

**COMPUTER APPLICATIONS TECHNOLOGY: PAPER I**  
**HTML AND ACCESS INSERT**

Name	Opening tag	Closing tag	Attributes Associated with tag
<b>Document Outline</b>			
HTML Document	<HTML>	</HTML>	
Head	<HEAD>	</HEAD>	
Title	<TITLE>	</TITLE>	
Body	<BODY>	</BODY>	BACKGROUND, BGCOLOR, TEXT
<b>Document Structure</b>			
Heading	<H1>	</H1>	ALIGN
Paragraph	<P>	</P>	ALIGN
Break	 	Self-Closing	
Horizontal Rule	<HR />	Self-Closing	COLOR, WIDTH
Centre	<CENTER>	</CENTER>	
<b>Text Formatting and Font Attributes</b>			
Comments	<!--	-->	
Bold	<B>	</B>	
Italics	<I>	</I>	
Font	<FONT >	</FONT>	COLOR, FACE, SIZE
<b>Link</b>			
Link	<A>	</A>	HREF, TARGET, TITLE
<b>Image</b>			
Image	<IMG />	Self-Closing	ALIGN, ALT, BORDER, HEIGHT, SRC, TITLE, WIDTH
<b>Lists</b>			
Ordered List	<OL>	</OL>	TYPE
Unordered List	<UL>	</UL>	TYPE
List Item	<LI>	</LI>	
<b>Tables</b>			
Table	<TABLE>	</TABLE>	BGCOLOR, BORDER, HEIGHT, WIDTH, CELLPADDING, CELLSPACING
Table Row	<TR>	</TR>	BGCOLOR, HEIGHT
Table Data/Cell	<TD>	</TD>	ALIGN, BGCOLOR, BORDER, COLSPAN, ROWSPAN, VALIGN, WIDTH
Table Heading	<TH>	</TH>	ALIGN, BGCOLOR, BORDER, COLSPAN, ROWSPAN, VALIGN, WIDTH
Table Caption	<CAPTION>	</CAPTION>	ALIGN

**MS ACCESS INPUT MASK CHARACTERS**

Explanation	
<b>0</b>	User must enter a digit (0 to 9)
<b>L</b>	User must enter a letter
<b>a</b>	User can enter a letter or a digit
<b>. , : ; - /</b>	Decimal and thousands placeholders, date and time separators
<b>!</b>	Causes the input mask to fill from the left to right
<b>9</b>	User can enter a digit (0 to 9)
<b>?</b>	User can enter a letter
<b>&amp;</b>	User must enter either a character or a space
<b>&gt;</b>	Converts all characters that follow to uppercase
<b>\</b>	Characters immediately following will be displayed literally
<b>#</b>	User can enter a digit, plus or minus sign
<b>A</b>	User must enter a letter or a digit
<b>C</b>	User can enter characters or spaces
<b>&lt;</b>	Converts all characters that follow to lowercase
<b>“ ”</b>	Characters enclosed in double quotation marks will be displayed literally