basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2021(2)

MARKS: 150

TIME: 3 hours

This question paper consists of 19 pages, an HTML tag sheet, an input mask character sheet, two pages for planning and a separate information sheet.

INSTRUCTIONS AND INFORMATION

1. Owing to the nature of this practical examination, it is important to note that, even if you complete the examination early, you will NOT be permitted to leave the examination room until all the administrative tasks associated with the examination have been finalised. During the examination, the standard examination rules regarding leaving the examination room apply.

2. If you are working on the network, or the data files have been preloaded on your system, you must follow the instructions provided by the invigilator/educator.

3. At the end of the examination, you must make sure that ALL your answer files are saved on the network/computer as explained to you by the invigilator/educator.

4. Make absolutely sure that all files can be read. Do NOT save unnecessary files/folders and **do NOT hand in duplicate answer files/folders. Do NOT delete any original files that you did not work on**.

5. The information sheet that has been provided with the question paper **MUST BE COMPLETED AFTER THE THREE-HOUR EXAMINATION SESSION**. Hand it to the invigilator at the end of the examination.

6. A copy of the master files will be available from the invigilator. Should there be any problems with a file, you may request another copy from the invigilator.

7. This question paper consists of SEVEN questions. Answer ALL the questions.

8. Read through each question before answering or solving the problem. Do NOT do more than is required by the question.

9. Ensure that you save each document using the file name given in the question paper. Save your work regularly as a precaution against possible power failures.

10. You may NOT use any resource material.

11. Accuracy will be taken into account.

12. Ensure that the regional settings are set to South Africa and date and time settings, number settings and currency settings are correctly set.

13. In all questions involving word processing, you should set the language to English (South Africa). The paper size is assumed to be A4 Portrait, unless instructed otherwise. Use centimetres as the unit of measurement.

14. Ensure that the Developer tab and Ruler are activated.

15. Ensure that the decimal symbol is set as a full stop ('.') and the list separator is set as a comma (',').

16. Formulae and/or functions must be used for ALL calculations in questions involving spreadsheets. Use absolute cell references only where necessary to ensure that formulae are correct when you copy them to other cells in a spreadsheet.

    NOTE: All formulae and/or functions should be inserted in such a manner that the correct results will still be obtained even if changes are made to the existing data.

17. You may NOT use a word processing program such as Word to answer the HTML question.

18. The examination data folder that you receive with this question paper contains the files listed below. Ensure that you have all the files before you begin with this examination.

• 1Deepest	Word processing file
• 1DMine	Word processing file
• 2Competition	Word processing file
• 2Crystal	Image
• 2Weirdest	Word processing file
• 3Metro	Image
• 3Tunnels	Spreadsheet
• 4Elevation	Spreadsheet
• 5Rivers	Database
• 6_1AboveGround	Image
• 6_1DeepFacts	HTML file
• 6_1Location	Image
• 6_1Mponeng	Image
• 6_2Picture	Image
• 6_2Salar	HTML file
• 7Airtravel	Spreadsheet
• 7Strangest	Word processing file
• 7Tallest	Self-extracting folder

SCENARIO

There are many strange occurrences in this world. It is difficult to believe that some of these things actually exist.

You are required to work with documents and files containing information on some of these strange occurrences.

QUESTION 1: WORD PROCESSING

Open the **1Deepest** word processing document and enter your examination number in the header or the footer.

1.1 Centre the heading 'THE DEEPEST PLACES ON EARTH' and change the font size to 33 pt. (2)

1.2 Find the first paragraph starting with 'The deepest places … ' and do the following to the word 'The':

- Apply a dropped cap over two lines.
- Set the distance between the dropped cap and the text to 0.5 cm. (2)

1.3 Modify the Heading 1 style as follows:

- Change the character spacing to 'Expanded' by 1 pt.
- Set the paragraph spacing to 6 pt after.
- Use paragraph settings to ensure that the text, picture and description of every paragraph remain on the same page as the related paragraph headings. (3)

1.4 Find the fourth picture ('Mponeng Gold Mine') and change the picture formatting of this picture to match the formatting of the third picture. (2)

1.5 Find the text 'South Africa' below the heading 'Mponeng Gold Mine'.

- Insert a hyperlink on the text 'South Africa' to link to the bookmark called 'Dollar' found in the **1DMine** document.
- Add a hyperlink screen tip to display the text 'Gold price'. (3)

1.6 Find the text *'Picture 7:© Klaus Fengler/Stafan Glowacz Gmbh'*, which acknowledges the photographer who took the photo of the Majlis al Jinn Cave.

Make the necessary changes to this text to correct the numbering sequence of the captions. (2)

1.7 Find the table on the last page and edit it as shown below.

Trenches	Deepest places	Situated	Depth in metres
	Trench: Mariana	Pacific Ocean	10916
	Trench: Kuril Kamchatka	Pacific Ocean	10542
	Trench: Tonga	Pacific Ocean	10540
	Trench: Puerto Rica	Atlantic Ocean	8380
	Trench: South Sandwich	Atlantic Ocean	8265
	Trench: Bentley Sub-Glacial	Antarctica	2555

NOTE:

Use a formula in the shaded cell in the bottom row of the table to determine the difference in depth between the deepest and the shallowest trench.

(The deepest trenches are those with the most metres in depth and the shallowest trenches are those with the least metres in depth.) (6)

1.8 Update the entire table of figures found below the heading 'Table of Figures'. (1)

Save and close the **1Deepest** document. **[21]**

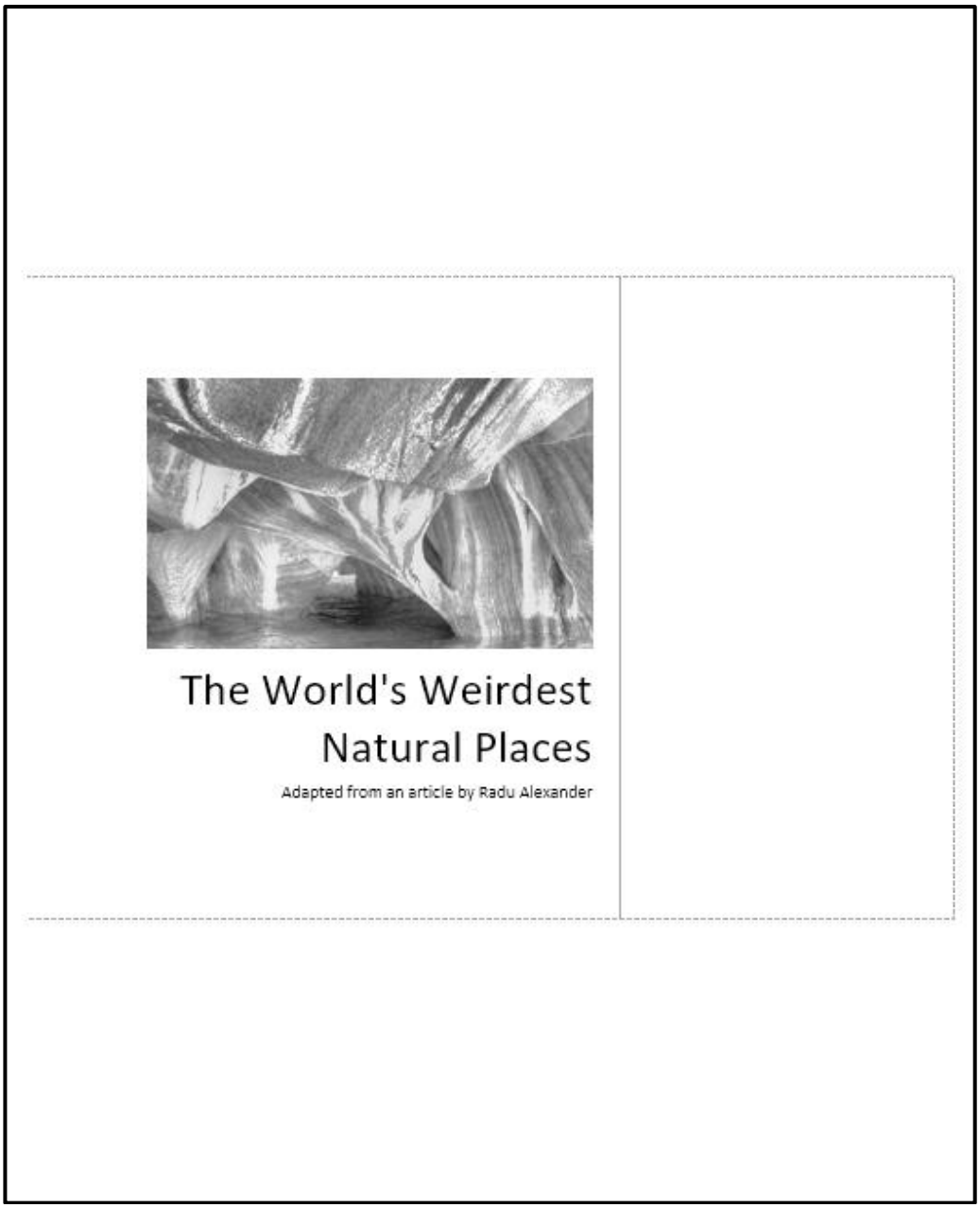
QUESTION 2: WORD PROCESSING

Open the **2Weirdest** word processing document and enter your examination number in the header or the footer.

2.1 Change the cover page to appear as shown below.

NOTE:

- Use the picture **2Crystal** found in your examination folder.
- Use the data found on the second page of the **2Weirdest** document for the title and subtitle. Ensure that this data appears ONLY on the cover page.



(3)

2.2 Edit the reference to the website source by 'Mitrikostas, Sophia' to include the date 8 August 2020. (1)

2.3 Insert a table of contents below the heading 'TABLE OF CONTENTS' as follows:

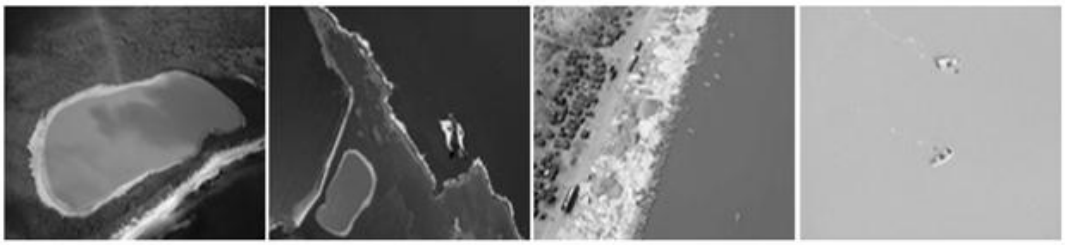
- Display the table of contents in the Distinctive format.
- Display the page numbers WITHOUT right-aligning them. (3)

2.4 Change the font of the paragraph beginning with 'We often let …' and ending with '… in the world …' to small caps. (1)

2.5 Change text below the heading 'Lake Hillier' to appear as shown below.

Take note of the position of the first and the last word in each column.

Lake Hillier



Lake Hillier is located on an island in Australia's Recherche Archipelago 1. It's pretty big, but not incredibly so. It's not very deep. It's not a strange shape, nor does it have any rare, incredible creature living in it. It would be a perfectly average lake if not for one peculiar characteristic. It's pink.

That's not because someone spilled something in there. Pink is its natural colour. However, we can't say for sure why. Most theories point to its high salt content and the various bacteria or micro-algae that live in the lake and create a dye that gives it its distinct colouration. Whatever it is, it appears to be harmless to humans. You can feel free to jump in for a swim.

In fact, Lake Hillier is not the only one. There is also the creatively named Pink Lake, likewise in Australia, as well as Lake Retba in Senegal (which also means 'Pink Lake'). But unlike those two, the mysterious Lake Hillier retains its pink colour year-round, no matter the temperature or environmental conditions.

(4)

2.6 Mark all the occurrences of the word 'cave', found in the paragraph headings, as main entries for the index.

Update the index below the heading 'INDEX'. (2)

Save and close the **2Weirdest** document.

Open the **2Competition** word processing document and enter your examination number in the header or the footer.

2.7 Prepare the survey form as follows:

- Change the page orientation of the document to landscape.
- Apply a WordArt of your choice to the text 'Competition Form' and centre it above the text 'After reading the …'.
- Change the text form field next to the text 'Surname' to limit the length of the surnames to 20 characters.
- Insert a text form field next to the text 'Name' to display the names in capital letters.
- Add the option 'Socotra' to the drop-down form field.
- Replace the symbol next to the text 'Do you have …?' with a check box form field.
- Insert a diagonal text watermark that reads 'Closing date: 15 July 2022'.
- Apply an art border with a dashed line and scissors symbol to the document. (10)

Save and close the **2Competition** document. **[24]**

QUESTION 3: SPREADSHEET

NOTE:

- Use formulae and/or functions for ALL calculations in the spreadsheet.
- Use absolute cell references ONLY where necessary to ensure that formulae are correct when you copy it to other cells in the spreadsheet.
- Insert formulae and/or functions in such a manner that the correct results will still be obtained even if changes are made to the existing data.
- Should you need to use building blocks, use the space allocated for this in the spreadsheet.

Open the **3Tunnels** spreadsheet which contains information about the world's 100 longest tunnels.

Work in the **Longest** worksheet.

3.1 Change the merged cells in **row 1** to include **cells A1:I1**. (1)

3.2 Change the page setup to centre the page vertically and horizontally. (1)

3.3 Apply a colour of your choice to the 'Longest' worksheet tab. (1)

3.4 Replace all occurrences of the # character in **column C** with 'No_'. (1)

3.5 Insert a formula in **cell F3** to convert the miles (**column G**) to kilometres. Use a function to display the calculated kilometres to the next whole number.

NOTE: 1 mile = 1,609 km (3)

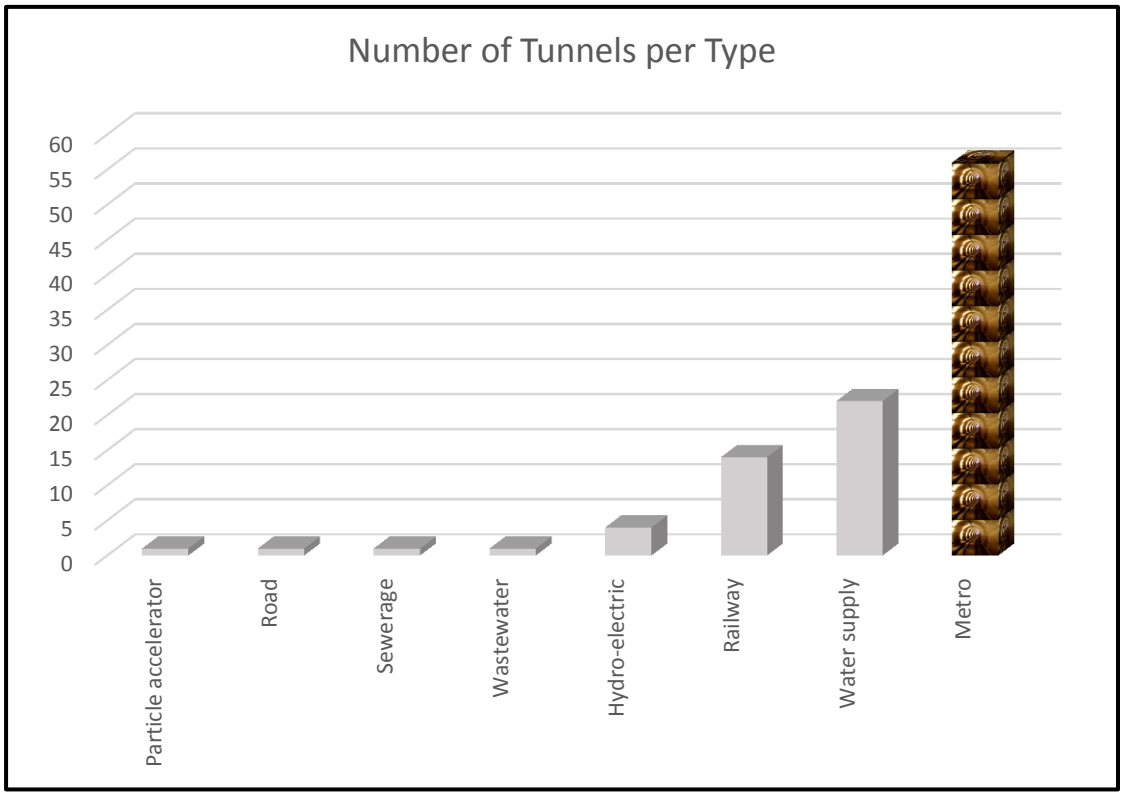
3.6 Insert a formula in **cell I3**, and use the date in **cell L3**, to determine the number of years that have passed since the tunnel in **row 3** was completed (**column H**).

Ensure that this formula will work correctly if copied down to the rest of the cells in **column I**. (3)

3.7 Use a function in **cell L6** to determine the total length in kilometres (**column F**) of all the metro tunnels (**column B**) in China (**column E**). (5)

Work in the **Types** worksheet.

3.8 Use the **3Metro** image and edit the chart/graph to appear as shown in the image below.



(5)

Save and close the **3Tunnels** spreadsheet. **[20]**

QUESTION 4: SPREADSHEET

NOTE:

- Use formulae and/or functions for ALL calculations in the spreadsheet.
- Use absolute cell references ONLY where it is required by the question to ensure that formulae are correct when you copy it to other cells in the spreadsheet.
- Insert formulae and/or functions in such a manner that the correct results will still be obtained even if changes are made to the existing data.
- Should you need to use building blocks, use the space allocated for this in the spreadsheet.

Open the **4Elevation** spreadsheet which contains data of some cities according to their elevation above or below sea level.

Work in the **Cities** worksheet.

4.1 Apply the Paint Strokes artistic effect to the picture in **cell A1**. (1)

4.2 Apply a number format to **column G** to automatically display all negative numbers in a red colour. (1)

4.3 The boiling point of water at sea level is 100 degrees Celsius.

For every 305 metres above sea level, the boiling point of water decreases by one degree Celsius.

Insert a formula in **cell H3** to determine the boiling point of water for the first city using the elevation (**column G**) of the city. (2)

4.4 Use a nested IF statement in **cell I3** to display the following:

- the name of a city (**column B**) if it is in Africa (**column C**) AND has a population(**column F**) of 500 000 or more;
- the message 'N/A' for cities NOT in Africa; and
- an '*' for cities in Africa that have a population of less than 500 000. (5)

4.5 Use conditional formatting to apply a fill colour of your choice to the cities (**column B**) and their elevations (**column G**), where the continental region (**column C**) is the same as the region selected in **cell K3**. (4)

Save but do not close the **4Elevation** spreadsheet.

4.6 Work in the **Highest** worksheet.

Use a spreadsheet feature to display the output as shown below.

	A	B	C	D	E
1	**Highest/Hoogste**				
2	**Rank Rangorde**	**City Stad**	**Country/Territory Land/Gebied**	**Elevation Hoogte**	**Continent Kontinent**
3	1	Addis Ababa	Ethiopia	2362	Africa
4	2	Abuja	Nigeria	777	Africa
5	3	Al Khartum	Sudan	377	Africa
6	5	Alger	Algeria	0	Africa
7	8	Antananarivo	Madagascar	1288	Africa
8	9	Asmara	Eritrea	2363	Africa
9	12	Bamako	Mali	349	Africa
10	16	Bangui	Central African Republic	369	Africa
11	17	Banjul	Gambia	0	Africa
12	20	Bissau	Guinea-Bissau	0	Africa
13	21	Bloemfontein	South Africa	1395	Africa
14	25	Bujumbura	Burundi	794	Africa
15	30	Conakry	Guinea	0	Africa
16	36	Djibouti	Djibouti	0	Africa
17	37	Dodoma	Tanzania	1148	Africa
18	41	Gaborone	Botswana	1014	Africa
19	44	Harare	Zimbabwe	1480	Africa
20	49	Johannesburg	South Africa	1753	Africa
21	51	Kampala	Uganda	1202	Africa
22	53	Kigali	Rwanda	1567	Africa
23	58	Libreville	Gabon	0	Africa
24	59	Lilongwe	Malawi	1024	Africa
25	60	Lusaka	Zambia	1270	Africa
26	63	Maseru	Lesotho	1673	Africa
27	67	Monrovia	Liberia	0	Africa
28	68	Nairobi	Kenya	1728	Africa
29	69	N'Djamena	Chad	298	Africa
30	71	Ouagadougou	Burkina Faso	305	Africa
31	74	Pretoria	South Africa	1339	Africa
32	93	Tunis	Tunisia	0	Africa
33	97	Windhoek	Namibia	1655	Africa
34	98	Yaoundé	Cameroon	726	Africa
35				2363	**Africa Max**
36	4	Albuquerque	United States	1619	Americas
37	22	Bogota	Colombia	2619	Americas
38	23	Brasília	Brazil	1079	Americas
39	26	Calgary	Canada	1045	Americas

(3)

Save but do not close the **4Elevation** spreadsheet.

4.7 Work in the **Africa** worksheet.

4.7.1 Display the City and Elevation columns containing records from only the African continent. Do NOT delete any data from the worksheet. (2)

4.7.2 Publish this worksheet in PDF format and save the document as **4Africa**. (2)

Save and close the **4Elevation** spreadsheet. **[20]**

QUESTION 5: DATABASE

Some data of the longest rivers across the world was captured in a database. The database includes a table with data on rivers in South Africa.

Open the **5Rivers** database.

5.1 Open the **tbl5_1** table in Design View and edit as follows:

5.1.1 Change the field size of the *RiverName* field to 5. (1)

5.1.2 Change the data type of the *Province* field to display the different provinces as options for the user to choose from, using the **tblProvinces** table as the data source. (3)

5.1.3 Change a property of the *Origin* field so that a user must always enter a value in this field when adding a record. (1)

5.1.4 The *MouthLong* field gives the longitude coordinate of the river mouth, e.g. E38°9183, E12°41, W75°416.

Insert an input mask so that the data in this field will be entered as follows:

- ONE compulsory capital letter, followed by
- TWO compulsory digits, followed by
- The degree symbol, °, followed by
- At least ONE digit, but possibly FOUR digits

HINT: The degree symbol, °, is a word processing symbol:
(Font: Arial; character code: 00B0)

NOTE: The degree symbol may not display in the Datasheet View. (5)

5.1.5 Add a default value of 'Yes' to the *HasADam* field. (1)

5.1.6 Change the data type of the *Length* field to a more suitable data type AND move the *Length* field to appear between the *RiverName* and the *Province* fields. (2)

Save and close the **tbl5_1** table.

5.2 Open the **frm5_2** form, based on the **tbl5_2** table, in Design View and do the following:

- Add your examination number to the form header.
- Change the background colour of the Detail section of the form to exactly match the background colour of the form header.
- Insert a calculation at the bottom of the Detail section to determine 10% of the average discharge (*AvgDischarge* field), which is used for irrigation.
- Add a suitable label to the calculation.

Save and close the **frm5_2** form. (5)

5.3 Open the **qry5_3** query, based on the **tbl5_2** table, in Design View.

- Modify the query to display the names of the 10 longest rivers.
- Sort the rivers according to the number of countries through which each river flows.

Save and close the **qry5_3** query. (3)

5.4 Open **qry5_4** query, based on the **tbl5_2** table, in Design View and edit the query to display as shown below.

River	OutflowArea	CountryOrigin	Country 2
Nile	Mediterranean Sea	Ethiopia	Eritrea
Yenisei	Kara Sea	Russia	Mongolia
Amur	Sea of Okhotsk	Russia	China
Mekong	South China Sea	China	Myanmar
Indus	Arabian Sea	Pakistan	China
Yukon	Bering Sea	United States	Canada
Syr Darya	Aral Sea	Kazakhstan	Kyrgyzstan
Salween	Andaman Sea	China	Myanmar
Danube	Black Sea	Romania	Hungary
Irrawaddy River	Andaman Sea	China	Myanmar
Amu Darya	Aral Sea	Uzbekistan	Turkmenist
Ural	Caspian Sea	Russia	Kazakhstan
Dnieper	Black Sea	Russia	Belarus
Pearl	South China Sea	China	Vietnam
Ayeyarwady	Andaman Sea	Myanmar	China
Don	Sea of Azov	Russia	Ukraine

NOTE: All the rivers shown above flow out into the sea.

Save and close **qry5_4** query. (4)

5.5 Modify the **qry5_5** query, based on the **tbl5_2** table, in Design View to display the total number of rivers in *China* and *India*.

Save and close the **qry5_5** query. (4)

5.6 Create a report called **rpt5_6** report as follows:

- Base the report on the **tbl5_2** table.
- Display the *River*, *Length(km)*, *CountryOrigin* and *NoCountries* fields.
- Group the report on the country of origin.
- Use the Summary options to show only the summary of the total length of the rivers per country of origin.
- Save the report as **rpt5_6**.

Save and close the **rpt5_6** report. (6)

Save and close the **5Rivers** database. **[35]**

QUESTION 6: WEB DESIGN (HTML)

NOTE:

- **You may NOT use a word processing program such as Word to answer the HTML questions.**
- An HTML tag sheet has been attached for reference.
- All files needed to complete this question can be found in the examination folder.

You need to complete a web page about the deepest mine in the world.

6.1 Open the incomplete **6_1DeepFacts** web page in a web browser and also in a text/HTML editor.

1.	Mponeng is as deep as 10 Empire State Buildings.	As the world's deepest man-made hole, the depth of the Mponeng Gold Mine is almost mythical. Located south-west of Johannesburg in South Africa, the mine descends 4,02 kilometres below the Earth's surface.
2.	4 000 workers descend into the mine each day.	Owned and operated by AngloGold Ashanti, approximately 4 000 miners take the plunge each and every day to work underground at Mponeng. To access the mine, workers board an elevator shaft (cage) that accommodates 120 people at a time.
3.	Ice has to be pumped down to cool the tunnels.	Nearing the centre of the Earth, temperatures reach as high as 140 degrees Fahrenheit inside Mponeng. To combat this, the company pumps an ice-slurry mixed with salt down from the surface.
4.	Ghost miners exist in Mponeng.	Believe it or not, illegal miners are known to sneak into mineshafts at Mponeng and hide out for months — turning ghostly white in the process — in order to steal gold.
5.	A new ecosystem was discovered.	The monotypic bacterium, Desulf Orudis Audaxviat, which lives in depths from 1,44 to 2,89 kilometres below the Earth's surface in groundwater, is one of only a few organisms known to man that does not require sunlight for nourishment.

NOTE:

- Use the example on the previous page as a guide when answering this question.
- Question numbers appear as comments in the coding to indicate where you should insert the answer(s). DO NOT delete these comments.

6.1.1 Apply the largest heading style option to the text 'The most amazing facts about the Mponeng Gold Mine'. (1)

6.1.2 Modify the horizontal line below the heading so that it displays as follows:

- Change the line colour to red.
- Display the line over 75% of the screen. (2)

6.1.3 Add the **6_1Mponeng** image to display between the two existing images in the first table. Ensure that the image has the same formatting as the other images in the table. (2)

6.1.4 Find the code for the image **6_1AboveGround.jpg**.

Add code to display the text 'View of mineshafts', should the image NOT display. (1)

6.1.5 Add code to create a spacing of 10 between the cells of the second table. (1)

Save and close the **6_1DeepFacts** file.

6.2 Open the incomplete **6_2Salar** web page in a web browser and also in a text/HTML editor.

Your final web page should look like the example below.

Salar de Uyuni:

One of the most beautiful places on Earth!

There are a lot of places on Earth considered to be spectacular in a unique and mysterious fashion.

Bolivia's popular salt flats or Salar de Uyuni definitely qualifies.

Here are some interesting facts about one of the most breathtaking locations this planet has to offer.

1. Measuring at 10 582 km, Salar de Uyuni is the biggest salt flat in the world.
2. At times the salt flat is covered in very clear water, making it the largest natural mirror in the world.
3. Salar de Uyuni contains an estimated 11 billion tons of salt.
4. NASA uses Salar de Uyuni to calculate the positioning of their satellites.
5. There are 80 species of birds (visiting and migrating) at Salar de Uyuni, including three species of flamingos.

For more information on travel to Bolivia, **e-mail:** BoliviaInfo@skytravels.com

NOTE: The underlined text at the end of the web page should link to an e-mail program.

Save and close the **6_2Salar** file. (7)

ONE mark will be allocated for correctly closing tags and correctly nesting in both the files. (1)
[15]

QUESTION 7: GENERAL

Spectacular views and beautiful places always attract a large number of people.

Open the **7Airtravel** spreadsheet that contains data about passengers who use the airports in South Africa and edit it as follows:

Work in the **Airport** worksheet.

7.1.1 Complete the numbering in **column A** for all the airports. (1)

7.1.2 An airport is identified by combining the International Air Transport Association (IATA) code and the International Civil Aviation Organisation (ICAO) code.

Use a formula in **cell E3** to create the code for the OR Tambo International Airport by combining the IATA code (**column D**) with the ICAO code found in the **ICAO** worksheet to display as JNB/FAOR. (5)

7.1.3 Use a formula in **cell K3** to calculate the number of passengers that used the OR Tambo International Airport from 2015 to 2019 as a percentage of ALL the passengers that used South Africa's airports. (3)

Save and close the **7Airtravel** spreadsheet.

Open the **7Strangest** word processing document.

7.2.1 Accept all changes made by the reviewer. (1)

7.2.2 Check the document for accessibility and make the necessary changes to correct the accessibility problems. (2)

7.2.3 Modify the page numbering so that the page numbering on the odd pages appear on the left side and the page numbering of the even pages appear on the right side of the footer. (2)

Save and close the **7Strangest** document.

7.3 To extract the document in the self-extracting folder called **7Tallest**, use this password:

Tall (1)
[15]

TOTAL: 150

HTML TAG SHEET

Basic Tags	
Tag	**Description**
<body></body>	Defines the body of the web page
<body bgcolor="pink">	Sets the background colour of the web page
<body text="black">	Sets the colour of the body text
<head></head>	Contains information about the web page
<html></html>	Creates an HTML document – starts and ends a web page
<title></title>	Defines a title for the web page
 	Inserts a line break
<!-- -->	Comment

Text Tags	
Tag	**Description**
<hl></hl>	Creates the largest heading
	Creates the smallest heading
	Creates bold text
	Creates italic text
<u></u>	Creates underlined text
	Sets size of font, from "1" to "7"
 	Sets font colour
	Sets font type

Links Tags	
Tag	**Description**
	Creates a hyperlink
<img src="name">	Creates an image link
	Creates a target location in the document
	Links to a target location created somewhere else in the document
	Links to an e-mail address

Formatting Tags	
Tag	**Description**
	Creates a new paragraph
	Aligns a paragraph to the "left" (default), can also be "right" or "center"
	Creates a numbered list
<ol type="A","a", "I","i","1">	Defines the type of numbering used
	Creates a bulleted list
<ul type="disc", "square","circle">	Defines the type of bullets used

Formatting Tags continued	
Tag	**Description**
	Inserted before each list item, and adds a number or symbol depending on the type of list selected
<img src="name">	Adds an image
<img src="name" align="left">	Aligns an image: can be "right", "bottom", "top"
<img src="name">	Aligns an image in the "center", can also be "middle"
<img src="name" border="1">	Sets the size of the border around an image
<img src="name" width="200" height ="200">	Sets the height and width of an image
<img src="name" alt="alternative text">	Displays alternative text when the mouse hovers over the image or when the image is not found
	Inserts a horizontal line
<hr size="3"/>	Sets size (height) of a line
<hr width=”80%”/>	Sets the width of a line, in percentage or absolute value
<hr color= "ff0000"/>	Sets the colour of the line

Table Tags	
Tag	**Description**
<table></table>	Creates a table
<tr></tr>	Creates a row in a table
<td></td>	Creates a cell in a table
<th></th>	Creates a table header (a cell with bold, centred text)
<table width="50">	Sets the width of the table
<table border="1">	Sets the width of the border around the table cells
<table cellspacing="1">	Sets the space between the table cells
<table cellpadding="1">	Sets the space between a cell border and its contents
<tr align="left">	Sets the alignment for cell(s) ("left", can also be "center" or "right")
<tr valign="top">	Sets the vertical alignment for cell(s) ("top", can also be "middle" or "bottom")
<td colspan="2">	Sets the number of columns a cell should span
<td rowspan="4">	Sets the number of rows a cell should span

INPUT MASK CHARACTER SHEET

CHARACTER	DESCRIPTION
0	Digit (0 to 9, entry required, plus [+] and minus [–] signs not allowed)
9	Digit or space (entry not required, plus [+] and minus [–] signs not allowed)
#	Digit or space (entry not required; spaces are displayed as blanks while in Edit mode, but blanks are removed when data is saved; plus [+] and minus [–] signs allowed)
L	Letter (A to Z, entry required)
?	Letter (A to Z, entry optional)
A	Letter or digit (entry required)
a	Letter or digit (entry optional)
&	Any character or a space (entry required)
C	Any character or a space (entry optional)
. , : ; - /	Decimal placeholder and thousand, date and time separators (The actual character used depends on the settings in the **Regional Settings Properties** dialog box in the Windows Control Panel.)
<	Causes all characters to be converted to lower case
>	Causes all characters to be converted to upper case
!	Causes the input mask to display from right to left, rather than from left to right. Characters typed into the mask always fill it from left to right. You can include the exclamation point anywhere in the input mask.
\	Causes the character that follows to be displayed as the literal character (e.g. \A is displayed as just A)

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Examination sticker	
	150

COMPUTER APPLICATIONS TECHNOLOGY P1 – NOVEMBER 2021(2)

INFORMATION SHEET *(to be completed by the candidate AFTER the 3-hour session)*

CENTRE NUMBER _____

EXAMINATION NUMBER _____

WORK STATION NUMBER _____

SUITE USED (Mark appropriate box with a cross (**X**))	Microsoft Office 2013	Microsoft Office 2016	Microsoft Office 2019	Office 365	
WEB BROWSER USED (Mark appropriate box with a cross (**X**))	Mozilla Firefox	Google Chrome	Internet Explorer	Microsoft Edge	Other (Specify)

FOLDER NAME_____

Candidate must enter the file name(s) used for each answer. Tick if saved and/or attempted.

Question number	File name	Saved (✓)	Attempted (✓)	Maximum Mark	Mark Achieved	Marker Initial/ Code
1	1Deepest			**21**		
2	2Weirdest			**24**		
	2Competition					
3	3Tunnels			**20**		
4	4Elevation			**20**		
	4Africa					
5	5Rivers			**35**		
6	6_1DeepFacts			**15**		
	6_2Salar					
7	7Airtravel			**15**		
	7Strangest					
	7Tallest					
TOTAL				**150**		

Comment: *(For office/marker use only)*

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