COMPUTER APPLICATIONS



Region-State Practice Packet 3

Office 2019/2016/2013



UIL Computer Applications Region-State 3 Practice Packet

Written and edited

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Practice Packets for Computer Applications

Invitational Tests for Computer Applications



Computer Apps Region/State Practice Packet 3 - <u>3 Tests</u> 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

Region/State Practice Packet 3

Test A	
Access Database	Import Tables from Download Files; Select Query; Access Report; Set Relationship; Export to Excel
Excel Spreadsheet	Create Pivot Table; Formulas; Print Spreadsheet with Pivot Table
Tiebreaker	Tiebreaker – Left-bound Report

Test B	
Access Database	Import Tables; Set Relationships; Select Query; Add Field to Report; Export to Excel
Excel Spreadsheet	Sort with Subtotals; Export to Word
Word Document	Simplified Memo with Excel Table and Formulas
Tiebreaker	Tiebreaker – Business Report

Test C					
Access Database	Import Tables; Set Relationships; Update Query with Calculations; Select Query; Merge to Word				
Word Document	Standard Memo; Merged Data; Format Switches; Print Merged Data				
Access Database	Select Query; Export to Excel				
Excel Spreadsheet	Sort; Scatter Chart; Printout with Formulas				
Tiebreaker	Tiebreaker – Unbound Report				

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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.

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UIL Computer Applications Instructions & Scoring 2017-2018ff

C. Equipment malfunction during a contest

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

D. Conclusion

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

Contestant Number _____

Computer Applications Region/State 3 - Practice Packet Test A - Printout 2

Ι.	SPREADSHEET WITH PIVOT TABLE	MAXIMUM 1		150	
1	Format (Grading for formatting, not correct data)	PTS	GRD1	GRD2	GRD3
2	Printout in landscape orientation on 1 page	10			
3	Printout centered vertically and horizontally	5			
4	Header shown 1" from top and right edge of page	5			
5	Gridlines and row and column indicators shown	5			
6	Cells F1 thru J19 shown in printout and no more	5			
7	Row 1 shown with grey shading and boldface type and title merged and centered across printout	5			
8	5 column headings for pivot table matching key, bold and not wrapped	5			
9	All numeric values in pivot table shown as numbers with commas and no decimals	5			
10	Everything in the pivot table shown centered horizontally in its cell	5			
11	No subtotals shown and all data shown for a record on one line in tabular format	5			
12	Grand totals shown below detail data	5			
13	Nothing truncated in worksheet or pivot table	5			
14	Format Total	65			
15	Pivot Table/Formulas (Grading for correct data, not formatting)				
16	Pivot table shown	10			
17	Last Name data matching key and no more	5			
17	First Name data matching key and no more	5			
17	Date Hired data matching key and no more	5			
18	All Sum of Amount of Sales detail values matching key	5			
19	All Count of Amount of Sales2 detail values matching key	5			
20	All Grand Total values matching key or equal to sum of detail values	5			
21	Formulas shown in Cells F17 thru F19 in order matching key	10			
22	Full Name label/formula matching key	10			
22	First part of Employee Code shown as Employee Code: UCase(Right([LastName],2)) or				
23	equal to Right(UCase([LastName]),2)				
24	Next part of Employee Code shown as & Hex(Year([Birthdate]))	5			
25	Last part of Employee Code shown as & Int(Len([LastName])/2*1.346) or shown as Int(Len([LastName])*1.346/2)	5			
26	Years Employed label/formula shown as DateDiff("yyyy",[DateHired],#12/31/2017#) or	10			
27	snown as Years Employed: DateDiff(yyyy ,[DateHired],DateSerial(17,12,31))	05			
27		85			
28		150	<u> </u>		
29	SUBTRACT DEDUCTION Maximum	-10	-	-	-
30	 Deduct 2 points for each typo or missing field in the printout, not otherwise graded. Header is subject to 2 typos. Errors include misspelling, missed capitalization or punctuation, extra, double, or omitted words, values, or rows, words that run together, incorrectly divided words, incorrect, wrapped or truncated words or values, or other errors. 				
31	TOTAL PRINTOUT	150			
32	GRADERS' INITIALS				

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Computer Applications Tiebreaker Test A - continued

Computer Applications Tiebreaker Test A - Tiebreaker Score Sheet

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

I. CALCULATE GROSS WORDS PER MINUTE:

- A. Circle all errors on the tied contestant's papers.
- B. Determine the gross words per minute.
 - 1. Find the number of words typed to the right of the last complete line typed by the contestant.
 - 2. Add the number of words in the last line if it is incomplete to the tally.
 - 3. Divide the number by five to get the gross words per minute.
 - 4. For example, if a contestant typed twenty lines plus seven words on the next line, add the number out to the right of the completed line plus seven. Divide by five to get gross words per minute.

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Determine the gross words per minute.

II. DEDUCT ONE POINT FOR EACH ERROR

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

✓ TOTAL - GROSS WPM TYPED LESS ERROR

III. ADD FIVE BONUS POINT FOR EACH SUCCESS

FORMAT	Top margin 1½"		
	Left margin 1½"		
	Right margin 1"		
	Left margin greater than right margin		
	Bottom margin 1 – 1 ½"		
TITLE	Title in boldface type		
	Title centered		
	3 blank lines between title and body		
BODY	Body of report double spaced		
	Paragraphs indented 1/2"		
¶ 2	Add 5 pts for each correct character: $\dot{\alpha}\rho\iota - \alpha\gamma\nu\eta$ max 35		
¶ 2	Add 5 pts for each correct character: 'Αριδήλαmax 35		
¶ 2	Add 5 pts for each correct character: $\varphi \alpha \nu \varepsilon \rho \dot{\alpha}$ max 30		
Credit for Page 2 only if Page 2 is present:			
PAGE 2	No single line paragraph ending Page 1		
	No single line paragraph beginning Page 2		
	Top margin 1" on Page 2		
	Page number 1" from top and right edge of paper		
	Text double-spaced down from page number		
🖌 TOTAL - B	ONUS POINTS		
✔ GRAND TO	DTAL-WPM PLUS BONUS POINTS		
GRADERS	' INITIALS		

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