

**UNIVERSITY INTERSCHOLASTIC
LEAGUE**



2013-2014

**COMPUTER APPLICATIONS
HANDBOOK**



Contact Information

On most Saturdays while you're grading invitational tests, I'm available in my office (830.367.3825), or the phone message will direct you to my cell phone. If you hit a roadblock in your grading and want a mediator, don't hesitate to call. The goals of the tests are as follows:

1. Have a level playing field.
2. Have a level of difficulty so that the top places are earned, not just decided with a tiebreaker.
3. Enable the students to become very, very competent in this powerful package.

I'm also available during the week at the same number or by email: hexco@hexco.com. This is your contest. We listen to all the input from both the competitors and the coaches. We want to weld this into the best possible contest. Let's work together to make this a positive experience as we move through this transition.

Linda Tarrant, Contest Director

Computer Applications Handbook

Written & edited by Linda Tarrant

Please contact us with any questions, suggestions, problems, or comments on the book.

HEXCO ACADEMIC. • PO Box 199 • Hunt, TX 78024

Info: (830) 367-3825 • Fax (830) 367-3824

email: hexco@hexco.com

www.hexco.com

UNIVERSITY INTERSCHOLASTIC LEAGUE

MAKING A WORLD OF DIFFERENCE

Please contact UIL for additional copies of the *Handbook*.

Box 8028 - University Station

Austin, TX 78713-8028

☎ (512) 471-5883 ☎

www.uiltexas@uts.cc.utexas.edu

www.uiltexas.org/academics

What to Expect for 2013-2014

* Use a "current or near current version of Microsoft Office"

Again, for the 2013-2014 school year, we will write and take all tests in Microsoft Office 2007 or 2010. If schools are using Microsoft Office 2013, we will also take tests in this version. No versions older than Office 2007 will be acceptable for this contest. The word processing element must be done in Word; spreadsheet elements, in Excel; and database elements, in Access. Graders may check saved devices to ascertain that the appropriate element of a test was done in the appropriate application package (i.e. if a database element was executed entirely in Excel, it should not be graded). However, some students may choose to start in Excel, manipulate calculations, and then take the output of the spreadsheet to Access to complete processing. This is acceptable unless a test specifically asks that formulas from Access be printed. In this case, Excel formulas will not be accepted. **Be sure that all features are installed in all the Microsoft applications, and that they are updated.**

* Downloadable Lesson Plans on the UIL website

To integrate more of the parts of the Computer Application Contest into your classrooms, UIL has five separate Lesson Plans that are downloadable from their website: <http://www.uiltexas.org/academics/computer-applications>.

Topics covered include the following:

Lesson 1-Simplifying the IF

Lesson 4-Field Codes for Text-Date-Time

Lesson 2-Date & Time

Lesson 5-Field Codes for Numbers

Lesson 3-Update Queries and the Expression Builder

* Frequently Asked Questions on the UIL website

To provide support to coaches for this contest, we added frequently asked questions recently, and these have extensive explanations at http://www.uiltexas.org/files/academics/ComApps_FAQ.pdf for the following questions.

Why should students participate in UIL?

When do graders look at a student's flash drive?

How do my students earn better scores?

Where are the contest rules posted?

If I have questions, who do I contact?

Can I teach contestants in the classroom?

What happens at an invitational meet?

Where do I find practice materials?... and more

* Constitution & Contest Rules

The following changes have been included in the C&CR in recent years.

- Coaches and participants are responsible for contest information in the *Computer Applications Handbook*, which is published annually and available through UIL.
- A current or near current version of Microsoft Office is specified for use, and the specific versions to be used are identified in the annual *Computer Applications Handbook*.
- A contestant may be disqualified if a coach does not grade.

* Computer Application Handbook

This *Computer Applications Handbook* contains an expansion of rules for participation in the Computer Applications Contest, instructions for conducting a contest, and data specific to this contest. Participants are expected to know all the information in this handbook. Our intent is to simplify and organize the amount of information required to be memorized from the *Keyboarding Quick Reference Guide*, which is still a valid reference.

Student should make templates of each of the document formats, should know how a contest is conducted, and should know how to handle a system or printer malfunction in a contest.

Students should be able to use all functions for Office 2007. They need not understand how PMT, COS, ATAN, STD, etc. work, but they should be able to use any function. Function names are not all the same in Access and Excel.

* Using Downloadable Files

The Region and State Meet used large downloaded files for the test. Coaches and students were instructed to download the files from the UIL website prior to the meet, and a flash drive was available at the meet to copy files to students' computers for those who had not done so. There were multiple tables in the downloaded file with a large number of records. The process worked well, and the grading was more rapid than usual. The 2014 Region and State Meets will use a downloadable file that will be posted in January on the UIL website.

The current file that was downloaded had multiple tables. No test will use all the available tables, but they will define which tables are to be used for a given test.

* State Meet Survey

The survey distributed to coaches and competitors at the State Meet had the following questions, and the results are explained. There were 28 coaches and 30 competitors who submitted surveys, which is about half of the participants and/or their coaches.

How did grading go at your competitions this year? (These were similar to last year's results.)

32% - Great 61% - Better 7% - Awful

Did the difficulty level of the tests progress at an acceptable rate? (These were similar to last year's results.)

Inv A & B	24% "Too Easy"	75% "Okay"	one person checked "Too Hard"
Dist 1 & 2	11% "Too Easy"	82% "Okay"	8% "Too Hard"
Region	6% "Too Easy"	89% "Okay"	5% "Too Hard"

Did you have any problems downloading or using the downloaded files at Region? Only one reported problem. Some didn't know ahead of time, but installed file at the region site.

What is your opinion of the use of downloaded files? Positive: Most comments were very positive about reduced typos, ease of grading, more like a real-world application, more focus on the power of the programs.
Negative: Students should have to create tables; fast typists no longer have advantage.

What version of Office is used? 2007 - 44% 2010 - 53% 2013 - 3%

What do you wish we would cover in the fall Student Activities Conferences (SAC)?

Pivot tables	Grading explanation/example	Formatting a report
Word-merge formatting	Shortcuts	Lookup in Excel from Access file
Prior year's State test	Calculated fields in reports	Instructions on taking a test
More Access	Queries in Access	

What do you wish we were doing differently?

Downloaded files before Region	More training on website	Less time for setup
More practice with download file	Wider variety of layouts/formats	Computerized grading
Fewer examples	Embedded tables	SQL and VBA types of skills
Fewer step-by-step instructions	No points for default items	

What are your other concerns?

Document formats antiquated	Leave last year's files on web	Watch for blue-tooth/wireless capabilities
Create database + downloads	Supply flashdrives for download	

Thanks to all who took the time to submit surveys! We read every one, we analyze, and we continue to make changes to improve this contest. Students, remember, this contest belongs to you, not to me, not to your coach. If you have ideas, let me know.

Linda Tarrant, Contest Director linda@hexco.com

Table of Contents

I.	Commentary on the Constitution	2
II.	Computer Applications Tests	2
III.	Software	2
IV.	Optional Material	2
V.	Equipment	3
VI.	Equipment Malfunction during a Contest	3
VII.	Conducting a Contest	4
VIII.	Grading Procedures	4
IX.	Verification Period	5
X.	Reports	6
	Unbound Report	6
	Left-bound Report	7
	Business Report	8
	Optional Report Elements	9
XI.	Memorandum Formats	10
	Standard Memorandum	10
	Simplified Memorandum Format	11
XII.	Letter Formats	12
	Block Letter	12
	Modified Block Letter	13
	Personal-Business Letter - Blocked	14
	Personal-Business Letter - Modified Block	15
	Simplified Letter - Blocked	16
XIII.	Second Page of Letter or Memorandum	17
XIV.	Letter Parts	18
	Conventional Parts of a Letter	18
	Optional Letter Features	19
	Punctuation Conventions	20
	Proofreaders Marks	21
	Letter Placement	22
	Justification	22
XV.	Functions	22
	Appendix A. Contest Instructions and Scoring	23
	Appendix B. Functions	27
	Appendix C. Glossary	28

Computer Applications Handbook

I. Commentary on the Constitution

The Computer Applications Contest focuses on speed, skill, and accuracy using three computer applications, word processing, data base, and spreadsheet, and on the integration of these applications. The major recent changes in the *Constitution* deal with limiting the contest to Microsoft Office, including Excel, Access, and Word, requiring coaches to grade, requiring contest directors to give coaches copies of the test to take at the same time students are taking the test, and requiring that coaches and competitors have a student's printouts, scoring sheet, and a copy of test and answer keys available during Verification.

For questions, corrections, or suggestions concerning this Handbook, the UIL Invitational Tests, District Tests, Regional Tests or State Tests, or the Computer Applications contest, please contact the director, Linda Tarrant, Box 199, Hunt, TX 78024, (830) 367-3825.

II. Computer Applications Tests

With the short time frame (30 minutes), most tests will require that two documents be created and printed. Occasionally, a third printout may be required on a test.

The tiebreaker may be a timed typing test, usually just creation of a Word document. The 5 minutes allotted for this element of the contest includes students' time spent reading the test, setting up, and entering the required information. When time is called by the Contest Director, tiebreakers will be printed as the Director instructs. The Director may instruct half of the students to start printing at one time and wait until their printing is complete before requesting the remaining half to print their output. This is recommended for large groups where the use of so many printers at one time would test the electrical capacity of a facility.

III. Software

UIL has limited the Computer Applications contest to a single software package, Microsoft Office, including Excel, Access, and Word. No other application package is an option.

A current or nearly current version of Microsoft Office is acceptable. Tests are written in Office. The database element of tests will be run in Access. Contestants may no longer use Excel as a quasi database.

IV. Optional Material

"Help" files stored on your computer may be used, and students may generate their own help files and templates of letters, memos, reports, etc. Help files are available in most applications and typically include search capabilities to look for keywords and select topical information. Students may, however, create their own help files so that they contain specific information that is easily accessed on such topics as letter formats, memo formats, reports, punctuation, letter placement, etc. Of course, custom help files will not be available on equipment supplied at test sites.

"Templates" are sample letters, memos, reports, or documents that are already formatted with appropriate margins, layouts, spacing, and placement for date, inside address, salutation, body of letters, complimentary close, reference initial and the like. A separate template may be created for each type of document for which students are responsible.

Students may make their own templates and store them on hard drives; this can be as simple as any document saved. Templates provided by word processors might need to be modified for the specific margins

and formats of the UIL-defined documents. Commercial keyboard overlays or keyboard templates may be used during the contest, but no user prepared overlays.

Nothing extraneous may remain in the contest room during a contest, including *Computer Applications Handbook*, *Keyboard Quick Reference Guide*, any notes, overlays, etc.

V. Equipment

As in the past, equipment may not be shared. EACH STUDENT MUST HAVE A FULLY OPERATIONAL SYSTEM TO COMPETE. That is, each student must have the following:

- Laptop or notebook with appropriate cables
- Printer with appropriate cables (Be certain to have backup print cartridges in case it is needed.)
- Saving device, such as writable CD, floppy disk, or flash drive (not an external hard drive)
- Optionally a student may have an external keyboard/keypad and a mouse (Be wary of wireless keyboards and mouse units as batteries can go out and some have affected a nearby computer's mouse/keyboard.)

If something is missing or inoperative before the contest, the student or his or her coach should try to repair the problem or borrow a component from another contestant or coach to replace the malfunctioning component before the contest begins. No components may be shared. This includes any switched printers that would be connected to two or more computers used by contestants via a switching device or cable. Networked computer labs with common printer may not be used.

VI. Equipment Malfunction during a Contest

- **Printer Malfunction.** If a student's system and printer was entirely operational before the contest began and printer difficulty is experienced during the competition, he or she should raise a hand and advise the Contest Director who can then ask an assistant to help resolve the problem immediately, if possible. If the malfunction cannot be resolved after approximately five minutes, the student should resume work on the test, and the Contest Director should assign an assistant after the contest to stay with the student while he or she prints the output from a saved file. This can either be on a different printer or a different computer. However, ***an assistant that is "unrelated" to the student must remain with the student during the entire printing period***; no additional editing or alterations may be done; and the Director ***must have been apprised of the problem during the competition***, not after the contest, and an assistant must have spent some time addressing the problem during the test. If a student does not attempt any printing prior to the last two minutes and then has a printer malfunction, the same procedure is instituted to advise the Contest Director and seek help. However, printing of everything in the print queue may be done, but only one printout may be submitted for grading. DO NOT WAIT UNTIL THE TWO-MINUTE WARNING TO PRINT OUTPUTS.
- **Other Equipment Malfunction.** A student should raise his or her hand if any other equipment problems are experienced during the contest. An assistant can then attempt to resolve the problem. If the student can continue with the component malfunctioning, this is acceptable, but if the system is inoperative and the problem cannot be resolved, the student can turn in only what he or she completed before the equipment problem. If the work has been saved onto a diskette, CD, or flash drive, it can be printed on another computer after the contest in the same manner described above under Printer Malfunction. A student may not complete the contest at a later time on a different computer.

VII. Conducting a Contest

- See Appendix A for the 4-page "Instructions and Scoring." These instructions are included with the Invitational, District, Region, and State Tests sent by UIL. Be certain that coaches and contestants alike understand these rules so that any deviation from the proposed operation of this contest can be resolved with the Contest Director.
- Note that coaches should be given a test when they are dismissed from the contest room so that they can take the test individually or in groups at the same time students are taking the tests, albeit, in a different location.
- Do not allow a warmup period during the contest. (Any warmup can be done by students after they have set up their equipment and before the contest starts.)
- Never allow students from the same school to sit in adjacent locations.
- For timing a contest, have an accurate clock or timing device. Give a warning to the contestants ten minutes before time will be called. Give a second warning two-minutes before calling time.
- Students should be encouraged to save their work frequently. It is much faster to save to a hard drive, but students should save to a floppy or CD (see Printer Malfunction section).
- Students should be encouraged to double check their data entry for accuracy. Making a typo on a numeric field can cause multiple errors when the field is used for calculations and totals.
- If a student turns in an extra page for a printout (i.e. not a second page because a document wouldn't fit on one page), the grader should arbitrarily select the top printout. **If one page is a graph/chart and the other a document that was intended to have a graph/chart embedded, the two can be graded as one.** The student will get credit for having the chart, but he or she will lose points for not embedding in the document.
- Grading stops where a student stopped typing. Remind students that it is inadvisable to jump ahead to the Complimentary Close of a letter before the document is completed since this will cause graders to take points off for missing words in the document. If a template is used, everything past a student's last entered data is ignored. (i.e. If a contestant stopped typing in the middle of a letter, grading stops at that point. In this case, parts of the Complimentary Close and Reference Initials may appear correct, but these are not graded. However, if a student skipped to the bottom of a letter without completing the document and changed the Sender's Name, then everything is subject to typos up to Sender's Name.)

VIII. Grading Procedures

Directors must use coaches for grading. This is a tedious process, but if coaches have taken the test while students are working, and these coaches are used as graders, the verification process is simplified.

- Be certain that a coach never scores his/her own student's paper or reviews it during grading. (At State, the 5A coaches grade the 2A papers, the 4A coaches grade the 3A papers, etc.)
- All of the Printout 1's for a test should be scored by graders at the same time to allow resolution of problems as they are encountered by the entire group. This helps to minimize questions during Verification Period.
- All Printout 2's should be scored by the graders at the same time.
- Three graders should grade each test, and a fourth grader should tally test scores and resolve discrepancies with the grader(s) that might disagree on specific points or ask for resolution from the Contest Director.
- Due to differences between printers, allow a least $\frac{1}{4}$ " error. Rulers may NOT be used by the students or by the graders, hence this is necessarily an estimated amount. **Bend in the direction of leniency on margins.**

- Since many proportional fonts make it difficult to tell whether two spaces are left between sentences, after colons, etc. **Do not count off for single spaces in these areas.**
- Typos are deducted at the end of the scoring sheet for most documents. These errors typically include misspelling, incorrect numbers, incorrect formatting of quotations, missed capitalization or punctuation, double words, omitted words, incorrectly divided words at the end of a line, words that run together, incorrect boldface type, italics, or underlining, etc., omission of data or elements in charts, extra data or elements in charts, etc.
 - A. **Never count off twice for an error.** If an error is deducted directly on the score sheet, do not also count off for it as a typo.
 - B. If data in a database or chart is graded for typos in the database or spreadsheet printout, do not then count off for the same typos if the information is then integrated into a document created by the word processor.
 - C. If an error in a header or footer is replicated in a grouped report, it is one typo.
 - D. The Student Identification/Test Number heading is subject to 2 typos unless otherwise specified.
- **Do not grade a printout on "mailability" standards.**

IX. Verification Period

Verification Period should be scheduled shortly after tests have been scored. Unofficial results may or may not be posted. This 15-minute period allows students and coaches to examine the student's test along with scoring sheet, a copy of the test and the answer key printouts. This is the time to check for any questionable scoring, and appeal any disagreement with the Contest Director. Do not compare tests with other students or coaches. Official results are announced after appeals have been resolved.

A coach may only verify his or her own student's paper.

Papers of different students may **NOT** be compared during this period by students or coaches.

If a coach can not be present during Verification, he or she can clear the name of a substitute with the director.

Those not present during the Verification Period, forfeit their right to appeal their scores.

Ties through sixth place are to be broken using the five-minute tiebreaker document. Only the Tiebreaker tests for the contestants with a potential tie will be graded. The Contest Director grades the tiebreaker tests that need be graded. If the scores on the tiebreaker document are the same, then a tie exists as specified in the Constitution. Mailability is not used in determining ties.

X. Reports

<p>1" Left</p> <p>1½" - 2" Top</p> <p>UNBOUND REPORT</p> <p>4 (QS)</p> <p>This is a visual sample of an unbound report. Unbound reports are generally, you guessed it, unbound. Occasionally, they may be stapled.</p> <p>The title is centered and typed 1½" to 2" down from the top of the page. Left and right margins are set at 1" and the bottom margin should rest at 1" to 1½". Begin the body quadruple-spaced after the title. If there is a subtitle, type it double-spaced below the main title and quadruple-space afterward. Double-space the body of the report. Indent paragraphs ½".</p> <p>All of the lines of a long quote, more than 4 lines long, should be indented approximately ½" from the left margin and single-spaced. No quotation marks are necessary for long quotes. If the quote is shorter than 4 lines, quotation marks are required. A short quote is not emphasized by indentation. As in other reports, any footnote occurs at the end.</p> <p>The first page of a report is not numbered; numbering starts on the second page 1" down from the top of the page and right-aligned. Double-space after the page number and continue typing the body.</p> <p>When dividing a paragraph over two pages, leave at least 2 lines of a paragraph on the first page and carry at least two to the second page.</p>	<p>1" Right</p>
---	-----------------

A. Unbound Report

- **Top Margin** - 1½" - 2"
 - **Side Margins** - 1"
 - **Bottom Margin** - 1" - 1½"
1. **Title** is centered and all caps.
 2. **Subtitle**, if present, is double-spaced below the Title and followed by a quadruple space.
 3. **Body of Report** is double-spaced.
 4. **Paragraphs** are indented ½".
 5. **Top Margin** of second and subsequent pages is 1".
 6. **Page Number** is in upper right corner as a digit, right aligned and followed by a double space, on Page 2 and subsequent pages.

1½" Left ½" - 2" Top 1" Right

LEFT-BOUND REPORT

4 (QS)

A left-bound report has a wider left margin than an unbound report. Generally, a left-bound report is bound on the left side.

The title is centered and typed ½" to 2" down from the top of the page. The left margin is placed at ½" and the right margin at 1".

The bottom margin should rest at 1" to ½". Also, guidelines for long quotes and second page placement are the same in left-bound reports as in unbound reports.

Side Headings

Side headings are aligned at the left margin and underlined.

Paragraph text starts double-spaced below a side heading.

Paragraph Headings. A paragraph heading is indented approximately ½". It should be underlined and in upper/lowercase letters. The paragraph heading is followed by a period and the paragraph text continues on the same line.

B. Left-bound Report

- **Top Margin - ½"-2"**
 - **Left Margin - ½"**
 - **Right Margin - 1"**
 - **Bottom Margin - 1"-1½"**
1. **Title** is centered and in all caps.
 2. **Subtitle**, if present, is double-spaced below the Title and followed by a quadruple space.
 3. **Body of Report** is double-spaced.
 4. **Paragraphs** are indented ½".
 5. **Top Margin** of second and subsequent pages is 1".
 6. **Page Number** is in upper right corner as a digit, right aligned and followed by a double space, on Page 2 and subsequent pages.

D. Optional Report Elements

1. **Quotations**
 - a. Short Quotations are enclosed in quotation marks.
 - b. Long Quotations of 4 or more lines are single-spaced, indented ½" and do not contain quotation marks. A blank line precedes and follows a Long Quotation.
2. **Side Headings**
 - a. Block on the left margin.
 - b. Underline.
 - c. Double-space before and after.
 - d. They may be bold or keyed in a larger font.
3. **Paragraph Headings**
 - a. Use Paragraph Headings to introduce a paragraph.
 - b. Underline.
 - c. For indented paragraphs, indent ½".
 - d. For blocked paragraphs, block on the left margin.
 - e. Format in upper/lowercase usually.
 - f. Follow with a period as a Paragraph Heading is actually part of a paragraph.
 - g. Data in the paragraph begins after the Paragraph Heading on the same line.
4. **Footnotes**
 - a. Use superscripted number or symbol following text to indicate a footnote is associated.
 - b. Format the footnote at the bottom of the page on which the text is found that required citation.
 - (a) Use a horizontal line blocked on the left that is 1½"-2" long as the first line of the footnote.
 - (b) Double-space before and after the horizontal line.
 - (c) Indent the footnote and precede with superscripted number or symbol.
 - (d) Single-space within a footnote, and double-space between footnotes.

XI. Memorandum Formats

1" Left	1½" Top	1" Right
TO:	Computer Applications Contestants	2 (DS)
FROM:	Mrs. Hauser	2 (DS)
DATE:	September 25, 20--	2 (DS)
SUBJECT:	Standard Memorandum	2 (DS)

In a Standard Memorandum, Guide Words are keyed beginning 1½" from the top of the paper in all caps and double-spaced between them. Set a tab at 1" from the left margin for the information following the guide words. Double-space before beginning the Body of the Memo.

Type the reference initials double-spaced below the last line in the Body. Other optional components, the Enclosure Notation and Copy Notation, would also be keyed with double spacing between.

uul

2 (DS)
2 (DS)

A. Standard Memorandum

- Top Margin - 1½"
- Side Margins - 1"
- Everything blocks on the left margin
- Guide Words or preprinted forms with Guide Words use data vertically aligned about 1" from left margin
- Salutation omitted
- Complimentary Close omitted

<i>1" Left</i>	<i>1½" or 2" Top</i>	<i>1" Right</i>
September 25, 20--		4 (QS)
Department Heads		2 (DS)
SIMPLIFIED MEMORANDUM		2 (DS)
This is a visual sample of a simplified memorandum.		2 (DS)
The date appears 1½" or 2" below the top edge with the addressee's name a quadruple space below. The subject line is printed in all caps or in upper/lowercase. The body is left-aligned and not indented. Quadruple-space after the body before typing the author's name and title, which should be on one line with a comma between.		4(QS)
Megan Rios, Executive Director		2 (DS)
uil		

B. Simplified Memorandum Format

- Top Margin - 1½" or 2"
- Side Margins - 1"
- Everything blocks on the left margin
- Guide Words omitted
- Salutation omitted
- Complimentary Close omitted
- Address Line is only one line and references a group
- Subject Line may be all caps or upper/lowercase

XII. Letter Formats

1" Left	2" Top	1" Right
September 25, 20--		4 (QS)
Mr. Travis Trent Weystone Construction 1775 Wentwood Drive Westover, NY 14311-1133		2 (DS)
Dear Mr. Trent		2 (DS)
BLOCK LETTER		2 (DS)
This is a visual sample of a block letter. All elements of a block letter are aligned on the left margin.		2 (DS)
The top margin is at 2", while the side margins rest at 1". If the letter contains a second page, its top margin is 1", and it contains a heading with the first and second lines of the inside address, the page number, and the date.		2 (DS)
Sincerely yours		4 (QS)
Ms. Art Tillery Systems Analyst		2 (DS)
uit		

A. Block Letter

- Top Margin - 2" unless otherwise specified
- Side Margins - 1"
- Everything blocks on the left margin
- Open or Mixed Punctuation

1" Left	2" Top	1" Right
	September 25, 20--	4 (QS)
Dr. Doris Davis Eldar Enterprises 1223 Willowmere Avenue Westchesters, OH 41150-2342		2 (DS)
Dear Dr. Davis:		2 (DS)
MODIFIED BLOCK LETTER		2 (DS)
This is an example of a modified block letter. Key date and complimentary close lines at the center of the page. Paragraphs may be optionally indented.		2 (DS)
The top margin is at 2", and the side margins rest at 1". The punctuation shown after the Salutation and Complimentary Close is known as Mixed Punctuation.		2 (DS)
Sincerely,		4 (QS)
Mr. Ike Slugg Secretary to Mrs. Whitaker		2 (DS)
uit		2 (DS)

B. Modified Block Letter

- Top Margin - 2"
- Side Margins - 1"
- Date & Complimentary Close are keyed beginning at the center of the page
- Paragraphs are optionally indented
- Subject indented if paragraphs are indented
- Punctuation is Open or Mixed

1" Left	2" Top	1" Right
5687 Jefferson Road Buffalo, NY 14426-9204 September 25, 20--		4 (QS)
Ms. Rehka Raut Traut, Inc. 578 Inwood Drive Stephenville, TX 75712-1342		2 (DS)
Dear Ms. Raut:		2 (DS)
PERSONAL-BUSINESS LETTER-BLOCKED		2 (DS)
This letter is prepared in block format. A personal business letter is in either block or modified block format. Usually, this type of letter is prepared when an individual, not a company, writes to a person or organization.		2 (DS)
The top margin is at 2", while the side margins rest at 1". Key the Sender's Return address at the top, immediately preceding the date, on the left margin.		2 (DS)
Sincerely,		4 (QS)
Edward Alpin		2 (DS)
Enclosure		2 (DS)

C. Personal-Business Letter - Blocked

- Top margin - 2"
- Side margins - 1"
- Everything blocks on the left margin
- Sender's address (not name) keyed at top of letter
- Date immediately under sender's address
- Punctuation is Open or Mixed

<p>1" Left</p>	<p>2" Top</p>	<p>1" Right</p>
	<p>5857 Jeffers Road Austin, TX 78726-2433 September 25, 20--</p>	<p>4 (QS)</p>
<p>Mr. Edward Mason Textech, Inc. 781 Techno Drive Austin, TX 78756-5324</p>		<p>2 (DS) 2 (DS) 2 (DS)</p>
<p>Dear Ms. Mason:</p>	<p>PERSONAL-BUSINESS LETTER-MODIFIED BLOCK</p>	
	<p>This is a visual example of a personal-business letter in the modified block format. A personal-business letter is in either block or modified block format. Prepare this type of letter when you, not your company, write to a person or organization.</p>	
	<p>The top margin is at 2", while the side margins rest at 1". Key the Sender's Return address at the top, immediately preceding the date, on the left margin.</p>	<p>2 (DS)</p>
	<p>Cordially,</p>	<p>4 (QS)</p>
	<p>Wilson Succotash</p>	<p>2 (DS)</p>
<p>Enclosure</p>		<p>2 (DS)</p>
<p>c Henry Bowman</p>		

D. Personal-Business Letter - Modified Block

- Top Margin - 2"
- Side Margins - 1"
- Sender's Address (not name) & Complimentary Close are keyed beginning at the center of the page
- Date immediately under sender's address
- Paragraphs are optionally indented
- Punctuation is usually Mixed
- Usually without Reference Initials

<p><i>1" Left</i></p> <p>September 25, 20--</p> <p>MR TRAVIS TWITT TWITT DESIGN 1321 WESTWARD DR DALLAS TX 75204-0144</p> <p>SIMPLIFIED LETTER- BLOCKED</p> <p>This is a visual example of a simplified block letter. All elements are blocked on the left margin.</p> <p>The top margin is 1¾" for window envelopes, and the Inside Address is keyed in all caps with no punctuation, as preferred by the USPS. The top margin can be 2" for regular envelopes, and the Inside Address may be all caps or upper/lower case.</p> <p>The subject line in all caps replaces the Salutation. The Complimentary Close and Company Name are omitted.</p> <p>JESSIE YARD, SECRETARY</p> <p>uil</p> <p>Enclosure</p>	<p><i>1¾ or 2" Top</i></p> <p><i>1" Right</i></p> <p><i>4 (QS)</i></p> <p><i>2 (DS)</i></p> <p><i>2 (DS)</i></p> <p><i>2 (DS)</i></p> <p><i>2 (DS)</i></p> <p><i>2 (DS)</i></p>
---	---

E. Simplified Letter - Blocked

- **Top Margin - 1¾" for window envelope**
- **Top Margin - 2" for conventional envelope**
- **Side Margins - 1"**
- **Everything blocks on the left margin**
- **Subject Line replaces Salutation and is keyed in all caps**
- **Complimentary Close omitted**
- **Writer's/Sender's Name and Title may be on the same line, separated by a comma.**
- **Inside Address for window envelope**
 1. All caps
 2. No punctuation
- **Inside Address for conventional envelope**
 1. All caps or upper/lowercase
 2. Punctuation omitted if all caps is used
- **Writer's/Sender's Name and Title for window envelope**
 1. All caps
 2. Punctuation used to separate from Writer's/Sender's Name from Title
- **Writer's/Sender's Name and Title for conventional envelope**
 1. All caps or upper/lowercase
 2. Punctuation used to separate from Writer's/Sender's Name from Title

Mr. Travis Twitt
Twitt Design
Page 2
September 25, 20--

1" Top

2 (DS)
Whenever a letter or memo goes beyond one page, all additional pages should be headed this way. Second and subsequent pages are typed on plain paper, not letterhead.....

XIII. Second Page of Letter or Memorandum

- Top Margin - 1"
- Side Margins - Same as 1st Page of Document
- Heading components include the following:
 1. First Line of Inside Address
 2. Second line of Inside Address if it is not the Street Address
 3. Page Number formatted as "Page 2"
 4. Date
- Heading is blocked on the left margin, followed by double space
- Plain paper is used for second and subsequent pages

XIV. Letter Parts

<i>1" Left</i>	<i>2" Top</i>	<i>1" Right</i>
September 25, 20-- -	<i>DATE</i>	<i>2 (DS)</i>
REGISTERED	<i>MAILING NOTATION</i>	<i>2 (DS)</i>
Attention Ms. Esther Roberts Trent, Inc. 7833 Trent Dr. La Joya, TX 76833	<i>ATTENTION LINE</i> <i>INSIDE ADDRESS</i>	
Dear Ms. Roberts:	<i>SALUTATION</i>	<i>2 (DS)</i>
Subject: Special Features	<i>SUBJECT LINE</i>	<i>2 (DS)</i>
Truly yours	<i>BODY OF LETTER</i>	<i>2 (DS)</i>
COOPER INDUSTRIES	<i>COMPLIMENTARY CLOSE</i>	<i>2 (DS)</i>
Melvin Marco Software Developer	<i>COMPANY NAME</i>	<i>4 (QS)</i>
uil	<i>WRITER'S/SENDER'S NAME</i> <i>WRITER'S/SENDER'S TITLE</i>	<i>2 (DS)</i>
Enclosure	<i>REFERENCE INITIALS</i>	<i>2 (DS)</i>
c Wilson Succotash	<i>ENCLOSURE NOTATION</i>	<i>2 (DS)</i>
Wilson needs the copy for records.	<i>COPY NOTATION</i> <i>POSTSCRIPT</i>	<i>2 (DS)</i>

A. Conventional Parts of a Letter

1. **Date**
 - a. Format as January 1, 2012
 - b. Blocked on left margin for Block formats.
 - c. Keyed at center of page for Modified Block formats.
 - d. Keyed at top of letter (except for Personal-Business Letter. It follows sender's address without double-spacing).
 - e. Quadruple space after the date.
2. **Inside Address**
 - a. Blocked on left margin.
 - b. Uses 2-character, uppercase state abbreviation.
 - c. Double-space after the Inside Address.
3. **Salutation**
 - a. Followed by a colon for Mixed Punctuation or by a comma if informal correspondence is specified.
 - b. Double-space after the Salutation.
 - c. Use personal title, such as Mr. Mrs., Ms., etc.
 - d. "Ladies and Gentlemen" is Salutation if none is noted.
 - e. Omitted in Simplified Letter and in Memos.
4. **Body of the Letter**
 - a. Blocked on left margin for Blocked or Simplified Formats.
 - b. Blocked on left margin or indented for Modified Block Formats.
 - c. Use single spacing in paragraphs.
 - d. Double-space between paragraphs.
5. **Complimentary Close or Complimentary Closing**
 - a. Double-spaced down from the body of the letter.
 - b. First word of Complimentary Close is capitalized.
 - c. Follow with a comma for Mixed Punctuation.
 - d. Quadruple-space after Complimentary Close (unless Company Name required in Close).
 - e. In Simplified Letters, omit the Complimentary Close and quadruple space down from the Body of the letter.
6. **Writer's Name or Sender's Name**
 - a. Blocked on left margin for Blocked Format or Simplified Format.
 - b. Keyed at center in the Modified Block Format.

B. Optional Letter Features

1. **Mailing Notations**
 - a. All caps.
 - b. Double-spaced below the date.
 - c. Blocked on the left margin.
 - d. Include indications, such as REGISTERED, CERTIFIED, INSURED, CONFIDENTIAL, etc.
 - e. Double-space after Mailing Notation.
2. **Attention Line**
 - a. May be keyed as the first line of the Inside Address with no colon after the word, "Attention"
 - b. May be double-spaced after the Inside Address in place of the Salutation, and contain a colon following Attention for Mixed Punctuation and no punctuation for Open Punctuation.
3. **Subject Line**
 - a. Blocked on left margin for block paragraphs.
 - b. Indented for indented paragraphs.
 - c. For Simplified Letters, all caps Subject Line replaces Salutation.
 - d. May be all caps or upper/lower case.
 - e. Placement is double-spaced down from the Salutation (or Inside Address for Simplified Letters), and the Body of the Letter is double-spaced below.
 - f. Optionally preceded by "Subject:"
4. **Company Name**
 - a. Double-spaced down from the Complimentary Close and aligned with it.
 - b. Printed in all caps.
 - c. Quadruple-space after Company Name.
 - d. Omitted in Personal Business Letter and Simplified Letter.
5. **Writer's Title or Sender's Title**
 - a. Keyed directly under Writer's Name in upper/lower case for most formats.
 - b. Separated from Writer's Name by a comma for Simplified Letter and keyed in all caps.
 - c. Separated from Writer's Name by a comma for Simplified Memorandum.
6. **Reference Initials**
 - a. Double-spaced down from preceding line.
 - b. Keyed in lower case.
 - c. Blocked on left margin.
7. **Enclosure Notation**
 - a. Double-spaced down from preceding line.
 - b. Follows Reference Initials if they are present.
 - c. Blocked on left margin
 - d. Formatted as Enclosure, Enclosures, or Enclosures (#).
8. **Copy Notation**
 - a. Double-spaced down from preceding line.
 - b. Follows Enclosure Notation if it is present.
 - c. Blocked on left margin.
9. **Postscript**
 - a. Blocked on the left margin for blocked paragraph formats.
 - b. Indented for indented paragraph formats.
 - c. Double-space before.
 - d. Follows Copy Notation, if present.
 - e. Always the last line of a letter, if present.
10. **Quotations** (not shown in sample)
 - a. Short quotes are enclosed in quotation marks.
 - b. Long quotes of 4 or more lines are single-spaced, and all lines of the quotation are indented ½" from the left margin. Double-space before and after a long quotation, and do not use quotation marks.

11. Enumerations & Bullets (not shown in sample)

- a. Single-spaced within the body.
- b. Double-space before, between, and after Enumerations and Bullets.
- c. Block format used with blocked paragraphs.
 - (a) Block Enumerations and Bullets on the left margin.
 - (b) Numbers are followed by a period and two spaces or a tab.
 - (c) Second and succeeding lines are blocked on the left margin.
- d. Indented format used with blocked paragraphs.
 - (a) Block Enumerations and Bullets on the left margin.
 - (b) Numbers are followed by a period and two spaces or a tab.
 - (c) Second and succeeding lines are always indented to align under the data of the first line.
- e. Indented format used with indented paragraphs.
 - (a) Indent before beginning the Enumeration or Bullets.
 - (b) Numbers are followed by a period and two spaces or a tab.
 - (c) Second and succeeding lines are always indented to align under the data of the first line.

C. Punctuation Conventions

1. Open Punctuation

- a. No punctuation after the Salutation.
- b. No punctuation after the Complimentary Close.

2. Mixed Punctuation

- a. Colon after the Salutation (or comma for very informal letters).
- b. Comma after the Complimentary Close.

D. Proofreaders Marks

Mark	Function	Example
	Capitalize	texas
	Close up	Tex as
	Delete	Texas
	Insert	Teas
	Insert a space	withinTexas or within Texas
	Insert a comma	Dallas Texas
	Insert a period	Mr Jones
	Make lowercase	stay inside or stay inside
	New paragraph	...we stopped. Two days later...
	Transpose	Teaxs or Teaxs
	Ignore correction	Do not leave Texas.
	Move right	Do not leave Texas.
	Move left	Do not leave Texas.
	Center	Farewell to Texas
	Spell out	NY or NY
	Align	9. Texas 10. Utah
	Move down	Do not leave Texas.
	Move up	Do not leave Texas
	Insert apostrophe	Tests
	Insert quotes	"Remember the Alamo," he shouted.
	Underline	<u>A Wrinkle in Time</u>
	Italicize	<i>Hamlet</i>

E. Letter Placement

1. **Standard Placement** is used in all letters unless a test otherwise states.
 - a. Top margin 2".
 - b. Side margins 1".
2. **Variable Placement** is generally a little more attractive than Standard Placement.
 - a. Top margin 2¾".
 - b. Side margins 2".
3. **Special notations** in a letter require raising the date line approximately one line for every two features. For 12-point type, this is approximately 0.2" (Notations would include Subject Line, Enclosure Notation, Copy Notation, or Postscript.)

F. Justification

1. **Left justification.**
 - a. Documents or Date may be left justified leaving a ragged right margin.
 - b. Table headings may be left justified so that the heading and the data in the column below begin at the same place.
2. **Full justification.**
 - a. Documents or data may use full justification leaving an even left and right margin.
 - b. Full justification is done by most word processors by inserting added spaces between words or letters to fill lines.
3. **Center justification.**
 - a. Titles or information may be produced with center justification which centers data between existing margins.
 - b. Headings and columnar data in a spreadsheet or database table may use center justification which centers the data in the column.
4. **Right justification.**
 - a. Information or addresses in a document may be right justified which lines up the right margin, leaving the left margin uneven. This is usable for creating a letterhead with a customized appearance.
 - b. Headings and columnar data in a spreadsheet or database table may be right justified which aligns the rightmost position of the data and heading within the column. This is most used for columns with numeric data.

XV. Functions

A. Functions for Which Students Are Responsible

1. See Appendix B for a complete list of functions from Excel that can appear on any Computer Applications test.
2. The equivalent functions may have slightly different names in Access, so be certain that you are familiar with these difference.

B. Excel and Access both use functions, and a few are not acceptable to Access.

Appendix A. Contest 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, optional mouse, and writing instruments (i.e. no *Handbooks* or printed materials).

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. Competitor may have external mouse and a keyboard or keypad, but not an external hard drive.
3. **No equipment may be shared by students during a contest.**

C. Software

1. Microsoft Office 2007, 2010 or 2013 must be used, and no other 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 package was used for a given printout, and if the correct application was not used, that printout is not graded.

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 State Meet.)
2. To start the tiebreaker, the director should ask all competitors to turn over their tiebreaker and type until time is called at 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 so students may not see tests and monitor that this doesn't occur.
2. Preview time is 3 minutes.
3. Director should ask all students to open their test and preview it for 3 minutes.
4. 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 they 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 30-minute test. Do not hold up the test.
 - a. If a student does not create a tiebreaker, but his equipment is repaired, he/she may continue with the actual 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, 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 save device. He/she will be allowed to print from the save 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 has a printer malfunction, 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 Printout 1 and Printout 2 and check that 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 student's saving device in to officials (or place them in their manila envelope).
5. If you use manila envelopes, warn that no printouts will be graded that are not in the 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. 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.
 2. 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.
 3. 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.
 4. Paperclip all printouts to be graded together (and to the outside of the envelope if using these).
 5. 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, then he/she effectively completed the entire document. In this case, 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
 - missed punctuation
 - words run together
 - incorrectly divided words
 - omitted words or numbers
 - incorrect numbers
 - double words
 - incorrect row/line spacing, either extra or omitted
 - incorrect borders/lines, either extra or omitted
 - missing or extra parts of a chart or graph
 - missed capitalization
 - incorrect formatting
 - 2. If an error is a global error as all Group Headings 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 (830.367.3825).
 - a. 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.
 - b. 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.
 - c. Grade all Printout 1 papers before starting Printout 2.
 - d. Ask all coaches to walk thru the grading of Printout 2 together.
 - e. Follow the same procedure as used in Printout 1.
 - f. Grade all Printout 2 papers together.
 - 3. 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.

Appendix B. Functions

This is a list from Office 2007, and students are responsible also for any new functions added with Office 2007.

Date & Time	PV	RADIANS	VLOOKUP	NORM.DIST
DATE	RATE	RAND		NORM.INV
DATEVALUE	RECEIVED	RANDBETWEEN	Statistical	NORM.S.DIST
DAY	SLN	ROMAN	AVEDEV	NORM.S.INV
DAY360		ROUND	AVERAGE	PEARSON
EDATE	Financial - continued	ROUNDDOWN	AVERAGEA	PERCENTILE.EXC
EOMONTH	SYD	ROUNDUP	AVERAGEIF	PERCENTILE.INC
HOUR	TBILLEQ	SERIESSUM	AVERAGEIFS	PERCENTRANK.EXC
MINUTE	TBILLPRICE	SIGN	BETA.DIST	PERCENTRANK.INC
MONTH	TBILLYIELD	Math & Trig - continued	BETA.INV	PERMUT
NETWORKDAYS	VDB	SIN	BINOM.DIST	POISSON.DIST
NETWORKDAYS.INTL	XIRR	SINH	BINOM.INV	PROB
NOW)	XNPV	SQRT	CHISQ.DIST	QUARTILE.EXC
SECOND	YIELD	SQRTPI	CHISQ.DIST.RT	QUARTILE.INC
TIME	YIELDDISC	SUBTOTAL	Statistical - continued	RANK.AVG
TIMEVALUE	YIELDMAT	SUM	CHISQ.INV	RANK.EQ
YEAR		SUMIF	CHISQ.INV.RT	RSQ
TODAY	Logical	SUMIFS	CHISQ.TEST	SKEW
WEEKDAY	AND	SUMPRODUCT	CONFIDENCE.NORM	
WEEKNUM	FALSE)	SUMSQ	CONFIDENCE.T	Statistical - continued
WORKDAY	IF	SUMX2MY2	CORREL	SLOPE
WORKDAY.INTL	IFERROR	SUMX2PY2	COUNT	SMALL
YEAR	NOT	SUMXMY2	COUNTA	STANDARDIZE
YEARFRAC	OR	TAN	COUNTBLANK	STDEV.P
Financial	TRUE	TANH	COUNTIF	STDEV.S
ACCRINT		TRUNC	COUNTIFS	STDEVA
ACCRINTM	Math & Trigonometric	Informational	COVARIANCE.P	STDEVPA
AMORDEGRC	ABS	CELL	COVARIANCE.S	STEYX
AMORLINC	ACOS	ERROR.TYPE	DEVSQ	TDIST
COUPDAYBS	ACOSH	INFO	EXPON.DIST	TDIST.2T
COUPDAYS	AGGREGATE	ISBLANK	F.DIST	TDIST.RT
COUPDAYSNC	ASIN	ISERR	F.DIST.RT	T.INV
COUPNCD	ASINH	ISERROR	F.INV	T.INV.2T
COUPNUM	ATAN	ISEVEN	F.INV.RT	T.TEST
COUPPCD	ATAN2	ISLOGICAL	F.TEST	TREND
CUMIPMT	ATANH	ISNA	FISHER	TRIMMEAN
CUMPRINC	CEILING	ISNONTEXT	FISHERINV	VAR.P
DB	CEILING.PRECISE	ISNUMBER	FORECAST	VAR.S
DDB	COMBIN	ISODD	FREQUENCY	VARA
DISC	COS	ISREF	GAMMA.DIST	VARPA
DOLLARDE	COSH	ISTEXT	GAMMA.INV	WEIBULL.DIST
DOLLARFR	DEGREES	N	GAMMALN	Z.TEST
DURATION	EVEN	NA	GAMMALN.PRECISE	
EFFECT	EXP	TYPE	GEOMEAN	Text
FV	FACT	Lookup & Reference	GROWTH	BAHTEST
FVSCHEDULE	FACTDOUBLE	ADDRESS	HARMEAN	CHAR
INTRATE	FLOOR	AREAS	HYPGEOM.DIST	CLEAR
IPMT	FLOOR.PRECISE	CHOOSE	INTERCEPT	CODE
IRR	GCD	COLUMN	KURT	CONCATENATE
ISPMT	INT	COLUMNS	LARGE	DOLLAR
MDURATION	LCM	GETPIVOTDATA	LINEST	EXACT
MIRR	LN	HLOOKUP	LOGEST	FIND
NOMINAL	LOG	HYPERLINK	LOGNORM.DIST	FIXED
NPER	LOG10	INDEX	LOG.INV	LEFT
NPV	MDETERM	INDIRECT	LOGNORM.DIST	LEN
ODDFPRICE	MINVERSE	LOOKUP	LOGNORM.INV	LOWER
ODDFYIELD	MMULT	MATCH	MAX	MID
ODDLPRICE	MOD	OFFSET	MAXA	PROPER
ODDLYIELD	MROUND	ROW	MEDIAN	REPLACE
PMT	MULTINOMIAL	ROWS	MIN	REPT
PPMT	ODD	RTD	MINA	RIGHT
PRICE	PI	TRANSPOSE	MODE,MULT	SEARCH
PRICEDISC	POWER		MODE.SNGL	SUBSTITUTE
PRICEMAT	PRODUCT		NEGBINOM,DIST	T

TEXT
TRIM
UPPER
VALUE

**& a large number of
Engineering functions**

Appendix C. Glossary of Terms

absolute reference - is the indication of a column or row in a spreadsheet preceded by dollar (\$) marks so that the reference does not change as the reference to the cell is replicated. Both row and column can be absolute or either one alone.

alignment - refers to horizontal data or object position between left and right margins or within a column, cell, or other text area. Alignment can be to the right, left, or centered within a cell, text area, line, or column.

ampersand - the "and" sign (&) used in concatenation of string data.

area chart - type of multiline graph in a spreadsheet which fills the area between lines to clearly illustrate differences.

argument - parameter entered in a function and used in making calculations (i.e. in the function *SUM(A1:B1)*, the range described by *A1:B1* is the argument for the function.)

arithmetic operator - symbols used to indicate addition (+), subtraction (-), multiplication (*), division (/), and exponentiation (^) in formulas.

ascending order - sequence of arrangement with the smallest number or letter closest to the front of the alphabet coming first. (i.e. *1 to 99.. or A to Z*)

ASCII - acronym for American Standard Code for Information Interchange. This is a standard format in which files may be written to storage devices and used by most other applications. The data output in this manner loses all its formatting information.

attribute - characteristic ascribed to something, a property.

bar chart - data graphically illustrated with a series of vertical bars. (*Microsoft Excel calls this a column chart, and refers to a bar chart as the horizontal version of this.*)

baseline - imaginary line on which a line of text is located. Descenders of the letters, *g, j, p, q,* and *y* pass through the baseline.

blank row - a blank line, empty line, or empty row in a spreadsheet or database. It is also called an *empty record* in a database.

blank line - an empty line in a document, spreadsheet, or database. This is also called a *blank row* in spreadsheets and databases, and it is also called an *empty record* in databases.

block - selected set of items, such as words, cells, columns, etc.

border - lines drawn around the perimeter of a cell, field, range of cells, block of data, a page, paragraph, drawing, or a box that emphasizes the selection. Each cell has four "borders" in a database and spreadsheet, left, right, top, and bottom, and these may be manipulated separately or in combination.

break point - a specified change in a report when a Summary Total Line is inserted. This is triggered by a change in a particular field. A Group in a report is terminated at a break point.

bullet - large round dot or square used to delineate or enumerate an important element.

calculated field - field having a mathematical expression as its source of data.

category label - label describing what the x-axis of a spreadsheet chart represents. This is printed along the x-axis under the related bar or data point.

cell - area formed by intersection of a column and row in a spreadsheet or individual item of data addressed by one column and one row.

cell address - pointer to a cell that notates the column and row intersection at which it is located.

cell reference - location of a cell in a spreadsheet that is identified by the column and row labels.

center tab - tab stop that centers data between margins, in a column, or in a particular area.

chart - visual representation of data in a graph or tabular format.

clip art - pre-prepared graphics available in most word processors that can be inserted into documents.

clipboard - area of computer memory where selected data or information is temporarily copied from an application. Contents from the clipboard can then be "pasted" into another application.

column chart - Microsoft's term for a bar chart which is a graph represented by vertical bars.

column designators - alphabetic character(s) that are displayed above each column of a spreadsheet.

column headings - also called column labels; data that appears at the top of a column in a spreadsheet.

column labels - also called column headings; data that appears at the top of a column in a spreadsheet.

compound IF - also called an embedded or complex IF; IF function embedded within another IF function

complex IF - also called an embedded or compound IF; IF function embedded within another IF function

concatenation - connection of two or more strings of data in a spreadsheet or database and placement into a separate cell or field using the ampersand (&) sign.

conditions - criteria; specifications or tests on which decisions or selections are made.

concatenation - process of placing two or more strings together to produce another string. The ampersand is often used as the concatenating character. (i.e. *concatenate fields LastName plus a comma and space and FirstName to produce a full name.*)

criteria - conditions; specifications or tests on which decisions or

Computer Applications Handbook - continued

selections are made.

data - information in a form suitable for processing.

data series - selected range in a spreadsheet that is shown in a chart format.

data point - single piece of numeric data plotted on a chart.

database - collection of data organized for a particular purpose.

datasheet - tabular view of that with columns representing fields and rows being records.

decimal tab - tab stop that aligns decimal point position or implied position at the tab stop.

default - value for a variable automatically assigned by a computer application.

descending order - sequence of arrangement with the largest number or letter closest to the front of the alphabet coming first. (*i.e.* 99.. to 1 or Z to A.)

design view - environment in which definitions can be made for data and what fields can store.

detail lines - rows of information that represent the detailed items or data lines on a report or form as opposed to summary lines or heading and title lines.

decision box - a diamond-shape block on a chart in which a decision is made using an IF function.

dot leaders - or leader characters; these are characters, like periods, dashes, underlines, etc., that appear when the tab is depressed leaving a string of such characters from the point at which the tab key was depressed to the stopping point where a tab is set specifying dot leaders or leader characters.

dot leader tabs - preset stopping places in a word processor reached by depressing the tab key and leaving a string of dots or other characters from the original position of the cursor when the key was depressed to the data that is entered at the tab stop.

embedded IF - also called a complex or compound IF; an IF function embedded within another IF function

empty record - an empty line or blank line in a document, spreadsheet, or database. This is also called a *blank row* in spreadsheets and databases, and it is also called an *blank record* in databases.

exploding pie slice - special visual presentation of a pie chart in which one or more sections of the pie are separated as if "exploding" away from the center.

expression - operation or value stated using numbers and mathematical symbols.

field - element of a database that stores a single piece of information.

field name - name identifying a database field and the type of information contained in it.

field properties - field attributes associated with the data entered in a field, such as number of decimals, font size, etc.

file - collection of records or a table in database, a document or collection of documents in word processing, or a sheet or collection of sheets in spreadsheet. Anything written out to an output medium.

filter - process to select data that meets certain criteria. This is also called a query.

Final Total Line - the last Total Line on a report that contains a sum, average, maximum, minimum of a column of values. This represents a Grand Total for the entire report.

font - character set with specific design and similar appearance. Each font has a unique name.

font effects - or font style; physical appearance of characters in a font, such as bold, underlined, italic, superscript, subscript, strikeout, etc.

font size - size of characters in a font that is based on 72 points per inch.

font style - or font effects; physical appearance of characters in a font, such as bold, underlined, italic, superscript, subscript, strikeout, etc.

footer - one or more lines of data that appear at the bottom of every specified page until it is turned off. (*i.e.* this can be for all pages, odd pages, or even pages.)

footnote - a note placed at the bottom of a page of a document that cites a reference for a selected part of the text.

format - properties associated with data, such as alignment, data, decimals, font, font size, color of text, borders, shading, patterns, etc.

formula - entry in a spreadsheet cell or database field that performs a calculation by references other fields and using mathematical operators.

database - collection of data organized for a particular purpose.

form wizard - feature in Access that walks the user through the creation of a form.

freeze title - or freeze pane; keep titles, column headings, or row headings locked in place while scrolling through the detail information in a spreadsheet.

function - predefined formula for a specific purpose. This usually requires arguments.

gridlines - framework of vertical and horizontal bars in a spreadsheet, database, or chart that enables easier reading.

group or grouping break point - a selection of a sorted report that has the same value in a particular specified field or cell. When the value changes it causes a break point and usually a Summary Total Line.

hanging indent - indentation of the second and subsequent lines of data in a paragraph over to a tab stop.

hard page - page break; activation of ending a page and starting on the next page with data.

header - information that prints at the top of selected document pages. Selection usually includes all pages, even pages, or odd pages.

headings - or column and row labels; names identifying a column or row of a report, table, database, or spreadsheet. This is a form of a title or subtitle.

import - pull data in from another database or other collection of data.

indent - cause a line of data or a paragraph to be moved over one ½".

Computer Applications Handbook - continued

input - data entered into a computer application or program or to enter such data.

interest - also called interest rate or rate; percentage of a total amount of a loan that is used to satisfy the interest owed on the loan.

interest rate - also called interest or rate; percentage of a total amount of a loan that is used to satisfy the interest owed on the loan.

label - text-type information that may be either alphabetic or alphanumeric which is not intended to be used in calculations. Column and row headings and are also labels.

landscape - printing of a document in a sideways orientation with top of the document being on the long edge of the paper. The opposite orientation to portrait.

leader characters - or dot leaders; these are characters, like periods, dashes, underlines, etc., that appear when the tab is depressed leaving a string of such characters from the point at which the tab key was depressed to the stopping point where a tab is set specifying dot leaders or leader characters.

left tab - tab stop that aligns leftmost position of data.

legend - key that identifies information represented by patterns or colors in a chart.

line chart - graph with data points connected by a line.

line spacing - spacing in a document from the bottom of one line of text to the bottom of the next. Line spacing of one is considered single spacing; line spacing of two, double spacing; etc.

lock title - also called freeze title or freeze pane; keep titles, column headings, or row headings locked in place while scrolling through the detail information in a spreadsheet.

lookup value - value used to search the first row or column of a Lookup Table to find the largest value that is less than or equal to its own value in order to pick up a related value or data from the Lookup Table.

mail merge - also called print merge; feature that allows combining multiple sources of text into a single document, as a form letter, a label, or an envelope.

null character - represented by "", a null character means that no data is present in a field or cell.

operation box - a rectangular block in a chart which defines an operation that takes place in a particular sequence.

orientation - position of a document on a page. This can either be conventional portrait orientation or sideways landscape orientation.

output - end result produced by a computer program or application, such as a document or file.

page break - action that causes the print on a page to end and skip to the next page before recommencing.

page footer - one or more lines of data that appears at the bottom of every specified page until it is turned off. (*i.e. for all pages, odd pages, or even pages.*)

page header - one or more lines of data that appears at the top of every specified page until it is turned off. (*i.e. this can be for all pages, odd pages, or even pages.*)

payment - also called periodic payment; amount paid on a regularly

scheduled basis to satisfy a loan.

periodic payment - also called payment; amount paid on a regularly scheduled basis to satisfy a loan.

peripheral - Auxiliary device, as a printer, keyboard, keypad, or storage system, that works in conjunction with a computer.

pie chart - graphical representation of a single series of numbers that looks like a sliced pie where the size of each "slice" is relative to the size of the number the slice represents versus the sum of all the numbers. An "exploding pie chart" is this type of chart with one or more pieces separated.

point size - size of characters using the convention of 72 points per inch.

portrait - printing of a document in a conventional orientation with top of the document being on the short edge of the paper. The opposite orientation to landscape.

principal - amount borrowed that is unpaid on a loan.

print merge - also called mail merge; feature that allows combining of multiple sources of text into a single document, such as a form letter, a label, or an envelope.

properties - series of information that describe an object or field.

query - filter technique whereby records of a database are selected depending on meeting prescribed criteria or conditions.

range - set of adjacent cells. This can be only a single cell.

range of cells - also called range reference; location of a block of adjacent cells in a spreadsheet. This is identified by the addresses of the first and last cell in the block separated by a colon.

range reference - also called range of cells; location of a block of adjacent cells in a spreadsheet. This is identified by the addresses of the first and last cell in the block separated by a colon.

rate - also called interest or interest rate; percentage of a total amount of a loan that is used to satisfy the interest owed on the loan.

record - collection of related, organized fields of information, such as contained in a row of data from a data base. Multiple records make up a table.

relative cell reference - address of a cell in a formula that changes as the formula is copied from one cell to another. This is used in the "fill" commands to replicate calculated data.

replicate - To duplicate, repeat, or copy, as a formula or function. Usually done by filling down from one cell to others in a spreadsheet.

report - presentation of a collection of data or information usually in a printed form. This can be output of a database or spreadsheet and have a columnar appearance, or it can be from a word processor and have either a columnar appearance or that of a manuscript.

right tab - tab stop that aligns rightmost position of data.

row headings - data that appears in the right cell of a row in a spreadsheet to identify contents of cells in that row.

row labels - also called row headings; data that appears in the right cell

Computer Applications Handbook - continued

of a row in a spreadsheet to identify contents of cells in that row.

row numbers - number appearing at the beginning of each row of a spreadsheet.

scale - set of numbered marks indicating minimum, maximum, and intervals between, such as the numbers on the x- or y-axis.

series - range providing scale values for plotting or x-axis labels.

scenario - model of a supposed set of events.

shading - small differences in color

sort - arrange data in sequence, either in ascending or descending order.

string data - also called strings or text; text-type information that is alphanumeric and not used in calculations.

string - also called string data or text; text-type information that is alphanumeric and not used in calculations.

subheading - secondary heading placed beneath the main heading of a report, spreadsheet, or document.

subtitle - secondary title usually placed beneath the main title of a report, spreadsheet, or document.

summary lines - lines on a spreadsheet, database, or report that summarize data or detail lines, such as totals, minimums, maximums, averages, sums, etc.

Summary Total Line - any one of the intermediate Total Lines on a report that occurs at a specified break point of grouping. It contains a sum, average, maximum, minimum of a column of values for a particular group.

tab stops - preset stopping places in a word processor reached by depressing the tab key. These can be either left, right, decimal, or centered, and dot leaders may be used with any of these.

table - orderly arrangement of data, usually in columns and rows. In a database, a table is also the collection of related records.

table lookup - use of a chart or table with related values or data on a given row or in a given column so that a lookup value can be used to search the first row or column for a value that is less than or equal to its own value and pick up a related value or data on the same row or column of the table.

template - special document that provides layout, formatting, and other particulars for a given type of document.

term - total extent of the life of a loan.

text - also called strings or string data; text-type information that is alphanumeric and not used in calculations.

text color - color of the characters as opposed to any background color.

tick marks - marks placed along the x- and y-axes and grid lines of a chart to indicate values.

title - main descriptive name at the top of a report, spreadsheet, or document.

Total Line - a line on a report that contains a sum, average, maximum, minimum of a column of values.

values - numbers, formulas, or functions that may participate in calculations.

vertical alignment - alignment of data that is positioned within a cell. This is often used with "wrapped" text in a cell. This can be aligned to the top, bottom, or center of a cell.

wildcard - part of the criteria used in selection processes that substitute for any group of characters.

wizard - feature that walks a user through a task, such as creating tables, form, queries, etc..

word wrap - automatic placement of a word on a succeeding line when the current line reaches the right margin.

x-axis - horizontal line of a spreadsheet chart that identifies the categories being referenced.

x-axis label - also called x-axis title; a label describing what the x-axis of a spreadsheet chart represents. This is printed along the x-axis.

x-axis series - range providing scale values or labels printed on the x-axis.

x-axis title - also called x-axis label; a label describing what the x-axis of a spreadsheet chart represents. This is usually printed along the x-axis.

y-axis - vertical line of a spreadsheet chart that identifies the units in which categories are measured on the chart.

y-axis label - also called y-axis title; a label describing what the y-axis of a spreadsheet chart represents. This is printed vertically along the y-axis.

y-axis series - range providing vertical scale values for plotted data points.

y-axis title - also called y-axis label; a label describing what the y-axis of a spreadsheet chart represents. This is usually printed vertically along the y-axis.

z-axis - one of three axes in a three-dimensional spreadsheet chart

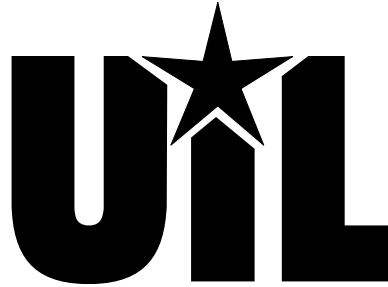
Index

- ABS 3, 27, 29
- absolute reference 28
- ACOS 27
- ACOSH 27
- ADDRESS 2, 11, 12, 14-18, 20, 18, 19, 27, 28, 30
- alignment 28, 29, 31
- ampersand 28
- AND 1-4, 2-13, 16-20, 22-31
- apostrophe 21
- area chart 28
- AREAS 4, 23, 27
- argument 28
- arithmetic operator 28
- ascending order 28
- ASIN 27
- ASINH 27
- ATAN 3, 27
- ATAN2 27
- ATANH 27
- attention line 18, 19
- attribute 28
- AVEDEV 27
- AVERAGE 27, 29-31
- AVERAGEA 27
- bar chart 28
- baseline 28
- blank line 9, 28, 29
- blank row 28, 29
- block 2, 9, 12-16, 18-20, 28-30
- block letter 12, 13, 16
- body 2, 6-8, 10, 11, 18-20
- border 28
- bullet 28
- business report 8
- cable 3
- calculated field 28
- capitalization 5, 26
- category label 28
- CEILING 27
- CELL 2, 27-31
- cell address 28
- cell reference 28, 30
- center justification 22
- center tab 28
- CHAR 18, 25, 27-31
- chart 4, 5, 24-26, 28-31
- CHOOSE 3, 27
- CLEAR 5, 27
- clip art 28
- clipboard 28
- CODE 27, 28
- colon 18-20, 30
- COLUMN 22, 26-31
- column chart 28
- COLUMNS 22, 27, 28, 31
- COMBIN 27, 28
- comma 11, 16, 18-21, 28, 30
- company name 16, 18, 19
- complex IF 28
- complimentary close 2, 4, 10, 11, 13, 15, 16, 18-20, 25
- complimentary closing 18
- compound IF 28, 29
- computer 1-3, 2, 3, 10, 22, 23, 25, 28-30
- CONCATENATE 27, 28
- concatenation 28
- condition 4
- conducting a contest 3, 4
- CONFIDENCE 27
- Constitution 3, 2, 5
- contest 2-4, 2-5, 10, 23-26
- copy notation 10, 18, 19, 22
- CORREL 27
- COS 3, 27
- COSH 27
- COUNT 4, 5, 26, 27
- COUNTA 27
- COUNTBLANK 27
- COUNTIF 27
- criteria 26, 28-31
- data 3, 2, 4, 5, 9, 10, 20, 22, 23, 25, 28-31
- data base 2, 30
- data point 28
- data series 28
- database 3, 2, 5, 22, 23, 28-31
- DATE 3, 4, 2, 10-15, 17-19, 22, 27
- DATE: 10
- DATEVALUE 27
- DAY 27
- DAY360 27
- DB 2, 27
- DDB 27
- decimal tab 28
- decision box 29
- default 28
- DEGREES 27
- descending order 29, 30
- design view 29
- DEVSQ 27
- DOLLAR 27, 28
- dot leader 29
- dot leader tab 29
- electrical capacity 2
- embedded IF 29
- empty record 28, 29
- empty row 28
- enclosure notation 10, 18, 19, 22
- enumeration 20
- equipment 2-4, 23, 24
- equipment malfunction 3, 24
- equipment problem 3
- error 4, 5, 25-27
- ERROR.TYPE 27
- EVEN 22, 24, 25, 27, 29, 30
- EXACT 25, 27
- EXP 3, 27
- exploding pie slice 29
- expression 3, 28, 29
- FACT 27
- field 2-4, 28-30
- field name 29
- field properties 29
- file 4, 3, 29, 30
- filter 29, 30
- FIND 3, 27, 30
- FISHER 27
- FISHERINV 27
- FIXED 27
- FLOOR 27
- font 9, 29
- font size 29
- font style 29
- footer 5, 29, 30
- footnote 6, 9, 29
- FORECAST 27
- format 9, 11, 14, 15, 18, 20, 28, 29
- formula 3, 28-31
- freeze pane 29, 30
- freeze title 29, 30
- FREQUENCY 27
- FROM: 10
- full justification 22
- function 3, 21, 28-30
- FV 27
- GAMMALN 27
- GEOMEAN 27
- GETPIVOTDATA 27
- Glossary 28
- GROWTH 27
- hanging indent 29
- hard page 29
- HARMEAN 27
- header 5, 29, 30
- heading 5, 7-9, 12, 17, 22, 29, 30
- HLOOKUP 27
- HOUR 27
- HYPERLINK 27
- IF 2-4, 3-8, 12, 13, 16-19, 23-29
- indent 6, 9, 20, 29
- INDEX 27, 32
- INDIRECT 27
- INFO 2, 27
- Informational 27
- input 2, 29
- inside address 2, 12, 16-19, 18, 19
- INT 27
- INTERCEPT 27
- interest 29, 30
- interest rate 29, 30
- IPMT 27
- IRR 27
- ISBLANK 27
- ISERR 27
- ISERROR 27
- ISLOGICAL 27
- ISNA 27
- ISNONTEXT 27
- ISNUMBER 27
- ISPMT 27
- ISREF 27
- ISTEXT 27
- justification 22
- keyboard 2, 3, 23, 30
- KURT 27
- label 24, 28-31
- landscape 29, 30
- LARGE 4, 2, 23, 27, 28
- LEFT 4, 6-23, 27-29, 31
- left justification 22
- left tab 29
- left-bound report 7
- legend 29
- LEN 27
- letter parts 18
- line chart 30
- line spacing 26, 30
- LINEST 27
- LN 27
- lock title 30
- LOG 27
- LOG10 27
- LOGEST 27
- Logical 27
- long quote 6
- LOOKUP 27, 30, 31
- Lookup & Reference 27
- lookup table 30
- lookup value 30, 31
- LOWER 7-9, 11, 16, 19, 21, 27
- mail merge 30
- mailability 5, 25, 26
- mailing notation 18, 19
- malfunction 3, 3, 4, 24
- MATCH 27
- Math & Trigonometric 27
- MAX 27
- MAXA 27
- MDETERM 27
- MEDIAN 27
- memo 2, 10, 17
- memorandum format 11
- Microsoft Office 3, 2, 23
- MID 27
- MIN 27
- MINA 27
- MINUTE 3-5, 23, 24, 26, 27
- MINVERSE 27
- MIRR 27
- mixed punctuation 12, 13, 18-20
- MMULT 27
- MOD 27
- MODE 27
- modified block letter 13
- MONTH 27
- N 3, 4, 2-7, 11-16, 18, 19, 22-31
- NA 3-5, 11, 12, 14-16, 18, 19, 22, 25, 27-29, 31
- NOT 2-4, 2-6, 8-11, 14, 15, 17-31
- notation 10, 18, 19, 22
- NPV 27
- NPV 27
- ODD 27, 29, 30
- OFFSET 27
- open punctuation 19, 20
- operation box 30
- OR 2-4, 2-5, 9-31
- orientation 29, 30
- output 3, 2, 3, 24, 28-30
- page break 29, 30
- page footer 30
- paragraph heading 7-9
- payment 30
- PEARSON 27
- PERCENTILE 27
- PERCENTRANK 27
- period 3-5, 7-9, 20, 21, 23, 26
- periodic payment 30
- PERMUT 27
- personal-business letter 14, 15, 18
- PI 27, 30, 31
- pie chart 29, 30
- PMT 3, 27
- point size 30
- POISSON 27
- portrait 29, 30
- postscript 18, 19, 22
- POWER 27
- PPMT 27
- principal 30

Computer Applications Handbook - continued

print merge 30
 printer 3, 3, 4, 23, 24, 30
 printer malfunction 3, 3, 4, 24
 printout 2-5, 23-26
 PROB 2, 4, 3, 4, 24, 26, 27
 PRODUCT 27
 PROPER 27
 punctuation 2, 5, 12-16, 18-20, 26
 PV 27
 QUARTILE 27
 query 29, 30
 quotation 6, 9, 19
 RADIANS 27
 RAND 27
 range 28, 30, 31
 range of cells 28, 30
 range reference 30
 RANK 27
 RATE 3, 4, 2, 16, 24, 25, 27-30
 record 28-30
 reference initials 4, 10, 15, 18, 19, 25
 relative cell reference 30
 REPLACE 3, 27
 report 4-9, 26, 28-31
 REPT 27
 RIGHT 5-8, 10-16, 18, 21-25, 27, 28, 30, 31
 right justification 22
 right tab 30
 ROMAN 27
 ROUND 27, 28
 ROUNDDOWN 27
 ROUNDUP 27
 ROW 26-31
 ROWS 27-29, 31
 RSQ 27
 ruler 25
 salutation 2, 10, 11, 13, 16, 18-20
 save 4, 4, 23, 24
 scale 30, 31
 scenario 30
 scoring 2, 4, 5, 23
 SEARCH 2, 27, 30, 31
 SECOND 4, 6-8, 12, 17, 20, 26, 27, 29, 30
 second page 4, 6-8, 12, 17
 sender's name 4, 18, 25
 sender's title 18, 19
 series 28, 30, 31
 shading 29, 30
 short quote 6
 side heading 7, 8
 SIGN 25, 27, 28
 simplified letter 16, 18, 19
 simplified memorandum 11, 19
 SIN 4, 12-14, 27
 SINH 27
 SKEW 27
 SLN 27
 SLOPE 27
 SMALL 27, 30
 software 2, 18, 23, 25
 sort 25, 30
 spacing 2, 8, 10, 18, 24, 26, 30
 spreadsheet 3, 2, 5, 22, 23, 28-31
 SQRT 27
 standard placement 22
 STANDARDIZE 27
 Statistical 27
 STDEV 27
 STDEVA 27
 STDEVP 27
 STDEVPA 27
 STEYX 27
 string 28-31
 subheading 30
 subject line 11, 16, 18, 19, 22
 SUBJECT: 10, 18, 19
 SUBSTITUTE 5, 25, 27, 31
 subtitle 6-8, 29, 30
 SUBTOTAL 27
 SUM 27-31
 SUMIF 27
 SUMPRODUCT 27
 SUMSQ 27
 SUMX2MY2 27
 SUMX2PY2 27
 SUMXMY2 27
 switching device 3
 SYD 27
 T 2-5, 2-16, 18-20, 22-31
 tab 3-5, 2, 5, 10, 20, 22, 23, 28-31
 tab stop 28-30
 table 4, 5, 22, 29-31
 TABLES 2-5, 12, 18-23, 27-31
 TAN 3, 27
 TANH 27
 TDIST 27
 template 2, 4, 24, 25, 31
 term 28, 31
 test 3, 4, 2-5, 22-27
 Text 3, 7, 9, 27-31
 text color 31
 tie 2, 2, 5, 23-26
 tiebreaker 2, 2, 5, 23, 24, 26
 TIME 3, 4, 2-5, 21, 23, 24, 27
 title 6-8, 11, 16, 18, 19, 29-31
 TO: 10
 TRANSPOSE 21, 27
 TREND 27
 TRIMMEAN 27
 TRUNC 27
 TYPE 2, 5, 6, 10, 14, 15, 22, 23, 27-31
 typo 4, 5, 26
 unbound report 6, 7
 UPPER 6-9, 11, 16, 18, 19, 23, 24, 27
 VALUE 27-31
 VAR 27
 VARA 27
 variable placement 22
 VARP 27
 VARPA 27
 VDB 27
 verification 2, 4, 5, 26
 vertical alignment 31
 VLOOKUP 27
 warmup 4
 WEIBULL 27
 wildcard 31
 wizard 29, 31
 word processing 3, 2, 29
 word wrap 31
 writer's name 18, 19
 writer's title 19
 x-axis 28, 30, 31
 x-axis label 31
 x-axis series 31
 YEAR 3, 4, 27
 y-axis 30, 31
 y-axis label 31
 y-axis series 31
 y-axis title 31
 z-axis 31

UNIVERSITY INTERSCHOLASTIC LEAGUE



Computer Applications

Invitational Test A

2013

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

UIL Computer Applications Invitational Test A

GENERAL TEST INSTRUCTIONS: Process each section to create the two required printouts for this contest. When time is called, you will be graded on the printouts completed. The Answer Key is in a 12 point type, but this is not a requirement, and a smaller type is sometimes easier to fit to a page. Include only what is requested (i.e., if it asks for *boldface* type, include only *boldface* type, not *underlined* and not *italic*.)

I. DATABASE WITH REPORT

MAXIMUM 125

- A. Create a database named **Textbooks**, and create a table named **Textbooks** with the specifications shown to the right.
- B. Use the data below to fill the database:

Field Name	Data Type	Description
Product Code	Text	Primary key, 10 characters
Description	Text	20 characters
Public Schools	Number	Single, percent, 2 decimals
Private Schools	Number	Single, percent, 2 decimals
Universities	Number	Single, percent, 2 decimals
Homeschool	Number	Single, percent, 2 decimals

Product Code	Description	Public Schools	Private Schools	Universities	Homeschool
Thes-6	Thesaurus	52.00%	6.10%	4.50%	2.30%
Cal-3	Calculus Concepts	48.70%	21.90%	11.40%	1.60%
Dict-5	Dictionary	3.50%	4.80%	65.50%	21.10%
Bio-1	Biology Textbook	2.60%	3.10%	57.00%	19.30%
Writ-7	Writing Guide	24.00%	13.40%	1.40%	8.50%

- C. Create a select query with the following specifications.
1. Use all the fields from the **Textbooks** table.
 2. Add a field using the following specifications.
 - a. With your cursor in the first blank Field box, enter the following: Average:
 - b. Right click in the Average: Field box and select build to open the Expression Builder.
 - c. Following Average: create a formula with the following specifications.
 - (1) Add the values in the following fields together: Public Schools, Private Schools, Universities, and Homeschool.
 - (2) Divide the result of the addition by 4.
 - (3) Click Ok to return to the query.
 - d. Right click in the Average: field and scroll down to select Properties.
 - e. On the Property Sheet, left click on the right-hand end of the format box, use the drop-down menu and scroll down to select Percent, then close the Property Sheet.
 3. Save your query as **SelQry1** and run it.
- D. Use the report wizard to create a one-page report with the following specifications.
1. Use the **SelQry1** and select all the fields.
 2. There is no grouping, sort in ascending order by **Product Code**
 3. Use tabular layout, landscape orientation, and adjust field width so all fields fit on a page.
 4. If using Office 2007 use the None style.
 5. Use the following title: **Textbook Usage**.
 6. In design view make the following modifications.
 - a. Add a label box top aligned with the title and right aligned on the right-hand margin with the following, replacing 99999 with your contestant number: (99999)-InvA-1
 - b. Select everything in the report and make it black type and make everything in the report header and page header boldface type.
 - c. Center the title between margins.
 7. Use 1½" for top margin and 1" bottom, left, and right margins.
 8. Be sure nothing is truncated or wrapped.
 9. **Product Code** and **Description** column headings and detail data should be left aligned, and all other headings and detail data should be right aligned.
 10. Save your report and print it.

11. Your report should have approximately the following appearance. Note colons represent missing lines of data; values may be incorrect; shading and borders may be present but are ignored during grading; and date and page information will be generated on the bottom margin.

(99999)-InvA-1

Textbook Usage

Product Code	Description	Public Schools	Private Schools	Universities	Homeschool	Average
Bio-1	Biology Textbook	2.60%	3.10%	57.00%	19.30%	20.50%
:	:	:	:	:	:	:

- E. Using the Textbook table again, create a select query with the following specifications.
1. Select the **Description** and **Public Schools** fields.
 2. Set the criteria to include only **Public Schools** whose value is greater than 50% (>0.5).
 3. Save the query as **SelQry2** and run the query.
- F. With the **SelQry2** results showing open the external data ribbon and merge to Word and create a new document.

II. DOCUMENT WITH MERGED DATA

MAXIMUM 100

- A. Create a Simplified Memorandum with the following specifications:
1. Use today's date.
 2. Use a 2" top margin.
 3. Address to Product Marketing Department
 4. Use the Subject Line in all caps: MARKET RESEARCH
- B. Create a header for the document 1" from the top edge of the page and 1" from the right edge with the following, replacing 99999 with your contestant number: (99999)-InvA-2
- C. Use the following paragraphs for the body, merging data from Part 1 where indicated:

Attached is a chart of the products for which sales to public and private schools account for more than 50% of our total sales. Our leading seller is the **[Use the Insert Merge Field drop-down to Insert the Description field from SelQry2]**. This product was sold to **[Use the Insert Merge Field drop-down to Insert the Public Schools field from SelQry2]** of the public schools who purchase from us, and this is over 50% of customers of that class.

We need to create a marketing plan around promoting similar products to these customer groups. Let me know if you have any questions. Please be prepared to present a proposal at the next staff meeting.

- D. Use Sender's Name and Title separated by a comma on one line:
Sellum Strong, Sales and Marketing Director
- E. Use the following Reference Initials: uil
- F. Use the following Enclosure Notation: Enclosure
- G. Complete the merge and note that the **Public Schools** field will not be formatted as a percentage.
- H. Save the document as a file entitled InvA-2 Doc.
- I. Print the one-page document in Portrait Orientation.

Computer Applications Invitational Test A - Printout 1

I. PRINTOUT 1 - DATABASE PRINTOUT

		PTS	GRD1	GRD2	GRD3	MAX	125
1	Format (Graded for formatting, not correct content)						
2	Printout in landscape orientation on one page	5	___	___	___		
3	Top margin 1 ½" and left, right and bottom margins 1"	5	___	___	___		
4	Report in tabular format (approximately matching key)	5	___	___	___		
5	Contestant/Test ID top aligned with title and right aligned on right-hand margin	5	___	___	___		
6	Nothing truncated or wrapped	5	___	___	___		
7	7 columns of data shown, no more and no less (count column headings)	15	___	___	___		
8	5 rows of detail data shown	5	___	___	___		
9	Everything in the report header and page header in boldface type, and everything else in plain type	10	___	___	___		
10	Report title centered across the page between the margins	10	___	___	___		
11	Column heading and detail data for Product Code and Description left aligned	5	___	___	___		
12	All other column headings and detail data field vertically right aligned	5	___	___	___		
13	All values shown in Public Schools, Private Schools, Universities, and Homeschool detail data shown as percentages with 2 decimals	5	___	___	___		
14	All values in Average detail data shown as percentages with 2 decimals	10	___	___	___		
15	Format Total	90					
16	Calculations (Grading correct data, not formatting)						
17	All records in alphabetic order by Product Code	10	___	___	___		
18	Add 5 points for each Average value (whether it is formatted correctly or not) matching key or equal to the average of the values in the respective line max	25	___	___	___		
19	Calculations Total	35					
20	❖ SUBTOTAL PRINTOUT 1	125					
21	SUBTRACT DEDUCTION Maximum 35 Points						
	❖ Ignore all shading and borders on the report; these vary between Office 2007 and 2010, and we are not grading them.						
	❖ Deduct 2 points for each typo in the printout that was not scored above.						
	❖ Errors include the following:						
	• misspelling or incorrect values not otherwise graded						
	• extra, double, or omitted words or values						
22	• missed capitalization, punctuation, or other formatting						
23	❖ TOTAL PRINTOUT 1	125					
24	GRADERS' INITIALS		___	___	___		

UIL Computer Applications Invitational Test A - Printout 2

		Max 100			
II. PRINTOUT 2 - DOCUMENT WITH REPORT		PTS	GRD1	GRD2	GRD3
1	Format <i>(Graded for formatting, not correct content)</i>				
2	Printout in Portrait Orientation on one page	5	___	___	___
3	Header shown 1" from top edge of page and 1" from right edge of page	5	___	___	___
4	Top margin 2" and left and right margins 1"	5	___	___	___
5	Everything blocked on left margin (not counting header)	5	___	___	___
6	Current date shown on top margin	5	___	___	___
7	3 lines between date and addressee	5	___	___	___
	1 blank line between addressee and subject and between subject and first				
8	paragraph	5	___	___	___
9	Subject Line shown in all caps	5	___	___	___
10	No salutation shown	5	___	___	___
11	Sender's name 3 blank lines below last paragraph	5	___	___	___
12	Sender's name and title on one line with comma between	5	___	___	___
	Reference initials shown 1 blank line below sender's name and title or title (if				
13	these are on different lines)	5	___	___	___
14	Enclosure notation shown 1 blank line below reference initials	5	___	___	___
15	Format Total	65	<input type="text"/>	<input type="text"/>	<input type="text"/>
16	Paragraphs & Merged Data <i>(Grading correct data, and merge switches)</i>				
17	Add 5 points for each completed paragraph max	10	___	___	___
	Thesaurus merged in first paragraph of the letter (or the Description from Part I				
18	with greater than 50.00% value in Public School field)	10	___	___	___
	Value from Public Schools field in Part I merged into first paragraph from the				
19	same row from which Description was merged	5	___	___	___
20	Value shown unformatted with first 4 digits after the decimal shown as 0.5199	10	___	___	___
21	Paragraphs & Merged Data Total	35	<input type="text"/>	<input type="text"/>	<input type="text"/>
22	❖ SUBTOTAL PRINTOUT 2	100	<input type="text"/>	<input type="text"/>	<input type="text"/>
23	SUBTRACT DEDUCTION Maximum 35 Points		___	___	___
	❖ Deduct two points for each typographical error in the printout that was not specifically graded above or in Part I.				
	Typos include the following: • misspelling or incorrect values • extra, double, or omitted words or values •				
	missed capitalization, punctuation, or other formatting • incorrectly divided words or words that run together				
	❖ STOP GRADING WHERE THE STUDENT STOPPED TYPING. Do not deduct for typos beyond the last point to which				
	a student typed. (e.g. credit is not given for reference initials or enclosure notation unless student typed the				
24	Sender's Name.) Header is subject to 2 typos				
25	❖ TOTAL PRINTOUT 2	100	<input type="text"/>	<input type="text"/>	<input type="text"/>
26	GRADERS' INITIALS		___	___	___

UIL Computer Applications Invitational Test A - Final Score

FINAL SCORE

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

Design View for Printout 1

Report Header							
Textbook Usage							(99999)-INV-A-1
Page Header							
Product Code	Description	Public Schools	Private Schools	Universities	Homeschool	Average	
Detail							
Product Code	Description	Public Schools	Private Schools	Universities	Homeschool	Average	
Page Footer							
=Now()				="Page " & [Page] & " of " & [Pages]			

Textbook Usage

Product Code	Description	Public Schools	Private Schools	Universities	Homeschool	Average
Bio-1	Biology Textbook	2.60%	3.10%	57.00%	19.30%	20.50%
Cal-3	Calculus Concepts	48.70%	21.90%	11.40%	1.60%	20.90%
Dict-5	Dictionary	3.50%	4.80%	65.50%	21.10%	23.73%
Thes-6	Thesaurus	52.00%	6.10%	4.50%	2.30%	16.22%
Writ-7	Writing Guide	24.00%	13.40%	1.40%	8.50%	11.83%

Textbook Usage

Product Code	Description	Public Schools	Private Schools	Universities	Homeschool	Average
Bio-1	Biology Textbook	2.60%	3.10%	57.00%	19.30%	20.50%
Cal-3	Calculus Concepts	48.70%	21.90%	11.40%	1.60%	20.90%
Dict-5	Dictionary	3.50%	4.80%	65.50%	21.10%	23.73%
Thes-6	Thesaurus	52.00%	6.10%	4.50%	2.30%	16.22%
Writ-7	Writing Guide	24.00%	13.40%	1.40%	8.50%	11.83%

Current Date

Product Marketing Department

MARKET RESEARCH

Attached is a chart of the products for which sales to public and private schools account for more than 50% of our total sales. Our leading seller is the Thesaurus. This product was sold to 0.51999998 of the public schools who purchase from us, and this is over 50% of customers of that class.

We need to create a marketing plan around promoting similar products to these customer groups. Let me know if you have any questions. Please be prepared to present a proposal at the next staff meeting.

Sellum Strong, Sales and Marketing Director

uil

Enclosure

UIL Computer Applications Invitational Test A - Tiebreaker

GENERAL TIEBREAKER TEST INSTRUCTIONS: The tiebreaker is a timed typing test using a Word Processor. Time for the tiebreaker component of the test is for a five-minute period. 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. COPYING A DOCUMENT AND PRINTING

A. Enter the document on the next page in an unbound report format.

1. Use 2" top margin.
2. Use the title **POSEIDON** in boldface type.

B. Save document as TbInvA.

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

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

Poseidon, in Greek mythology, was god of sea and of water generally, son of Cronus and Rhea, and brother of Zeus and Pluto. The connection of his name with πόβις, πδυὸς is generally accepted. When the three brothers deposed their father, Cronus, the kingdom of the sea fell by lot to Poseidon. His home was in a golden palace in the depths of the sea near Aegae in Achaea. In his hand he bore a trident, wherewith he lashed the sea into fury, split the rocks, and caused horses and fountains to spring from them. But, while he caused storms and shipwrecks, he could also send favoring winds; hence he was often known as "the preserver." Another of his titles was Gaeochoos, "the supporter of earth," the sea being supposed to support the earth and keep it firmly in its place. He was the god of navigation and his temples stood especially on headlands and isthmuses. Every occupation connected with the sea and seafaring people was under his protection. Earthquakes were thought to be produced by Poseidon shaking the earth-hence his epithet of *Enosichthon*, "Earth-shaker"-and hence he was worshiped even in inland places which had suffered from earthquakes.

Poseidon was also the god of springs, which he produced by striking the rock with his trident, as he did on the acropolis of Athens when disputing with Athena for the sovereignty of Athens. As such he was called Nymphagetes, the leader of the nymphs of springs and fountains, a god of fresh water, probably his original character, and in this connection was called Phytalmius, god of vegetation, frequently associated with Demeter. In regard to the contest with Athena, it is probable that Poseidon is really Erechtheus, a local deity ousted by Athena and transformed into an agricultural hero. Black bulls, symbolical of the stormy sea, were sacrificed to him and often thrown alive into rivers; in Ionia and Thessaly bullfights took place in his honor; at a festival of his at Ephesus the cupbearers were called "bulls," and the god himself was surnamed "Bull Poseidon." The horse was especially associated with his worship; he was said to have produced the first horse by striking the ground in Thessaly with his trident (Virgil, *Georgics*, i. 12). At the fountain of Dine in Argolis horses bitted and bridled were sacrificed to him by being drowned. Poseidon plays a considerable part in Greek legend. In the Trojan War he takes the side of the Greeks. The binding of his son Polyphemus by Odysseus brings upon the hero the wrath of Poseidon, from which he is only protected by the united influence of the rest of the gods. He is famous for his numerous amours, especially with the nymphs of springs and fountains. By far the most famous of his festivals was that celebrated every alternate year on the isthmus of Corinth, at which the Isthmian games were held. Here a colossal statue of him was set up in bronze by the Greeks after their victory over the Persians. Horses and black bulls, boars and rams were offered to him, sometimes human beings. His attributes are the trident and the dolphin.

UIL Computer Applications Invitational Test A - 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 the 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. Divide by five to get gross words per minute.

C. Gross Words per Minute

--	--	--

II. DEDUCT ONE POINT FOR EACH ERROR

(Typographical error, omitted word, incorrect number, etc.)

✓TOTAL - GROSS WPM TYPED LESS ERRORS

--	--	--

III. ADD FIVE BONUS POINT FOR EACH SUCCESS

- FORMAT
 - Top margin 2" _____
 - Bottom margin 1" to 1½" _____
 - Left margin 1" _____
 - Right margin 1" _____
 - Left and right margins approximately equal _____
- HEADING
 - Heading in boldface type _____
 - Heading in all caps _____
 - Heading centered _____
 - Approximately 3 blank lines below heading _____
- BODY
 - Body of report double spaced _____
 - Paragraphs indented _____
- ¶ 1
 - 5 pts for each Greek letter πόβις, πδυòς max 20 _____
 - 5 pts for each Greek letter ζοτÈρ max 20 _____
- PAGE 2, only if present
 - Printing on Page 2 _____
 - No single line piece of paragraph ending Page 1 _____
 - No single line piece of paragraph ending Page 1 _____
 - No single line piece of paragraph at top of Page 2 _____
 - Page number printed in upper right corner _____
 - Page number is followed by one blank line _____

--	--	--

--	--	--

--	--	--

--	--	--

--	--	--

--	--	--

--	--	--

--	--	--

--	--	--

--	--	--

--	--	--

--	--	--

--	--	--

--	--	--

--	--	--

--	--	--

--	--	--

✓TOTAL - BONUS POINTS

--	--	--

✓✓TOTAL-WPM PLUS BONUS POINTS

--	--	--

GRADERS' INITIALS

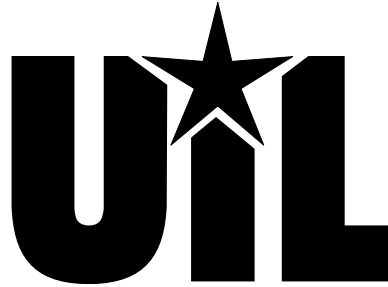
--	--	--

POSEIDON

Poseidon, in Greek mythology, was god of sea and of water generally, son of Cronus and Rhea, and brother of Zeus and Pluto. The connection of his name with πόβις, πδυὸς is generally accepted. When the three brothers deposed their father, Cronus, the kingdom of the sea fell by lot to Poseidon. His home was in a golden palace in the depths of the sea near Aegae in Achaea. In his hand he bore a trident, wherewith he lashed the sea into fury, split the rocks, and caused horses and fountains to spring from them. But, while he caused storms and shipwrecks, he could also send favoring winds; hence he was often known as "the preserver." Another of his titles was Gaeochoos, "the supporter of earth," the sea being supposed to support the earth and keep it firmly in its place. He was the god of navigation and his temples stood especially on headlands and isthmuses. Every occupation connected with the sea and seafaring people was under his protection. Earthquakes were thought to be produced by Poseidon shaking the earth-hence his epithet of <i>Enosichthon</i> , "Earth-shaker"-and hence he was worshiped even in inland places which had suffered from earthquakes.	17 34 50 70 89 105 122 139 156 170 185 198 203
Poseidon was also the god of springs, which he produced by striking the rock with his trident, as he did on the acropolis of Athens when disputing with Athena for the sovereignty of Athens. As such he was called Nymphagetes, the leader of the nymphs of springs and fountains, a god of fresh water, probably his original character, and in this connection was called	219 236 252 267

Phytalmius, god of vegetation, frequently associated with Demeter. In regard to the contest	280
with Athena, it is probable that Poseidon is really Erechtheus, a local deity ousted by Athena and	298
transformed into an agricultural hero. Black bulls, symbolical of the stormy sea, were sacrificed	312
to him and often thrown alive into rivers; in Ionia and Thessaly bullfights took place in his	329
honor; at a festival of his at Ephesus the cupbearers were called "bulls," and the god himself	346
was surnamed "Bull Poseidon." The horse was especially associated with his worship; he was	360
said to have produced the first horse by striking the ground in Thessaly with his trident (Virgil,	377
Georgics, i. 12). At the fountain of Dine in Argolis, horses bitted and bridled were sacrificed to	394
him by being drowned. Poseidon plays a considerable part in Greek legend. In the Trojan War	410
he takes the side of the Greeks. The binding of his son Polyphemus by Odysseus brings upon the	428
hero the wrath of Poseidon, from which he is only protected by the united influence of the rest of	447
the gods. He is famous for his numerous amours, especially with the nymphs of springs and	463
fountains. By far the most famous of his festivals was that celebrated every alternate year on the	480
isthmus of Corinth, at which the Isthmian games were held. Here a colossal statue of him was	497
set up in bronze by the Greeks after their victory over the Persians. Horses and black bulls, boars	515
and rams were offered to him, sometimes human beings. His attributes are the trident and the	531
dolphin.	532

UNIVERSITY INTERSCHOLASTIC LEAGUE



Computer Applications

Invitational Test B

2013

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

UIL Computer Applications Invitational Test B

GENERAL TEST INSTRUCTIONS: Process each section creating the required printouts for this contest. When time is called, you will be graded on the printouts completed. A 12 point font was used for the Answer Key, but this is not a requirement, and a smaller type is sometimes easier to fit to a page. Include only what is requested (i.e., if it asks for *boldface* type, include only **boldface type**, not underlined and not *italic*.)

I. SPREADSHEET PRINTOUT

MAX 125

A. Create a spreadsheet with the following information.

	A	B	C	D	E	F	G	H
1	Name	Address	City	Start Date	Years Employed	Sales	Quota	Commission
2	Mary Goldes	588 Main St., West, TX 76691		8/14/1982		127,240		
3	Nicco Lodyan	1612 West Ave., Hope, TX 77995		10/18/1984		154,760		
4	Paris Frantz	4128 Canyon Dr., Hunt, TX 78024		7/12/1990		59,850		
5	Hugh Stone	234 Elm Dr., Hunt, TX 78024		6/23/1996		88,015		
6	Del Finniam	12 River Rd., Hunt, TX 78024		1/14/2001		58,248		
7	Heather Fields	3535 Ridgeway, Hope, TX 77995		12/22/2003		95,289		
8	Michael Angelo	348 Blossom Ave., West, TX 76691		4/14/2008		42,814		
9	Roma Talley	46 April St., West, TX 76691		9/23/2010		106,298		

- B. Format **Start Date** as a date in the following format: m/d/yyyy
- C. Format **Years Employed**, **Sales**, **Quota**, and **Commission** as numbers with commas and no decimal places and no dollar signs, and show negative numbers in parentheses.
- D. In Cell C2 use a MID function to select the city from the **Address** field with the following specifications.
 1. For text parameter use Cell B2.
 2. For start_num parameter, use the following specifications.
 - a. Use a FIND function with the following specifications.
 - (1) For the find_text parameter, use the following: ","
 - (2) For the within_text parameter, use the Cell B2.
 - (3) For start_num use 1.
 - b. Add 2 to the result of the FIND function.
 3. For num_chars in the MID function, use 4, since all cities shown have four characters.
- E. Select Cell C2 and fill down thru Cell C9.
- F. In Cell E2 calculate the **Years Employed** using the following specifications.
 1. Use the YEAR function with Cell D2 as the parameter to isolate the year from the **Start Date** field.
 2. Subtract the result from 2012.
- G. Select Cell E2 and fill down thru Cell E9.
- H. In Cell G2, use an IF function to determine the **Quota** value using the following specifications.
 1. For the logical_test parameter, test to see if E2 is greater than 20.
 2. Value_if_true is 60000
 3. Value_if_false is another IF function with the following specifications.
 - a. For the logical_test parameter, test to see if E2 is less than 11.
 - b. Value_if_true is 50000
 - c. Value_if_false is 55000
- I. Select Cell G2 and fill down thru Cell G9.
- J. In Cell H2, subtract Cell G2 from Cell F2 and multiply the result times 0.15
- K. Select Cells H2 and fill down thru H9.
- L. Save the Spreadsheet as **Sales**.

- M. Use the following specifications to create a one-page printout in landscape orientation
1. Set the print area to Cell A1 thru Cell H9.
 2. Set all margins, including header and footer, to 1".
 3. Center the printout horizontally and vertically on the page.
 4. Show gridlines.
 5. Use the following header 1" from the top of the page, replacing 99999 with your contestant number: (99999)-InvB-1
 6. Use boldface type for all column headings.
 7. Wrap the **Years Employed** as shown on the previous page, and do not wrap other headings.
 8. Left justify the column headings and detail data for **Name, Address, and City**, and right justify all other column headings and detail data.
 9. Save the spreadsheet and print it.

II. EXCEL CHART

- A. Using the **Sales** spreadsheet created in Part I, sort on **Sales** from largest to smallest.
- B. Select Cells A1 thru A5 and Cells F1 thru H5, and create a stacked column chart with the following specifications.
1. Format the **Sales** data series using a light grey fill and a solid black border.
 2. Format the **Commission** data series using a black fill and a solid black border.
 3. Right click on the **Quota** data series on a column to select the **Quota** portion on each column (middle part of the columns), and scroll down to select Change Series Chart Type, and then click on the format for a line with no markers.
 4. Format the **Quota** line as a black line with no markers.
 5. Format the Y-axis scale to show a minimum of 0, a maximum of 180000, and a major unit of 30000, and format as currency with \$ signs and no decimals.
 6. Format the X-axis with a -45 degree alignment. (Names read from the lower left to upper right.)
 7. Add the following title centered above the chart in boldface type: **Q1 Top Sales Personnel**
- C. Copy the chart to be used in Part III.
- D. Save the spreadsheet. (If you don't have time to complete Part III, print the chart for some credit.)
- E. Continue on the next page.

III. WORD DOCUMENT WITH EMBEDDED CHART

MAX 175

- A. Create a standard memorandum using the following specifications:
1. Use today's date.
 2. For addressee and title, use the following on one line: Faye Cashion, Incentive Program Manager.
 3. For sender and title, use the following on one line: Macon Dheels, Sales Director
 4. For subject use the following in upper/lowercase: Rewards for Top Sellers
 5. Insert the following header right aligned on the right margin, ½" from the top of the page, replacing 99999 with your contestant number: (99999) InvB-2
- B. Use the following paragraphs for the body and import/embed the chart from Part II where indicated:

As you can see, the top sellers generated considerably more in sales than their assigned quota. I feel these people deserve some type of bonus on top of their commission. After all, anyone who can bring in this kind of revenue in a tight economy should be recognized and rewarded in a meaningful way.

[Import/embed the chart created in Part II. Chart should be centered between margins and indented at least ½" from each margin. Leave one blank line above and below the chart.]

These four people are truly outstanding members of our sales team. What can you arrange for them?

Incidentally, we used the following formulas in our calculations.

City: **[Copy the formula in Cell C2 from Part I, and paste here.]**

Years Employed: **[Copy the formula in Cell E2 from Part I, and paste here.]**

Quota: **[Copy the formula in Cell G2 from Part I, and paste here.]**

- C. For the lines with formulas, indent ½".
- D. All formulas should be copied including the equal sign that precedes the formula.
- E. Use the following reference initials: uil
- F. Save the document as a file called InvB-2.
- G. Print the document on one page in portrait orientation.

UIL Computer Applications Invitational Test B - Printout 1

		TOTAL VALUE: 125			
I. SPREADSHEET PRINTOUT		PTS	GRD1	GRD2	GRD3
1	Format <i>(Graded for formatting only, not correct data)</i>				
2	Printout in landscape orientation on one page	5	___	___	___
3	Top, bottom, left, and right margins at least 1"	5	___	___	___
4	Printout of spreadsheet centered horizontally and vertically	5	___	___	___
5	Header shown with contestant number right aligned 1" from right edge of page and 1" from the top edge of the page	5	___	___	___
6	Gridlines shown, but no column/row indicators	5	___	___	___
7	8 columns of data shown and no more	5	___	___	___
8	Column heading row and 8 detail rows of data shown and no more	10	___	___	___
9	Column headings shown are in boldface type; everything else in plain type	5	___	___	___
10	Name, Address, and City column headings and detail data left justified; all other column headings and detail data right justified	5	___	___	___
11	Years Employed column heading wrapped matching key	5	___	___	___
12	No other field wrapped or truncated	5	___	___	___
13	Date shown in m/d/yyyy format	5	___	___	___
14	All numeric values shown with commas, no decimals, and no \$ signs	5	___	___	___
15	All negative numeric values shown in parentheses	10	___	___	___
16	Format Total	80			
17	Formulas/Data Manipulation <i>(Graded for correct answers, not formatting)</i>				
18	Records shown in same order as key	5	___	___	___
19	All City column data matching key or matching city's name within the Address field for each line	10	___	___	___
20	All Years Employed matching key or equal to 2012 minus the 4 digit year shown in the Start Date column	10	___	___	___
21	All Quota values matching key or equal to 60,000 if Years Employed > 20, or 55,000 if Years Employed <20 and equal to or >11, or 50,000 if Years Employed <11	10	___	___	___
22	All Commission values matching key or equal to $(\text{Sales} - \text{Quota}) * .15$	10	___	___	___
23	Formulas/Data Manipulation Total	45			
24	♣SUBTOTAL PRINTOUT 1	125			
25	SUBTRACT DEDUCTION Maximum 30 Points -				
26	Deduct two points for each typographical error in the printout that was not graded previously including the following: misspelling or incorrect values, extra, double, or omitted words or values, incorrectly divided words, words that run together, missed capitalization, punctuation, or other formatting, incorrect line spacing, either extra or omitted lines/rows. Header is subject to 2 typos.				
27	♣TOTAL PRINTOUT 1	125			
28	GRADERS' INITIALS		___	___	___

UIL Computer Applications Invitational Test B - Printout 2

		TOTAL VALUE: 175		
	PTS	GRD1	GRD2	GRD3
II. DOCUMENT WITH CHART				
1 Format <i>(Graded for formatting only, not correct data)</i>				
2 Printout in portrait orientation on one page	10	___	___	___
3 Top margin 1 ½"; left and right margins 1"; bottom margin at least 1"	5	___	___	___
4 Header shown on right margin, ½" from the top of the page	5	___	___	___
5 Guide words shown in same order as key	5	___	___	___
6 Data following guide words aligned vertically	10	___	___	___
7 Guide words double spaced	5	___	___	___
8 Everything blocked on left margin (not counting header, chart, or formulas)	5	___	___	___
9 Reference initials shown 1 blank line below Paragraph 3 or formulas	5	___	___	___
10				
	Format Total	50	[]	[]
11 Body of Document				
12 Add 5 points for each complete paragraph	max 15	___	___	___
13	Body of Document	15	[]	[]
14 Chart/Formulas <i>(Graded for correct information, not correct data)</i>				
15 Stacked column chart (with 2 or 3 series shown)	5	___	___	___
16 Stacked column chart with 2 series and line for 3rd series	5	___	___	___
17 Four columns shown, no more and no less	5	___	___	___
18 Stacked column chart shows Sales series with grey fill and black border	5	___	___	___
19 Stacked column chart shows Commission series with black fill	5	___	___	___
20 Quota series shown as graphed line	5	___	___	___
21 Graphed line shown as a solid black line with no markers	5	___	___	___
22 1 blank line between 1 st paragraph and chart & between chart and 2 nd paragraph	5	___	___	___
23 Chart centered between the margins and indented at least 1/2"	5	___	___	___
24 X-axis names matching key or being the 4 with highest Commission fields	5	___	___	___
25 X-axis names in Commission field in order from highest down	5	___	___	___
26 X-axis labels with the same angle and degree as the key	5	___	___	___
27 Y-axis values matching key	5	___	___	___
28 Y-axis values shown as currency with commas and no decimals	5	___	___	___
29 City formula shown as MID function with 1 st parameter as B2	5	___	___	___
30 City formula shown as MID function with 2 nd parameter as FIND(",",B2,1)+2	5	___	___	___
31 City formula shown as MID function with 3 rd parameter as 4	5	___	___	___
32 Years Employed formula matching key	5	___	___	___
33 Quota formula shown as If function with 1 st parameter as E2>20 and 2 nd parameter shown as 60000	5	___	___	___
34 Quota formula shown as If function with 3rd parameter shown as embedded If function with 1 st parameter shown as E2<11	5	___	___	___
35 Quota formula shown as embedded If function with 2 nd and 3 rd parameters shown as 50000 and 55000 respectively	5	___	___	___
36 All parentheses in formulas balanced and commas in appropriate places	5	___	___	___
37	Chart/Formulas Total	110	[]	[]
38 ♣ SUBTOTAL PRINTOUT 2	175	[]	[]	[]
39 SUBTRACT DEDUCTION	Maximum 50 Points -	[]	[]	[]
40 ♣ Deduct 2 points for each typo in the printout that was not specifically graded above or in Part I, including the following: misspelling or incorrect values not otherwise graded, extra, double, or omitted words or values, incorrectly wrapped or truncated words or values, incorrectly divided words, words that run together, missed capitalization, punctuation, or other formatting errors, incorrect line spacing, either extra or omitted lines/rows.				
♣ STOP GRADING WHERE THE STUDENT STOPPED TYPING. Do not deduct for typos beyond the last point to which a student typed. (Ignore what is probably be from a template at the bottom of a document.)				
41 ♣ TOTAL PRINTOUT 2	175	[]	[]	[]
42 GRADERS' INITIALS		___	___	___

Contestant Number _____

UIL Computer Applications Invitational Test B

FINAL SCORE

❖ TOTAL PRINTOUT 1

125

❖ TOTAL PRINTOUT 2

175

❖ TOTAL SCORE

300

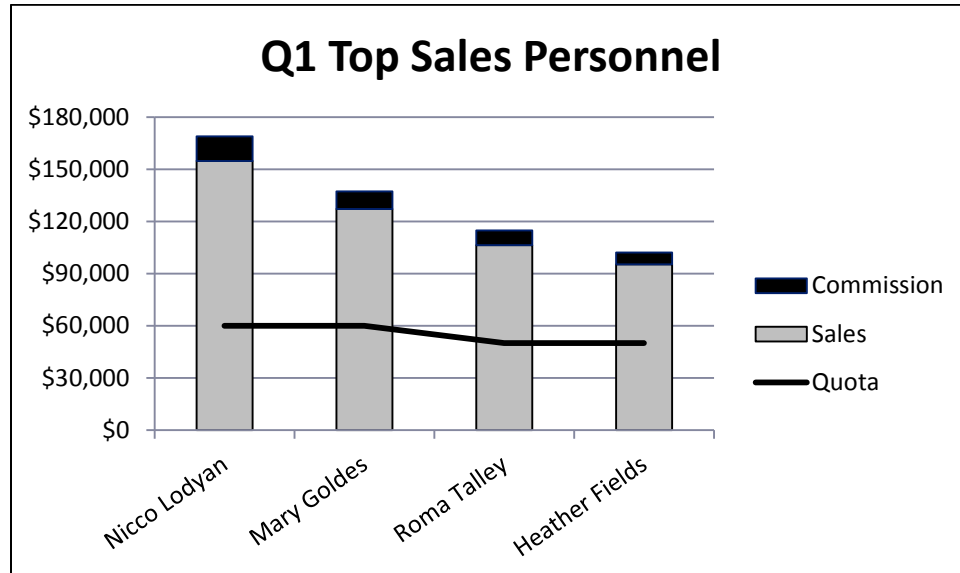
GRADERS' INITIALS

_____	_____	_____

Name	Address	City	Start Date	Years Employed	Sales	Quota	Commission
Mary Goldes	588 Main St., West, TX 76691	West	8/14/1982	30	127,240	60,000	10,086
Nicco Lodyan	1612 West Ave., Hope, TX 77995	Hope	10/18/1984	28	154,760	60,000	14,214
Paris Frantz	4128 Canyon Dr., Hunt, TX 78024	Hunt	7/12/1990	22	59,850	60,000	(23)
Hugh Stone	234 Elm Dr., Hunt, TX 78024	Hunt	6/23/1996	16	88,015	55,000	4,952
Del Finniam	12 River Rd., Hunt, TX 78024	Hunt	1/14/2001	11	58,248	55,000	487
Heather Fields	3535 Ridgeway, Hope, TX 77995	Hope	12/22/2003	9	95,289	50,000	6,793
Michael Angelo	348 Blossom Ave., West, TX 76691	West	4/14/2008	4	42,814	50,000	(1,078)
Roma Talley	46 April St., West, TX 76691	West	9/23/2010	2	106,298	50,000	8,445

TO: Faye Cashion, Incentive Program Manager
FROM: Macon Dheels, Sales Director
DATE: Current Date
SUBJECT: Rewards for Top Sellers

As you can see, the top sellers generated considerably more in sales than their assigned quota. I feel these people deserve some type of bonus on top of their commission. After all, anyone who can bring in this kind of revenue in a tight economy should be recognized and rewarded in a meaningful way.



These four people are truly outstanding members of our sales team. What can we arrange for them?

Incidentally, we used the following formulas in our calculations.

City: =MID(B2, FIND(" ", B2, 1) + 2, 4)

Years Employed: =2012-YEAR(D2)

Quota: =IF(E2>20, 60000, IF(E2<11, 50000, 55000))

uil

UIL Computer Applications Invitational Test B - Tiebreaker

GENERAL TIEBREAKER TEST INSTRUCTIONS: The tiebreaker is a timed typing test using Word. Time the tiebreaker component of the test for a five-minute period. At the end of that time, contestants will be instructed to print their output. 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. COPYING A DOCUMENT AND PRINTING

A. Enter the document on the next page in a unbound report format.

1. Use the 1½" top margin and conventional left, right and bottom margins.

2. Center the heading **ÆTHELRED II** in boldface type.

B. Save document as TblnvB.

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.

ÆTHELRED II (Ethelred) was king of the English and was called THE UNREADY, meaning without any counsel. He was the son of King Edgar and his second wife, queen Ælfthryth, was born in 968 or 969 and succeeded to the throne on the murder of his step-brother Edward (the Martyr) in 979. His reign was disastrous from the beginning. The year after his accession the Danish invasions, long abated under Edgar the Peaceful, recommenced; though as yet their object was plunder only, not conquest, and the attacks were repeated in 981, 982 and 988. In 991 the Danes burned Ipswich, and defeated and slew the East Saxon Ealdorman Brihtnoth at Maldon. After this, peace was purchased by a payment of £10,000 - a disastrous expedient. The Danes were to desist from their ravages, but were allowed to stay in England. Next year Æthelred himself broke the peace by an attack on the Danish ships. Despite the treachery of Elfric, the English were victorious; and the Danes sailed off to ravage Lindsey and Northumbria. In 994 Olaf Tryggvason, king of Norway, and Sweyn, king of Denmark, united in a great invasion and attacked London. Foiled by the valor of the citizens, they sailed away and harried the coast from Essex to Hampshire. He now resorted to the old experiment and bought them off for £16,000 and a promise of supplies. Olaf also visited Æthelred at the latter's request and, receiving a most honorable welcome, was induced to promise that he would never again come to England with hostile intent, an engagement which he faithfully kept.

The Danish attacks were repeated in 997, 998, 999 and in 1000 he availed himself of the temporary absence of the Danes in Normandy to invade Cumberland, at that time a Viking stronghold. Next year, however, the Northmen returned and inflicted worse evil than ever. The national defense seemed to have broken down altogether. In despair Æthelred again offered them money, which they again accepted, the sum paid on this occasion being £24,000. But soon afterwards the king, suspecting treachery, resolved to get rid of his enemies once and for all. Orders were issued commanding the slaughter on St. Brice's day (December 2) of "all the Danish men who were in England." Such a decree could obviously not be carried out literally; but we cannot doubt that the slaughter was great. This violence, however, only made matters worse.

Next year Sweyn returned, his hostility fanned by the desire for revenge. For two years he ravaged and slew; in 1003 Exeter was destroyed, followed by Norwich and Thetford. No effectual resistance was offered, despite a gallant effort here and there; the disorganization of the country was complete. In 1005 the Danes were absent in England, but came back next year, and emboldened by the utter lack of resistance, they ranged far inland. In 1007 Æthelred bought them off for a larger sum than ever (£36,000), and for two years the land enjoyed peace.

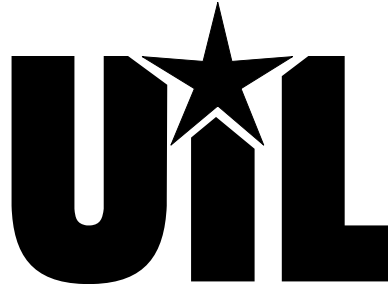
ÆTHELRED II

ÆTHELRED II (Ethelred) was king of the English and was called THE UNREADY, meaning 16
without any counsel. He was the son of King Edgar and his second wife, queen Ælfthryth, was 32
born in 968 or 969 and succeeded to the throne on the murder of his step-brother Edward (the 50
(Martyr) in 979. His reign was disastrous from the beginning. The year after his accession the 66
Danish invasions, long abated under Edgar the Peaceful, recommenced; though as yet their 79
object was plunder only, not conquest, and the attacks were repeated in 981, 982 and 988. In 991 97
the Danes burned Ipswich, and defeated and slew the East Saxon Ealdorman Brihtnoth at Maldon. 112
After this, peace was purchased by a payment of £10,000 - a disastrous expedient. The Danes 127
were to desist from their ravages, but were allowed to stay in England. Next year Æthelred 143
himself broke the peace by an attack on the Danish ships. Despite the treachery of Elfric, the 160
English were victorious; and the Danes sailed off to ravage Lindsey and Northumbria. In 994 Olaf 176
Tryggvason, king of Norway, and Sweyn, king of Denmark, united in a great invasion and 191
attacked London. Foiled by the valor of the citizens, they sailed away and harried the coast from 208
Essex to Hampshire. He now resorted to the old experiment and bought them off for £16,000 and 225
a promise of supplies. Olaf also visited Æthelred at the latter's request and, receiving a most 241
honorable welcome, was induced to promise that he would never again come to England with 257
hostile intent, an engagement which he faithfully kept. 264

The Danish attacks were repeated in 997, 998, 999 and in 1000 he availed himself of the 281
temporary absence of the Danes in Normandy to invade Cumberland, at that time a Viking 296
stronghold. Next year, however, the Northmen returned and inflicted worse evil than ever. The 310
national defense seemed to have broken down altogether. In despair Æthelred again offered them 324
money, which they again accepted, the sum paid on this occasion being £24,000. But soon 339
afterwards the king, suspecting treachery, resolved to get rid of his enemies once and for all. 355
Orders were issued commanding the slaughter on St. Brice's day (December 2) of "all the Danish 371
men who were in England." Such a decree could obviously not be carried out literally; but we 388
cannot doubt that the slaughter was great. This violence, however, only made matters worse. 402

Next year Sweyn returned, his hostility fanned by the desire for revenge. For two years he 418
ravaged and slew; in 1003 Exeter was destroyed, followed by Norwich and Thetford. No effectual 433
resistance was offered, despite a gallant effort here and there; the disorganization of the country 448
was complete. In 1005 the Danes were absent in England, but came back next year, and 464
emboldened by the utter lack of resistance, they ranged far inland. In 1007 Æthelred bought 479
them off for a larger sum than ever (£36,000), and for two years the land enjoyed peace. 496

UNIVERSITY INTERSCHOLASTIC LEAGUE



Computer Applications

District 1

2013

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

2013 UIL Computer Applications District 1 Test

GENERAL TEST INSTRUCTIONS: Process each section creating the required printouts for this contest. When time is called, you will be graded on the printouts completed. A 12-point font was used for the answer key of the document, but this is not a requirement, and a smaller type is sometimes easier to fit to a page. Include only what is requested (i.e., if it asks for *boldface* type, include only *boldface* type, not *underlined* and not *italic*.)

I. DATABASE WITH COLUMNAR REPORT

MAXIMUM POINTS 150

- A. Create a database named **Salary** and create a table in design view named **Salary** with the field properties at right.
- B. In datasheet view, enter the data shown below the design view parameters for the **Last**, **First**, **Salary**, and **Start** fields.
- C. Create an update query to update the following fields.
 1. Update the **Name** field by concatenating **Last** and **First** with a comma and space between to have the appearance as Sprat, Jill.
 2. Update the **Years Employed** field using the following steps.
 - a. Subtract the **Start** field from 12/31/2012, and divide the result by 365.25.
 - b. Use the integer (Int) function with the entire calculation as the parameter.
 3. Update **Contribution** by multiplying **Salary** times .05 times **Years Employed**.
 4. Update **Assumed Savings** using the Future Value (FV) function with these parameters.
 - a. Rate is 6% (.06)
 - b. Number of periods (Nper) is the **Years Employed** field.
 - c. Payment (Pmt) is the **Salary** field times 5% (.05).
 - d. Use the Absolute value (Abs) function with the entire function as the parameter.
 5. Save the query as **UpdQry** and run the query until all fields are populated.
- D. Create a report using the report wizard with the following specifications.
 1. Use all the fields except **Last** and **First**.
 2. Group by **Salary** with grouping intervals of 10000s.
 3. Sort by **Years Employed** in descending order.
 4. Calculate the average for **Salary**, **Years Employed**, **Contribution**, and **Assumed Savings**.
 5. Show detail and summary.
 6. Use stepped layout and landscape orientation.
 7. If using Office 2007, specify None style.
 8. Use the following title: **Savings Plan**
 9. Use 1" margins.
- E. In layout view make certain that nothing is truncated or wrapped and change the label in the group footer from Avg to be Average.

Field Name	Data Type	Description
Last	Text	15 characters
First	Text	15 characters
Name	Text	30 characters
Salary	Number	Double, standard, 0 decimals
Start	Date/Time	Short date
Years Employed	Number	Integer, fixed, 0 decimals
Contribution	Number	Double, standard, 0 decimals
Assumed Savings	Number	Double, standard, 2 decimals

Last	First	Name	Salary	Start
Sprat	Jill		31,420	7/1/2011
Sprat	Jack		46,760	11/1/2008
Poore	Pound		49,600	5/1/2005
Daun	Chau		52,600	3/1/2004
Inkling	Ivan		54,600	11/1/2001
Tillery	Art		73,800	7/1/2009
Raut	Uppor		78,200	5/1/2008
Poore	Penny		82,300	3/1/2007

- F. In design view make the following modifications to the report.
 1. Add a label box top aligned with the title and right aligned on the right-hand margin with the following, replacing 99999 with your contestant number: (99999)-Dist1-1
 2. Delete the "Summary for..." line in the group footer.
 3. Shift the Average label and calculated fields to the top of the group footer then shorten the group footer so the report will print on one page.
 4. Make everything in the report black type, not grey or colored.
 5. Make everything in the report header, page header, group header, and group footer bold, and be certain this doesn't truncate data in a field.
 6. The first column of data should be left justified.
 7. Make the column heading and detail data field for the **Name** field the same width, and center this column of data.
 8. Vertically right align the column heading, detail data, and summary values for **Years Employed, Salary, Contribution, and Assumed Savings** fields.
 9. Vertically right align the **Start** field column headings and detail data.
- G. Save your report and print it on one page.
- H. Your report should have approximately the following appearance. Note colons indicate missing rows of data; values may be incorrect; the date and page information should be generated on the bottom margin.

Savings Plan

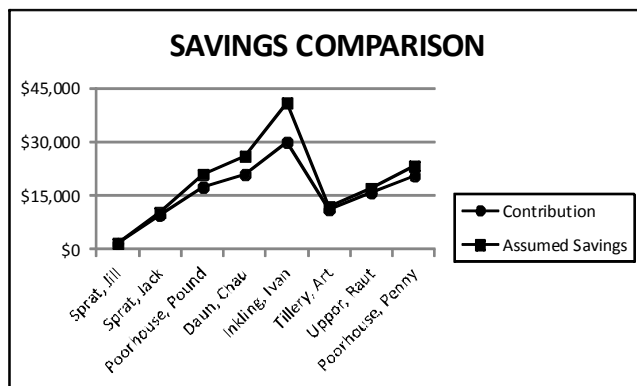
(99999)-Dist1-1

Salary by 10000s	Years Employed	Name	Salary	Start	Contribution	Assumed Savings
30000 - 40000						
	1	Sprat, Jill	31,420.00	7/1/2011	1,272.00	1,272.00
Average	1		31,420.00		1,272.00	1,272.00
:	:	:	:	:	:	:
Average	5		82,300.00		21,675.00	24,188.66

- I. Close your report and open the **Salary** table in datasheet view.
- J. Export the data with formatting and layout to an Excel file named **Salary** and open the destination file after exporting.
- K. Close the **Salary** table and close the database.

II. SPREADSHEET CHART/GRAPH

- A. Select Cells C1 thru C9 and Cells G1 thru H9 and create a line chart with markers.
- B. Use the title centered above the plot area as shown.
- C. Use Y-axis scale with minimum 0, maximum 45000, and intervals of 15000, and show with \$ signs and commas and no decimals.
- D. Use black lines with different solid black markers.
- E. Show X-axis labels angled as shown without truncating.
- F. Use a border around the legend to the right of the plot area.
- G. Use a border around the chart.
- H. Save your chart and copy it to be pasted into a document in Part III.
- I. Your chart should have the appearance shown above.



III. DOCUMENT WITH EMBEDDED CHART AND MERGED DATA

MAXIMUM 150

- A. Create a Modified Block Business letter with mixed punctuation, indented paragraphs, and the following specifications.
1. Insert a header ½" from the top of the page and right justified on the right margin using the following, replacing the 99999 with your contestant number: (99999)-Dist1-2
 2. Use today's date.
 3. From the Mailings ribbon, click on the Select Recipients icon in the Start Mail Merge block and scroll down to select Use Existing List and browse to select the **Salary** database created in Part I.
 4. For the first line of the inside address merge the **First** and **Last** fields with a space between them. (Merge codes will be graded.)
 5. Use the following address for the second and subsequent lines of the Inside Address: Corporate Clowns, 1224 Orbital Way, Clear Lake, TX 78520
 6. Use the following salutation: Dear Mr./Mrs. and merge the **Last** field from the **Salary** database.
 7. Use the following subject in all caps: SAVINGS PLAN
 8. Use the following complimentary close: Sincerely yours
 9. Use the following sender's information: Benny Fishent
 10. Use the following reference initials: uil
- B. Use the following paragraphs for the body, importing/embedding the chart from Part II where indicated:

The Benefits Department has looked into a savings plan for employees and compared actual payments that would be made to savings to the calculated value using a future value function which takes into account the savings plus accrued interest at a 6% rate. This comparison is shown in the chart at the right.

Our study used eight employees with varying years of service in our organization, and we determined what the savings of each would have been had they participated in the plan from their first day of employment. Please review this plan and visit with employees in your department so that we can move ahead on this potential benefit plan.

[Paste chart from Part II to the right of the first paragraph, even with the top of the first paragraph, and aligned on right margin. Wrap text to the left and below the chart.

Size the chart so that it is at least 2.25" tall and 3.75" wide.

Maintain specifications from Part II.]

- C. Save the document as a file called **Dist1-Doc**.
- D. Print the document showing merge codes in portrait orientation. DO NOT MERGE.

2013 UIL Computer Applications District 1 Test - Printout 1

		TOTAL VALUE: 0			
		PTS	GRD1	GRD2	GRD3
I. PRINTOUT 1 - DATABASE REPORT					
1	Format (<i>Grading for formatting, not correct data</i>)				
2	Printout in landscape orientation on one page	5	___	___	___
3	All margins 1"	5	___	___	___
4	Header top aligned with title and right aligned on right margin	5	___	___	___
5	7 columns of data shown with column headings matching key	5	___	___	___
6	Everything in report header boldface (including header)	5	___	___	___
7	Everything in page header, group header, and group footer boldface	5	___	___	___
8	First column left aligned	5	___	___	___
9	Everything in Name column heading and detail line centered	5	___	___	___
10	All other column headings, detail values, and summary values (if shown) vertically right aligned	5	___	___	___
11	Date shown as short date (m/d/yyyy)	5	___	___	___
12	Years Employed shown as number with no commas, no decimals	5	___	___	___
13	Salary and Contribution shown as numbers with commas and no decimals, and Assumed Savings shown as numbers with commas and 2 decimals (no \$ signs)	5	___	___	___
14	Summary for... line omitted, and summary line label and values positioned just below detail rows	10	___	___	___
15	Nothing truncated or wrapped	5	___	___	___
16	Format Total	75	<input type="text"/>	<input type="text"/>	<input type="text"/>
17	Calculations/Grouping (<i>Grading for correct data, not formatting</i>)				
18	All Name fields matching key (<i>if typos, deduct for those separately</i>)	10	___	___	___
19	All Years Employed values matching key or equal to 12/31/2012 minus Start divided by 365.25 with decimals truncated	10	___	___	___
20	All detail values for Contributions matching key or equal to 5% of the Salary times Years Employed	10	___	___	___
21	All detail Assumed Savings values matching key (or if there is a typo in Salary , check saved file for correct FV function (with or without [Salary]! shown): Abs(FV(0.06,[Salary]![Years Employed],[Salary]![Salary]*0.05))	10	___	___	___
22	All average values matching key or equal to the average of the values in the respective column of each group	5	___	___	___
23	Grouping shown by Salary	5	___	___	___
24	Grouping shown by Salary at intervals of 10000s	5	___	___	___
24	Sorting shown by Years Employed in descending order	5	___	___	___
25	5 groups shown	5	___	___	___
26	Correct records in each group matching key or with Salary in appropriate group of 10000s	5	___	___	___
27	Group footer labels shown as Average , not Avg	5	___	___	___
28	Calculations/Grouping Total	75	<input type="text"/>	<input type="text"/>	<input type="text"/>
29	❖ SUBTOTAL PRINTOUT 1	150	<input type="text"/>	<input type="text"/>	<input type="text"/>
30	SUBTRACT DEDUCTION Maximum 40 Points	-	<input type="text"/>	<input type="text"/>	<input type="text"/>
31	❖ Deduct 2 points for each typo in the printout. Do not deduct for typos in the values that were specifically scored above. Header is subject to 2 typos. Note that numeric data is slightly offset to the left of text column headings when vertically right aligned. ❖ Errors include misspelling, missed capitalization or punctuation, double words, extra words or values, omitted words, words that run together, incorrectly divided words, and incorrect numbers that are not otherwise scored.				
32	❖ TOTAL PRINTOUT 1	150	<input type="text"/>	<input type="text"/>	<input type="text"/>
33	GRADERS' INITIALS		<input type="text"/>	<input type="text"/>	<input type="text"/>

2013 UIL Computer Applications District 1 Test - Printout 2

II PRINTOUT 2 - DOCUMENT WITH CHART		TOTAL VALUE: 150			
1	Format <i>(Grading for formatting, not correct data)</i>	PTS	GRD1	GRD2	GRD3
2	Printout in portrait orientation on one page	5	___	___	___
3	Top margin 2"; left and right margins 1"; bottom margin at least 1"	5	___	___	___
4	Header shown ½" from the top of the page right aligned on the right-hand margin	5	___	___	___
5	Date, complimentary close, and sender's name beginning at center of page	5	___	___	___
6	3 blank rows/lines between date & inside address and 1 blank line between inside address and salutation and between salutation and subject and between subject and 1 st paragraph	5	___	___	___
7	Inside address blocked on the left margin	5	___	___	___
8	Subject shown in all caps and indented	5	___	___	___
9	All paragraphs indented	5	___	___	___
10	1 blank line between last paragraph and complimentary close	5	___	___	___
11	3 blank lines between complimentary close and sender's name and 1 blank line between sender's name and reference initials	5	___	___	___
12	Format Total	50	[]	[]	[]
13	Body/Chart/Merge Codes <i>(Grading for correct data, not formatting; chart must reflect current data)</i>				
14	Add 5 points for each complete paragraph	max 10	___	___	___
15	Chart shown	5	___	___	___
16	Chart right aligned on right margin; text wrapped on left and below chart as shown	10	___	___	___
17	Top of chart aligned with top of the first line of paragraph 1	5	___	___	___
18	Chart at least 3.75" wide and 2.5" tall	5	___	___	___
19	Title shown centered above chart	5	___	___	___
20	Chart shown with 2 plotted lines (no bars, columns, or slices)	10	___	___	___
21	2 black, plotted lines shown with different solid black markers	5	___	___	___
22	Legend shown on right of chart with border	5	___	___	___
23	Y-axis scale matching values on key	5	___	___	___
24	Y-axis scale shown as numbers with \$ signs and commas and no decimals	5	___	___	___
25	X-axis shown with names angled approximately matching key angle and direction with last name followed by comma, space, and first name	5	___	___	___
26	No names on X-axis truncated	5	___	___	___
27	Border shown around chart	5	___	___	___
28	Merge code shown for First and Last in inside address	5	___	___	___
29	Merge code shown for Last in salutation	5	___	___	___
30	Chart legend labels for Contribution and Assumed Savings shown	5	___	___	___
31	Embedded Chart/Report Total	100	[]	[]	[]
32	❖ SUBTOTAL PRINTOUT 2	150	[]	[]	[]
33	SUBTRACT DEDUCTION	Maximum 50 Points	-	[]	[]
34	❖ Deduct two points for each typographical error in the printout. ❖ Errors include misspelling, missed capitalization or punctuation, double words, added or omitted words, words that run together, incorrectly divided words, and incorrect numbers that are not otherwise scored. <u>If typos or calculated values on the embedded/imported graph/chart were deducted in Printout 1 and remain incorrect in Printout 2, do not deduct again.</u> ❖ STOP GRADING WHERE THE STUDENT STOPPED TYPING. Do not deduct for typos beyond the last point to which a student typed. (i.e. if a student stopped midway through a document, but had a correct sender's name, typos are taken for entire document. If student stopped, but had correct Complimentary Close which would have come from a template, typos are stopped where student stopped typing.)				
35	❖ TOTAL PRINTOUT 2	150	[]	[]	[]
36	GRADERS' INITIALS		[]	[]	[]

2013 UIL Computer Applications District 1 Test

FINAL SCORE

- ❖ **TOTAL PRINTOUT 1** **0**
- ❖ **TOTAL PRINTOUT 2** **150**
- ❖ **TOTAL SCORE** **150**
- GRADERS' INITIALS**

DESIGN VIEW OF ACCESS REPORT

Report Header									
Savings Plan									99999)-Dist1-1
Page Header									
Salary by 10000s	Years Employed		Name		Salary	Start	Contribution	Assumed Savings	
Salary Header									
=Int([Salary])/10000									
Detail									
	Years Employed		Name		Salary	Start	Contribution	Assumed Savings	
Salary Footer									
Average	=Avg([Years Emp				=Avg([Salary])		=Avg([Contributio	=Avg([Assumed S	
Page Footer									
=Now()			Printout 1: Office 2007				="Page " & [Page] & " of " & [Pages]		

Savings Plan

(99999)-Dist1-1

Salary by 10000s	Years Employed	Name	Salary	Start	Contribution	Assumed Savings
30000 - 40000						
	1	Sprat, Jill	31,420	7/1/2011	1,571	1,571.00
Average	1		31,420		1,571	1,571.00
40000 - 50000						
	7	Poore, Pound	49,600	5/1/2005	17,360	20,816.72
	4	Sprat, Jack	46,760	11/1/2008	9,352	10,227.85
Average	6		48,180		13,356	15,522.28
50000 - 60000						
	11	Inkling, Ivan	54,600	11/1/2001	30,030	40,872.58
	8	Daun, Chau	52,600	3/1/2004	21,040	26,030.34
Average	10		53,600		25,535	33,451.46
70000 - 80000						
	4	Raut, Uppor	78,200	5/1/2008	15,640	17,104.75
	3	Tillery, Art	73,800	7/1/2009	11,070	11,747.48
Average	4		76,000		13,355	14,426.12
80000 - 90000						
	5	Poore, Penny	82,300	3/1/2007	20,575	23,196.64
Average	5		82,300		20,575	23,196.64

Savings Plan

(99999)-Dist1-1

Salary by 10000s	Years Employed	Name	Salary	Start	Contribution	Assumed Savings
30000 - 40000						
Average	1	Sprat, Jill	31,420	7/1/2011	1,571	1,571.00
	<input type="text" value="1"/>		<input type="text" value="31,420"/>		<input type="text" value="1,571"/>	<input type="text" value="1,571.00"/>
40000 - 50000						
	7	Poore, Pound	49,600	5/1/2005	17,360	20,816.72
Average	4	Sprat, Jack	46,760	11/1/2008	9,352	10,227.85
	<input type="text" value="6"/>		<input type="text" value="48,180"/>		<input type="text" value="13,356"/>	<input type="text" value="15,522.28"/>
50000 - 60000						
	11	Inkling, Ivan	54,600	11/1/2001	30,030	40,872.58
Average	8	Daun, Chau	52,600	3/1/2004	21,040	26,030.34
	<input type="text" value="10"/>		<input type="text" value="53,600"/>		<input type="text" value="25,535"/>	<input type="text" value="33,451.46"/>
70000 - 80000						
	4	Raut, Uppor	78,200	5/1/2008	15,640	17,104.75
Average	3	Tillery, Art	73,800	7/1/2009	11,070	11,747.48
	<input type="text" value="4"/>		<input type="text" value="76,000"/>		<input type="text" value="13,355"/>	<input type="text" value="14,426.12"/>
80000 - 90000						
	5	Poore, Penny	82,300	3/1/2007	20,575	23,196.64
Average	<input type="text" value="5"/>		<input type="text" value="82,300"/>		<input type="text" value="20,575"/>	<input type="text" value="23,196.64"/>

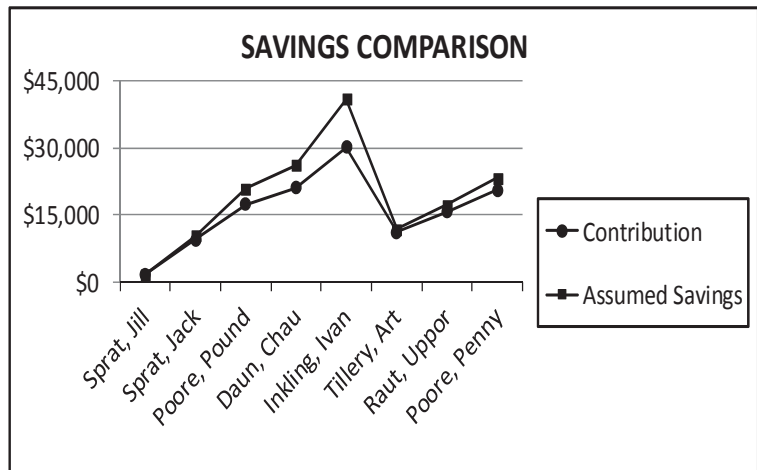
Current Date

«First» «Last»
Corporate Clowns
1224 Orbital Way
Clear Lake, TX 78520

Dear Mr./Mrs. «Last»:

SAVINGS PLAN

The Benefits Department has looked into a savings plan for employees and compared actual payments that would be made to savings to the calculated value using a future value function which takes into account the savings plus accrued interest at a 6% rate. This comparison is shown in the chart at the right.



Our study used eight employees with varying years of service in our organization, and we determined what the savings of each would have been had they participated in the plan from their first day of employment. Please review this plan and visit with employees in your department so that we can move ahead on this potential benefit plan.

Sincerely yours,

Benny Fishent

uil

UIL Computer Applications Tiebreaker Test District 1

GENERAL TIEBREAKER TEST INSTRUCTIONS: The tiebreaker is a timed typing test using Word. Time for the tiebreaker component of the test is five minutes. 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. COPYING A DOCUMENT AND PRINTING

A. Enter the document on the next page in an unbound report format.

1. Use 1½" top margin
2. Center the heading **PETRA** in boldface type.

B. Save document as TbDist1

C. Write your contestant number and TbDist1 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 city of Petra was recently named one of the 7 Wonders of the World. Petra (Greek meaning *the rock*), is a fantastic site located at 30°19' N. and 35° 31' E. It lies in a basin among the mountains which form the eastern flank of Wadi el-Arāba; a great valley running from the Dead Sea to the Gulf of Aḳāba. The descriptions of Strabo, Pliny, and other writers leave no doubt as to the identity of this site with the famous capital of the Nabataeans and the center of their caravan trade. Walled in by towering rocks and watered by a perennial stream, Petra not only possessed the advantages of a fortress but controlled the main commercial routes which passed through it to Gaza in the west, to Bostra and Damascus in the north, to Elath and Leucè Comè on the Red Sea, and across the desert to the Persian Gulf.

A position of such natural strength must have been occupied early, but we have no means of telling exactly when the history of Petra began; the evidence seems to show that the city was of relatively late foundation, though a sanctuary may have existed there from very ancient times. This part of the country was assigned by tradition to the Horites. The habits of the original natives may have influenced the Nabataean custom of burying the dead and offering worship in half-excavated caves.

From the Arāba, travelers approach by a track which leads around Jebel Hārūn (Mt. Hor) and enters the plain of Petra from the south; it is just possible to find a way in from the high plateau on the north, but the most impressive entrance is from the east, down a dark and narrow gorge, in places only 10 or 12 ft. wide, called the Sīk, *i.e.*, *the shaft*, a split in the huge sandstone rocks which serves as the waterway of the Wadi Mūsā. Near the end of the defile stands the most elaborate of the ruins, el-Hazne or "the Treasury of Pharaoh," not built but hewn out of the cliff.

A little farther on, at the foot of the mountain called en-Nejr, comes the theater, so placed as to bring the greatest number of tombs within view; and at the point where the valley opens out into the plain, the site of the city is revealed with striking effect. Almost enclosing it on three sides are rose-colored mountain walls, divided into groups by deep fissures, and lined with rock-cut tombs in the form of towers. The stream of Wadi Mūsā crosses the plain and disappears among the mountains opposite. On either bank, where the ground is fairly level, the city was built, covering a space of about 1 ¼ square miles. Among the ruins on the south bank stand the fragments of a temple called Kasr Fir`aun of late Roman date; just beyond this rises a rocky height which is usually regarded as the acropolis.

Petra continues to impress visitors today, and if you close your eyes, you can almost see the daily life of the former residents as they move through the cliff-lined streets of this awesome red-rock city.

Computer Applications Tiebreaker Score Sheet - Test District 1

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 the 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. Divide by five to get gross words per minute.
- C. Gross Words per Minute

II. DEDUCT ONE POINT FOR EACH ERROR

(Typographical error, omitted word, incorrect number, etc.)

-	-	-

✓**TOTAL - GROSS WPM TYPED LESS ERRORS**

III. ADD FIVE BONUS POINTS FOR EACH SUCCESS

FORMAT	Top margin 1 ½ "	_____
	Bottom margin 1" to 1 ½ "	_____
	Left margin and right margin 1"	_____
	Left and right margins equal	_____
HEADING	Heading in boldface type	_____
	Heading centered	_____
	3 blank lines after heading	_____
BODY	Body of report double spaced	_____
	Paragraphs indented	_____
¶1	30° with degree symbol	_____
	35° with degree symbol	_____
	Arāba bar accent over a	_____
	Aḳāba- 5 pts per accent: cedilla on k; short accent on a (max 10pts)	_____
	Leucè Comè (5 pts per grave accent) (max 10 pts)	_____
¶3	Aḳāba- 5 pts per accent: cedilla on k; short accent on a (max 10pts)	_____
	Hārūn (5 pts per bar accent) (max 10 pts)	_____
	Sīk bar accent over i	_____
PAGE 2, only if present		_____
	Top margin 1"	_____
	No single line piece of paragraph ending Page 1	_____
	No single line piece of paragraph at top of Page 2	_____
	Page number printed in upper right margin	_____
¶3 & 4	Mūsā (5 pts per bar accent) (max 20pts)	_____
	¼ shown as ¼ not 1/4	_____
	Fir`aun grave before a	_____

✓**TOTAL - BONUS POINTS**

✓**TOTAL-WPM PLUS BONUS POINTS**

GRADERS' INITIALS

PETRA

The city of Petra was recently named one of the 7 Wonders of the World. Petra (Greek meaning *the rock*), is a fantastic site located at 30°19' N. and 35° 31' E. It lies in a basin among the mountains which form the eastern flank of Wadi el-Arāba; a great valley running from the Dead Sea to the Gulf of Aḳāba. The descriptions of Strabo, Pliny, and other writers leave no doubt as to the identity of this site with the famous capital of the Nabataeans and the center of their caravan trade. Walled in by towering rocks and watered by a perennial stream, Petra not only possessed the advantages of a fortress but controlled the main commercial routes which passed through it to Gaza in the west, to Bostra and Damascus in the north, to Elath and Leucè Comè on the Red Sea, and across the desert to the Persian Gulf.

A position of such natural strength must have been occupied early, but we have no means of telling exactly when the history of Petra began; the evidence seems to show that the city was of relatively late foundation, though a sanctuary may have existed there from very ancient times. This part of the country was assigned by tradition to the Horites. The habits of the original natives may have influenced the Nabataean custom of burying the dead and offering worship in half-excavated caves.

From the Arāba, travelers approach by a track which leads around Jebel Hārūn (Mt. Hor) and enters the plain of Petra from the south; it is just possible to find a way in from the high plateau on the north, but the most impressive entrance is from the east, down a dark and narrow gorge, in places only 10 or 12 ft. wide, called the Sīk, *i.e.*, *the shaft*, a split in the huge

sandstone rocks which serves as the waterway of the Wadi Mūsā. Near the end of the defile 328
stands the most elaborate of the ruins, el-Hazne or "the Treasury of Pharaoh," not built but 344
hewn out of the cliff. 349

A little farther on, at the foot of the mountain called en-Nejr, comes the theater, so placed 366
as to bring the greatest number of tombs within view; and at the point where the valley opens 384
out into the plain, the site of the city is revealed with striking effect. Almost enclosing it on 402
three sides are rose-colored mountain walls, divided into groups by deep fissures, and lined with 417
rock-cut tombs in the form of towers. The stream of Wadi Mūsā crosses the plain and 433
disappears among the mountains opposite. On either bank, where the ground is fairly level, the 448
city was built, covering a space of about 1 ¼ square miles. Among the ruins on the south bank 466
stand the fragments of a temple called Kasr Fir`aun of late Roman date; just beyond this rises a 484
rocky height which is usually regarded as the acropolis. 493

Petra continues to impress visitors today, and if you close your eyes, you can almost see the 510
daily life of the former residents as they move through the cliff-lined streets of this awesome red- 527
rock city. 530

UNIVERSITY INTERSCHOLASTIC LEAGUE



Computer Applications

District 2

2013

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

2013 UIL Computer Applications District 2 Test

GENERAL TEST INSTRUCTIONS: Process each section to create the two required printouts for this contest. When time is called, you will be graded on the printouts completed. A 12-point type font was used for the answer keys. Include only what is requested. (i.e. if you are asked for boldface type, include only boldface type, not underlined and not italic.)

I. DATABASE WITH PRINTING LABELS

MAXIMUM 125

- A. Create a database named **Dist2**.
- B. Create a table in design view named **Customer** with the following field properties.
- C. Enter the following data.

Company	First	Last	Address	City	State	Zip	Sales
Vonderific	Robin	Banks	1440 Elm	Jackson	MS	39201	37,832
Al's Collectibles	Mae	Dupp	1502 Main	Pittsburgh	PA	15201	16,526
Fiddlesticks	Terry	Torrey	12800 10th	Jackson	MS	39201	47,804
Lemonade, Etc.	Tess	Ting	1130 Easton	Paris	TX	75428	23,228
Scribbling Inc.	Fess	Dupp	1502 Main	Pittsburgh	PA	15201	72,861
Fiddlesticks	Horace	Torrey	12800 10th	Jackson	MS	39201	9,889
Paper Products	Juan	Ting	1130 Easton	Paris	TX	75428	80,222

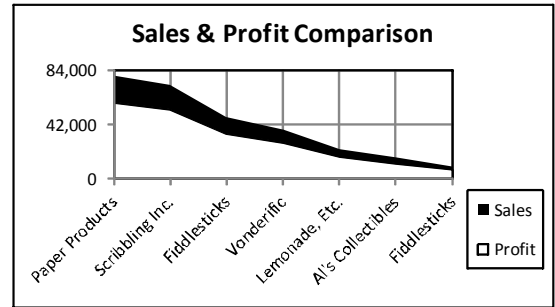
Field Name	Data Type	
ID	AutoNumber	
Company	Text	20 characters
First	Text	15 characters
Last	Text	15 characters
Address	Text	25 characters
City	Text	15 characters
State	Text	2 characters
Zip	Text	5 characters
Sales	Number	Long Integer, Standard, 0 Decimals
Expenses	Number	Long Integer, Standard, 0 Decimals
Profit	Number	Long Integer, Standard, 0 Decimals

- D. Create an update query to calculate values for the following fields:
 1. **Expenses** field should be equal to .26 times the **Sales** field.
 2. **Profit** should be equal to **Sales** minus **Expenses**.
 3. Save the query as **UpdQry**, and run the query until all fields are populated.
- E. Create labels from records in the **Customer** table with the following specifications.
 1. Use Avery label 5163 which is 2" x 4".
 2. Use a 12 point, black type.
 3. Use the following fields, leaving Line 5 blank:
 - a. Line 1: **Company** field
 - b. Line 2: **Last** field followed by a comma and a space and **First** field
 - c. Line 3: **Address** field
 - d. Line 4: **City** followed by comma and space then **State** followed by 2 spaces then the **Zip** field.
 - e. Line 6: **Sales** followed by a space, a dash, and another space then the **Expenses** field followed by a space, an equal sign, and a space, then the **Profit** field.
 4. Sort the labels by **Company** then by **Last** and then **First**.
 5. Save the label file as **Labels**.
 6. Modify the label in design view with the following changes.
 - a. If Access says some data may not be displayed, ignore the notice.
 - b. Open the page header section about 1/4" and insert a label box right justified on the right margin of the label with the following, replacing 99999 with your contestant number: (99999)-Dist2-1 (Header will be right justified above first label, which is near center of page.)
 - c. Change the top margin to be .25.
 - d. Select the box on Line 6 and make these changes.
 - (1) Center the data and use boldface type.
 - (2) View the Properties and change Width to be 3" and change Left Margin to be .5".
 - (3) Add a border to the box.
 - (4) Labels should have appearance at the right. (Data may be incorrect, and there is no border around the outside of the label.)
- F. Save and print the labels on one page, and close the file.
- G. Open the **Customer** table, and export to an Excel file named **Customer** with formatting and layout, and open the destination file.

Al's Collectibles
Dupp, Mae
1502 Main
Pittsburgh, PA 15201
16526 - 4297 = 12229

II. EXCEL CHART

- A. Sort the data in descending order by **Sales**.
- B. Select Cells B1 thru B8, I1 thru I8, and K1 thru K8 and create an 2-D Area chart with the following specifications.
 - 1. The 1st series should have series name from Cell I1 and series values should be I2 thru I8.
 - 2. The 2nd series should have series name from Cell K1 and series values should be K2 thru K8.
 - 3. The horizontal X-axis labels should be B2 thru B8.
 - 4. Add a title centered above the chart with the following in boldface type: **Sales & Profit Comparison**
 - 5. Use black fill for the **Sales** series and use white fill with a black border for the **Profit** series.
 - 6. Change the Y-axis scale to match that in the sample below with values shown as numbers with commas and no decimals.
 - 7. Show only major vertical gridlines and major horizontal gridlines.
 - 8. Slant the X-axis labels in the same direction as shown on the right with no truncating or wrapping.
 - 9. Show the legend to the right of the X-axis labels and use a black border as shown.
 - 10. Show a black border around the plot area and around the chart.
 - 11. The chart should have the appearance to the right.
- C. Save your file, and print it for some credit if you're running short on time.
- D. Copy the chart to be pasted into the Word document created below.



III. STANDARD MEMORANDUM WITH PUBLISHED REPORT DATA

MAXIMUM 175

- A. Create a Standard Memorandum with the following specifications and with the chart inserted between Paragraphs 1 and 2.
 - 1. Add a header ½" from the top of the page and right aligned on the right-hand margin with the following, replacing 99999 with your contestant number: (99999)-Dist2-2
 - 2. Address line should be Sales Managers.
 - 3. Sender should be Sels Moore.
 - 4. Use today's date.
 - 5. Use the following subject line in upper/lowercase: Sales and Profit
- B. Use the following paragraphs for the body.

Annually, we review our customer base, and those having salesmen on the accounts with the highest volume of sales receive a bonus. This is the first month of the year, and the sales are shown below.

**[Insert the chart with specifications from Part II.
Center the chart and indent at least 1".
Leave one blank line above and below.]**

We will send such a report monthly so that you can keep up with the customers that are leading.

- C. Use the following reference initials: uil
- D. Save the document as a file entitled **Dist2-Doc**.
- E. Print the one-page document in portrait orientation.

2013 UIL Computer Applications District 2 Test - Printout 1

I. DATABASE LABELS		TOTAL VALUE = 125			
		PTS	GRD1	GRD2	GRD3
1	Format <i>(Grading for formatting, not correct data)</i>				
2	Printout in portrait orientation on one page	5	___	___	___
3	Header shown ¼" from top of page and right justified at approximately the right edge of the first label	5	___	___	___
4	Printout showing 7 different labels, each approximately 2" x 4" on one page (spaced like answer key in 2 columns)	5	___	___	___
5	Each label with Company on 1 st line, Last and First names on 2 nd line in any order, Address on 3 rd line, City/State/Zip on 4 th line	10	___	___	___
6	Labels shown in order matching key or in order by Company then Last then First fields (order is left to right then down)	10	___	___	___
7	Last and First fields shown with comma and space between as key	5	___	___	___
8	City followed by comma and space and State followed by space(s) and Zip	5	___	___	___
9	Nothing shown on 5 th line	5	___	___	___
10	Border shown around the 6 th line	5	___	___	___
11	Left side of border on Line 6 shown ¾" from left edge of paper for all labels in left column and ½" from the right edge of the paper for all labels in right column	10	___	___	___
12	3 values shown in Line 6 with space, hyphen and another space between 1 st & 2 nd values and space, equal sign and another space between 2 nd and 3 rd values	5	___	___	___
13	Line 6 shown centered and boldface type	5	___	___	___
14	Format Total	75			
15	Calculations <i>(Grading for correct data, not formatting)</i>				
16	For all labels, 1 st value of Line 6 matches one of the 1 st values on the key (There should be 7 different values matching values of key. If there is a typo in one or more fields, credit can be given here with typos taken.)	10	___	___	___
17	For all labels, 2 nd value of Line 6 matches 2 nd value on same label on which the 1 st value matched a value on the key, or 2 nd value is equal to .26 x Sales	20	___	___	___
18	For all labels, 3 rd value of Line 6 matches the 3 rd value on same label on which the 1 st values matched a value on the key, or 3 rd value equals Sales minus Expenses	20	___	___	___
19	Calculations Total	50			
20	♣ SUBTOTAL PRINTOUT 1	125			
21	SUBTRACT DEDUCTION	Maximum 40 Points -			
22	♣ Deduct 2 points for each typo in the printout. Do not deduct for typos in the values that were specifically scored in the sections above. Header is subject to 2 typos. ♣ Errors include misspelling, missed capitalization or punctuation, double words, omitted words, extra words, words that run together, incorrectly divided words, and incorrect numbers that are not otherwise scored.				
23	♣ TOTAL PRINTOUT 1	125			
24	GRADERS' INITIALS		___	___	___

2013 UIL Computer Applications District 2 Test - Printout 2

III. DOCUMENT WITH EMBEDDED CHART

		TOTAL VALUE		
		175		
	PTS	GRD1	GRD2	GRD3
1	Format <i>(Grading for formatting, not correct data)</i>			
2	Printout in portrait orientation on one page	5	___	___
3	Top margin of document 1½" and left and right margins 1"	5	___	___
4	Header shown ½" from top of page and right justified on right margin	5	___	___
5	Everything blocked on left margin (not counting header or chart)	5	___	___
6	Guide words in all caps followed by colon	5	___	___
7	Guide words double spaced with 1 blank line between last guide word and Paragraph 1 (i.e. no salutation shown)	5	___	___
8	Data following guide words vertically left aligned	5	___	___
9	Guide words in order matching key	5	___	___
10	Current date shown	5	___	___
11	Subject shown in upper/lowercase	5	___	___
12	No complimentary close shown	5	___	___
13	Reference initials 1 blank line below last line of last paragraph	5	___	___
14	Format Total	60	___	___
15	Body/Chart <i>(Grading correct data; chart for current test must be present to receive grading)</i>			
16	Add 5 points for each completed paragraph max	10	___	___
17	2-D Area chart shown	5	___	___
18	2-D Area chart embedded in document between Paragraphs 1 and 2	5	___	___
19	2-D Area chart centered and indented at least 1" from both margins	5	___	___
20	One blank line between 1 st paragraph & chart and chart & 2 nd paragraph	5	___	___
21	Title shown in boldface type centered above the chart	5	___	___
22	Chart shown in order matching key or in descending order matching Sales values from Printout 1	10	___	___
23	Series shown for Sales and Profit (and no other)	5	___	___
24	Sales series shown as black	5	___	___
25	Profit series shown as white with black border (see border in legend box)	10	___	___
26	Horizontal and vertical major gridlines shown, and no minor gridlines	10	___	___
27	Y-axis scale matching key	5	___	___
28	X-axis labels slanted in same direction as key	5	___	___
29	X-axis labels shown with nothing truncated or wrapped	10	___	___
30	Legend shown to the right of X-axis labels	5	___	___
31	Legend shown with a border	5	___	___
32	Plot area shown with a border	5	___	___
33	Chart shown with a border	5	___	___
34	Body/Chart Total	115	___	___
35	♣ SUBTOTAL PRINTOUT 2	175	___	___
36	SUBTRACT DEDUCTION Maximum 30 Points -			
37	♣ Deduct 2 points for each typo in the printout. Do not deduct for typos deducted in Printout 1. Header is subject to 2 typos. ♣ Errors include misspelling, missed capitalization or punctuation, double words, omitted words, words that run together, incorrectly divided words, added or missing formatting not graded. ♣ STOP GRADING WHERE THE STUDENT STOPPED TYPING. Do not deduct for typos beyond the last point to which a student typed. (e.g. if a student stopped midway through a document, but had correct reference initials as from a template, this is NOT graded, and typos are taken only to last word typed.)			
38	♣ TOTAL PRINTOUT 2	175	___	___
39	GRADERS' INITIALS		___	___

2013 UIL Computer Applications District 2 Test

FINAL SCORE

❖ TOTAL PRINTOUT 1

125

❖ TOTAL PRINTOUT 2

175

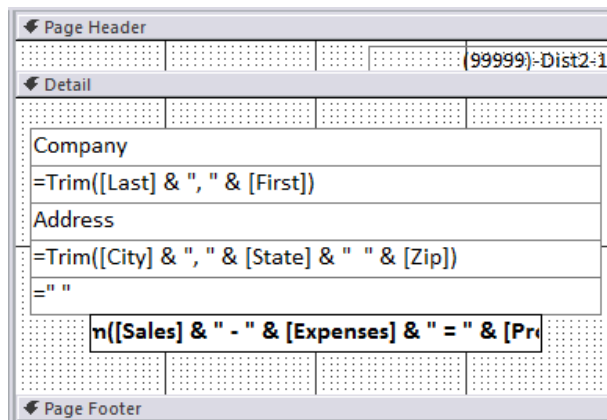
❖ TOTAL SCORE

300

GRADERS' INITIALS

— — —

DESIGN VIEW OF LABELS



Al's Collectibles
Dupp, Mae
1502 Main
Pittsburgh, PA 15201

$$16526 - 4297 = 12229$$

Fiddlesticks
Torrey, Horace
12800 10th
Jackson, MS 39201

$$9889 - 2571 = 7318$$

Fiddlesticks
Torrey, Terry
12800 10th
Jackson, MS 39201

$$47804 - 12429 = 35375$$

Lemonade, Etc.
Ting, Tess
1130 Easton
Paris, TX 75428

$$23228 - 6039 = 17189$$

Paper Products
Ting, Juan
1130 Easton
Paris, TX 75428

$$80222 - 20858 = 59364$$

Scribbling Inc.
Dupp, Fess
1502 Main
Pittsburgh, PA 15201

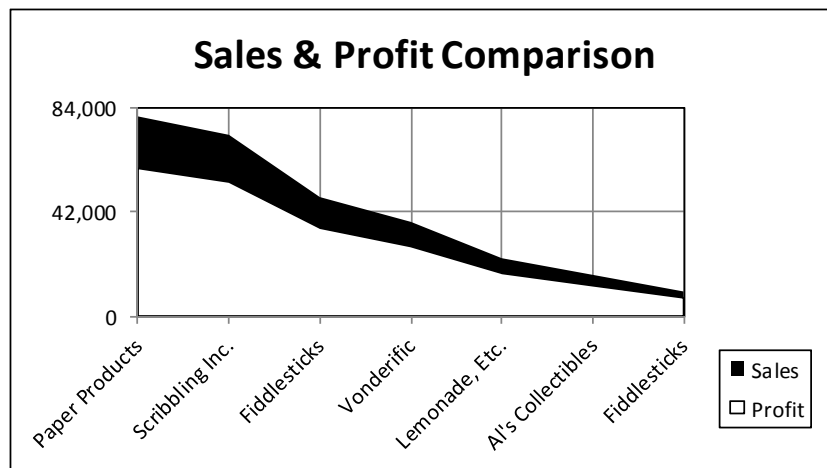
$$72861 - 18944 = 53917$$

Vonderific
Banks, Robin
1440 Elm
Jackson, MS 39201

$$37832 - 9836 = 27996$$

TO: Sales Managers
FROM: Sels Moore
DATE: Today's Date
SUBJECT: Sales and Profit

Annually, we review our customer base, and those having salesmen on the accounts with the highest volume of sales receive a bonus. This is the first month of the year, and the sales are shown below.



We will send such a report monthly so that you can keep up with the customers that are leading.

uil

2013 UIL Computer Applications Tiebreaker Test - DISTRICT 2

GENERAL TIEBREAKER TEST INSTRUCTIONS: The tiebreaker is a timed typing test using Word. Time for the tiebreaker component of the test is 5 minutes. 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. COPYING A DOCUMENT AND PRINTING

A. Enter the document on the next page in an unbound report format.

1. Use 1½" top margin and a 1" bottom margin.
2. Center the heading **FIRE-WALKING** in boldface type.
3. Insert a footnote at the end of the first word in the first paragraph as shown on the next page, and use the footnote as shown on the next page with a blank line between the bar and the footnote and with the footnote indented.

B. Save document as TbDist2.

C. Write your contestant number and TbDist2 in the upper right-hand corner of your printout.

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

Fire-walking¹ is a religious ceremony common to many races. The origin and meaning of the custom is very obscure, but it is shown to have been widespread in all ages. It still survives in Bulgaria, Trinidad, Fiji Islands, Tahiti, India, the Straits Settlements and Mauritius Japan. The details of its ritual and its objectives vary in different lands, but the essential feature of the rite, the passing of priests, fakirs, and devotees barefoot over heated stones or smouldering ashes is always the same. Fire-walking was usually associated with the spring festivals and was believed to ensure a bountiful harvest. In the time of Kublai Khan the Taoist Buddhist held great festivals to the "High Emperor of the Somber Heavens" and walked through a great fire barefoot, preceded by their priests bearing images of their gods in their arms. Though they were severely burned, these devotees held that they would pass unscathed if they had faith. In the Chinese province of Fo-kien, the chief performers are laborers who must fast for three days. During this time they are taught in the temple how they are to perform their task. On the eve of the festival a huge brazier is lighted. A Taoist priest throws a mixture of salt and rice into the flames. The trained performers then pass through. The Bhuiyas, a Dravidian tribe of Mirzapur, worship their tribal hero Bir by a like performance, and they declare that the walker who is really "possessed" by the hero feels no pain. In Fiji the ceremony is called *vilavilarevo*, where a number of natives walk unharmed across and among white-hot stones which form the pavement of a huge native oven. In Tahiti priests perform the ritual. The fire-walkers in Bulgaria are called *Nistinaries*. They dance in the fire on the 21st of May. Huge fires are made, and when these burn down the *Nistinaries*, who turn blue in the face, dance on the red-hot embers and utter prophecies, afterwards placing their feet in the muddy ground where libations of water have been poured.

The interesting part of fire-walking is the alleged immunity of the performers from burns. On this point, authorities differ greatly. In a case in Fiji, a handkerchief was thrown onto the stones when the first man leapt into the oven, and what remained of it snatched up as the last left the stones. Every fold that touched the stone was charred. In some countries a thick ointment is rubbed on the feet, but this is not usual, and the bulk of the reports certainly leave an impression that there is something still to be explained in the escape of the performers from shocking injuries. However, other authorities, having witnessed a fire-walk in Tahiti, declare that the whole rite as practiced there is a mere symbolic farce.

¹"Fire-Walking" The Encyclopædia Britannica, 1911.

2013 UIL Computer Applications Tiebreaker Test - DISTRICT 2 - 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 the contestant.
 2. Add the number of words in the last line if it is incomplete to the tally. Add 5 words if the footnote is present.
 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. Divide by five to get gross words per minute.

C. Gross Words per Minute

II. DEDUCT ONE POINT FOR EACH ERROR

(Typographical error, omitted word, incorrect number, etc.)

✓TOTAL - GROSS WPM TYPED LESS ERRORS

III. ADD FIVE BONUS POINT FOR EACH SUCCESS

FORMAT	Top margin approximately 1½"	_____	_____	_____
	Bottom margin at least 1"	_____	_____	_____
	Left margin approximately 1"	_____	_____	_____
	Right margin approximately 1"	_____	_____	_____
	Left and right margins approximately equal	_____	_____	_____
HEADING	Heading in boldface type	_____	_____	_____
	Heading centered	_____	_____	_____
	Approximately 3 blank lines after heading	_____	_____	_____
BODY	Body of report double spaced	_____	_____	_____
	Paragraphs indented	_____	_____	_____
¶ 1	Superscript shown in 21 st of May	_____	_____	_____
	Superscript for footnote following the word fire-walking ¹	_____	_____	_____
FOOTNOTE	Last line of footnote begins directly above bottom margin	_____	_____	_____
	Bar above footnote 1 ½" to 2" long and left-aligned	_____	_____	_____
	One blank line between bar and footnote	_____	_____	_____
	Superscript (¹) immediately before the footnote	_____	_____	_____
	Footnote indented	_____	_____	_____
	<i>Encyclopdædia</i> includes æ	_____	_____	_____
PAGE 2 (only if Page 2 was printed)	Printing on Page 2	_____	_____	_____
	Top margin approximately 1"	_____	_____	_____
	No single line piece of paragraph ending Page 1	_____	_____	_____
	No single line piece of paragraph at top of Page 2	_____	_____	_____
	Page number printed in upper right corner	_____	_____	_____
	One blank line between page number and text	_____	_____	_____

✓TOTAL - BONUS POINTS

✓✓TOTAL-WPM PLUS BONUS POINTS

GRADERS' INITIALS

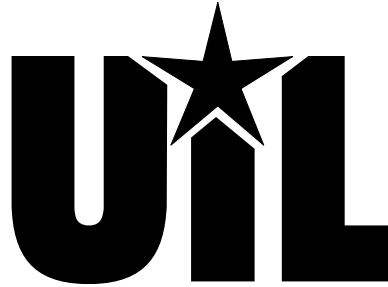
FIRE-WALKING

Fire-walking ¹ is a religious ceremony common to many races. The origin and meaning of	15
the custom is very obscure, but it is shown to have been widespread in all ages. It still survives in	35
Bulgaria, Trinidad, Fiji Islands, Tahiti, India, the Straits Settlements and Mauritius Japan. The	48
details of its ritual and its objectives vary in different lands, but the essential feature of the rite,	66
the passing of priests, fakirs, and devotees barefoot over heated stones or smouldering ashes is	81
always the same. Fire-walking was usually associated with the spring festivals and was believed	95
to ensure a bountiful harvest. In the time of Kublai Khan the Taoist Buddhist held great festivals	112
to the "High Emperor of the Somber Heavens" and walked through a great fire barefoot, preceded	128
by their priests bearing images of their gods in their arms. Though they were severely burned,	144
these devotees held that they would pass unscathed if they had faith. In the Chinese province of	161
Fo-kien, the chief performers are laborers who must fast for three days. During this time they are	178
taught in the temple how they are to perform their task. On the eve of the festival a huge brazier	198
is lighted. A Taoist priest throws a mixture of salt and rice into the flames. The trained	215
performers then pass through. The Bhuiyas, a Dravidian tribe of Mirzapur, worship their tribal	229
hero Bir by a like performance, and they declare that the walker who is really "possessed" by the	247
hero feels no pain. In Fiji the ceremony is called <i>vilavilarevo</i> , where a number of natives walk	264
unharmd across and among white-hot stones which form the pavement of a huge native oven.	279
In Tahiti priests perform the ritual. The fire-walkers in Bulgaria are called <i>Nistinares</i> . They	293

¹"Fire-Walking" The Encyclopædia Britannica, 1911.

dance in the fire on the 21 st of May. Huge fires are made, and when these burn down the	312
<i>Nistinares</i> , who turn blue in the face, dance on the red-hot embers and utter prophecies,	327
afterwards placing their feet in the muddy ground where libations of water have been poured.	342
The interesting part of fire-walking is the alleged immunity of the performers from burns.	356
On this point, authorities differ greatly. In a case in Fiji, a handkerchief was thrown on to the	375
stones when the first man leapt into the oven, and what remained of it snatched up as the last	393
left the stones. Every fold that touched the stone was charred. In some countries a thick	409
rubbed on the feet, but this is not usual, and the bulk of the reports certainly leave an impression	428
ointment is that there is something still to be explained in the escape of the performers from	445
shocking injuries. However, other authorities, having witnessed a fire-walk in Tahiti, declare	457
that the whole rite as practiced there is a mere symbolic farce.	469

UNIVERSITY INTERSCHOLASTIC LEAGUE



Computer Applications

Region

2013

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

2013 UIL Computer Applications Region Test

GENERAL TEST INSTRUCTIONS: Process each section creating the required printouts for this contest. When time is called, you will be graded on the printouts completed. A 12-point font was used for the document answer key, but this is not a requirement, and a smaller type is sometimes easier to fit to a page. Include only what is requested (i.e. if we ask for bold type, include only bold type, not underlined and not italic.)

I. DATABASE WITH REPORT

MAX 150

- A. Use the **2013 Starter Files** database downloaded prior to the Region Meet from the UIL website.
- B. Save the database as **2013 Finished Files** on your flash drive, floppy, or CD for saving files.
- C. Open the **Students** table in design view and add the following fields.
 1. **Final Grade** should be defined as a number that is double with standard format and zero decimal positions.
 2. **Letter Grade** should be defined as a text field with 1 character.
 3. Save the table.
- D. Create a relationship between the **Student ID** field of the **Students** table and the **Grades ID** field of the **Grades** table using the following specifications:
 1. Open the Relationships icon in the Relationships block of the Database Tools ribbon.
 2. Right click and scroll down to show tables.
 3. Add the following table: **Students** and **Grades**
 4. Click on the **Student ID** field of **Student** table and drag the field to the **Grades ID** field of the **Grades** table.
 5. When the Edit Relationships dialog box opens, click Create.
 6. Save the changes and close the Relationships screen.
- E. Create an update query in design view to update the following fields using the **Students** table and the **Grades** table.
 1. Update the **Final Grade** field of the **Students** table to be the sum of the following calculations.
 - a. 30% of the **Daily Average** from the **Grades** table
 - b. 30% of the **Mid Term** from the **Grades** table
 - c. 40% of the **Final Exam** from the **Grades** table
 2. Update the **Letter Grade** field of the **Students** table using an If function with the following specifications.
 - a. If the **Final Grade** from the **Students** table is less than 60, **Letter Grade** should be "F".
 - b. If the **Final Grade** from the **Students** table is less than 70, **Letter Grade** should be "D".
 - c. If the **Final Grade** from the **Students** table is less than 80, **Letter Grade** should be "C".
 - d. If the **Final Grade** from the **Students** table is less than 90, **Letter Grade** should be "B".
 - e. Otherwise, the **Final Grade** from the **Students** table should be "A".
 3. Run the query until all fields are populated.
 4. Save the query as **UpdQryGrades**.
- F. Create a select query in design view with the following specifications using the **Students** table.
 1. Create a field named **Name** by concatenating the **LastName** and **FirstName** fields with a comma and space between them.
 2. Add the following fields: **Final Grade**, **Letter Grade**, and **Student ID**.
 3. Set the criteria to be only those records whose **Final Grade** is greater than 94.4
 4. Run the query and save as **SelQryGrades**.
- G. Create a report using the report wizard with the following specifications.
 1. From the **SelQryGrades** query, select the **Name**, **Final Grade**, and **Letter Grade** fields.
 2. From the **Grades** table, select the **Daily Average**, **Mid Term** and **Final Exam** fields.
 3. Group by **Letter Grade**.
 4. Sort the data in descending order by **Final Grade**.

5. Calculate the average of **Final Grade, Daily Average, Mid Term, and Final Exam**.
6. Show detail and summary.
7. Use outline layout, landscape orientation, and adjust so all fields fit on a page.
8. For Office 2007, use None style.
9. Use the following title: Highest Achievers in Honors English
10. Make the following modifications to your report.
 - a. Use 1" for all margins.
 - b. Be certain that nothing is truncated or wrapped vertically or horizontally.
 - c. Add a label box top aligned with title and right aligned on right-hand margin with the following, replacing 99999 with your contestant number: (99999)-Region-1
 - d. Center the title between margins.
 - e. Make all text black.
 - f. All numeric values on detail lines should appear as numbers with no decimals.
 - g. Format all summary values as fixed numbers with no decimals.
 - h. Make everything in the detail line, the Summary for... line, and the page footer plain type, and make everything else boldface type.
 - i. Everything in the **Name** column should be left justified, and all other column headings, detail values, and summary values should be vertically right justified.
 - j. Save your report and print it on one page in landscape orientation.
11. The report should have the following appearance. Note: values may be incorrect; colons represent missing data; and shading and borders are not graded.

Highest Achievers in Honors English

(99999)-Region-1

Letter Grade	A			
Final Grade	Name	Daily Average	Mid Term	Final Exam
99	Katt, Tom	98	100	98
:	:	:	:	:
Summary for 'LetterGrade'= A (6 detail records)				
Avg	99	98	98	98

- I. Create another select query in design view using the **Students** table and **Grades** table with the following specifications.
 1. Select the following fields from the **Students** table: **LastName, FirstName, and Letter Grade**.
 2. Select the following fields from the **Grades** table: **Daily Average, Mid Term, and Final Exam**.
 3. Save it as **SelQry to Excel**.
 4. Run the query and export the result to Excel with formatting and layout and open the destination file. The file should be named **SelQry to Excel**.
- J. Continue on the next page.

II. SPREADSHEET

- A. With the **SeQry to Excel** worksheet open, insert a column between the **First Name** column and the **Letter Grade** column and enter the column heading in Cell C1 as **Name**.
- B. In Cell C2, concatenate the data in the **Last Name** column with that in the **First Name** column with a comma and space between, and fill down thru Cell C121.
- C. In Cell H1, add a label as **Final Grade**.
- D. In Cell H2, use a **ROUND** function with the following parameters and fill down thru Cell H121.
 - 1. The first parameter should be a formula that adds the following calculations together:
 - a. 30% of Cell E2 which is the **Daily Average** grade.
 - b. 30% of Cell F2 which is the **Mid Term** grade.
 - c. 40% of Cell G2 which is the **Final Exam** grade.
 - 2. The number of digits parameter should be 0.
- E. Insert a pivot table in Cell I3 that should have the format at the right, using the data from Cells A1 thru H121 and modify it to show only the top 6 records with the following specifications. (Colons represent missing data, and values may be incorrect.)
 - 1. Click on the arrow to the right of the **Row Labels** column heading.
 - 2. Scroll down to click on **Value Filters** and click on **Top 10**.
 - 3. Change the 10 selection to be 6 in the dialog box that appears.
- F. Format the value in the **Grand Total** line as a number with no decimal positions.
- G. Wrap the **Average of Final Grade** label as shown.
- H. Center everything horizontally in its respective cell, and align at bottom of cells.
- I. Copy the pivot table in Cells I3 thru J10 to be pasted in the document in Part III.
- J. Save your spreadsheet. Print the Pivot table for partial credit if you cannot complete Part III.

Average of	
Row Labels	Final Grade
Katt, Tom	98
:	:
:	:
:	:
:	:
:	:
Grand Total	97

III. DOCUMENT WITH EMBEDDED DATA

MAXIMUM 150

- A. Create a standard memorandum with the following specifications.
 - 1. Use the following header 1" from the top edge of the paper and right justified on the right margin, replacing 99999 with your contestant number: (99999)-Region-2
 - 2. Use today's date.
 - 3. For address line use the following in upper/lowercase: English Department Personnel
 - 4. Sender is Lisa Carr
 - 5. Use the following subject in upper/lowercase: High Achievers in Honors English
 - 6. Use the following paragraphs for the body; embed the pivot table from Part II as indicated:

The students in the table below have all maintained an average of 95 or above for their entire year of Honors English class. As we consider the English Award to be given at graduation, all of you need to keep these students in mind with their excellent records. Factor in other achievements, but don't overlook their consistent hard work.

[Paste the table that was copied from Part II between Paragraphs 1 and 2 as a Microsoft Office Worksheet Object. Center between margins and indent at least 1". There should be only 2 columns of data. There should be only 6 rows of detail data plus a column heading and Grand Total row. Add a blank line between the imported table and the preceding and following paragraphs.]

I look forward to your suggestions for our student to be honored this year.

- 7. Use the reference initials: uil
- B. Save the document as a file named **Region-Printout 2**, and print it on one page.

2013 UIL Computer Applications Region Test - Printout 1

		TOTAL VALUE: 150			
		PTS	GRD1	GRD2	GRD3
1	Format <i>(Grading for formatting only, not correct data)</i>				
2	Printout in landscape orientation on one page	5	___	___	___
3	Margins all shown as 1"	5	___	___	___
4	Header shown top aligned with title and right aligned on right-hand margin	5	___	___	___
5	Title centered between margins	5	___	___	___
6	Everything in detail lines, <i>Summary for...</i> line, and page footer in plain, black type, and everything else in bold, black type (not grey or colored/ignore shading)	10	___	___	___
7	Everything in the Name column left aligned, and all other column headings, detail values, and summary values vertically right aligned	10	___	___	___
8	5 columns of data shown and no more, matching column headings in key and in the same order as column headings	5	___	___	___
9	6 lines of detail data shown and no more	15	___	___	___
10	Nothing truncated or wrapped (including descenders on <i>Summary for...</i> line)	5	___	___	___
11	All numeric values shown as numbers with no decimals	5	___	___	___
12	Format Total	70	<input type="text"/>	<input type="text"/>	<input type="text"/>
13	Grouping/Calculations <i>(Grading for correct data)</i>				
14	Grouping shown by Letter Grade	5	___	___	___
15	1 group shown with Letter Grade as A and no more groups shown	10	___	___	___
16	Letter Grade group heading label shown with the A label to the right on the same line (this shows outline layout, not stepped)	10	___	___	___
17	Records sorted in descending order by Final Grade	10	___	___	___
18	Correct records shown matching key or with Final Grade as 95 or greater (or 94.4 or greater if Final Grade values are shown with decimals)	10	___	___	___
19	All Final Grade values matching key or equal to $.3 \times \text{Daily Average} + .3 \times \text{Mid Term} + .4 \times \text{Final Exam}$ (if Final Grade values have decimals, credit is still given for correct values rounded)	15	___	___	___
20	All Name fields shown as a last name followed by a comma, a space, and a first name	15	___	___	___
21	All summary values matching key or equal to the average of the values in each column	5	___	___	___
22	Grouping/Calculations Total	80	<input type="text"/>	<input type="text"/>	<input type="text"/>
23	♣ SUBTOTAL PRINTOUT 1	150	<input type="text"/>	<input type="text"/>	<input type="text"/>
24	SUBTRACT DEDUCTION	Maximum 30 Points	___	___	___
25	♣ Deduct 2 points for each typo or missing field in the printout. (Otherwise, the student who attempted an element and missed it might get a lower score than one who didn't try to do the element.) Header is subject to 2 typos. If values are shown with decimals, credit is still given if the value would round to the key's values. Ignore shading and any borders. ♣ Errors include misspelling, missed capitalization or punctuation, double words, omitted words, extra words, words that run together, incorrectly divided words, and incorrect numbers that are not otherwise scored. Do not deduct typos on extra rows of data.				
26	♣ TOTAL PRINTOUT 1	150	<input type="text"/>	<input type="text"/>	<input type="text"/>
27	GRADERS' INITIALS		___	___	___

2013 UIL Computer Applications Region Test - Printout 2

II. DOCUMENT WITH PIVOT TABLE FROM SPREADSHEET

TOTAL VALUE: 200

	PTS	GRD1	GRD2	GRD3
1 Format <i>(Grading for formatting only, not correct data)</i>				
2 Printout in portrait orientation on one page	10	___	___	___
3 Contestant/Test ID shown 1" from top of page and 1" from right edge of page	5	___	___	___
4 Top margin 1 ½", and left and right margins 1" and bottom margin at least 1"	5	___	___	___
5 Everything blocked on the left (not counting embedded chart or header)	5	___	___	___
6 Guide words shown in all caps	5	___	___	___
7 Guide words shown in order matching key	5	___	___	___
8 Guide words double spaced	5	___	___	___
9 Data following guide words vertically left aligned	5	___	___	___
10 Data following guide words in upper/lowercase	5	___	___	___
11 One blank line between last guide word line and first paragraph	5	___	___	___
12 One blank line between last paragraph and reference initials	5	___	___	___
13				
	Format Total 60	<input type="text"/>	<input type="text"/>	<input type="text"/>
14 Body of Document/Pivot Table <i>(Grading for correct data. Pivot table must have data from current test.)</i>				
15 Add 5 points for each completed paragraph	max 10	___	___	___
16 Pivot table shown	10	___	___	___
17 Pivot table shown between Paragraph 1 and 2	10	___	___	___
18 1 blank line between first paragraph and table and 1 blank line between table and second paragraph	5	___	___	___
19 Table centered and indented at least 1" from left and right margins	5	___	___	___
20 Everything in the pivot table centered in its respective cell	5	___	___	___
21 2 columns shown in embedded table and no more	10	___	___	___
22 Column heading row, 6 rows of detail data, and Grand Total row shown in embedded table and no more	10	___	___	___
23 Column headings matching key (this grades change from sum to average in pivot table)	15	___	___	___
24 2 nd column heading wrapped matching key (whether shown as "Sum of" or "Average of"	10	___	___	___
25 Pivot table shown with names as row labels	5	___	___	___
26 All detail names shown as last names followed by comma, space, and first names	10	___	___	___
27 All Average of Final Grade detail values matching key (with or without decimals)	15	___	___	___
28 All Average of Final Grade detail values shown as numbers with no decimals	5	___	___	___
29 Grand Total value matching key (with or without decimals) or equal to the average of the values in the column	10	___	___	___
30 Grand Total value shown as number with no decimals	5	___	___	___
31				
	Embedded Data Total 140	<input type="text"/>	<input type="text"/>	<input type="text"/>
32 ❖ SUBTOTAL PRINTOUT 2	200	<input type="text"/>	<input type="text"/>	<input type="text"/>
33 SUBTRACT TYPOS	Maximum 30 Points	___	___	___
34 ❖ Deduct two points for each typo that was not specifically graded . Header is subject to 2 typos. Do not deduct for typos in extra rows or columns in the embedded table. If values are shown in table with decimals, credit is given if that value rounds to match the key. Stop grading where the student stopped typing. If reference initials are correct, but last sentence is incomplete, no credit is given for reference initials, and typos are not taken past student's last typed word.				
❖ Errors include misspelling, missed capitalization or punctuation, double words, omitted words, words that run together, incorrectly divided words, incorrect numbers.				
35 ❖ TOTAL PRINTOUT 2	200	<input type="text"/>	<input type="text"/>	<input type="text"/>
36 GRADERS' INITIALS		___	___	___

2013 UIL Computer Applications Region Test

FINAL SCORE

❖ TOTAL PRINTOUT 1

150

❖ TOTAL PRINTOUT 2

200

❖ TOTAL SCORE

350

GRADERS' INITIALS

Design View of the Report

Report Header							
Highest Achievers in Honors English							(99999)-Region-1
Page Header							
Letter Grade Header							
Letter Grade	Letter Grade						
Final Grade	Name		Daily Average	Mid Term		Final Exam	
Detail							
Final Grade	Name		Daily Average	Mid Term	Final Exam		
Letter Grade Footer							
="Summary for " & "'Letter Grade' = " & "' & [Letter Grade] & " (" & Count(*) & "' & If(Count(*)=1,"detail record","detail records") & "'"							
Avg	=Avg([Final		=Avg([Daily Av	=Avg([Mic	=Avg([Final Exam]		
Page Footer							
=Now()				="Page " & [Page] & " of " & [Pages]			
UIL Computer Applications: TEST ANSWER KEY FOR GRADERS - Printout 1 - Office 07							

Highest Achievers in Honors English

Letter Grade	A		Daily Average	Mid Term	Final Exam
Final Grade	Name				
99	Katt, Tom		98	100	98
98	Payne, Ophelia		99	98	96
97	Storm, Rory		92	98	100
97	Marx, Hy		98	93	99
97	Zapel, Adam		95	100	95
95	Trout, Brooke		87	98	99
Summary for 'Letter Grade' = A (6 detail records)					
Avg	97		95	98	98

Highest Achievers in Honors English

(99999)-Region-1

Letter Grade	A				
Final Grade	Name	Daily Average	Mid Term	Final Exam	
99	Katt, Tom	98	100	98	
98	Payne, Ophelia	99	98	96	
97	Storm, Rory	92	98	100	
97	Marx, Hy	98	93	99	
97	Zapel, Adam	95	100	95	
95	Trout, Brooke	87	98	99	
Summary for 'Letter Grade' = A (6 detail records)					
Avg	97	95	98	98	

TO: English Department Personnel
FROM: Lisa Carr
DATE: Current Date
SUBJECT: High Achievers in Honors English

The students in the table below have all maintained an average of 95 or above for their entire year of Honors English class. As we consider the English Award to be given at graduation, all of you need to keep these students in mind with their excellent records. Factor in other achievements, but don't overlook their consistent hard work.

Row Labels	Average of Final Grade
Katt, Tom	99
Marx, Hy	97
Payne, Ophelia	98
Storm, Rory	97
Trout, Brooke	95
Zapel, Adam	97
Grand Total	97

I look forward to your suggestions for our student to be honored this year.

uil

UIL Computer Applications Region Test - Tiebreaker

GENERAL TIEBREAKER TEST INSTRUCTIONS: The tiebreaker is a timed typing test using a Word Processor. Time for the tiebreaker component of the test is for a five-minute period. 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. COPYING A DOCUMENT AND PRINTING

A. Enter the document on the next page in an unbound report format.

1. Use 2" top margin.
2. Use the title **RÉMUSAT** in boldface type.

B. Save document as TbRegion.

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

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

French politician and man of letters, Charles François Marie Rémusat was born in Paris on the 13th of March 1797. His father, Auguste Laurent, Comte de Rémusat, of a good family of Toulouse, was chamberlain to Napoleon, but acquiesced in the restoration and became prefect first of Haute Garonne, and then of Nord. His mother's maiden name was Claire Élisabeth Jeanne Gravier de Vergennes, born in 1780. She married at sixteen, and was attached to Josephine as *dame du palais* in 1802. Talleyrand was among her admirers, and she was generally recognized as a woman of great intellectual capacity and personal grace. After her death an *Essai sur l'éducation des femmes* was published and received an academic couronne. But it was not until her grandson Paul de Rémusat published her *Mémoires*, which have since been followed by some correspondence with her son, that justice could be done to her literary talent. Much light was thrown on the Napoleonic court by this book, and on the youth and education of her son Charles.

He early developed political views more liberal than those of his parents, and, being bred to the bar, published in 1820 a pamphlet on trial by jury. He was an active journalist, showing in philosophy and literature the influence of Cousin, and is said to have furnished to no small extent the original of Balzac's brilliant egoist Henri de Marsay. He signed the journalists' protest against the Ordinances of July 1830, and in the following October was elected deputy for Haute Garonne. He then ranked himself with the doctrinaires, and supported most of those measures of restriction on popular liberty which made the July monarchy unpopular with French Radicals. In 1836 he became for a short time undersecretary of state for the interior. He then became an ally of Thiers, and in 1840 held the ministry of the interior for a brief period. In the same year he became an Academician. For the rest of Louis Philippe's reign he was in opposition till he joined Thiers in his attempt at a ministry in the spring of 1848. During this time Rémusat constantly spoke in the chamber, but was still more active in literature, especially on philosophical subjects, the most remarkable of his works being his book on *Abélard*.

In 1848 he was elected, and in 1849 re-elected, for Haute Garonne, and voted with the Conservative side. He had to leave France after the *coup d'état*; nor did he re-enter political life during the Second Empire until 1869, when he founded a moderate opposition journal at Toulouse. In 1871 he refused the Vienna embassy offered him by Thiers, but in August he was appointed minister of foreign affairs in succession to M. Jules Favre. Although minister he was not a deputy, and on standing for Paris in September 1873 he was beaten by Désiré Barodet. A month later he was elected, having already resigned with Thiers, for Haute Garonne by a great majority. He died in Paris on the 6th of January 1875.

He wrote well, was a forcible speaker and an acute critic; but his adoption of the indeterminate eclecticism of Cousin in philosophy and of the somewhat similarly indeterminate liberalism of Thiers in politics probably limited his powers, though both no doubt accorded with his critical and unenthusiastic turn of mind.

UIL Computer Applications Region Test - Tiebreaker - Score Sheet

GENERAL INSTRUCTIONS: All contestants take the tiebreaker component of the test, but it is only to be scored if a tie occurs in the top six places.

I. CALCULATE GROSS WORDS PER MINUTE:

- A. Circle all errors on the tied contestants' papers.
- B. Determine the gross words per minute.
 1. Find the number of words typed to the right of the last complete line typed by the 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. Divide by five to get gross words per minute.
- C. Gross Words per Minute

II. DEDUCT ONE POINT FOR EACH ERROR

(Typographical error, omitted word, incorrect number, etc.)

✓TOTAL - GROSS WPM TYPED LESS ERRORS

--	--	--

III. ADD FIVE BONUS POINT FOR EACH SUCCESS

FORMAT	Top margin 2"			
	Bottom margin 1" to 1½"			
	Left margin 1"			
	Right margin 1"			
	Left and right margins approximately equal			
HEADING	Heading in boldface type			
	Heading in all caps			
	Heading centered			
	Approximately 3 blank lines below heading			
	RÉMUSAT spelled with acute accent on E			
BODY	Body of report double spaced			
	Paragraphs indented			
¶ 1	<i>François</i> shown with ç			
	5 pts for each é in <i>Rémusat</i>	max 15		
	<i>Élisabeth</i> shown with É			
	<i>Mémoires</i> shown with é			
¶ 2	<i>Rémusat</i> shown with é			
	<i>Abélard</i> shown with é			
¶ 3	<i>coup d'état</i> shown with é			
	Add 5 pts for each é in shown with <i>Désiré</i>	max 10		
PAGE 2, only if present	Printing on Page 2			
	No single line piece of paragraph ending Page 1			
	No single line piece of paragraph at top of Page 2			
	Page number printed in upper right corner			
	Page number is followed by one blank line			

✓TOTAL - BONUS POINTS

✓✓TOTAL-WPM PLUS BONUS POINTS

GRADERS' INITIALS

--	--	--

RÉMUSAT

French politician and man of letters, Charles François Marie Rémusat was born in Paris 15
on the 13th of March 1797. His father, Auguste Laurent, Comte de Rémusat, of a good family of 33
Toulouse, was chamberlain to Napoleon, but acquiesced in the restoration and became prefect 46
first of Haute Garonne, and then of Nord. His mother's maiden name was Claire Élisabeth 61
Jeanne Gravier de Vergennes, born in 1780. She married at sixteen, and was attached to 76
Josephine as *dame du palais* in 1802. Talleyrand was among her admirers, and she was 91
generally recognized as a woman of great intellectual capacity and personal grace. After her 105
death an *Essai sur l'éducation des femmes* was published and received an academic couronne. 119
But it was not until her grandson Paul de Rémusat published her *Mémoires*, which have since 135
been followed by some correspondence with her son, that justice could be done to her literary 151
talent. Much light was thrown on the Napoleonic court by this book, and on the youth and 168
education of her son Charles. 173

He early developed political views more liberal than those of his parents, and, being 187
bred to the bar, published in 1820 a pamphlet on trial by jury. He was an active journalist, 205
showing in philosophy and literature the influence of Cousin, and is said to have furnished to no 222
small extent the original of Balzac's brilliant egoist Henri de Marsay. He signed the journalists' 237
protest against the Ordinances of July 1830, and in the following October was elected deputy 252
for Haute Garonne. He then ranked himself with the doctrinaires, and supported most of those 267

measures of restriction on popular liberty which made the July monarchy unpopular with	281
French Radicals. In 1836 he became for a short time undersecretary of state for the interior.	297
He then became an ally of Thiers, and in 1840 held the ministry of the interior for a brief period.	317
In the same year he became an Academician. For the rest of Louis Philippe's reign he was in	335
opposition till he joined Thiers in his attempt at a ministry in the spring of 1848. During this	353
time Rémusat constantly spoke in the chamber, but was still more active in literature, especially	368
on philosophical subjects, the most remarkable of his works being his book on <i>Abélard</i> .	382
In 1848 he was elected, and in 1849 re-elected, for Haute Garonne, and voted with the	398
Conservative side. He had to leave France after the <i>coup d'état</i> ; nor did he re-enter political life	415
during the Second Empire until 1869, when he founded a moderate opposition journal at	429
Toulouse. In 1871 he refused the Vienna embassy offered him by Thiers, but in August he was	446
appointed minister of foreign affairs in succession to M. Jules Favre. Although minister he was	461
not a deputy, and on standing for Paris in September 1873 he was beaten by Désiré Barodet. A	479
month later he was elected, having already resigned with Thiers, for Haute Garonne by a great	495
majority. He died in Paris on the 6th of January 1875.	506
He wrote well, was a forcible speaker and an acute critic; but his adoption of the	531
indeterminate eclecticism of Cousin in philosophy and of the somewhat similarly indeterminate	543
liberalism of Thiers in politics probably limited his powers, though both no doubt accorded with	558
his critical and unenthusiastic turn of mind.	565

UNIVERSITY INTERSCHOLASTIC LEAGUE



Computer Applications

State

2013

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

2013 UIL Computer Applications State Test

GENERAL TEST INSTRUCTIONS: Process each section creating the required printouts for this contest. When time is called, you will be graded on the printouts completed. A 12-point font was used for the document Answer Key, but this is not a requirement, and a smaller type is sometimes easier to fit to a page. Include only what is requested (i.e. if we ask for bold type, include only bold type, not underlined and not italic.)

I. DATABASE WITH REPORT

MAX 150

- A. Use the **UIL 2013 Starter Files** database downloaded prior to the State Meet from the UIL website.
- B. Save the database as **Finished Files** on your flash drive, floppy, or CD for saving files.
- C. Create a select query in design view with the following specifications.
 1. Use the **Stocks** table and the **Stock Grade** table.
 2. Create a relationship between the **Stock Price** field in the **Stock Grade** table and the **Grouping** field of the **Stocks** table.
 3. Select the **Symbol** field from the **Stocks** table.
 4. Create the following fields with the specifications defined:
 - a. **Purchase Price** field should be equal to **Original Stock Price** times **Shares** from the **Stocks** table.
 - b. **Value 2012** field should be equal to **Price 2012** times **Shares** from the **Stocks** table.
 - c. **Profit/Loss** field should be equal to **Value 2012** minus **Purchase Price** from the select query.
 - d. Define **Purchase Price**, **Value 2012**, and **Profit/Loss** as standard format with 2 decimals.
 5. Select the **Group** field from the **Stock Grade** table.
 6. Run the query until all fields are populated, and save it as **SelQry**, and close it.
- D. Create a second select query in design view using the following tables: **SelQry**, and **Stocks**
 1. Create a relationship between the **Symbol** field of **SelQry** and **Symbol** field of **Stocks** table.
 2. From the **Stocks** table, select the **Name**, **Symbol**, **Original Stock Price** and **Shares**.
 3. From the **SelQry** table, select **Purchase Price**, **Value 2012**, **Profit/Loss** and **Group**.
 4. Set the criteria of the **Profit/Loss** field to be all records with values less than -500.
 5. Run the query and save it as **SelQry2**, and close the query.
- E. Create a report using the report wizard with the following specifications.
 1. Select all the fields from the **SelQry2**.
 2. Group by **Group**, and sort in ascending order by **Profit/Loss**.
 3. Calculate the sum for **Profit/Loss** field only.
 4. Show detail and summary.
 5. Show stepped layout, landscape orientation, and adjust field width so all fields fit on 1 page.
 6. Use None style for Office 2007.
 7. Use the title: **Poor Performing Stocks**
 8. In layout view, be certain nothing is truncated or wrapped.
 9. Modify the report with the following specifications.
 - a. Use 1" for all margins.
 - b. Add a label box top aligned with title and right aligned on right-hand margin with the following, replacing 99999 with your contestant number: (99999)-State-1
 - c. Center the title.
 - d. Add a text box in the detail line under the **Group** column heading.
 - (1) Delete the label part of the text box.
 - (2) In the unbound box, divide the **Profit/Loss** field of the report by the **Sum of Profit/Loss** of the report.
 - (3) Format the field as a percent with no decimals.
 - (4) Make the new box the same width as the **Group** header field and left align the data.
 - (5) Make the new box the same height and top aligned with the other fields on the detail line.

- e. Make all text black.
 - f. Make everything in the page footer, the detail line and the *Summary for...* line plain type, and make everything else boldface type.
 - g. Left align everything in the first column.
 - h. Center everything in the **Name** and **Symbol** columns. (Be sure the column heading and detail fields are the same size before centering.)
 - i. Vertically right align all other column headings, detail values, and summary values.
 - j. Be sure nothing is wrapped or truncated.
 - k. Percent should be shown with no decimals, and all other numeric values should be shown with 2 decimals.
 - l. Negative numbers should be shown preceded by a minus sign.
10. Save your report and print it on one page in landscape orientation.
11. The report should have the following appearance. Note: values may be incorrect; colons represent missing data; and shading is optional.

Poor Performing Stocks							(99999)-State-1
Group	Profit/Loss	Name	Symbol	Original Stock Price	Shares	Purchase Price	Value 2012
Expensive							
100%	-5,413.60	Washington Post	WPO	870.00	10	8,721.00	3,304.40
Summary for 'Group' =	Expensive (1 detail record)						
Sum	-5,313.60						
Least Expensive							
:	:	:	:	:	:	:	:
Summary for 'Group' =	Mid-Range (3 detail records)						
Sum	-4,848.00						
Grand Total	-14,643.40						

- F. Open the **Stocks** table and export to Excel as a file named **Stocks** with formatting and layout, and open the destination file when export is completed.

II. SPREADSHEET

- A. The spreadsheet should have the following columns of data: **Stocks ID, Name, Symbol, Purchase Date, Original Stock Price, Price 2010, Price 2012, Shares,** and **Grouping.**

- B. With the **Stocks** file open, add the data on the right to a blank worksheet, and name the worksheet **Lookup Table.**

	A	B
1	Value	Description
2	0	Least Expensive
3	40	Mid-Range
4	80	Most Expensive
5	100000	Out of Range

- C. On the **Stocks** worksheet make the following change:
 - 1. In Cell I2, replace the value exported from Access with a lookup function to insert the appropriate **Description** from the table on the **Lookup Table** worksheet using Cell E2 as the lookup value.
 - 2. Fill down thru Cell I39.
- D. Sort on the **Original Stock Price** column from smallest to largest.
- E. Create subtotals at each change in **Grouping** to calculate the Sum of **Shares**, and put the summary data below the data.
- F. Create an additional line of subtotals at each change in **Grouping** calculating the Average of **Original Stock Price, Price 2010,** and **Price 2012,** putting the summary data below the data without replacing current subtotals.
- G. Click on the 3 above the subtotal columns to the left of the column indicators to show only the summary rows.
- H. Select Cells E1 thru I47 and copy to be pasted into a document in Part III. Note that only 9 rows of data should be copied.

III. DOCUMENT WITH EMBEDDED DATA

MAXIMUM 175

- A. Create a block letter with open punctuation with the following specifications.
1. Use a 1 ½" top margin rather than the conventional top margin.
 2. Use the following header 1" from the top edge of the paper and right justified on the right margin, replacing 99999 with your contestant number: (99999)-State-2
 3. Use today's date.
 4. For addressee use the following in upper/lowercase: Mr. Morty Fide, PO Box 362802, Houston, TX 77002
 5. Use the following subject line in uppercase: STOCK REPORT
 6. Use the following paragraphs for the body, embedding the table from Part II where indicated:

Attached is a report on all stocks purchased prior to January 1, 2010 with averages of pricing and the total number of shares for each grouping. Your portfolio is comprised of the following groups of stocks which we have categorized as shown below.

[Paste the data that was copied from Part II between Paragraphs 1 and 2.

Make the table span from left to right margin.

Wrap Original Stock Price heading to 2 lines; be certain nothing else is wrapped and nothing is truncated.

Center all headings vertically and horizontally.

Center everything imported in its respective cell. Add black borders around each cell.

There should be only 5 columns of data and a heading row with 8 summary lines.

Add a blank line between Paragraph 1 and the imported data and the data and Paragraph 2.]

There are some poor performers in each of these categories with the fewest from the Most Expensive category.

7. Use the following complimentary close: Sincerely
 8. Use the following sender's name one line: Midas Welby, Broker
 9. Use the reference initials: uil
 10. Use the enclosure notation, Enclosure.
- B. Save the document as a file named **Printout 2**, and print it on one page.

2013 UIL Computer Applications State Test - Printout 1

I. DATABASE REPORT

		TOTAL VALUE: 150			
Format		PTS	GRD1	GRD2	GRD3
1	Printout in landscape orientation on one page	10	_____	_____	_____
2	Margins all shown as 1"	5	_____	_____	_____
3	Header shown top aligned with title and right aligned on right-hand margin	5	_____	_____	_____
4	Title centered across the page	5	_____	_____	_____
5	Everything in detail lines, <i>Summary for..</i> line, and page footer in plain, black type; everything else in bold, black type (not grey or colored)	5	_____	_____	_____
6	Name and Symbol column headings and detail data centered horizontally	5	_____	_____	_____
7	Everything in the first column left aligned	5	_____	_____	_____
7	Profit/Loss, Original Stock Price, Purchase Price, and Value 2012 column headings and detail values vertically right aligned	5	_____	_____	_____
8	8 columns of data shown matching column headings in key	5	_____	_____	_____
9	8 columns of data shown matching order of column headings in key	5	_____	_____	_____
10	Nothing truncated or wrapped (including descenders on <i>Summary for...</i> line)	5	_____	_____	_____
11	All numeric values in Profit/Loss, Original Stock Price, Purchase Price, and Value 2012 shown as numbers with commas and 2 decimals and no \$ signs and with minus sign preceding negative values	5	_____	_____	_____
12	Format Total	65	<input type="text"/>	<input type="text"/>	<input type="text"/>
13	Grouping/Calculations				
14	Grouping shown as Group	5	_____	_____	_____
15	3 groups shown matching key	5	_____	_____	_____
16	Records sorted in ascending order by Profit/Loss	10	_____	_____	_____
17	Correct records in each group matching key and no extra records	10	_____	_____	_____
18	Value shown on each detail line under Group header	5	_____	_____	_____
19	Value shown as a percent with no decimals under Group header	5	_____	_____	_____
20	Value shown left aligned with Group header	5	_____	_____	_____
21	All values shown matching key or equal to Profit/Loss divided by sum for Profit/Loss in the respective group footer, regardless of formatting	15	_____	_____	_____
22	All Profit/Loss values shown matching key or equal to Value 2012 minus Purchase Price	10	_____	_____	_____
23	All Purchase Price values matching key or equal to Original Stock Price x Shares	5	_____	_____	_____
24	All Value 2012 values matching key or equal to Price 2012 x Shares	5	_____	_____	_____
25	Group footer summary values for Profit/Loss matching key or equal to sum of values in the detail lines	5	_____	_____	_____
26	Grouping/Calculations Total	85	<input type="text"/>	<input type="text"/>	<input type="text"/>
27	♣ SUBTOTAL PRINTOUT 1	150	<input type="text"/>	<input type="text"/>	<input type="text"/>
28	SUBTRACT DEDUCTION Maximum 50 Points				
29	♣ Deduct 2 points for each typo or missing field in the printout. (Otherwise, the student who attempted an element and missed it might get a lower score than one who didn't try to do the element.) Header is subject to 2 typos. If data values are not in correct format, credit is still given for correct values. Ignore shading and any borders.				
	♣ Errors include misspelling, missed capitalization or punctuation, double words, omitted words, extra words, words that run together, incorrectly divided words, and incorrect numbers that are not otherwise scored. Do not deduct typos on extra rows of data.				
30	♣ TOTAL PRINTOUT 1	150	<input type="text"/>	<input type="text"/>	<input type="text"/>
31	GRADERS' INITIALS				
			_____	_____	_____

2013 UIL Computer Applications State Test - Printout 2

		TOTAL VALUE: 175			
		PTS	GRD1	GRD2	GRD3
11.	DOCUMENT WITH SUBTOTAL DATA FROM SPREADSHEET				
1	Format <i>(Grading for formatting only, not correct data)</i>				
2	Printout in portrait orientation on one page	10	___	___	___
3	Header shown 1" from top of page on right-hand margin	5	___	___	___
4	Top margin 1 ½ ", and left and right margins 1" and bottom margin at least 1"	5	___	___	___
5	Everything blocked on the left (not counting embedded chart or header)	5	___	___	___
6	Current date shown in long date format on top margin	5	___	___	___
7	3 lines between date and inside address and 1 blank line between inside address and salutation	5	___	___	___
8	1 blank line between salutation and subject and 1 blank line between subject and first paragraph	5	___	___	___
9	Subject line shown in all caps	5	___	___	___
10	1 blank line between last line of the body and complimentary close and 3 blank lines between complimentary close and sender's name	5	___	___	___
11	Sender's name and title shown on one line with comma and space between	5	___	___	___
12	1 blank line between sender's name and/or title and reference initials and between reference initials and enclosure notation	5	___	___	___
13	No punctuation shown after salutation or complimentary close	5	___	___	___
14	Format Total	65	<input type="text"/>	<input type="text"/>	<input type="text"/>
15	Embedded Data <i>(Grading for correct data; table must have data from current test for credit)</i>				
16	Add 5 points for each completed paragraph	max 10	___	___	___
17	Table shown	5	___	___	___
18	Table shown between Paragraph 1 and 2	5	___	___	___
19	1 blank line between first paragraph and table and 1 blank line between table and second paragraph	5	___	___	___
20	Table spanning from left to right margin	5	___	___	___
21	Everything in table centered in its respective cell	5	___	___	___
22	Column headings matching key and in same order	5	___	___	___
23	Original Stock Price wrapped on 2 lines and other headings centered vertically	5	___	___	___
24	5 columns shown in embedded table and no more	10	___	___	___
25	3 rows of Average values and a Grand Average value shown	5	___	___	___
26	3 rows of u values and a Grand u value shown	5	___	___	___
27	9 rows shown and no more with heading and 8 summary rows	10	___	___	___
28	Labels in the Grouping column matching key for the subtotals shown	10	___	___	___
29	Borders shown outlining all cells	5	___	___	___
30	All summary values in Original Stock Price, Price 2010, and Price 2012 columns matching key for subtotal rows	10	___	___	___
31	All summary values in Shares column matching key for the subtotal rows	10	___	___	___
32	Embedded Data Total	110	<input type="text"/>	<input type="text"/>	<input type="text"/>
33	❖ SUBTOTAL PRINTOUT 2	175	<input type="text"/>	<input type="text"/>	<input type="text"/>
34	SUBTRACT TYPOS	Maximum 30 Points	___	___	___
35	❖ Deduct two points for each typo that was not specifically graded. Stop grading where the student stopped typing. If there is a correct sender's name, typos are taken for the entire document. Header is subject to 2 typos. Do not deduct for extra rows or columns in the embedded table. Ignore shading in table. ❖ Errors include misspelling, missed capitalization or punctuation, double words, omitted words, words that run together, incorrectly divided words, incorrect numbers.				
36	❖ TOTAL PRINTOUT 2	175	<input type="text"/>	<input type="text"/>	<input type="text"/>
37	GRADERS' INITIALS		___	___	___

2013 UIL Computer Applications State Test

FINAL SCORE

❖ TOTAL PRINTOUT 1

150

❖ TOTAL PRINTOUT 2

175

❖ **TOTAL SCORE**

325

GRADERS' INITIALS

Design View of the Report

Report Header									
Poor Performing Stocks								(99999)-State-1	
Page Header									
Group	Profit/Loss	Name	Symbol	Original Stock Price	Shares	Purchase Price	Value 2012		
Group Header									
Group									
Detail									
=[Profit/	Profit/Loss	Name	Symbol	Original Stock Price	Shares	Purchase Price	Value 2012		
Group Footer									
="Summary for " & "'Group' = " & "' & [Group] & " (" & Count(*) & "' & IIf(Count(*)=1,"detail record","detail records") & "'"									
Sum	um([Profit/Loss])								
Page Footer									
=Now()					="Page " & [Page] & " of " & [Pages]				
Report Footer									
Grand Total	um([Profit/Loss])								

Poor Performing Stocks

(99999)-State-1

Group	Profit/Loss	Name	Symbol	Original Stock Price	Shares	Purchase Price	Value 2012
Expensive							
100%	-5,345.30	Washington Post	WPO	870.00	10	8,700.00	3,354.70
Summary for 'Group' = Expensive (1 detail record)							
Sum	-5,345.30						
Least Expensive							
39%	-947.00	General Motors	GM	35.00	100	3,500.00	2,553.00
37%	-912.00	USG Corp	USG	35.94	100	3,594.00	2,682.00
24%	-581.00	General Electric	GE	32.65	50	1,632.50	1,051.50
Summary for 'Group' = Least Expensive (3 detail records)							
Sum	-2,440.00						
Mid-Range							
52%	-2,010.00	Abercrombie & Fitch	ANF	70.93	50	3,546.50	1,536.50
31%	-1,192.00	Valero Energy Corp	VLO	52.55	50	2,627.50	1,435.50
17%	-636.00	AT&T Inc	T	47.56	50	2,378.00	1,742.00
Summary for 'Group' = Mid-Range (3 detail records)							
Sum	-3,838.00						
Grand Total	-11,623.30						

Poor Performing Stocks

(99999)-State-1

Group	Profit/Loss	Name	Symbol	Original Stock Price	Shares	Purchase Price	Value 2012
Expensive							
100%	-5,345.30	Washington Post	WPO	870.00	10	8,700.00	3,354.70
Summary for 'Group' = Expensive (1 detail record)							
Sum	-5,345.30						
Least Expensive							
39%	-947.00	General Motors	GM	35.00	100	3,500.00	2,553.00
37%	-912.00	USG Corp	USG	35.94	100	3,594.00	2,682.00
24%	-581.00	General Electric	GE	32.65	50	1,632.50	1,051.50
Summary for 'Group' = Least Expensive (3 detail records)							
Sum	-2,440.00						
Mid-Range							
52%	-2,010.00	Abercrombie & Fitch	ANF	70.93	50	3,546.50	1,536.50
31%	-1,192.00	Valero Energy Corp	VLO	52.55	50	2,627.50	1,435.50
17%	-636.00	AT&T Inc	T	47.56	50	2,378.00	1,742.00
Summary for 'Group' = Mid-Range (3 detail records)							
Sum	-3,838.00						
Grand Total	-11,623.30						

Current Date

Mr. Morty Fide
PO Box 362802
Houston, TX 77002

Dear Mr. Fide

STOCK REPORT

Attached is a report on all stocks purchased prior to January 1, 2010 with averages of pricing and the total number of shares for each grouping. Your portfolio is comprised of the following groups of stocks which we have categorized as shown below.

Original Stock Price	Price 2010	Price 2012	Shares	Grouping
24.91	26.90	40.52		Least Expensive Average
			1350.00	Least Expensive Total
54.56	48.54	60.09		Mid-Range Average
			450.00	Mid-Range Total
243.37	264.56	305.41		Most Expensive Average
			105.00	Most Expensive Total
67.20	70.12	87.50		Grand Average
			1905.00	Grand Total

There are some poor performers in each of these categories with the fewest from the Most Expensive category.

Sincerely

Midas Welby, Broker

uil

Enclosure

UIL Computer Applications State Test - Tiebreaker

GENERAL TIEBREAKER TEST INSTRUCTIONS: The tiebreaker is a timed typing test using Word. Time for the tiebreaker component of the test is for a five-minute period. 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. COPYING A DOCUMENT AND PRINTING

A. Enter the document on the next page in an left-bound report format.

1. Use 2" top margin.
2. Use the title **REPOUSSÉ** in boldface type.

B. Save document as TbState.

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

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

Repoussé is the art of raising designs upon metal by hammering from the back, while the "ground" its left relatively untouched. The word, *repoussé*, is from the French word meaning *driven back*. The term is often loosely used, being applied indifferently to "embossing." Embossing is also called *repoussé sur coquille*, which is from the French meaning *driven back on shell*. This form reverses the method of repoussé, the work being done from the front, and by driving down the ground leaving the design in relief.

Gold, silver, bronze, brass, etc., being easily malleable metals, are specially suitable to repoussé, which, in its finer forms, is mainly employed for silver-plate and jewelry. The silver-plate in repoussé of Gilbert Marks in England in the late 1800s and the portrait plaques by Stephan Schwartz of Hungary in early 1800s are noteworthy examples of the art.

This art form has been known since antiquity. Nothing has ever excelled, and little has ever approached, the perfection of the bronzes of Siris from the 4th century B.C. which are in the British Museum. These include armor plate, especially the shoulder pieces, and these present heroic figure groups beaten up from behind with punches from the flat plate until the heads and other portions are wholly detached. The metal, almost as thin as paper, is practically of constant thickness, and nowhere is there any sign of puncture. The "Bernay treasure," in the Bibliothèque Nationale, Paris, discovered in 1830, belongs to the 2nd century B.C. and includes silver vases of Roman execution decorated with groups in mezzo-relief, beaten up in sections and soldered together. The best of these, of which perhaps the finest is that known from its subject as "La nymphe de la fontaine Pirène et Pégase," belongs to the noblest period of Roman art.

The art was not only Greek and Graeco-Roman in its early practice; it was pursued also by the Assyrians, the Phoenicians, and other oriental peoples, as well as in Cyprus and elsewhere, and was carried forward, almost without a break, although with much depreciation of style and execution, into medieval times. In the 11th century, the emperor Henry II presented as an offering to the Basel cathedral the altarpiece, in the Byzantine style, decorated with fine repoussé panels of gold, which is now in the Cluny Museum in Paris.

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 the 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. Divide by five to get gross words per minute.
- C. Gross Words per Minute

--	--	--

II. DEDUCT ONE POINT FOR EACH ERROR

(Typographical error, omitted word, incorrect number, etc.)

✓TOTAL - GROSS WPM TYPED LESS ERRORS

--	--	--

III. ADD FIVE BONUS POINT FOR EACH SUCCESS

FORMAT	Top margin 2"				
	Bottom margin 1" to 1½"				
	Left margin 1 ½"				
	Right margin 1"				
	Left margin larger than right margin				
HEADING	Heading in boldface type				
	Heading in all caps				
	Heading centered				
	3 blank lines below heading				
	<i>REPOUSSÉ</i> spelled with acute accent on É				
BODY	Body of report double spaced				
	Paragraphs indented				
¶ 1	Add 5 pts for <i>repoussé</i> with acute accent é	max 20			
¶ 2	Add 5 pts for <i>repoussé</i> with acute accent é	max 10			
¶ 3	<i>Bibliothèque</i> with grave accent è				
	<i>Pirène</i> with grave accent è				
	<i>Pégase</i> with acute accent é				
¶ 4	<i>Repoussé</i> spelled with acute accent on é				
PAGE 2, only if present	Printing on Page 2				
	No single line piece of paragraph ending Page 1				
	No single line piece of paragraph at top of Page 2				
	Page number printed in top and right 1" margins				
	Page number is followed by one blank line				

✓TOTAL - BONUS POINTS

--	--	--

✓✓TOTAL-WPM PLUS BONUS POINTS

--	--	--

GRADERS' INITIALS

--	--	--

REPOUSSÉ

Repoussé is the art of raising designs upon metal by hammering from the back,	15
while the "ground" its left relatively untouched. The word, <i>repoussé</i> , is from the French	29
word meaning <i>driven back</i> . The term is often loosely used, being applied indifferently to	43
" embossing." Embossing is also called <i>repoussé sur coquille</i> , which is from the French	56
meaning <i>driven back on shell</i> . This form reverses the method of repoussé, the work	70
being done from the front, and by driving down the ground leaving the design in relief.	86
Gold, silver, bronze, brass, etc., being easily malleable metals, are specially	97
suitable to repoussé, which, in its finer forms, is mainly employed for silver-plate and	111
jewelry. The silver-plate in repoussé of Gilbert Marks in England in the late 1800s and	126
the portrait plaques by Stephan Schwartz of Hungary in early 1800s are noteworthy	139
examples of the art.	143
This art form has been known since antiquity. Nothing has ever excelled, and	156
little has ever approached, the perfection of the bronzes of Siris from the 4 th century	171
B.C. which are in the British Museum. These include armor plate, especially the	184
shoulder pieces, and these present heroic figure groups beaten up from behind with	197
punches from the flat plate until the heads and other portions are wholly detached. The	212
metal, almost as thin as paper, is practically of constant thickness, and nowhere is there	227
any sign of puncture. The "Bernay treasure," in the Bibliothèque Nationale, Paris,	239

discovered in 1830, belongs to the 2 nd century B.C. and includes silver vases of Roman	255
execution decorated with groups in mezzo-relief, beaten up in sections and soldered	267
together. The best of these, of which perhaps the finest is that known from its subject	283
as "La nymphe de la fontaine Pirène et Pégase," belongs to the noblest period of Roman	299
art.	300
The art was not only Greek and Graeco-Roman in its early practice; it was	314
pursued also by the Assyrians, the Phoenicians, and other oriental peoples, as well as in	329
Cyprus and elsewhere, and was carried forward, almost without a break, although with	342
much depreciation of style and execution, into medieval times. In the 11 th century, the	356
emperor Henry II presented as an offering to the Basel cathedral the altarpiece, in the	371
Byzantine style, decorated with fine repoussé panels of gold, which is now in the Cluny	386
Museum in Paris.	389