

# UIL Computer Applications

## Practice Packet S19

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~ President Hexco Inc., Linda Tarrant

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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
2019 Starter Files (as needed)	Tiebreaker WPM key

## Practice Packet S19

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

Test C	Test D
Database with Labels	Database with Report
Modified Block Letter with Embedded Chart and Formulas	Personal Business Block Letter with Merge and Formulas
Tiebreaker – Unbound Report	Tiebreaker – Business Report

Test E	Test F
Starter Files Imported to Excel to Database Report	Starter Files Imported to Access to Database Report
Simplified Letter with Merge and Embedded Table	Excel Spreadsheet with Pivot Table
Tiebreaker – Left-bound Report	Tiebreaker – Unbound Report

Note: Test E and F use the 2019 Starter Files on the enclosed CD.

These are also available for purchase on the complete S19 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

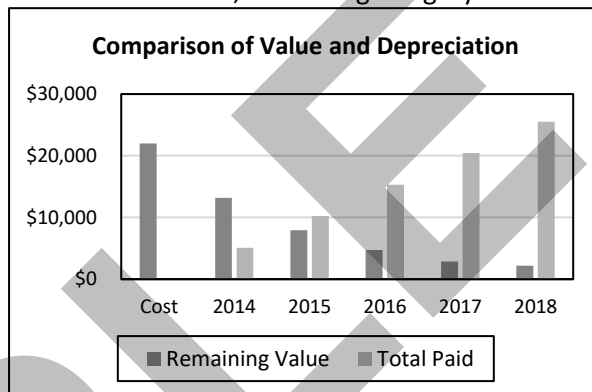
##### A. 5-minute Tiebreaker

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.

7. Format values in the **Year** and **Year to Sell** as numbers with no commas and no decimals.
8. Format values in **Percent of Cost** as a percentage with no decimals.
9. Format all other values as numbers with \$ signs, commas and two decimals and show all negative numbers in parentheses in black type.
10. Save your spreadsheet as a file named **S19A**, and print on one page.
- J. Select Cells C2 thru C8 and Cells F2 thru F8 and create a 2D column chart, and change to grey scale.
  1. Add the title as shown in the sample in black, bold type.
  2. Use y-axis scale as shown as currency with \$ signs, commas and no decimals.
  3. Right click on chart and scroll down to Select Data, and edit the Horizontal (Category) Axis Labels to be Cells A3 thru A8.
  4. Add a black border around the legend, plot area and chart.
  5. Make the x-axis line black.
  6. Copy the chart to be used in the document in Part II and save your spreadsheet.



## II. DOCUMENT

**MAXIMUM 175**

- A. Create a simplified memo with 1 ½" top margin and other conventional margins.
  1. Use today's date.
  2. Use the following addressee: Department Heads
  3. Use the subject line in upper/lowercase: Vehicle Depreciation
  4. Use the following header ½" from the top of the page and right aligned on the right margin, replacing 99999 with your contestant number: (99999)-S19A-2
- B. Use the following for the body.

As we purchase new vehicles, we need to keep track of the declining value as each depreciates and schedule to sell these at the appropriate time. The chart below shows a \$22,000 vehicle purchased in 2014. When the remaining value drops to 20% or less of the original cost of the vehicle, it is time to replace it.

[Insert chart from Part I maintaining specifications.  
Center between margins and indent at least ½"  
Leave one blank line above and below.

The formulas used in calculations are as follows:

DDB: [Insert formula from Cell B4 in Part 1, including equal sign]

Remaining Value: [Insert formula from Cell C4 in Part 1, including equal sign]

Percent of Cost: [Insert formula from Cell D4 in Part 1, including equal sign]

Payment: [Insert formula from Cell E4 in Part 1, including equal sign]

Total Paid: [Insert formula from Cell F4 in Part 1, including equal sign]

Year to Sell: [Insert formula from Cell G4 in Part 1, including equal sign]

- C. Formula lines are left aligned as shown after Paragraph 2 with no space between Paragraph 2 and first formula.
- D. Use the following sender's name and title on one line: Wendy Shoofitz, CPA
- E. Use the following reference initials: uil
- F. Save the document as a file called **S19A-2** and print it on one page.

## Computer Applications Invitational Test - S19E - Score Sheet - Printout 1

I. DATABASE REPORT		MAXIMUM			175
1	Format <i>(Grading for formatting, not correct data)</i>	PTS	GRD1	GRD2	GRD3
2	Printout in portrait orientation on 1 page with 1" margins	5			
3	Title shown left aligned	5			
4	Header shown top aligned with title and right aligned on right margin	5			
5	6 columns of data shown and no more <i>(Count column headings)</i>	5			
6	Column headings matching key and in same order, and no extra columns shown	5			
7	Detail values for <b>Depreciation</b> shown as numbers with \$ signs, commas, no decimals and <b>OfficeID</b> detail shown as numbers with no decimals	5			
8	<b>Zip</b> detail data shown as 9-digit zip code with hyphen after 5th digit and <b>SS#</b> detail data shown in format matching key with hyphens at appropriate places	5			
9	Everything in <b>OfficeID</b> and <b>Depreciation</b> columns shown right aligned, and all other column headings and detail data shown left aligned <i>(detail values are offset to left of column heading for Depreciation)</i>	5			
10	Everything in detail data and page footer shown in plain, black type, and everything else shown in bold, black type	5			
11	Date shown in short date format in page footer	10			
12	<b>Format Total</b>	55			
13	<b>Grouping/Sorting/Calculations/Formulas</b> <i>(Grading for correct data, not formatting)</i>				
14	Grouping shown by <b>BrOffice</b> matching order of key	10			
15	10 groups shown with 1 detail record and 1 summary line for each group	10			
16	<b>BrOffice</b> <i>(city name)</i> data shown on detail line, not in separate group header line	10			
17	All <b>Name</b> detail shown as last name followed by comma and space and first name	10			
18	<b>BrOffice</b> and <b>Name</b> detail <i>(or LastName)</i> matching key <i>(i.e. Atlanta shown on same row as Ford, Iona with all other BrOffice matching same Name as key)</i>	10			
19	All values in <b>OfficeID</b> detail matching key	5			
20	All values in <b>Depreciation</b> detail matching key	10			
21	All <b>Zip</b> and <b>SS#</b> detail matching key and on the respective <b>BrOffice</b> lines as key <i>(regardless of presence of hyphens)</i>	5			
22	No <b>Summary for...</b> line shown	5			
23	All group summary values matching key or equal to value in detail line	5			
24	<b>Grand Total</b> value in report footer matching key or equal to sum of summary values	5			
25	Formula(s) shown left aligned with title and <b>Grand Total</b> label	5			
26	*First part of If formula shown as <b>If([Method]="SL",</b>	5			
27	*Next part of If shown as <b>SLN([Cost],0.1*[Cost],[Years]),</b>	5			
28	*Next part of If shown as <b>DDB([Cost],0.1*[Cost],[Years]),2019-Year([Date]))</b>	10			
29	*Second formula matching key with addends in either order	10			
30	<b>Grouping/Sorting/Calculations/Formulas Total</b>	120			
31	◆ <b>SUBTOTAL PRINTOUT</b>	175			
32	<b>SUBTRACT DEDUCTION</b> <b>Maximum</b>	-20	-	-	-
33	◆ Deduct 2 points for each typo. Header is subject to 2 typos if present and subject to 5 points (Line4) and 2 typos if header is missing. *All field names may be preceded by table name, but if present, table names must be in square brackets followed by . or !. The DDB part of the formula may be an If function, and would have the following preceding DDB: <b>If([Method]="DDB",</b> ◆ Errors include misspelling, missed capitalization or punctuation, extra, double or omitted words, values or rows, words that run together, incorrectly divided words, incorrect words or values, or other errors.				
34	◆ <b>TOTAL PRINTOUT</b>	175			
35	<b>GRADERS' INITIALS</b>				