

# UIL Computer Applications Practice Packet S18

Written & edited by  
Linda Tarrant, Nancy Barnard, and Beth Mader

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~ President Hexco Inc., Linda Tarrant

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[www.hexco.com](http://www.hexco.com)

P.O. Box 199 • Hunt, Texas 78024

Phone: 800.391.2891 • Fax: 830.367.3824

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# COMPUTER APPS PRACTICE PACKET



**Computer Apps Practice Packet Contents - 6 Tests**  
Each test in this packet should include the following

STUDENT MATERIALS	INSTRUCTOR MATERIALS
Tiebreaker Instructions	Scoring Sheet(s)
Tiebreaker Test	Sample Printout(s)
Test	Tiebreaker Score Sheet
2018 Starter Files (as needed)	Tiebreaker WPM key

## Practice Packet S18

Test A	Test B
Excel Spreadsheet Printout with Chart	Database with Report
Standard Memo with Embedded Chart	Modified Block Memo with Merge and Formulas
Tiebreaker – Left-bound Report	Tiebreaker – Business Report

Test C	Test D
Excel Spreadsheet Printout with Chart	Excel Spreadsheet Printout with Chart
Excel Import to Access to Database Report	Excel Import to Access to Database Report
Tiebreaker – Unbound Report	Tiebreaker – Left-bound Report

Test E	Test F
Starter Files Imported to Excel to Database Report	Starter Files Imported to Access to Database Report to Excel Spreadsheet with Chart
Simplified Memo with Merge and Formulas	Standard Memo with Merge and Formulas
Tiebreaker – Business Report	Tiebreaker – Unbound Report

Note: Test E and F use the 2018 Starter Files on the enclosed CD.

These are also available for purchase on the complete S18 Solutions Disc!

## UIL Computer Applications Tests Instructions and Scoring

### I. Preparation

#### A. Setup

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

#### B. Equipment

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

#### C. Software

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

### II. Contest

#### A. 5-minute Tiebreaker

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

#### B. 30-minute Test

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

## Computer Applications Invitational Test S18A

**General test instructions:** Follow instruction to create printouts for this contest. When time is called, completed printouts will be graded. Calibri in 12 point font was used for the document key, but this is not a requirement, and a smaller type is sometimes easier to fit to a page. Access default font size is acceptable for the report, and when Text is specified for the Data Type, it should be Short Text in Office 2013/16.

### I. SPREADSHEET PRINTOUT WITH CHART

**MAXIMUM 175**

- A. Create a spreadsheet with the following in a worksheet named **Original**. Be cell specific.

	A	B	C	D	E	F
<b>1</b>	<b>Sequence</b>	<b>Random No.</b>	<b>X-axis</b>	<b>Y-axis</b>	<b>Check Digit</b>	<b>Quadrant</b>
<b>2</b>	1					

- B. Select Cell A2 and fill series down in Column A from 1 through 300.
- C. In Cell B2, use the RAND() function and multiply the result times 8.2 to generate a random number between zero and 8.2.
- D. In Cell C2, calculate a value for the **X-axis** by using a cosine function whose parameter is the value in Cell B2.
- E. In Cell D2, calculate a value for the **Y-axis** by using a sine function whose parameter is the value in Cell B2. The values generated decimal values between -1 and +1.
- F. In Cell E2, calculate a value for the **Check Digit** with the following calculation.
1. Use a tangent function with Cell B2 as the parameter.
  2. Subtract the result obtained by dividing Cell D2 by Cell C2.
  3. Add 10 to the result.
  4. Format as a number with no decimals.
- G. In Cell F2, use an IF function with the following specifications.
1. The decision parameter is an AND function that tests to see if C2 is greater than zero and D2 is greater than zero.
  2. The value-if-true is "NE" which indicates that the plotted point will be in the upper right quadrant of the graph.
  3. The value-if-false is another IF function with the following specifications.
    - a. The decision parameter is an AND function that tests to see if C2 is greater than zero and D2 is less than zero.
    - b. The value-if-true is "SE" which indicates that the plotted point will be in the lower right quadrant of the graph.
    - c. The value-if-false is another IF function with the following specifications.
      - (1) The decision parameter is an AND function that tests to see if the **X-axis** value is less than zero and the **Y-axis** value is less than zero.
      - (2) The value-if-true is "SW" which indicates that the plotted point will be in the lower left quadrant of the graph.
      - (3) The value-if-false is "NW".
  4. Your formula in Cell F2 should have the following appearance:  
`=IF(AND(C2>0,D2>0),"NE",IF(AND(C2>0,D2<0),"SE",IF(AND(C2<0,D2<0),"SW","NW")))`
- H. Select Cells B2 thru F2 and fill down thru Cells B300 thru F300.
- I. In Cell E301 thru E305, enter the following labels in boldface type and centered: **NE, SE, SW, NW, and Total**.
- J. In Cell F301, use the COUNTIF function with the following parameters.
1. Range is Cell F2 thru F300.
  2. Criteria is "NE"