



COMPUTER APPLICATIONS



Region-State Practice Packet 3

Office 2019/2016/2013



UIL Computer Applications

Region-State 3

Practice Packet

Written and edited

by

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~ President Hexco Inc., Linda Tarrant

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Practice Packets for Computer Applications

Invitational Tests for Computer Applications



COMPUTER APPS PRACTICE PACKET



Computer Apps Region/State Practice Packet 3 - 3 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

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

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 Test A - Tiebreaker

GENERAL TIEBREAKER TEST INSTRUCTIONS: The tiebreaker is a five-minute timed typing test. At the end of that time, the contestants will be instructed to send their output to their printers. Scores will be calculated based on gross words per minute typed less one point per word, space, punctuation mark, or capitalization error plus "bonus points" for following directions or for correct format for a given type of document.

I. COPYING A DOCUMENT AND PRINTING

- A. Enter the document on the next page in a left-bound report format.
 - 1. Use 1½" top margin and conventional side and bottom margins.
 - 2. Center the following title in boldface type using all caps: **ARIADNE**
- B. Save document as TB-TestA.
- C. Write your contestant number and TB-TestA in the upper right hand corner of your printout.

II. STOP when time is called and print your document when instructed to do so.

Computer Applications Region/State 3 - Practice Packet Test A

General test instructions: Follow instruction to create printouts for this contest. When time is called, completed printouts will be graded. Calibri in 12-point font was used for the document key, but this is not a requirement, and a smaller type is sometimes easier to fit to a page. Access default font size is acceptable for the report. For Access, when Text is specified for the Data Type, it should be Short Text in Office 2013/2016.

I. DATABASE

Maximum 150

- A. Create a blank database named **TestA** and import the following tables from the **Starter Files-Region-State 3: Employees and Sales**.
- B. Create a select query in the design view using the **Employees** table.
 1. Create a new field named **Full Name** and concatenate the **FirstName** and **LastName** fields with one blank space between.
 2. Create another new field named **Employee Code** and insert 6 alphanumeric characters into this field by concatenating the following formulas.
 - a. Use the Right function and a UCase function to select the 2 rightmost letters of the **LastName** and display in uppercase.
 - b. Use the Hex function whose parameter is the year extracted from the **Birthdate** field using a Year function to create the next 2 digits.
 - c. Use the Len function for the **LastName** field and divide the result by 2 then multiply the result by 1.346. Truncate any decimal positions by using the Int function; do not round.
 3. Create a new field named **Years Employed** and use the DateDiff function to determine the number of years between **DateHired** and 12/31/2017.
 4. Include the following field: **Current Salary**.
 5. Set the criteria for **Current Salary** to show records greater than 88500 AND **Years Employed** greater than 29.
 6. Save your query as **SelQry** and run it.
- C. Use the report wizard to create a report with 1" margins with data from the **SelQry**.
 1. Select all fields from **SelQry**.
 2. Group on **Years Employed** with grouping intervals as 10s.
 3. Calculate the average for **Current Salary** and **Years Employed**.
 4. Use stepped layout and portrait orientation.
 5. Use the following title: **Years of Employment**
 6. Make the following modifications in design view.
 - a. Use the following header top aligned with the title and right aligned on the right margin, replacing 99999 with your contestant number: (99999)-TestA-1
 - b. Wrap headings for **Employee Code** and **Years Employed** as shown on sample.
 - c. Delete the *Summary for...* line and move the label and summary values to the top of the group footer and and close up the group footer area.
 - d. Expand the report footer area and copy the fields from the group footer and paste into the report footer and align with their respective fields in the group footer.
 - e. Make everything black type.
 - f. Make the report header, page header and report footer boldface type.
 - g. Everything in the first column should be left aligned. (*i.e. Years Employed by 10s*)
 - h. **Full Name** and **Employee Code** column headings and detail data should be vertically left aligned; all other column headings, detail values and summary values should be right aligned.
 - i. Be sure nothing is truncated or wrapped, except specified column headings.
 - j. All numeric fields should be formatted as standard and no decimals.
 - k. Save your report and print it on 1 page.
- D. Your report should have the appearance on the following page. (*Note: shading and borders are ignored in grading; colons represent missing data; values shown may be incorrect.*)

Computer Applications Region/State 3 - Practice Packet Test A - Printout 1

I. DATABASE REPORT		MAXIMUM 150			
1	Format <i>(Grading for formatting, not correct data)</i>	PTS	GRD1	GRD2	GRD3
2	Printout in portrait orientation on 1 page with 1" margins	5			
3	Header top aligned with title and right aligned on right margin	5			
4	5 columns of data and no more <i>(count column headings)</i>	5			
5	Column headings shown matching order of key and matching wrapping	5			
6	Column headings, detail values and summary values for Years Employed and Current Salary shown vertically right aligned, and all other column headings, group headings, detail data, and summary labels shown vertically left aligned	5			
7	All numeric values shown as numbers with commas and no decimals	10			
8	Everything in the report header, page header and report footer in bold type	5			
9	Everything in the report shown in black type	5			
10	No <i>Summary for...</i> line shown	5			
11	Nothing shown wrapped or truncated <i>(not counting Employee Code or Years Employed)</i>	5			
12	Format Total	55			
13	Grouping/Calculations <i>(Grading for correct data, not formatting)</i>				
14	Grouping shown by Years Employed	5			
15	Grouping shown by Years Employed by 10s	5			
16	2 groups shown and only records for 30 - 40 and 40 - 50	10			
17	Detail data for Full Name shown as first and last name with space between	10			
18	First 2 digits of Employee Code for all records shown in uppercase	5			
19	First 2 digits of Employee Code for all records shown as last 2 characters of Full Name	5			
20	Middle 2 digits of Employee Code matching key for all records or if most are equal, give credit and take typos for errors	10			
21	Last 2 digits of Employee Code matching key for all records or equal to the length of the last name divided by 2 and multiplied by 1.346	10			
22	All Years Employed matching key or if most are equal, give credit and take typos for errors	10			
23	All Current Salary values greater than 88,500	10			
24	All group summary values matching key or equal to average of values in group	5			
25	Report footer label matching key	5			
26	Report footer summary values matching key or equal to the average of the group summary values	5			
27	Grouping/Calculations Total	95			
28	♣ SUBTOTAL PRINTOUT	150			
29	SUBTRACT DEDUCTION Maximum	-40	-	-	-
30	♣ Deduct 2 points for each typo in printout. Header is subject to 2 typos. Shading and borders are ignored in grading Field in formulas may have table names preceding the field name, but these must be in brackets with ! or . between. ♣ 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				

Contestant Number _____

Computer Applications Region/State 3 - Practice Packet Test A
Score Sheet

FINAL SCORE

◆ TOTAL PRINTOUT 1	150			
◆ TOTAL PRINTOUT 2	150			
◆ TOTAL SCORE	300			
GRADERS' INITIALS				

Design View of Access Report

The screenshot shows the Design View of an Access report titled "Years of Employment". The report is structured as follows:

- Report Header:** Contains the title "Years of Employment" and a page number field with the value "(99999) - TestA-1".
- Page Header:** Contains five fields: "Years Employed by 10s", "Full Name", "Employee Code", "Years Employed", and "Current Salary".
- Years Employed Header:** Contains a field with the formula "=Int([Years Employed])".
- Detail:** Contains five fields: "Full Name", "Employee Code", "Years Employed", and "Current Salary".
- Years Employed Footer:** Contains an "Avg" field and a field with the formula "=Avg([Years Employed])".
- Page Footer:** Contains a field with the formula "=Now()" and a field with the formula "=Page " & [Page] & " of " & [Pages]".
- Report Footer:** Contains an "Avg" field and a field with the formula "=Avg([Years Employed])".

- H. Create a select query using the **Depreciation** and **Branch Offices** tables with the following.
1. Add a new field named **OfficeState** that concatenates the **Office** field and the **State** field with a comma and space between.
 2. From the **Depreciation** table, select the **Total Depr** and **Total Expensed** fields.
 3. From the **Branch Offices** table, select **OfficeID** and the **State** field and set the criteria of the **State** field to equal "TX"
 4. Save the query as **SelQry1** and run it.
 5. With the query results shown, merge to a new document in Word.

II. DOCUMENT WITH MERGE

Maximum 150

- A. Create a standard memorandum with conventional margins.
1. Use today's date.
 2. Use the following addressee: Sales Department Heads
 3. Use the following sender's name: Cy Lance
 4. Use the subject line: Depreciation in Texas Offices
 5. Use the following header ½" from the top edge and right edge of the page, replacing 99999 with your contestant number: (99999)-TestC-1
- B. Use the following for the body.

Attached is detail for 2016 depreciation for the Texas offices. The total amounts below will be used for your corporate tax return.

The total expensed amount for the tax return for the [Merge OfficeState field] office is [Merge Total Expensed field], and the total depreciation is [Merge Total Depr field]. On the attachment, the depreciable items for this location are identified as OfficeID equal to [Merge OfficeID field and add an indication to go to the next record].

[Add the following format switches so that the Total Expensed and Total Depr fields are preceded by a dollar sign and a space and show commas but no decimals (as \$ 5,555).

Add a format switch for OfficeID so that it appears as a two-digit value (03 or 05).]

[Leave one blank line and copy the preceding paragraph and paste here to merge fields from the second record).

The following were used as format switches for this presentation.

Total Expensed format switch: [Copy everything within brackets for this Mergefield, but not the brackets.]

OfficeID format switch: [Copy everything within brackets for this Mergefield, but not the brackets.]

- C. Use the following reference initials: uil
- D. Use the following enclosure notation: Enclosure
- E. Save the document as a file called **TestC-1**, merge to a new document, save as **MergedC-1** and print.

III. DATABASE

- A. Return to the **TestC** database to create another select query in design view using the **Branch Offices** and **Items** tables with the following.
1. From the **Branch Offices** table, select all fields.
 2. Uncheck the Show field for **State** so that it will not appear.
 3. From the **Items** table, select **Equipment**, **Purchase Price**, **Depr Amount** and **Status**.
 4. Set the criteria to select only the records whose **State** is equal to "TX" AND whose **Status** is equal to either "new" or "used".
 5. Save the query as **SelQry2** and run it.
- B. Export the results to Excel as **SelQry2** with layout and formatting and open the destination file.