



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2016

MARKS: 180

TIME: 3 hours

**This question paper consists of 18 pages,
an HTML tag sheet, an input mask character sheet and an 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 functions associated with the examination have been finalised. During the examination normal rules regarding leaving the examination room apply.
2. Enter your examination number in the header or footer of EVERY document that you create or save, where applicable.
3. The invigilator will give you a CD/DVD/flash disk containing all the files needed for the examination OR you will be told where the files can be found on the network or computer. If a CD/DVD has been issued to you, you must write your examination number and centre number on the CD/DVD. If you are working on the network, you must follow the instructions provided by the invigilator/educator.
4. 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.
5. This question paper consists of SEVEN questions.
6. Answer ALL the questions.
7. Ensure that you save each document using the file name given in the question paper. Save your work at regular intervals as a precaution against possible power failures.
8. Read through each question before answering or solving the problem. Do NOT do more than is required by the question.
9. At the end of the examination, you must hand in the CD/DVD/flash disk given to you by the invigilator with ALL your answer files saved onto it, OR you should make sure that ALL the answer files are saved on the network/computer as explained to you by the invigilator/educator. Make absolutely sure that all the files can be read. Do NOT save unnecessary files/folders and do NOT hand in duplicate answer files/folders.
10. 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.
11. During the examination, you may use the help functions of the programs which you are using. You may NOT use any other resource material.

12. Unless instructed otherwise, use formulae and/or functions 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.
13. **NOTE:** All formulae and/or functions should be inserted in such a manner that the correct results will still be obtained even if the data changes.
14. If data is obtained from a previous question that you could not answer, you should still proceed with the questions that follow.
15. 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 stated otherwise.
16. Use centimetres as the unit of measurement when answering this question paper.
17. Generally, one mark is allocated per action; therefore, a 2-mark question would usually require TWO actions, et cetera.
18. The examination folder/CD/DVD/flash disk 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.

• 1Metal	Word processing file
• 2Pall	Word processing file
• 2PalMetal	Image file
• 3Platinum	Image file
• 3Platinum	Spreadsheet file
• 4Jewel_Juweel	Spreadsheet file
• 5Inves	Database file
• 6Rh	Image file
• 6Rhodium	HTML file
• 6RMine	Image file
• 7Answ_Antw	Word processing file
• 7Coin_Munt	Spreadsheet file
• 7Data	Spreadsheet file
• 7DataImp	Database file
• 7DOB	Spreadsheet file
• 7Gem_Edel	Word processing file

SCENARIO

South Africa is one of the largest producers of precious metals in the world. Gold and silver are the most popular precious metals which are traded internationally, but other precious metals such as platinum and palladium are also traded widely.

You were asked to research some of these metals.

QUESTION 1: WORD PROCESSING

A document was created to give background information on precious metals.

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

1.1 Format the first page as follows:

1.1.1 Format the text 'Precious Metals' as follows:

- Change the font type to 'Verdana'.
- Remove the line that appears through the text. (2)

1.1.2 The text in the first image below the text 'Precious Metals' is difficult to read.

Format this image so that the text reads correctly from left to right. (1)

1.1.3 Change the size of the second image (the coins) to exactly 5 cm x 5 cm. (2)

1.1.4 Change the vertical alignment of the page to 'centre'. (1)

1.2 Change the name of the 'Coin' style to 'Metal'. (1)













1.3 Find the table of contents on the second page and do the following:

- Display FOUR levels in the table of contents.
- Use all other default settings.
- Update the table of contents. (2)

1.4 Find the word 'nuggets' below the subheading 'Best-known Precious Metals' on the third page. Remove the hyperlink from this text WITHOUT deleting the text. (1)

1.5 Format the table below the subheading 'Best-known Precious Metals' by carrying out the instructions below. An example of what the table should look like is shown after the instructions.

- Merge the cells in row 2 and centre the text.
- The colour code for palladium in the first column is incorrect. Correct it by applying the SAME colour as for platinum but ONE SHADE LIGHTER.
- Format the column border for metals measured in ounces (to the left of 'Gold', 'Silver', 'Platinum', 'Palladium' and 'Total'), as shown below.
- Insert a formula to determine the total production of metals ('Gold', 'Silver', 'Platinum' and 'Palladium') measured in ounces, as shown in the table below.
- Format the total as shown in the table below.
- Sort only the metals measured in TONS in descending order of production.

Precious Metals Production 2015		
Ounces		
	Gold	54514658
	Silver	513346502
	Platinum	4497463
	Palladium	4542893
	Total	576,901,516
Tons		
	Iron	1575956320
	Manganese	30096759
	Aluminium	28393136
	Copper	12947252
	Titanium	9312962
	Zinc	8563362
	Nickel	1022154
	Lithium	15900

(8)

1.6 Find the heading 'Demand for Precious Metals', which contains an index entry on the text 'Precious Metals'. The index entry named 'Precious Metals' already contains a subentry named 'gold'.

Add 'silver' as ANOTHER subentry for the 'Precious Metals' index.

(1)

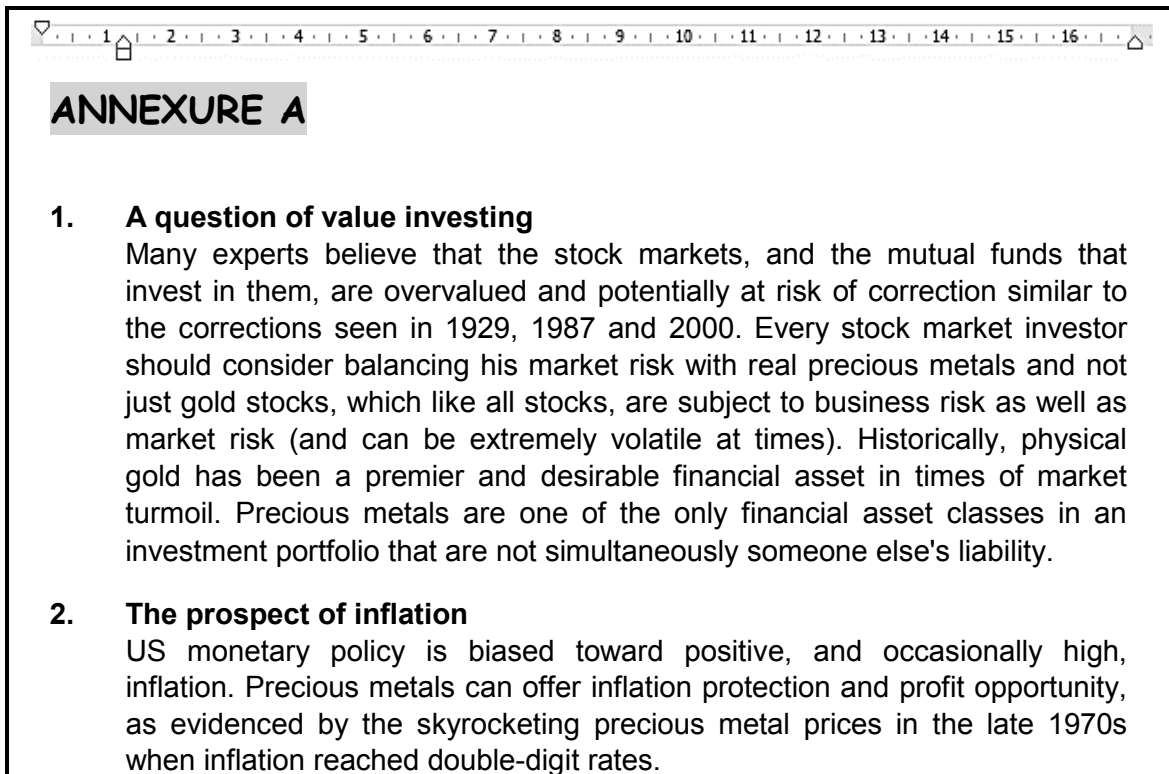
1.7 Correct the spelling error found in the document.

(1)

- 1.8 Replace any occurrence of the lower case text 'platinum' with the symbol ✪ (Wingdings, character code 82), followed by a space and the letters 'Pt'. Example: ✪ Pt (4)
- 1.9 Find the text 'Annexure A' on the second-last page of the document. Automatic numbering has been applied to all the subheadings under 'Annexure A', except to the first subheading 'A question of value investing'.

Change the numbering as follows:

- Apply automatic numbering to the first subheading so that the paragraphs are consecutively numbered (from 1 to 6).
- Format the alignment of the automatic numbering AND the paragraph text below it, to appear EXACTLY as shown below.



ANNEXURE A

1. A question of value investing
Many experts believe that the stock markets, and the mutual funds that invest in them, are overvalued and potentially at risk of correction similar to the corrections seen in 1929, 1987 and 2000. Every stock market investor should consider balancing his market risk with real precious metals and not just gold stocks, which like all stocks, are subject to business risk as well as market risk (and can be extremely volatile at times). Historically, physical gold has been a premier and desirable financial asset in times of market turmoil. Precious metals are one of the only financial asset classes in an investment portfolio that are not simultaneously someone else's liability.

2. The prospect of inflation
US monetary policy is biased toward positive, and occasionally high, inflation. Precious metals can offer inflation protection and profit opportunity, as evidenced by the skyrocketing precious metal prices in the late 1970s when inflation reached double-digit rates.

- 1.10 Find the automatic index below the text 'Index' on the last page of the document and update the index. (1)

Save and close the **1Metal** document. [30]

QUESTION 2: WORD PROCESSING

Palladium is traded widely on international markets.

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

2.1 Format the document as follows:

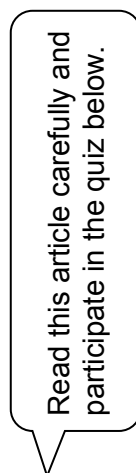
- Add a page border of your choice to the document.
- Include a watermark in the document as follows:
 - Use the **2PalMetal** image found in the examination folder.
 - Apply a washout effect.
 - Set the scaling to 150%. (4)

2.2 Find the text 'History of Palladium' in the bulleted list under the title 'Palladium' and do the following:

- Link the text 'History of Palladium' to the bookmark 'History'.
- Remove the 'Applications' bookmark without deleting the text it is linked to. (2)

2.3 Format the text box next to the bulleted list as follows:

- Change the text box to any callout shape.
- Change the text direction in the shape as shown below. Ensure that all the text is visible.
- Set the positioning of the shape on the page in such a way that it will not move with the text (it will stay in the same position) even if the text on the page changes in any way.



NOTE: Your shape may differ from the one shown above. (4)

2.4 Find the image below the heading 'Introduction' and add a caption as follows:

- Use the same caption label format as those used in the other captions in the document.
- Add the caption text 'Beautiful rings'.
- Place the caption above the image. (3)

2.5 Find the heading 'Quiz' on the second-last page and do the following:

- Ensure that the word 'Quiz' will always appear at the top of a new page.
- Find the text form field next to the text 'Full Name'. Set the maximum length of this text form field to 12 AND ensure that the first letter of the text will always appear in upper case.
- Insert a check box form field next to the text 'Is palladium a precious metal?'.
- Insert a drop-down form field from the legacy tools next to the text 'Which country is the largest producer of palladium?'. The user must be able to choose ONE of the following values: 'Russia', 'South Africa', 'Ethiopia'.

(6)

2.6 Find the text 'Table of Figures' at the end of the document and do the following:

- Insert an automatically generated table of figures to display a list of the pictures below the text 'Table of Figures'.
- Use the 'Simple' format for the table of figures.
- Do NOT display page numbers in the table of figures.

(3)

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

[22]

QUESTION 3: SPREADSHEET

The supply and demand of platinum is stored in the **3Platinum** spreadsheet. The supply and demand of platinum is measured in thousands of ounces ('000 ounces).

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.
- All formulae and/or functions should be inserted in such a manner that the correct results will still be obtained, even if the existing data changes.

Open the **3Platinum** spreadsheet and work in the **Sheet1** worksheet.

3.1 Rename the **Sheet1** worksheet as **Platinum**. (1)

3.2 Format **row 1** as follows:

- Merge **cells A1:E1**, but DO NOT centre the text.
- Increase the font size of the text to 16.
- Apply any gradient fill to **cells A1:E1**. (3)

3.3 Remove the comment from the spreadsheet. (1)

3.4 Enter a function in **cell B6** to determine the total supply of platinum for 2014. (1)

3.5 The following equation is used to calculate the percentage increase/decrease between the platinum supply of two different years:

$$\frac{\text{figure for later year} - \text{figure for earlier year}}{\text{figure for earlier year}} \times \frac{100}{1}$$

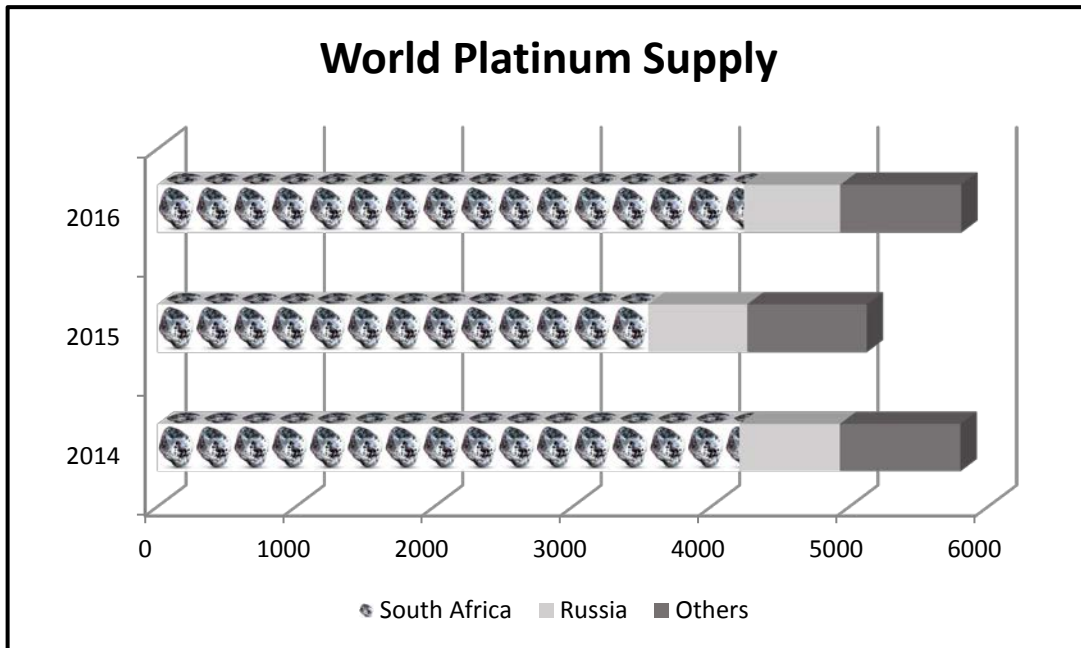
Use a formula in **cell E3** to determine the percentage increase/decrease in South Africa's platinum supply between the figures for 2014 and 2016. (4)

3.6 **Cells B8:D11** show the gross demand for platinum from different industries from 2014 to 2016.

Use a spreadsheet feature to automatically apply any border to the top 40% of the values in these cells. (5)

3.7 Change the chart/graph in the worksheet to appear as shown below.

- Change the chart/graph to include the data of all suppliers for 2014, 2015 and 2016.
- The data for South Africa must be filled with a stacked fill effect using the **3Platinum** image stored in the examination folder. Stack the image.
- Display the legend below the chart.
- The vertical axis labels must display the years.



(5)

Work in the **Qual_Kwal** worksheet.

3.8 One star (*) is awarded for every 550 grams of the weight (**cells B4:B10**) of the jewellery.

EXAMPLE: The weight (**cell B7**) of the necklace (**cell A7**) is 2 456 grams. The number of stars allocated is 4 (**cell C7**) and four stars (****) are displayed (**cell D7**).

The MAXIMUM number of stars a piece of jewellery can be awarded is stored in **cell B1**.

Insert a FORMULA in **cell D10** to determine and display the number of stars for a brooch with a weight of 1 300 grams.

(5)

Save and close the **3Platinum** spreadsheet.

[25]

QUESTION 4: SPREADSHEET

The **4Jewel_Juweel** spreadsheet contains the jewellery collection of a young investor.

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.
- 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.

Open the **4Jewel_Juweel** spreadsheet and work in the **Jewel_Juweel** worksheet.

4.1 Apply text wrapping to the headings in **row 3**. (1)

4.2 Each piece of jewellery has a jewellery ID, which is obtained as follows:

- Three letters of the precious metal in **column C**, starting from the second letter, followed by
- The jewellery type in **column B**

Insert a function in **cell A5** to determine the jewellery ID for the item in **row 5**.

EXAMPLE: The jewellery ID for the bracelet in **cell A4** would be ilvBracelet. (4)

4.3 Each item listed has four possible quality levels, as shown in the table below.

Metal_Metaal	Quality levels_Kwaliteitsvlakke			
	Level1_Vlak1	Level2_Vlak2	Level3_Vlak3	Level4_Vlak4
Gold	9 carat	14 carat	18 carat	22 carat
Palladium	500	950	970	999
Platinum	850	900	950	999
Silver	800	925	958	999

EXAMPLE: The four different quality levels for silver are 800, 925, 958 and 999.

Insert a VLOOKUP function in **cell D5** in the **Jewel_Juweel** worksheet as follows:

- Randomly generate a level from 1 to 4 to represent a quality level.
- Use the randomly generated level to look up the appropriate quality level for the metal in **cell C5** by using the quality-level table in the **Qual_Kwal** worksheet.

NOTE: You may use building blocks to answer this question. (5)

- 4.4 **Column F** should ONLY display an asterisk (*) if the metal in **column C** is silver and there is a value for the stone type in **column H**.

In all other cases the cell must be left blank.

Insert a nested IF function in **cell F4** to implement this.

Copy the function in **cell F4** to the rest of the cells in **column F**. (6)

- 4.5 Insert a function in **cell M6** to determine the total value of all the rings and earrings in the collection. (4)

- 4.6 Insert a function in **cell M7** to determine the number of pieces of gold jewellery in the collection. (3)

- 4.7 Insert a function in **cell M8** to determine the number of pieces of jewellery that have any type of stone (**column H**). (2)

Save and close the **4Jewel_Juweel** spreadsheet. [25]

QUESTION 5: DATABASE

A database was created for investors of various types of jewellery and coins.

Open the **5Inves** database.

5.1 Edit the **tbJewellery** table as follows:

5.1.1 Change the field size of the *Metal* field to 33. (1)

5.1.2 Change the format of the *Stones* field to display 'Yes' and 'No'. (1)

5.1.3 Set the field properties of the *Grams* field so that:

- The user is forced to enter data in this field
- The user can only enter values greater than 10 or less than or equal to 80
- An appropriate validation message is provided (5)

5.1.4 The *JewelleryType* field currently allows the user to choose from the following options: 'Ring', 'Earrings', 'Bracelet', 'Necklace' and 'Watch'.

- Edit the values to add a new option, 'Bangle', and delete 'Watch' from the existing options.
- The options should be displayed in the following order:

Ring
Bangle
Earrings
Bracelet
Necklace

(3)

5.1.5 Create an input mask on the *JewelleryId* field to ensure that the user inserts a jewellery ID in the following format:

- THREE compulsory letters, followed by
- ONE compulsory letter or digit, followed by
- At least ONE, but possibly TWO, digits

Examples of a valid *JewelleryId* include abd395, ZDCF34, fRer8 or Ytu76.

(4)

5.1.6 Set the default value of the *ValuationDate* to 60 days from the current date.

HINT: Use the current date in a calculation to determine what the valuation date will be in 60 days' time. (2)

Save and close the **tbJewellery** table.

5.2 Open the **frm5_2** form based on the **tblInvestor** table and do the following:

- Add your examination number in the form header.
- Add a combo box to the form as follows:
 - Base the values in the combo box on the **tb5_2** table.
 - The combo box must be linked to the *InvestmentTerm* field.

Save and close the **frm5_2** form.

(5)

5.3 Open the **qry5_3** query based on the **tblInvestor** table.

Modify the query so that it displays the total number of coins owned by American (United States) investors, as shown below.

InvestorCountry	SumOfNumberOfCoins
United States	108

Save and close the **qry5_3** query.

(3)

5.4 Open the **qry5_4** query and do the following:

- Display the records of those investors who invested in coins during the period 1975 to 1989.
- Add a calculated field called *CheckMatch* that will check whether the *InvestorCountry* and the *InvestorOrigin* is the same or not.
- Display only the *InvestorName*, *InvestorSurname* and *InvestmentDate* fields, as well as the new calculated *CheckMatch* field.

Save and close the **qry5_4** query.

(8)

5.5 Open the **rpt5_5** report.

- Replace the *InvestmentDate* grouping with the *InvestmentTerm* grouping without removing other existing groupings.
- Ensure that the correct field displays in the *InvestmentTerm* group header.
- Insert a function to determine the total number of investors per country.
- Add a suitable label for the function.

Save and close the **rpt5_5** report.

(6)

Save and close the **5Inves** database.

[38]

QUESTION 6: WEB DESIGN (HTML)

You need to complete a web page about rhodium.

Open the incomplete **6Rhodium** web page in a web browser and also in a text/HTML editor (NOT a word processing program such as Word).

NOTE:

- Question numbers are inserted as comments in the coding to show approximately where the answer(s) should be inserted.
- An HTML tag sheet has been attached for reference.


Your final web page should look like the example below.

Rhodium Investment: The Rarest of Precious Metals

Rhodium, like palladium, is a member of the platinum metals group. It is frequently used to harden alloys of platinum and palladium. Rhodium is a key component in the world automobile industry. Rhodium investors have seen the metal's price increase rapidly during the last five years, but with a soaring price comes the worry that the bubble may eventually burst. Some of rhodium's principal uses are as a finish for jewellery and mirrors, in electrical connections and in aircraft turbine engines. It is also frequently used in catalytic converters in automobiles with internal combustion engines, which help to curb emissions. Lastly, rhodium can be considered the ultimate symbol of wealth - above and beyond gold or platinum - because of its price and rarity.

Rhodium doesn't come cheap by any means, and its price has been steadily rising since 2003, according to Kitco Precious Metals, a metal dealer. In a five-year span beginning in 2003, rhodium has averaged a price of R3 224,51 per ounce, climbing higher than R9 000 per ounce between January and April of this year. What has helped rhodium prices steadily rise is its use in catalytic converters, where - especially in diesel-powered vehicles - the metal has no substitute. Europe in particular has a high demand for rhodium, as 60 percent of all its automobiles are diesel-powered. Rhodium is expected to keep outpacing other precious metals in price as its need in the following catalytic converters continues:

- Diesel catalytic converters
- Non-diesel catalytic converters



The methods used to acquire rhodium are quite complex, as it is one of the rarest natural metals produced in significant quantities, according to ResourceInvestor.com. No rhodium-specific mine exists; rather, the metal is mixed with other metal ores such as silver, gold and platinum, and requires industrial extraction.

South Africa holds the world's largest mines where rhodium can be found. Additionally, this country is the principal exporter of this precious metal, exporting 60 percent of the world's supply of rhodium. Annual world production of rhodium is estimated between seven and eight tons, according to Principal Metals Online. In comparison, the world production of gold was more than 2 250 tons in 2006, according to the United States Geological Survey.

More information at: www.ResourceInvestor.com

Rhodium Prices		
Metal	Year	Price
Rhodium	2014	R1 235

NOTE: Use the example on the previous page to guide you with this question.

6.1 Format the text 'Rhodium Investment: The Rarest of Precious Metals' so that it appears centred and is formatted in a 'heading 1' style in a red font colour. (3)

6.2 Add a horizontal line with a 90% width below the heading 'Rhodium Investment: The Rarest of Precious Metals'. (2)

6.3 The tag used to insert an image as a background is <background="name of file">.

Insert the image **6Rh** as a background for the (entire) BODY of the web page. (2)

6.4 Add the following items in a list with square bullets AND leave line breaks between the two list items, as shown below.

- Diesel catalytic converters
 - Non-diesel catalytic converters
- (3)

6.5 The **6RMine** image has been inserted below the bulleted list. Edit the image as follows:

- Set the height to 100 and the width to 200.
 - Set the border to 5.
- (3)

6.6 Display the text 'South Africa' in bold and italics. (2)

6.7 An attempt was made to create a link on the text 'www.ResourceInvestor.com' to link to the website www.ResourceInvestor.com.

Modify the HTML code so that the website can be opened when the user clicks on the text ('www.ResourceInvestor.com') in the web browser.

NOTE: You will know that the link works correctly if the web browser opens and the address displays in the address bar. (2)

6.8 The web page includes a table consisting of three rows and three columns. Modify the table as follows:

- Set the cell spacing of the table to 10.
- Place the text 'Rhodium Prices' in the first row, as shown in the example. NO other cells should appear in the first row.

Rhodium Prices		
Metal	Year	Price
Rhodium	2014	R1 235

(3)

Save and close the **6Rhodium** document.

[20]

QUESTION 7: GENERAL

Gemstones and precious metals go hand in hand in jewellery creation.

- 7.1 Open the **7Data** spreadsheet. Work in the **Inves** worksheet.
- 7.1.1 Set the print area to **cells G1:N50**. (1)
- 7.1.2 Use data validation to validate the data in **cells G2:G101** to accept only whole numbers greater than or equal to 0. (2)
- 7.2 Open the **7DataImp** database and import the data in the **Inves** worksheet of the **7Data** spreadsheet to a new **table** called **Clients** in the **7DataImp** database. Use the same field names as they appear in the spreadsheet. (3)
- Save and close the **7Data** spreadsheet and the **7DataImp** database.
- 7.3 An attempt was made to link the **7Gem_Edel** word processing mail merge document with the **7DOB** spreadsheet as a data source. The link cannot be formed correctly.
- Open the **7Gem_Edel** word processing document.
- A warning message will appear. Set the data in the **7DOB** spreadsheet as the data source for the **7Gem_Edel** word processing document.
- 7.3.1 Accept all the track changes in the document and stop the track changes. (1)
- 7.3.2 Convert the endnote to a footnote.
- NOTE:** The position of the footnote will NOT change. (1)
- 7.3.3 Change the paragraph spacing of the text in the paragraph with the paragraph border towards the end of the page to 3 pt after. (1)
- 7.3.4 Apply the same tab setting to the <<Birthstone_Geboortesteen>> field that was used on the <<Month_Maand>> field. (2)

7.3.5 The **7Gem_Edel** mail merge document is linked to the data source **7DOB** spreadsheet.

Ensure that the **7Gem_Edel** mail merge document is linked to the data source.

Make the following changes:

- Replace the text '<<InvestorName_BeleggerNaam>>' with the merged field *InvestorName_BeleggerNaam*.
- Edit the data source recipient list to include ONLY the data of those investors whose month of birth is October.

Save the document, but do NOT close it. (2)

7.3.6 Complete the merge and save the document as **7GemMerge**. (1)

Close the **7Gem_Edel** and **7GemMerge** documents.

7.4 Open the **7Answ_Antw** word processing document and insert your examination number in the document in the space provided.

This question requires you to SHOW the steps/method/formula/function in the **7Coin_Munt** spreadsheet that you used to obtain the answer.

Use the **7Coin_Munt** spreadsheet to answer the questions below in the **7Answ_Antw** word processing document.

NOTE: Give the answer in **7Answ_Antw** AND show the steps in the **7Coin_Munt** spreadsheet.

7.4.1 Use the **7.4.1** worksheet.

How many investors bought coins in any type of dollar currency? (2)

7.4.2 Use the **7.4.2** worksheet.

How many long-term investors have a start date in September? (2)

7.4.3 Use the **7.4.3** worksheet.

What is the name of the most popular coin that appears? (2)

Save and close the **7Answ_Antw** and **7Coin_Munt** documents. [20]

TOTAL: 180

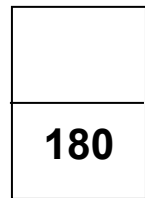
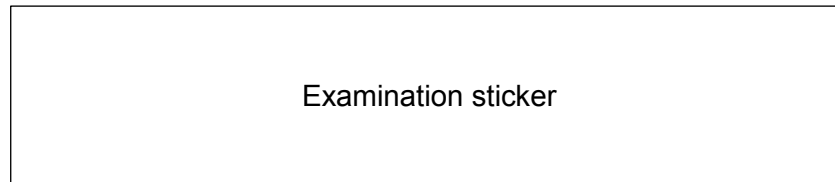
HTML TAG SHEET

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
<h1></h1>	Creates the largest heading
<h6></h6>	Creates the smallest heading
	Creates bold text
<i></i>	Creates italic text
	Sets size of font, from "1" to "7"
 	Sets font colour
	Sets font type
Links Tags	
Tag	Description
	Creates a hyperlink
	Creates an image link
	Creates a target location in the document
	Links to a target location created somewhere else in the document
Formatting Tags	
Tag	Description
<p></p>	Creates a new paragraph
<p align="left">	Aligns a paragraph to the "left" (default), can also be "right" or "center"
 	Inserts a line break
	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
	Adds an image
	Aligns an image: can be "left", "right", "bottom", "top"
<align="center">	Aligns an image in the "center", can also be "middle"
	Sets the size of the border around an image
	Sets the height and width of an image
	Displays alternative text when the mouse hovers over the image or when the image is not found
<hr/>	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 (for example, \A is displayed as just A)



COMPUTER APPLICATIONS TECHNOLOGY P1 – NOVEMBER 2016

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 2010	Microsoft Office 2013	Microsoft Office 2016	Office 365
WEB BROWSER USED (Mark appropriate box with a cross (X))	Mozilla Firefox	Google Chrome	Internet Explorer	Other (Specify)

FOLDER NAME _____

Candidate to tick if saved and/or attempted.

Question number	File name	Saved (✓)	Attempted (✓)	Maximum Mark	Marker	SM	CM	IM/EM
1	1Metal			30				
2	2Pall			22				
3	3Platinum			25				
4	4Jewel_Juweel			25				
5	5Inves			38				
6	6Rhodium			20				
7	7Data			20				
	7DataImp							
	7Gem_Edel							
	7GemMerge							
	7Answ_Antw							
	7Coin_Munt							
TOTAL				180				

Comment (for office/marker use only)
