

Making Copies for Computer Applications:

19 pages are included in this Test Packet.

Contest Director gets a copy of all pages:

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

Contestants should have the following:

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

Graders should have the following:

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

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

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

UIL Computer Applications Tests Instructions and Scoring

I. Preparation

A. Setup

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

B. Equipment

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

C. Software

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

II. Contest

A. 5-minute Tiebreaker

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

B. 30-minute Test

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

C. Equipment malfunction during a contest

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

D. Conclusion

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

III. Grading

A. All coaches are required to grade.

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

B. View all papers from each contestant.

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

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

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

D. Follow these grading rules.

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

E. Typographical errors are graded with the following criteria.

1. All of the following are considered typos.

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

F. Grade all Printout 1's together.

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

IV. Verification

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

V. Ties

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

2024 UIL Computer Applications State 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** a left-bound report in Calibri 12-point font.
 - 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: **Frederick I**
 - B. Save document as **Tb-State**.
 - 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.

Frederick I, who lived from 1657 until 1713, was an elector of Brandenburg and ultimately became King of Prussia. He was born at Königsberg on the 11th of July, 1657; he was educated and greatly influenced by Eberhard Danckelmann, and he became heir to the throne of Brandenburg through the death of his elder brother, Charles Emil, in 1674. He appears to have taken some part in public business before the death of his father. The court at Berlin was soon disturbed by quarrels between the young prince and his stepmother, Dorothea of Holstein-Glücksburg. In 1686, Dorothea persuaded her husband to bequeath outlying portions of his lands to her four sons, and Frederick, fearing he would be poisoned, left Brandenburg determined to prevent any diminution of his inheritance. By promising to restore Schwiebus to Silesia after his accession, he won the support of the emperor, Leopold I, and, eventually, he gained his end in a peaceable fashion. Having become elector of Brandenburg, he came to terms with his half-brothers and their mother. In return for a sum of money, these princes renounced their rights under their father's will, and the new elector thus secured the whole of Frederick William's territories. He helped William of Orange to make his descent on England, added various places, including the principality of Neuchatel, to his lands, and exercised some influence on the course of European politics by placing his large and efficient army at the disposal of the emperor and his allies.

The elector was very fond of pomp and strived to model his court upon that of Louis XIV. He directed his main energies towards obtaining for himself the title of king, and ultimately Leopold relented. Frederick hurried at once to Königsberg and crowned himself with great ceremony as king of Prussia. According to his promise, the king sent help to the emperor during the War of the Spanish Succession. However, by his extravagance, the king exhausted the treasure amassed by his father, burdened his country with heavy taxes, and reduced its finances to chaos. His constant obligations to the emperor drained Brandenburg of money, which might have been employed more profitably at home, and prevented her sovereign from interfering in the politics of northern Europe.

Frederick, however, was not an unpopular ruler, and by making Prussia into a kingdom, he undoubtedly advanced it several stages towards its future greatness. He founded the University of Halle and the Academy of Sciences at Berlin, he welcomed and protected Protestant refugees from France and elsewhere, and he lavished money on the erection of public buildings.

The king was married three times. His second wife, Sophie Charlotte, sister of the English king, George I, was the friend of Leibnitz and one of the most cultured princesses of the age. She bore him his only son, his successor, King Frederick William I.

UNIVERSITY INTERSCHOLASTIC LEAGUE



Computer Applications

STATE

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 STATE Test

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

I. DATABASE WITH REPORT

MAXIMUM 150

- A. Open a blank database named **State**, and import the **Sales** and **Employees** files from the **2024 Starter Files** downloaded from the UIL website.
- B. Create an update query in design view using the **Employees** table.
 - 1. Use a DateDiff function to update the **No Years** field with the following parameters.
 - a. The interval should be for years.
 - b. The first date parameter should be **DateHired**.
 - c. The second date parameter should be 12/31/2023.
 - 2. Save your query as **UpdNoYrs** and run it.

- C. Create a table named **Salesmen** with the fields and field properties shown at the right.

Field Name	Data Type	Description (Optional)
Salesman ID	Number	Integer, fixed, 0 decimals
TotalSales	Number	Double, standard, 0 decimals

- 1. Add a caption for **TotalSales** field to be **Total Sales**.
 - 2. Populate the table with the information on the right.
- D. Create the following relationships between the three tables.
 - 1. Relate **Salesman ID** of the **Salesmen** table to the **Employees ID** of the **Employees** table and to the **Salesman** field of the **Sales** table.
 - 2. Relate the **Employees ID** of the **Employees** table to the **Salesman** field of the **Sales** table.

Salesman ID	Total Sales
40	0
115	0
228	0
299	0
337	0
357	0

- E. Create an update query in design view using the **Sales** and **Salesmen** tables and update the **TotalSales** field of the **Salesmen** table with the following.
 - 1. Add the **SalesAmount** field of the **Sales** table to the **TotalSales** field of the **Salesmen** table.
 - 2. Run the query one time to populate the field and save it as **UpdQry**. *(If there is a problem and you have to change the calculation and rerun the query, reset the **TotalSales** fields to 0 and run it.)*
- F. Use the report wizard to create a report with 1" margins using the following specifications.
 - 1. From the **Employees** table, select **Employees ID, FirstName, LastName, DateHired** and **No Years**.
 - 2. From the **Salesmen** table, select the **TotalSales**.
 - 3. Sort in descending order by **TotalSales**.
 - 4. Use tabular layout and landscape orientation.
 - 5. Use the following title: **Report of Total Sales**
 - 6. Make the following changes in design view.
 - a. Use the following header top aligned with the title and right aligned on the right margin, replacing 99999 with your contestant number: **(99999)-State-1**
 - b. Change the **First Name** label to be **Full Name**.
 - c. In **FirstName** detail field, change to concatenate **FirstName** and **LastName** with a space between and delete the **Last Name** label and detail for LastName.
 - d. In the report footer, add a field to calculate the Sum of **TotalSales** and format as a standard with no decimals. Make a note of the Name of this new field from the Other tab on the Property Sheet data.
 - e. In the detail line, add a text field to the right of **No Years**.
 - f. Cut the label portion and paste it into the page header and enter **Pct of Total Sales** in it.
 - g. For the unbound portion, go to the Expression Builder and calculate the result of **TotalSales** divided by name given to the new field added in the report footer that summed **TotalSales**.
 - h. Format the detail value of the **Pct of Total Sales** as percentage with 1 decimal.
 - i. Format the **TotalSales** in the report footer line with a transparent border.
 - j. Center all column headings, detail data and summary values in their respective columns.

- k. Copy the formula from **UpdNoYears** query for **No Years** and paste it into the report footer and relocate below the field summing **Total Sales**.
- l. Copy the formula from the **UpdQry** for **TotalSales** and paste it into the report footer and relocate to be below the previous formula.
- m. Left align the **No Years** and **TotalSales** formulas with the report heading.
- n. Make everything in the report header, page header and report footer black, bold type, and everything else plain, black type.
- o. Save your report and print it on one page in landscape orientation
- p. Your report should have the following appearance. *(Note values may be incorrect; colons represent missing rows of data, and shading is not graded.)*

Report of Total Sales

(99999)-State-1

Total Sales	Employees ID	Full Name	Date Hired	Number of Years	Pct of Total Sales
3,128,867	337	Doris Open	1/6/2011	12	18.4%
:	:	:	:	:	:
19,043,428					

- G. Open the **Sales** table and copy everything and paste into an Excel document and save it as **Sales**.

II. SPREADSHEET

- A. Add a label in Cell F1 with the following heading: Grouping
- B. In Cell F2, use an IF function with the following specifications and fill down thru Cell E469.
 - 1. The decision parameter tests to see if Cell E2 is less than 10000.
 - 2. Value if true is 0
 - 3. Value if false is the following calculation.
 - a. Use a LEFT function with text parameter as Cell E2 and number of characters parameter as 1.
 - b. Concatenate the result of the LEFT function with "0000"
- C. Create a pivot table using Cells A1 thru E469 and place the table in Cell G1. Your table should have the appearance at the right. *(Note values may be incorrect and colons represent missing rows of data.)*

Row Labels	Sum of Amount of Sales
337	3,327,767
357	2,775,206
:	:
Grand Total	37,042,437

 - 1. The table should be sorted into descending order by **Sum of Amount of Sales**
 - 2. Everything should be centered vertically and horizontally.
 - 3. Values should all be numbers with commas and no decimals.
- D. In Cell I1, use the following label: **% of Sales**
- E. In Cell J1, use the following label: **Sales>69000**
- F. In Cell I2, enter the following formula using absolute reference for Cell H8: =H2/\$H\$8
 - 1. Format the field as a percent with one decimal.
 - 2. Select Cell I2 and fill down thru Cell I7.
- G. Cell J2, use a COUNTIFS function with the following parameters.
 - 1. Criteria Range 1 should be Cell D2:D469 using absolute reference indications.
 - 2. Criteria 1 should be G2.
 - 3. Criteria Range 2 should be Cell F2:F469 using absolute reference indications.
 - 4. Criteria 2 should be 70000.
 - 5. This should count all records with the value in Column D equal to the value in Cell G2 and with the value in Column F equal to 70000.
 - 6. Select Cell J2 and fill down thru Cell J7.
- H. All values in Column J should be numbers with no decimals.
- I. Use grey shading for Cells G1 thru J1 and Cells G8 thru H8.
- J. Copy Cells E1 thru J8 to be used in the document in **Part III**.

III. DOCUMENT

MAXIMUM 175

- A. Create a simplified memo with 1 1/2" top margin in portrait organization using Calibri 12-point font.
1. Add the header 1" from the top of the page, right justified on the right-hand margin, replacing 99999 with your contestant number: (99999)-State-2
 2. Use today's date, and show addressee as Sales Managers.
 3. Use the following subject in all caps: 2022 SALES REVIEW
 4. Use the following for the body of your document.

An analysis of the totals at the end of 2022 of each of the top salespeople showed the following results. The last column shows the number of sales of \$70,000 or more that were made by each of the salespeople. Note that the individual with the most of such sales had the lowest annual total.

**[Select Cells E1 thru J8 from the Sales table from Part II spanning from margin to margin.
The top row and the Grand Total and value should have grey shading.
Show black borders around all cells, and format values as specified in Part II.]**

Formulas used for the table and attached reports are the following:

Grouping: [Insert formula from Cell F2 of Sales table including the equal sign.]

% of Sales: [Insert formula from Cell I2 of Sales table including the equal sign.]

Sales>69000: [Insert formula from J2 Sales table including the equal sign.]

- B. Sender's name and title should be on one line with comma between: Howie Dewitt, Sales Director
- C. Reference initials should be uil.
- D. Enclosure notation should be Enclosure.
- E. Save your document as **State-2** and print on one page in portrait orientation.

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

I. DATABASE WITH REPORT		MAXIMUM			150
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 shown left justified	5			
5	Header top aligned with title and right aligned on right margin	5			
6	6 columns of data shown and no more	5			
7	6 rows of detail data shown and no more	5			
8	All column headings matching key and in same order	5			
9	All column headings, detail data and summary values centered in their respective columns	5			
10	Pct of Total Sales shown as percentage with 1 decimal, and all other values shown as numbers with commas and no decimals	5			
11	Everything in report heading, page header and report footer shown in bold, black type, and everything else shown in plain, black type	5			
12	No border shown around Total Sales summary value	5			
13	Nothing shown truncated or wrapped	5			
14	Format Total	60			
15	Sorting/Calculations/Formulas <i>(Grading for correct data, not formatting)</i>				
16	Record sorted in descending order by Total Sales	5			
17	All Total Sales matching key, ignoring order*	5			
18	All Employees ID matching key, ignoring order*	5			
19	All names shown as first name and last name with space between	10			
20	All first name and last names matching key, ignoring order* and formatting	5			
21	All Date Hired data matching key, ignoring order*	5			
22	All Number of Years matching key, ignoring order or equal to the number of years between 12/31/2023 and Date Hired *	10			
23	All Pct of Total Sales matching key or each shown equal to Total Sales divided by the sum of Total Sales *	10			
24	Grand Total value for matching key or equal to sum of Total Sales values	5			
25	DateDiff function matching key**	15			
26	Second formula matching key with addends in either order**	10			
27	Both formulas shown left aligned with the report header	10			
28	Sorting/Calculations/Formulas Total	90			
29	♣ SUBTOTAL PRINTOUT	150			
30	SUBTRACT DEDUCTION Maximum	-40	-	-	-
31	♣ 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. * If most values match key, give full credit and deduct 2 points for typo that caused one or more incorrect values. **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. ♣ 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	150			
33	GRADERS' INITIALS				

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

II. DOCUMENT WITH CHART AND FORMULAS		MAXIMUM			175
1	Format <i>(Grading for formatting, not correct data)</i>	PTS	GRD1	GRD2	GRD3
2	Printout in portrait orientation on 1 page in Calibri 12 point font	10			
3	Top margin 1 ½", left and right 1", and bottom at least 1"	5			
4	Header shown 1" from top of page and right aligned on right margin	5			
5	Everything blocked on the left, not counting header or chart	5			
6	Today's date shown on top margin	5			
7	3 lines between date and addressee and one blank line between addressee and subject and between subject and Paragraph 1	5			
8	Subject shown in all caps	5			
9	3 blank lines between last formula or formula label and sender's name	5			
10	Senders name and title on one line with comma and space between	5			
11	1 blank line between sender's name and/or title and reference initials and one blank line between reference initials and enclosure notation	5			
12	Format Total	55			
13	Body of Document/Chart/Formulas <i>(Grading for correct data from current test only, not formatting)</i>				
14	Add 5 points for each completed paragraph max	10			
15	Chart spanning from left to right margin	10			
16	1 blank line between Paragraph 1 and chart and chart and Paragraph 2 <i>(some part of Paragraph 2 must be present for credit)</i>	5			
17	6 columns shown in chart and no more	5			
18	Top row and Grand Total label and value shown in boldface type with grey shading	5			
19	Values in Amount of Sales matching key*	5			
20	Grouping shown matching key or as a number with first digit matching 1st digit of Amount of Sales followed by 0000 for all groups except the group shown as 0, and all formatted as numbers with no commas and no decimals	5			
21	Add 5 points for each entry in the following matching key or matching the same entry in Printout 1 for Row Labels and Sum of Amount of Sales max	10			
22	Grand Total value matching key or matching sum of detail values in column	5			
23	% of Sales matching key or equal to value in Sum of Amount of Sales divided by Grand Total of Sum of Amount of Sales	10			
24	All values in Sales>69000 matching key*	10			
25	% of Sales formatted as percentage with 1 decimal; Amount of Sales, Row Labels, Sum of Amount of Sales and Sales>69000 formatted a number with commas, no decimals	5			
26	Add 10 points for Grouping formula matching key with either + or & for concatenation	10			
27	% of Sales: formula matching key	10			
28	Formula for Sales>69000 matching key	15			
29	Body of Document/Chart/Formulas Total	120			
30	♣ SUBTOTAL PRINTOUT	175			
31	SUBTRACT DEDUCTION Maximum	-40	-	-	-
32	<ul style="list-style-type: none"> ♣ Deduct 2 points for each typo or missing field in the printout, not otherwise graded. Header is subject to 2 typos if present and subject to 2 typos plus 5 point for location, if missing. * If most values match key, give full credit and deduct one typo for error that caused incorrect values. ♣ 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 student stopped typing. (i.e. if a student typed sender's name, he/she gets credit for all paragraphs completed even if they are incomplete or missing; typos are taken for the entire document, including formula labels. 				
33	♣TOTAL PRINTOUT	175			
34	GRADERS' INITIALS				

2024 UIL Computer Applications STATE Test - Score Sheet

FINAL SCORE

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

Design View of Access Report

Report Header										
Report of Total Sales									99999	State-1
Page Header										
Total Sales	Employees ID	Full Name	Date Hired	Number of Years	Pct of Total Sales					
Detail										
TotalSales	Employees ID	= [FirstName] & " " & [LastName]	DateHired	No Years	as]/[AccessTotals]					
Page Footer										
=Now() UIL Computer Applications - ANSWER KEY FOR GRADERS - Printout 1 ="Page " & [Page] & " of " & [Pages]										
Report Footer										
Sum([TotalSale										
DateDiff("yyy	[DateHired]	#12/31/2023#)								
[TotalSales]+[SalesAmount]										

Report of Total Sales

(99999)-State-1

Total Sales	Employees ID	Full Name	Date Hired	Number of Years	Pct of Total Sales
3,128,867	337	Doris Open	1/6/2011	12	18.4%
2,875,206	357	Terry Bull	9/5/1993	30	16.9%
2,825,036	228	Kenya Dewit	6/1/1993	30	16.6%
2,765,622	115	Darren Deeds	11/30/1993	30	16.2%
2,736,178	40	Anna Sasin	6/30/2010	13	16.1%
2,711,529	299	Laura Norder	11/18/1987	36	15.9%

17,042,438

**DateDiff("yyyy",[DateHired],#12/31/2023#)
[TotalSales]+[SalesAmount]**

(99999)-State-2

Today's date

Sales Managers

2022 SALES REVIEW

An analysis of the totals at the end of 2022 of each of the top salespeople showed the following results. The last column shows the number of sales of \$70,000 or more that were made by each of the salespeople. Note that the individual with the most of such sales had the lowest annual total.

Amount of Sales	Grouping	Row Labels	Sum of Amount of Sales	% of Sales	Sales>69000
25,857	20000	337	3,128,867	18.4%	2
1,893	0	357	2,875,206	16.9%	4
41,016	40000	228	2,825,036	16.6%	7
71,329	70000	115	2,765,622	16.2%	4
23,152	20000	40	2,736,178	16.1%	5
14,732	10000	299	2,711,529	15.9%	8
17,976	10000	Grand Total	17,042,438		

Formulas used for the table and attached reports are the following:

Grouping: =IF(E2<10000,0,LEFT(E2,1)&"0000")

% of Sales: =H2/\$H\$8

Sales>69000: =COUNTIFS(\$D\$2:\$D\$469,G2,\$F\$2:\$F\$469,70000)

Howie Dewitt, Sales Director

uil

Enclosure

2024 UIL Computer Applications State 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 1½"			
	Right margin 1"			
	Left margin greater than right margin			
	Bottom margin 1 – 1 ½"			
TITLE	Title in boldface type			
	Title centered			
	3 blank lines between title and body			
BODY	Body of report double spaced			
	Paragraphs indented ½"			
¶ 1	Umlaut on ö of <i>Königsberg</i>			
	Umlaut on ü of <i>Glücksburg</i>			
¶ 2	Umlaut on ö of <i>Königsberg</i>			
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				

FREDERICK I

Frederick I, who lived from 1657 until 1713, was an elector of Brandenburg and	16
ultimately became King of Prussia. He was born at Königsberg on the 11 th of July, 1657;	32
he was educated and greatly influenced by Eberhard Danckelmann, and he became heir	45
to the throne of Brandenburg through the death of his elder brother, Charles Emil, in	60
1674. He appears to have taken some part in public business before the death of his	76
father. The court at Berlin was soon disturbed by quarrels between the young prince	90
and his stepmother, Dorothea of Holstein-Glücksburg. In 1686, Dorothea persuaded her	101
husband to bequeath outlying portions of his lands to her four sons, and Frederick,	115
fearing he would be poisoned, left Brandenburg determined to prevent any diminution	127
of his inheritance. By promising to restore Schwiebus to Silesia after his accession, he	141
won the support of the emperor, Leopold I, and, eventually, he gained his end in a	157
peaceable fashion. Having become elector of Brandenburg, he came to terms with his	170
half-brothers and their mother. In return for a sum of money, these princes renounced	184
their rights under their father's will, and the new elector thus secured the whole of	199
Frederick William's territories. He helped William of Orange to make his descent on	212
England, added various places, including the principality of Neuchatel, to his lands, and	225
exercised some influence on the course of European politics by placing his large and	239
efficient army at the disposal of the emperor and his allies.	250

The elector was very fond of pomp and strived to model his court upon that of Louis XIV. He directed his main energies towards obtaining for himself the title of king, and ultimately Leopold relented. Frederick hurried at once to Königsberg and crowned himself with great ceremony as king of Prussia. According to his promise, the king sent help to the emperor during the War of the Spanish Succession. However, by his extravagance, the king exhausted the treasure amassed by his father, burdened his country with heavy taxes, and reduced its finances to chaos. His constant obligations to the emperor drained Brandenburg of money, which might have been employed more profitably at home, and prevented her sovereign from interfering in the politics of northern Europe.

Frederick, however, was not an unpopular ruler, and by making Prussia into a kingdom, he undoubtedly advanced it several stages towards its future greatness. He founded the University of Halle and the Academy of Sciences at Berlin, he welcomed and protected Protestant refugees from France and elsewhere, and he lavished money on the erection of public buildings.

The king was married three times. His second wife, Sophie Charlotte, sister of the English king, George I, was the friend of Leibnitz and one of the most cultured princesses of the age. She bore him his only son, his successor, King Frederick William I.