

# COMPUTER APPS



Spring 2020  
High School Practice Packet



# **UIL Computer Applications Practice Packet S20**

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

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~ President Hexco Inc., Linda Tarrant

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www.hexco.com  
P.O. Box 199 ... Hunt, Texas 78024  
Phone: 800.391.2891 ... Fax: 830.367.3824  
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# COMPUTER APPS PRACTICE PACKET



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

STUDENT MATERIALS	INSTRUCTOR MATERIALS
Tiebreaker Instructions	Scoring Sheet(s)
Tiebreaker Test	Sample Printout(s)
Test	Tiebreaker Score Sheet
2020 Starter Files (as needed)	Tiebreaker WPM key

## Practice Packet S20

Test A	Test B
Excel Spreadsheet Printout	Standard Memo with Merge
Simplified Memo with Merge and Formulas	Database with Labels
Tiebreaker – Unbound Report	Tiebreaker – Left-bound Report

Test C	Test D
Database with Report	Database with Report
Modified Block Letter with Embedded Chart and Formulas	Simplified Memo with Embedded Chart and Formulas
Tiebreaker – Business Report	Tiebreaker – Unbound Report

Test E	Test F
Starter Files Exported to Excel with Spreadsheet Printout	Starter Files Exported to Excel and Import to Database with Report
Simplified Letter with Embedded Chart and Formulas	Standard Memo with Embedded Chart and Formulas
Tiebreaker – Business Report	Tiebreaker – Left-bound Report with Proofreading

Note: Test E and F use the 2020 Starter Files on the enclosed CD.

These are also available for purchase on the complete S20 Solutions Disc!

## UIL Computer Applications Tests

### Instructions and Scoring

#### I. Preparation

##### A. Setup

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

##### B. Equipment

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

##### C. Software

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

#### II. Contest

##### A. 5-minute Tiebreaker

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

##### B. 30-minute Test

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

## Computer Applications Invitational Test S20A

General test instructions: Follow instruction to create printouts for this contest. Calibri in 12 point font must be used for all documents in Excel and Word.

### I. SPREADSHEET

**Maximum 150**

A. Create a spreadsheet with the following data using Calibri 12-point type. Be cell specific.

	A	B	C	D	E	F	G	H	I
1	Company	Invoice Amount	Date of Invoice	Due Date	Days Past Due	Workdays Past Due	Penalty for Days Past Due	Penalty for Workdays Past Due	Added Penalty
2	Citizen Canine	2,236.95	8/30/2019						
3	Pets 'R Us	4,839.50	8/20/2019						
4	Bark & Purr	3,916.75	9/1/2019						
5	Doggyland	7,420.25	9/11/2019						
6	Canine & Feline	8,695.35	10/20/2019						
7	<b>Total</b>								

- B. In Cell B7, calculate the sum of Cells B2 thru B6.
- C. In Cell D2, use the DAY function with the parameter of 30 and add the result to Cell C2.
- D. In Cell E2, calculate number of days between Cell C2 and Cell D2 using the following:
  1. Use the VALUE function with the following date as the parameter: "12/31/2019"
  2. Subtract another VALUE function with Cell D2 as the parameter.
  3. Format the result as a number with no decimals.
- E. In Cell F2, calculate the number of workdays between Cell D2 and 12/31/2019 using the NETWORKDAYS function with the following parameters.
  1. For the start date parameter, use Cell D2.
  2. For the end date parameter, use "12/31/2019"
  3. Format the result as a number with no decimals.
- F. In Cell G2, multiply Cell B2 times Cell E2 times .1% or 0.001.
- G. In Cell H2, multiply Cell B2 times Cell F2 times .1% or 0.001.
- H. In Cell I2, subtract Cell H2 from Cell G2.
- I. Select Cells D2 thru I2 and fill down thru Cells D6 thru I6.
- J. Replicate the formula from Cell B7 to Cells G7 thru I7.
- K. Format Cells B2 thru B7 and Cells G2 thru I7 as numbers with commas and 2 decimals.
- L. Create a one-page printout in landscape orientation with the following specifications.
  1. Use 1" for all margins and center the printout horizontally and vertically on the page.
  2. Show gridlines and row and column headings.
  3. Insert the following header 1" from the top of the page and right aligned on the right margin, replacing 99999 with your contestant number (99999)-S20A-1.
  4. Make everything in Row 1 and Row 7 boldface type and everything else plain type.
  5. Wrap column headings exactly as shown above and center everything in its respective cell both vertically and horizontally.
  6. Save your spreadsheet as **S20A** and print Cells A1 thru I7.