count of Zähringen and was related to the Hohenstaufen   63

family. He received a promise of the duchy of Swabia, which, however, was not fulfilled, but in   80

1061 he was made duke of Carinthia. Although this dignity was a titular one only, Bertold lost it   98

when he joined a rising against the emperor Henry IV in 1073. His son Bertold II (d. 1111), who   117

like his father fought against Henry IV, inherited the land of the counts of Rheinfelden in 1090   134

and took the title of duke of Zähringen. He was succeeded in turn by his sons, Bertold III   152

(d. 1122) and Conrad (d. 1152). In 1127, Conrad inherited some land in Burgundy and about   168

this date he was appointed by the German king, Lothair the Saxon, rector of the kingdom of   185

Burgundy or Arles. This office was held by the Zähringens until 1218 and hence they are   201

sometimes called dukes of Burgundy. Bertold IV (d. 1186), who followed his father Conrad,   215

spent much of his time in Italy in the train of the emperor Frederick I. His son and successor,   234

Bertold V, showed his powers by reducing the Burgundian nobles to order. This latter duke   249

was the founder of the town of Bern, and when he died in February 1218 the main line of   268

the Zähringen family became extinct. By extensive acquisitions of land, the Zähringens had   281

become very powerful in the districts now known as Switzerland and Baden, and when their   296

territories were divided in 1218 part of them passed to the counts of Kyburg and hence to the   314

house of Habsburg. The family now ruling in Baden is descended from Hermann, margrave of   329

Verona (d. 1074), a son of duke Bertold I, and the grand-duke is thus the present   345

representative of the Zähringens.   349