

**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.

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UNIVERSITY INTERSCHOLASTIC LEAGUE

MAKING A WORLD OF DIFFERENCE

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

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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 2-Date & Time

Lesson 3-Update Queries and the Expression Builder

Lesson 4-Field Codes for Text-Date-Time

Lesson 5-Field Codes for Numbers

* 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?

How do my students earn better scores?

If I have questions, who do I contact?

What happens at an invitational meet?

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

Where are the contest rules posted?

Can I teach contestants in the classroom?

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

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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>
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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.

1" Left 1½" Top 1" Right

BUSINESS REPORT

4 (QS)

In a business report, center the title in all caps 1½" from the top edge of the paper. If there is a subtitle, double-space between it and the title. Quadruple-space after the title(s) before typing the Body.

Do not number the first page of the report. The page number should appear 1" down from the top of Page 2 and subsequent pages, and it should be right-aligned. Double-space after the page number and continue typing the Body.

When dividing a paragraph over two pages, leave at least two lines of a paragraph on the first page and carry at least two onto the second page.

Side Headings

Side headings are aligned at the left margin and underlined. Double-space before and after a side heading.

Paragraph Headings. These headings are blocked on the left margin, underlined, and shown in upper/lowercase letters. A Paragraph Heading is part of the paragraph and, consequently, followed by a period. The paragraph continues immediately thereafter.

C. Business Report

- Top Margin - 1½"
 - Side Margins - 1"
 - Bottom Margin - 1" - 1½"
 - Body of the Report is blocked on the left margin and single-spaced with double-spacing between paragraphs.
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. Top Margin on the second and subsequent pages is 1" .
 4. 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.

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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)
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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

1" Left	2" Top	1" Right
	5857 Jeffers Road Austin, TX 78726-2433 September 25, 20--	
		4 (QS)
Mr. Edward Mason Textech, Inc. 781 Techno Drive Austin, TX 78756-5324		
		2 (DS)
Dear Ms. Mason:		2 (DS)
	PERSONAL-BUSINESS LETTER-MODIFIED BLOCK	2 (DS)
	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.	
		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)
	Cordially,	
		4 (QS)
	Wilson Succotash	
		2 (DS)
Enclosure		
c Henry Bowman		2 (DS)

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
e	Delete	Texas
^	Insert	Teas
# or /	Insert a space	withinTexas or within Texas
,	Insert a comma	Dallas Texas
.	Insert a period	Mr Jones
/ or lc	Make lowercase	stay inside or stay inside
#	New paragraph	...we stopped. Two days later...
N or h	Transpose	Teaxs or Teaxs
stet	Ignore correction	Do not leave Texas.
]	Move right	Do not leave Texas.
[Move left	Do not leave Texas.
] [Center	Farewell to Texas
O or sp	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.
<u>ital</u>	Underline	<u>A Wrinkle in Time</u>
<i>ital</i>	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
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YEARFRAC	OR	TAN	COUNTBLANK	STDEV.P
Financial	TRUE	TANH	COUNTIF	STDEV.S
ACCRINT		TRUNC	COUNTIFS	STDEVA
ACCRINTM	Math & Trigonometric	Informational	COVARIANCE.P	STDEVPA
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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

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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".

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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

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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

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