

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 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.

UIL 2023 Computer Applications District - 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 using Calibri 12-point font.
 - A. Use 1 ½" top margins and conventional side and bottom margins.
 - B. Center the following title in boldface type using all caps: **ATRIUM**
 - C. Save document as **TB-Dist**.
 - D. 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 word *atrium* comes from either *ater*, meaning black, referring to the blackening of the walls from the smoke of the hearth, or from the Greek αἶθρον, meaning open to the sky. It was generally the principal entrance hall or court of a Roman dwelling, giving access and light to the rooms around it. The center of the roof over an atrium was open to the sky and called the *compluvium*. The rainwater from the roof collected in the gutters and was discharged into a marble tank underneath, which was known as the *impluvium*. In the early periods of Roman civilization, the atrium was the common public apartment and was used for the reception of visitors and clients and for ordinary domestic purposes, as cooking and dining. In it were placed the ancestral pictures, the marriage-couch, the hearth, and generally a small altar. At a somewhat later period, and among the wealthy, separate apartments were built for kitchens and dining rooms, and the atrium was kept as a general reception room for clients and visitors. There were many varieties of the atrium, depending on the way in which the roof was carried. These are described by Vitruvius under the title of *cavaedium*.

Other buildings, both consecrated and unconsecrated, were called by the term corresponding to the English “hall,” such as the Atrium Vestae, where the vestal virgins lived, and the Atrium Libertatis, the residence of the censor, where Asinius Pollio established the first public library at Rome.

The word *atrium* in Rome had a second signification, being given to an open court with porticos around, sometimes placed in front of a temple. A similar arrangement was adopted by the early Christians with relation to the Basilica, in front of which there was an open court surrounded by colonnades or arcades. The Church of San Clemente at Rome, that of Sant’Ambrogia at Milan, and the Cathedral of Parenzo in Istria, still retain their atria.

UNIVERSITY INTERSCHOLASTIC LEAGUE



Computer Applications

DISTRICT

2023

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

2023 UIL Computer Applications District Test

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

I. SPREADSHEET

	A	B	C	D	E	F	G
1	First Name	Last Name	Birthdate	Start Date	Age	Years	Password
2	Dan	Surounde	1/1/1993	2/14/2017			
3	Cody	Pendent	6/12/1990	6/12/2020			
4	Wanda	Doffe	8/13/1979	1/1/2000			
5	Oliver	Sudin	12/31/1984	8/15/2009			

- A. Create a spreadsheet with data at right.
- B. In Cell E2, calculate **Age** with the following.
 1. Subtract Cell C2 from 12/31/2022 and divide the result of the subtraction by 365.25.
 2. Use an INT function with the entire formula as its parameter.
- C. In Cell F2, calculate **Years** with the following.
 1. Subtract Cell D2 from 12/31/2022 and divide the result by 365.25.
 2. Use an INT function with the entire formula as its parameter.
- D. In Cell G2, calculate **Password** by concatenating the following.
 1. Use a LEFT function to select left 2 characters of Cell B2 and then use an UPPER function with the entire LEFT function as the parameter.
 2. Use a LEFT function to select left 2 characters of Cell A2 and then use an UPPER function with the entire LEFT function as the parameter.
 3. Use a LEFT function to select left 2 characters of Cell C2 and then use an ASC function with the entire LEFT function as its parameter.
- E. Select Cells E2 thru G2 and fill down thru Cells E5 thru G5.
- F. Save your file as **District**.

II. DOCUMENT WITH MERGED DATA

MAXIMUM 150

- A. Create a modified block letter in Calibri 12-point font with indented paragraphs, mixed punctuation and the following specifications:
 1. From the Mailings ribbon, Select Recipients from the Start Mail Merge block, and select the **District** spreadsheet created in **Part I**.
 2. Click on Edit Recipients List and sort in descending order by **Years**.
 3. Use today's date.
 4. Use the following header right justified on the right margin and ½" from the top of the page, replacing 99999 with your contestant number: (99999)-District-1
 5. Insert **First Name** and **Last Name** merge fields as addressee with a space between.
 6. Use the following address: Specific Software, Inc., P.O. Box 38240, Houston, TX 77002
 7. Use Dear Mr./Ms. for salutation and insert **Last Name** merge field.
 8. Use the following subject in all caps: NEW PASSWORDS
- B. Use the following paragraphs for the body, inserting formulas from **Part I** where indicated.

New passwords have been created for all email accounts. Your new password should be used for your email account beginning May 1, 2023.

Please verify that we have your correct information and advise us if there is any error in your data. We used the following calculations to update our records. Age and Years are similar formulas which are fairly simple, but the Password formula is more difficult.

Age: **[Insert formula from Cell E2 in Part I including the equal sign.]**

Years: **[Insert formula from Cell F2 in Part I including the equal sign.]**

Password: **[Insert formula from Cell G2 in Part I including the equal sign.]**

- C. Use the following complimentary close: Sincerely yours
- D. Use the following sender's name and title on one line: Constant Webb, Coordinator

- E. Use the following reference initials: uil
- F. Save the document as a file called **District-1**.
- G. Finish and merge the current record to a new document named **District-1-Merged** and print in portrait orientation on one page.
- H. Close the Word documents.

III. DATABASE WITH REPORT

MAXIMUM 100

- A. Create a database named **District** and import data from **Part I** to a new table named **Employees** with the following specifications:
 - 1. Specify column headings.
 - 2. Do not add a primary key.
- B. With the Employees table open, click the Report icon in the Reports block of the Create ribbon.
- C. Resize columns to make all columns fit on one page to be printed in portrait orientation.
- D. In design view, make the following modifications.
 - 1. Use portrait orientation with 1" margins.
 - 2. Center the page number in the page footer between margins.
 - 3. Expand fields for Date and Time to right margin so that data can be right aligned on right margin.
 - 4. Replace =Time() with ="(99999)-District-2" and replace 99999 with your contestant number.
 - 5. Change the chart title to be the following: **List of Employees**
 - 6. In the Grouping & Totals block under the Report Design tab, click Group & Sort and add a sort to sort in descending order by Years.
 - 7. Make everything in report header, page header and report footer bold, black type, and make everything else plain, black type.
 - 8. Be sure nothing is truncated or wrapped.
 - 9. Select page header, detail, page footer and report footer fields and center all.
 - 10. Save your report as the following: List of Employees
- E. Print your report on one page in portrait orientation.
- F. Your report should have the appearance shown below. *(Values may be incorrect; shading and borders are ignored in grading; colons (:) indicate missing data; icon may be blurry.)*



List of Employees

**Tuesday, September 20, 2022
(99999)-District-2**

First Name	Last Name	Birthdate	Start Date	Age	Years	Password
Wanda	Doffe	8/13/1979	1/1/2000	43	22	DOWA29
:	:	:	:	:	:	:

2023 UIL Computer Applications District Test - Score Sheet - Printout 1

I. DOCUMENT WITH MERGE/FORMULAS		MAXIMUM			150
1	Format <i>(Grading for formatting, not correct data)</i>	PTS	GRD1	GRD2	GRD3
2	Printout in portrait orientation on 1 page in Calibri 12-point font	10			
3	Top margin 2", left and right 1", and bottom at least 1"	5			
4	Header shown ½" from top of page and right aligned on right margin	5			
5	Today's date shown on top margin	5			
6	Date shown keyed starting at center of page	10			
7	3 lines between date and inside address and 1 blank line between inside address and salutation	5			
8	1 line between salutation and subject and between subject and Paragraph 1	5			
9	Colon following salutation	5			
10	Subject shown indented and in all caps	10			
11	All paragraphs shown indented	10			
12	1 blank line between last formula or last formula label and complimentary close and 3 blank lines between close and sender's name	5			
13	Complimentary close and sender's name shown keyed at center of page	10			
14	Comma following complimentary close	5			
15	1 blank line between sender's name and reference initials	5			
16	Format Total	95			
17	Body of Document/Merge/Formulas <i>(Grading for correct data from current test, not formatting)</i>				
18	Add 5 points for each completed paragraph max	10			
19	Addressee shown as Wanda Doffe	5			
20	Add 5 points for each merged data field matching key for first and last name shown in inside address and last name in salutation max	15			
21	Age formula shown matching key	5			
22	Years formula shown matching key	5			
23	*1st part of Password formula shown as =UPPER(LEFT(B2,2))	5			
24	*Next part of Password formula shown as & UPPER(LEFT(A2,2))	5			
25	*Last part of Password formula shown as & ASC(LEFT(C2,2))	5			
26	Body of Document/Merge/Formulas Total	55			
27	❖ SUBTOTAL PRINTOUT	150			
28	SUBTRACT DEDUCTION Maximum	-40	-	-	-
29	<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 & subject to 2 typos + 5 points for location if missing. * Concatenation character can be either & or + . ❖ 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 or missing, but typos are taken for the entire document.) 				
30	❖TOTAL PRINTOUT	150			
31	GRADERS' INITIALS				

2023 UIL Computer Applications District Test - Score Sheet - Printout 2


II. DATABASE WITH REPORT		MAXIMUM			100
		PTS	GRD1	GRD2	GRD3
1	Format <i>(Grading for formatting, not correct data)</i>				
2	Printout in portrait orientation on 1 page	10			
3	All margins 1"	5			
4	Title shown left justified to the right of the report icon	5			
5	Date and Header box shown right aligned on the right margin	5			
6	7 columns of data and 4 rows of detail data shown and no more	5			
7	All column headings matching key and in same order	5			
8	All column headings, detail data and Count summary value centered in their respective column	5			
9	Everything in report header, page header and report footer shown in bold, black type, and everything else in plain, black type	5			
10	Nothing shown truncated or wrapped <i>(Check descenders in report footer Count field)</i>	5			
11	Format Total	50			
12	Sorting/Calculations <i>(Grading for correct data, not formatting)</i>				
13	Records shown in descending order by Years	5			
14	All Age values matching key or equal to 12/31/2022 minus Birthdate	10			
15	All Years values matching key or equal to 12/31/2022 minus Start Date	10			
16	1st 2 characters of Password matching key or equal to 1st 2 characters of Last Name	5			
17	3rd and 4th characters of Password matching key or equal to 1st 2 characters of First Name	5			
18	Last 2 values of Password matching key*	10			
19	Count in report footer under First Name matching key or equal to number of detail lines in respective column	5			
20	Sorting/Calculations Total	50			
21	❖ SUBTOTAL PRINTOUT	100			
22	SUBTRACT DEDUCTION Maximum	-40	-	-	-
23	❖ 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 match key, give credit, but take typo for any typo in Birthdate field which caused the error. ❖ 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.				
24	❖ TOTAL PRINTOUT	100			
25	GRADERS' INITIALS				

2023 UIL Computer Applications District Test - Score Sheet

FINAL SCORE

❖ TOTAL PRINTOUT 1	150			
❖ TOTAL PRINTOUT 2	100			
❖ TOTAL SCORE	250			
GRADERS' INITIALS				

Design View of Access Report

Report Header							
	List of Employees						=Date()
							="(99999)-District-2"
Page Header							
First Name	Last Name	Birthdate	Start Date	Age	Years		Password
Detail							
First Name	Last Name	Birthdate	Start Date	Age	Years		Password
Page Footer							
		="Page " & [Page] & " of " & [Pages]					
UIL Computer Applications: TEST ANSWER KEY FOR GRADERS - PRINTOUT 2							
Report Footer							
=Count(*)							

Today's Date

Wanda Doffe
Specific Software, Inc.
P.O. Box 38240
Houston, TX 77002

Dear Mr./Ms. Doffe:

NEW PASSWORDS

New passwords have been created for all email accounts. Your new password should be used for your email account beginning May 1, 2023.

Please verify that we have your correct information and advise us if there is any error in your data. We used the following calculations to update our records. Age and Years are similar formulas which are fairly simple, but the Password formula is more difficult.

Age: =INT(("12/31/2022"-C2)/365.25)

Years: =INT(("12/31/2022"-D2)/365.25)

Password: =UPPER(LEFT(B2,2)) & UPPER(LEFT(A2,2)) & ASC(LEFT(C2,2))

Sincerely yours,

Constant Webb, Coordinator

uil



List of Employees

Tuesday, September 20, 2022

(99999)-District-2

First Name	Last Name	Birthdate	Start Date	Age	Years	Password
Wanda	Doffe	8/13/1979	1/1/2000	43	22	DOWA29
Oliver	Sudin	12/31/1984	8/15/2009	37	13	SUOL31
Dan	Surounde	1/1/1993	2/14/2017	29	5	SUDA33
Cody	Pendent	6/12/1990	6/12/2020	32	2	PECO33

4

2023 UIL Computer Applications District 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			
BODY	Body of report double spaced			
	Paragraphs indented ½"			
¶1	Add 5 pts for each correct character αἶθροῦ max 30			
Credit for Page 2 only if Page 2 is present:				
PAGE 2	No single line of paragraph ending Page 1			
	No single line of paragraph beginning Page 2			
	Top margin 1" on Page 2			
	Page number 1" from top and from right edge of paper			
	Text double-spaced down from page number			
✓ TOTAL - BONUS POINTS				
✓ GRAND TOTAL-WPM PLUS BONUS POINTS				
GRADERS' INITIALS				

ATRIUM

Atrium (either from <i>ater</i> , black, referring to the blackening of the walls from the smoke	15
of the hearth, or from the Greek <i>αἶθρον</i> , open to the sky, or from an Etruscan town, Atria,	33
principal entrance hall or court of a Roman dwelling, giving access and light to the rooms	49
round it. The center of the roof over the atrium was open to the sky and called the	67
<i>compluvium</i> . The rainwater from the roof collected in the gutters was discharged into a	81
marble tank underneath, which was known as the <i>impluvium</i> . In the early periods of Roman	96
civilization the atrium was the common public apartment, and was used for the reception	110
of visitors and clients, and for ordinary domestic purposes, as cooking and dining. In it were	126
placed the ancestral pictures, the marriage-couch, the hearth, and generally a small altar.	139
At a somewhat later period, and among the wealthy, separate apartments were built for	153
kitchens and dining rooms, and the atrium was kept as a general reception room for clients	167
and visitors. There were many varieties of the atrium, depending on the way in which the roof	184
was carried. These are described by Vitruvius under the title of <i>cavaedium</i> .	196
Other buildings, both consecrated and unconsecrated, were called by the term	207
(corresponding to the English "hall"), such as the Atrium Vestae, where the vestal virgins lived,	222
and the Atrium Libertatis, the residence of the censor, where Asinius Pollio established the first	237
public library at Rome.	241
The word <i>atrium</i> in Rome had a second signification, being given to an open court with	257
porticos around, sometimes placed in front of a temple. A similar arrangement was adopted	272

by the early Christians with relation to the Basilica, in front of which there was an open court	289
surrounded by colonnades or arcades. The Church of San Clemente at Rome, that of	303
Sant' Ambrogia at Milan, and the Cathedral of Parenzo in Istria, still retain their atria.	317