

## UIL Computer Applications Tests Instructions and Scoring

### I. Preparation

#### A. Setup

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

#### B. Equipment

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

#### C. Software

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

### II. Contest

#### A. 5-minute Tiebreaker

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

#### B. 30-minute Test

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

**C. Equipment malfunction during a contest**

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

**D. Conclusion**

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

### III. Grading

**A. All coaches are required to grade.**

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

**B. View all papers from each contestant.**

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

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

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

**D. Follow these grading rules.**

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

**E. Typographical errors are graded with the following criteria.**

1. All of the following are considered typos.

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

**F. Grade all Printout 1's together.**

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

**IV. Verification**

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

**V. Ties**

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

## 2023 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.

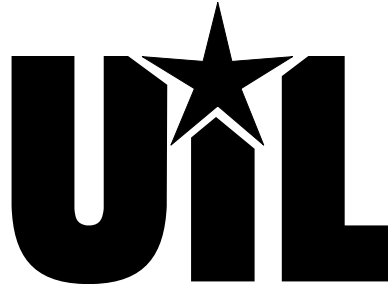
- I. **Create** a business report in Calibri 12-point type and print.
  - A. Enter the document on the next page.
    1. Use standard margins.
    2. Center the following title in boldface type using all caps: **SHANTOU**
  - B. Save document as **Tb-State**.
  - C. Write your contestant number in the upper right-hand corner of your printout.
- II. **STOP** when time is called and print your document when instructed to do so.

Shantou or Swatow, a port of China in the province of Kwang-tung, opened to foreign trade in 1869. The town is situated at the mouth of the main branch of the river Han, which is 30 miles inland, flows past the great city of Ch'aochow Fu, or Tai-chu, while the surrounding country is more populous and full of towns and villages than any other part of the province. The climate is good, but being situated at the southern end of the Formosa Strait, the town is exposed to the full force of seasonal typhoons, and much destruction is occasionally wrought. English merchants settled on Double Island in the river as early as 1856.

The trade of the port has rapidly increased. In 1869, the total value of the trade was £4,800,000; in 1884, £5,519,772; and in 1904, £7,063,579. The surrounding country is a great sugarcane district producing annually about 2,400,000 cwt. of sugar, and there is an extensive refinery in the town employing upwards of 600 workmen and possessing a reservoir for 7,000,000 gallons of water. Among the leading exports are tea, grass-cloth, pineapple cloth manufactured in the villages about Chieh-Yang, oranges for which the district is famous, cheap fans and pewter, iron and tin wares.

Shantou is also a great emigration port and was the scene of many kidnapping adventures on the part of foreigners in the early days. Their outrages gave rise to hostile feelings towards foreigners, who were not allowed to enter the city of Ch'aochow Fu until the year 1861. About 1865, the whole Shantou district was still divided into a number of independent townships, each ruled by its own headmen, and the population was described in the official gazetteer, as "generally rebellious and wicked in the highest degree." Mr. Forrest, the British consular agent, relates that in that year he was witness to the preparations for a fight between the people living on the opposite sides of the estuary, which was only prevented by a British war vessel. The Taipings swept over the country and, by their ravages and plundering, did much to tame the independence of the clans. The punishment inflicted in 1869 by Commander Jones on the inhabitants of Ou-ting-pei, about 8 miles from Shantou, for the attack they had made on the boats of H.M.S. *Cockchafer*, showed the Chinese authorities that such piratical villages were not so strong as had been supposed. General Fang, a native of Ch'aochow Fu, was sent to reduce the district to order, and he carried out his instructions with remorseless rigor.

# UNIVERSITY INTERSCHOLASTIC LEAGUE



## Computer Applications

STATE

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 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 reports.

### I. DATABASE

Field Name	Data Type	Description (Optional)
EmpNo	Number	Integer, fixed 0 decimals
Sales	Number	Double, standard, 0 decimals

- A. Create a blank database named **State**.
- B. In design view, create a table named **Sales Employees** with specifications at right and populate with data at right.
- C. From the External Data tab use the New Data Source to link to **Employees** table and the **Sales** table of the **2023 Starter Files**, but **DO NOT IMPORT**.
- D. Create the following relationships:
  1. Link **Employees ID** of **Employees** table to **Salesman** field of **Sales** table.
  2. Link **EmpNo** of **Sales Employees** table to **Salesman** field of **Sales** table.
  3. Link **Employees ID** of **Employees** table to **EmpNo** field of **Sales Employees** table.
  4. Save the relations and close them.
- E. In design view, create an update query using **Sales Employees** table and the link to **Sales** table.
  1. Update the **Sales** field by adding the **Sales** field of the **Sales Employees** table to the **SalesAmount** field of the **Sales** table.
  2. Save your query as **UpdQry** and run only one time. *(If you have any problem and have to rerun this query, reset **Sales** to zero for all records.)*
- F. In design view, create a select query with the following specifications using the **Sales Employees** table and the link to the **Employees** table.
  1. Select **EmpNo** from the **Sales Employees** field.
  2. Add field named **Name**; concatenate **LastName** and **FirstName** with a comma and space between.
  3. Select the following fields from the **Employees** table: **SS#**, **Birthdate** and **DateHired**.
  4. Add field named **Age** and subtract **Birthdate** from 12/31/2022 then divide result by 365.25 and use an Int function so result is an integer with no decimals and no commas.
  5. Add another field named **Yrs Emp** and subtract **DateHired** from 12/31/2022; divide result by 365.25; use an Int function so result is an integer with no commas and no decimals.
  6. Select the **Sales** field from the **Sales Employees** table.
  7. Run query until all fields are populated and save the query as **SelQry**; merge to **Word** to create document in **Part II**.
- G. Create another select query using the link to the **Employees** table and **SelQry** query.
  1. Link **EmpNo** field of **SelQry** to **Employees ID** field of **Employees** table.
  2. From the **Employees** table, select **Employees ID**, **LastName** and **CurrentSalary**.
  3. From the **SelQry**, select **Sales**.
  4. Run the query and save it as **SeltoExcel**; export to Excel with formatting and layout and open the spreadsheet when export is complete. This will be used in **Part III**.

EmpNo	Sales
40	0
228	0
299	0
337	0

### II. WORD DOCUMENT

**MAXIMUM 200**

- A. Use the document from **Part I** that was exported to Word and create a simplified memo in Calibri 12-point font with the following specifications:
  1. Use a 1 ½" top margin and conventional side and bottom margins.
  2. Use today's date.
  3. Show the following header 1" from the top edge of the paper and right justified on the right margin, replacing 99999 with your contestant: (99999)-State-1
  4. For inside addressee, use the following: Account Managers
  5. Use the following subject in upper/lowercase format: Annual Earnings
  6. Edit recipient list to sort merged data in descending order by **Sales**.



7. Use the following paragraphs for the body and merge data where indicated and add formulas where indicated from **Part I**.

Below is a recap of the earnings of all members of the sales team listed in descending order by sales for the year. Encourage any of the sales people working in your accounts to improve their total sales for next year. We will announce the high sales performer at Monday's meeting.

[Set **center** tabs at the following locations: .2, 1, 2, 3, 3.7, 4.4, 5.2 and 6.  
Enter the following labels starting with a tab and putting a tab between each label:

**EmpNo, Name, SS#, Birthdate, Age, DateHired, Yrs Emp, Sales.**

On next line, enter a tab and merge fields from SelQry in the same order with tabs between, and add a Next Record indicator at the end of the line.

Use a format switch to format the SS# field to print as 000-00-0000 with each 0 being an imported digit.

For Birthdate and DateHired, use a format switch to format as 01/01/2023.

Use a format switch to format Sales as currency with commas, no decimals and no space between \$ and digits.

Copy the entire line and replicate on the next three lines.

Leave one blank line before and after the 4 lines of merged data.]

The following formulas were used in our queries in Access with the first formula from the UpdQry and the remainder from the SelQry.

Sales: [Copy the Sales formula from the UpdQry and paste here.]

Name: [Copy the Name formula from the SelQry and paste here.]

Age: [Copy the Age formula from the SelQry and paste here.]

Yrs Emp: [Copy the Yrs Emp formula from the SelQry and paste here.]

SS# Format Switch: [Copy the format switch used for SS# and paste here.]

Date Format Switch: [Copy the format switch used for either Birthdate or DateHired and paste here.]

8. Use sender's name and title on one line: Winchell Factor, Personnel Director
9. Use the following reference initials: uil
- B. Save the document as a file called **State-1**.
- C. Finish and merge all records; save the document as **State-1 Merged** and print in portrait orientation on one page.

### III. SPREADSHEET WITH PRINTOUT

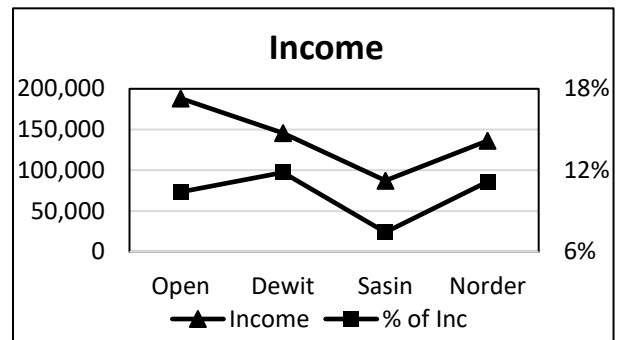
**MAXIMUM 175**

- A. Open **SeltoExcel** file that was exported to Excel in **Part I**.
- B. Sort the data in descending order by **Sales**.
- C. In Cells E1 thru H1, add the following column headings; format as Cells A1:D1.
- D. In Cell E2, use an IF statement that tests to see if Cell D2 is less than 3,000,000.
  1. Value if true is Cell D2 times 2%.
  2. Value if false is Cell D2 times 5%.
- E. In Cell F2, add Cell C2 plus Cell E2.
- F. In Cells A7 thru C12, add data at the right:

	E	F	G	H
1	Comm	Income	W/H	% of Inc

	A	B	C
7	Tax	W/H%	Base Tax
8	10,275	10%	0
9	41,775	12%	1,027.50
10	89,075	22%	4,807.50
11	170,050	24%	15,213.50
12	215,950	32%	34,657.50

- G. In Cell G2, calculate **W/H** with the following specifications:
- Use a VLOOKUP function with lookup value as Cell F2, table array as Cells A7 thru C12, and a column index number that specifies **Base Tax** column.
  - Add the result to another VLOOKUP function with lookup value as Cell F2, table array as Cells A7 thru C12, and a column index value that specifies **W/H %** column and multiply the result of this VLOOKUP times the **difference** of Cell F2 minus the result of another VLOOKUP function using lookup value as Cell F2, table array as Cells A7 thru C12, and a column index value that specifies **Tax Bracket** column. Formula pattern will be  $VLOOKUP()+VLOOKUP()*(F2-VLOOKUP())$
- H. In Cell H2, divide Cell G2 by Cell F2.
- I. Select Cells E2 thru H2 and fill down thru Cells E5 thru H5.
- J. Select Cells F1 thru F5 and Cells H1 thru H5 and create a 2-D line chart with markers with the following specifications; place it in Cells D7 thru H16.
- Use black lines with one series having solid black triangle markers and the other having solid black square markers.
  - The two y-axes should have intervals and number formats as shown with the left axis indicating **Income** and the right axis indicating the **% of Inc**.
  - The x-axis should have the **Last Name** data as shown.
  - Show legend below the chart.
  - Use a black border for the plot area and chart area.
  - Your chart should have the appearance as shown at right.
  - Copy Cell E1 thru Cell H1 and paste transposed into Cells A17 thru Cell A20 and left justify.
  - Copy the formulas in Cell E2 thru Cell H2 without their equal signs and paste into Cells B17 thru B20 respectively and left justify.
- K. Print your worksheet with 1" margins in landscape orientation with the following:
- Use the following header 1" from the top of the page and right aligned on the right-hand margin, replacing 99999 with your contestant number: (99999)-State-2
  - Center data horizontally and vertically on the page.
  - Show gridlines and row and column indicators.
  - Set the print area as Cell A1 thru Cell H20.
  - Everything in Cells A1 thru H5 and Cells A7 thru C12 should be centered in the columns.
  - Everything in Row 1 and Cells A17 thru A20 should be shaded.
  - Everything in Rows 1, 7 and Cells A17 thru A20 should be boldface type.
  - Format values in **Employees ID, Current Salary, Sales, Comm** and **Tax Bracket** as numbers with commas and no decimals.
  - Format **% of Inc** and **W/H%** values as percentages with no decimals.
  - Format **Income, W/H** and **Base Tax** values as numbers with commas and 2 decimals.
  - Set the print area as Cell A1 thru Cell H20.
  - Be sure nothing is truncated or wrapped.
  - Save your worksheet as **State-2** and print it in landscape orientation on one page.



## 2023 UIL Computer Applications State Test – Score Sheet – Printout 1

I. DOCUMENT WITH MERGED DATA AND FORMULAS		MAXIMUM			200
1	Format <i>(Grading for formatting, not correct data)</i>	PTS	GRD1	GRD2	GRD3
2	Printout in portrait orientation on 1 page using Calibri 12 point font	5			
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 left, not counting header or merged data	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	3 blank lines between last formula or formula label and sender's name and 1 blank line between sender's name or title and reference initials	5			
9	Sender's name and title on one line with comma and space between	5			
10	<b>Format Total</b>	<b>40</b>			
11	<b>Body/Merged Data/Formulas</b> <i>(Grading for correct data, data must be merged for credit, not merge codes)</i>				
12	Add 5 points for each completed paragraph <span style="float: right;"><b>max</b></span>	10			
13	8 columns of data between Paragraph 1 and 2	10			
14	All columns of data shown with headings and data centered in their columns	5			
15	Headings on first row of data matching order of key and in boldface type	5			
16	1 blank line between Paragraph 1 and data and between data and Paragraph 2 <i>(Part of Paragraph 2 must be present for credit.)</i>	5			
17	Merged rows of data shown in descending order by <b>Sales</b>	5			
18	Merged names shown with last name, comma, space and first name	5			
19	<b>SS#</b> merged data shown formatted like key	5			
20	Add 5 points for <b>Birthdate</b> and <b>DateHired</b> formatted as MM/dd/yyyy <span style="float: right;"><b>max</b></span>	10			
21	Add 5 points for each column of data matching key* <span style="float: right;"><b>max</b></span>	40			
22	Add 10 points for each formula matching key** <span style="float: right;"><b>max</b></span>	40			
23	Add 10 points for each format switch matching key*** <span style="float: right;"><b>max</b></span>	20			
24	<b>Body of Document/Merged Data/Formulas Total</b>	<b>160</b>			
25	<b>❖ SUBTOTAL PRINTOUT</b>	<b>200</b>			
26	<b>SUBTRACT DEDUCTION</b> <span style="float: right;"><b>Maximum</b></span>	<b>-40</b>	-	-	-
27	<ul style="list-style-type: none"> <li>❖ Deduct 2 points for each typo or missing field in the printout, not otherwise graded. Header is subject to 2 typos is present or 2 typos plus 5 points on Line 4, if missing. *Ignore order of fields, it was graded in Lines 17 &amp; 18. If most data in columns match key, credit is given and a typo is taken for the value in <b>EmpNo</b> that caused the error. If a row is missing all data, that is one typo. **Addends in any formula can be in either order. The date in formulas can be shown as #12/31/2022# or DateSerial(2022,12,31). ***Date switch can be MM/DD/YYYY or MM/DD/yyyy or MM/dd/YYYY</li> <li>❖ Errors include misspelling, missed capitalization or punctuation, extra, double or omitted words or values, words that run together, incorrectly divided words, incorrect, wrapped or truncated words or values, or other errors. If format of values in a column does not match key format, deduct one typo.</li> <li>❖ 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.)</li> </ul>				
28	<b>❖ TOTAL PRINTOUT</b>	<b>200</b>			
29	<b>GRADERS' INITIALS</b>				

## 2023 UIL Computer Applications State Test – Score Sheet – Printout 2

II. SPREADSHEET PRINTOUT		MAXIMUM			175
1	Format <i>(Grading for formatting, not correct data)</i>	PTS	GRD1	GRD2	GRD3
2	Printout in landscape orientation on 1 page in Calibri 12-point font	5			
3	All margins at least 1" with spreadsheet centered vertically and horizontally on the page	5			
4	Header shown 1" from top of page and 1" from right edge of page	5			
5	Everything in Rows 1 thru 12 in spreadsheet centered horizontally, and everything in Rows 17 thru 20 shown left justified	5			
6	Everything in Row 1 and Cells A17 thru A20 in boldface type with shading	5			
7	Everything in Row 7 shown in bold type without shading	5			
8	8 columns shown and no more	5			
9	Gridlines and row and column indicators shown	5			
10	Values in <b>Employees ID</b> , <b>Current Salary</b> , <b>Sales</b> , <b>Comm</b> and <b>Tax Bracket</b> shown as numbers with commas, no decimals; <b>% of Inc</b> and <b>W/H%</b> shown as percentages with no decimals; and <b>Income</b> , <b>W/H</b> and <b>Base Tax</b> shown as numbers with commas and 2 decimals	5			
11	<b>Format Total</b>	<b>45</b>			
12	<b>Calculations/Sorting/Formulas</b> <i>(Grading for correct data, not formatting)</i>				
13	Data shown in descending order by <b>Sales</b>	10			
14	Add 5 points for all <b>Employees ID</b> , <b>Last Name</b> and <b>Sales</b> data matching key or matching data from Printout 1, ignoring order <b>max</b>	15			
15	2-D line chart with markers shown covering most of Cells D7 thru H16	5			
16	One data series shown as black line with solid black triangle markers and one data series shown as black line with solid square triangle markers	5			
17	Left y-axis shown indicating <b>Income</b> and right y-axis shown indicating <b>% of Inc</b>	5			
18	X-axis shown with <b>Last Name</b> data matching key and order of key	5			
19	Add 5 points for each axis with number intervals matching key and number formats matching key <b>max</b>	10			
20	Title shown centered in boldface type above chart and legend shown below chart	5			
21	Black border shown around plot and chart area	5			
22	All values in <b>Current Salary</b> matching key*	10			
23	All values in <b>Comm</b> column matching key or equal to Cell D2 times 2% if D2 is less than 3,000,000; otherwise <b>Comm</b> is equal to Cell D2 times 5%*	10			
24	All values in <b>Income</b> column matching key or equal to <b>Current Salary</b> plus <b>Comm</b> *	5			
25	All values in <b>W/H</b> matching key	5			
26	All values in <b>% of Inc</b> matching key	5			
27	Formula in Cell B17 matching key	5			
28	Add 5 points for each formula in Cell B18 and B20 matching key <b>max</b>	10			
29	1st part of formula in Cell B19 shown as VLOOKUP(F2,\$A\$7:\$C\$12,3)+	5			
30	2nd part of formula in Cell B19 shown as VLOOKUP(F2,\$A\$7:\$C\$12,2)*	5			
31	3rd part of formula in Cell B19 shown as (F2-VLOOKUP(F2,\$A\$7:\$C\$12,1))	5			
32	<b>Calculations/Sorting/Formulas Total</b>	<b>130</b>			
33	<b>♣ SUBTOTAL PRINTOUT</b>	<b>175</b>			
34	<b>SUBTRACT DEDUCTION</b> <b>Maximum</b>	<b>-30</b>	-	-	-
35	<ul style="list-style-type: none"> <li>♣ Deduct 2 points for each typo or missing field in the printout, not otherwise graded. Header is subject to 2 typos if present &amp; subject to 2 typos + 5 points for location if missing.</li> <li>*If most values match key, deduct one typo for error in <b>Employees ID</b> causing the incorrect data.</li> <li>♣ Errors include misspelling, missed capitalization or punctuation, extra, double, or omitted words, values, or rows, words that run together, incorrectly divided words, incorrect, wrapped or truncated headings, words or values, or other errors.</li> </ul>				
36	<b>♣ TOTAL PRINTOUT</b>	<b>175</b>			
37	<b>GRADERS' INITIALS</b>				

Contestant Number \_\_\_\_\_

### 2023 UIL Computer Applications State Test – Score Sheet

#### FINAL SCORE

❖ TOTAL PRINTOUT 1	200			
❖ TOTAL PRINTOUT 2	175			
❖ TOTAL SCORE	375			
GRADERS' INITIALS				

Today's Date

Account Managers

Annual Earnings

Below is a recap of the earnings of all members of the sales team listed in descending order by sales for the year. Encourage any of the sales people working in your accounts to improve their total sales for next year. We will announce the high sales performer at Monday's meeting.

EmpNo	Name	SS#	Birthdate	Age	DateHired	Yrs Emp	Sales
337	Open, Doris	179-16-6253	01/05/1986	36	01/06/2011	11	\$3,128,867
228	Dewit, Kenya	619-08-3399	06/01/1971	51	06/01/1993	29	\$2,809,036
40	Sasin, Anna	331-79-5849	06/29/1984	38	06/30/2010	12	\$2,731,178
299	Norder, Laura	296-54-0771	11/17/1967	55	11/18/1987	35	\$2,705,529

The following formulas were used in our queries in Access with the first formula from the UpdQry and the remainder from the SelQry.

Sales: [SalesAmount]+[Sales]

Name: [LastName] & ", " & [FirstName]

Age: Int((#12/31/2022#[Birthdate])/365.25)

Yrs Emp: Int((#12/31/2022#[DateHired])/365.25)

SS# Format Switch: \#"000'-'00'-'0000"

Date Format Switch: \@ MM/dd/yyyy

Winchell Factor, Personnel Director

uil

	A	B	C	D	E	F	G	H															
1	<b>Employees ID</b>	<b>Last Name</b>	<b>Current Salary</b>	<b>Sales</b>	<b>Comm</b>	<b>Income</b>	<b>W/H</b>	<b>% of Inc</b>															
2	337	Open	31,791	3,128,867	156,443	188,234.35	19,577.74	10%															
3	228	Dewit	89,361	2,809,036	56,181	145,541.72	17,230.18	12%															
4	40	Sasin	32,755	2,731,178	54,624	87,378.56	6,499.93	7%															
5	299	Norder	82,281	2,705,529	54,111	136,391.58	15,217.15	11%															
6																							
7	<b>Tax Bracket</b>	<b>W/H%</b>	<b>Base Tax</b>	<div style="text-align: center;"> <p><b>Income</b></p> <table border="1"> <caption>Income Chart Data</caption> <thead> <tr> <th>Employee</th> <th>Income</th> <th>% of Inc</th> </tr> </thead> <tbody> <tr> <td>Open</td> <td>188,234.35</td> <td>10%</td> </tr> <tr> <td>Dewit</td> <td>145,541.72</td> <td>12%</td> </tr> <tr> <td>Sasin</td> <td>87,378.56</td> <td>7%</td> </tr> <tr> <td>Norder</td> <td>136,391.58</td> <td>11%</td> </tr> </tbody> </table> </div>					Employee	Income	% of Inc	Open	188,234.35	10%	Dewit	145,541.72	12%	Sasin	87,378.56	7%	Norder	136,391.58	11%
Employee	Income	% of Inc																					
Open	188,234.35	10%																					
Dewit	145,541.72	12%																					
Sasin	87,378.56	7%																					
Norder	136,391.58	11%																					
8	10,275	10%	0																				
9	41,775	12%	1,027.50																				
10	89,075	22%	4,807.50																				
11	170,050	24%	15,213.50																				
12	215,950	32%	34,657.50																				
13																							
14																							
15																							
16																							
17	<b>Comm</b>	IF(D2<3000000,D2*0.02,D2*0.05)																					
18	<b>Income</b>	C2+E2																					
19	<b>W/H</b>	VLOOKUP(F2,\$A\$7:\$C\$12,3)+VLOOKUP(F2,\$A\$7:\$C\$12,2)*(F2-VLOOKUP(F2,\$A\$7:\$C\$12,1))																					
20	<b>% of Inc</b>	G2/F2																					

## 2023 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 1 ½"			
	Left margin 1"			
	Right margin 1"			
	Bottom margin at least 1 - 1 ½"			
TITLE	Title in boldface type			
	Title centered			
	3 blank lines between title and body			
BODY	Body of report single spaced			
	Paragraphs not indented			
	Double spaced between paragraphs			
¶ 2	Add 5 points for each £ mark <span style="float: right;"><b>max 15</b></span>			
<b>✓ TOTAL - BONUS POINTS</b>				
<b>✓ GRAND TOTAL-WPM PLUS BONUS POINTS</b>				
<b>GRADERS' INITIALS</b>				



## SHANTOU

Shantou or Swatow, a port of China in the province of Kwang-tung, opened to foreign trade in 1869. The town is situated at the mouth of the main branch of the river Han, which is 30 miles inland, flows past the great city of Ch'aow Fu, or Tai-chu, while the surrounding country is more populous and full of towns and villages than any other part of the province. The climate is good, but being situated at the southern end of the Formosa Strait, the town is exposed to the full force of seasonal typhoons, and much destruction is occasionally wrought. English merchants settled on Double Island in the river as early as 1856.	17 37 53 70 88 102 114
The trade of the port has rapidly increased. In 1869, the total value of the trade was £4,800,000; in 1884, £5,519,772; and in 1904, £7,063,579. The surrounding country is a great sugarcane district producing annually about 2,400,000 cwt. of sugar, and there is an extensive refinery in the town employing upwards of 600 workmen and possessing a reservoir for 7,000,000 gallons of water. Among the leading exports are tea, grass-cloth, pineapple cloth manufactured in the villages about Chieh-Yang, oranges for which the district is famous, cheap fans and pewter, iron and tin wares.	131 145 159 173 186 200 207
Shantou is also a great emigration port and was the scene of many kidnapping adventures on the part of foreigners in the early days. Their outrages gave rise to hostile feelings towards foreigners, who were not allowed to enter the city of Ch'aow Fu until the year 1861. About 1865, the whole Shantou district was still divided into a number of independent townships, each ruled by its own headmen, and the population was described in the official gazetteer, as "generally rebellious and wicked in the highest degree." Mr. Forrest, the British consular agent, relates that in that year he was witness to the preparations for a fight between the people living on the opposite sides of the estuary, which was only prevented by a British war vessel. The Taip`ings swept over the country and, by their ravages and plundering, did much to tame the independence of the clans. The punishment inflicted in 1869 by Commander Jones on the inhabitants of Ou-ting-pei, about 8 miles from Shantou, for the attack they had made on the boats of H.M.S. <i>Cockchafer</i> , showed the Chinese authorities that such piratical villages were not so strong as had been supposed. General Fang, a native of Ch'aow Fu, was sent to reduce the district to order, and he carried out his instructions with remorseless rigor.	223 239 256 270 286 300 317 334 350 365 382 394 412 425

# **Making Copies for Computer Applications:**

**17 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 - 1 page

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 - 1 page