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# NATIONAL SENIOR CERTIFICATE

## GRADE 12

### SEPTEMBER 2024

# COMPUTER APPLICATIONS TECHNOLOGY P1

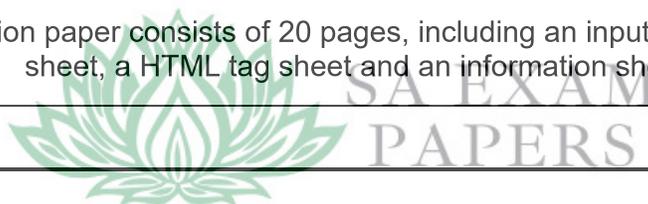
**MARKS:** 150

**TIME:** 3 hours

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This question paper consists of 20 pages, including an input mask character sheet, a HTML tag sheet and an information sheet.

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**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, the normal 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 what is required by the question.
9. 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.
10. You may NOT use any resource material.
11. Accuracy will be taken into account, e.g. if a question requires the answer to be in cell F3 in a spreadsheet, and you enter the answer in cell G4, it will NOT be marked.
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.

|   |                |                           |
|---|----------------|---------------------------|
|    | Q6Pic          | File folder               |
|   | Q1_Overview    | Microsoft Word Document   |
|  | Q2_Application | Microsoft Word Document   |
|  | Q2_LogoDota    | JFIF File                 |
|  | Q3_Chart       | JPG File                  |
|  | Q3_IDplayer    | Microsoft Excel Worksheet |
|  | Q4_Players     | Microsoft Excel Worksheet |
|  | Q5_6Close      | JFIF File                 |
|  | Q5_GameStats   | Microsoft Access Database |
|  | Q6_1ESport     | Chrome HTML Document      |
|  | Q6_2Ranking    | Chrome HTML Document      |
|  | Q6back6        | JPG File                  |
|  | Q6Games        | JPG File                  |
|  | Q7_Cardtype    | Microsoft Word Document   |
|  | Q7_Data        | Microsoft Excel Worksheet |
|  | Q7_Mergeletter | Microsoft Word Document   |
|  | Team OG        | MP4 File                  |

19. Use the password **Game123** to extract the files.

**SCENARIO**

E-Sport is becoming more and more popular. You were asked by the team captain to modify a document that will be sent to learners to attract interest in a specific computer game.

**QUESTION 1: WORD PROCESSING**

Open the **Q1\_Overview** word processing document and do the following.

- 1.1 Find the text “**Let the games begin**” on the cover page and do the following:
- Change the sentence to All caps.
  - Apply any outer offset bottom right shadow text effect to the sentence. (2)
- 1.2 Find the text “**Table of content**” on the second page and insert a table of content as shown in the screenshot below:

|  |    |
|--|----|
| Table of content                             |    |
| DOTA 2 _____                                 | 3  |
| <b>MULTIPLAYER</b> _____                     | 5  |
| DEVELOPMENT _____                            | 5  |
| ESPORT _____                                 | 5  |
| GAME MODES _____                             | 6  |
| GAMEPLAY _____                               | 7  |
| TEAMS _____                                  | 7  |
| CREEPS _____                                 | 8  |
| SHOP _____                                   | 8  |
| GOLD _____                                   | 9  |
| DEVELOPMENT _____                            | 9  |
| HEROS _____                                  | 11 |
| ROAD TO VICTORY _____                        | 11 |
| REQUIREMENTS TO TAKE PART IN AN EVENT. _____ | 12 |
| BIBLIOGRAPHY _____                           | 13 |

**NOTE:**

- Use the formal table of content style with a solid line.
- The style used to create the table of content is **Esport1**.
- The page numbering.
- The Multiplayer heading in the table of content. (5)

1.3 Locate the table on page 3 under the heading “**Dota 2**” and modify it as follows:

1.3.1 Insert a new row at the top of the table and move the heading “**Top 10 Dota 2 Teams in the world**” into the new row as in the example below:

| Top 10 Dota 2 Teams in the world. |   |             |           |        |             |
|-----------------------------------|---|-------------|-----------|--------|-------------|
| No                                | Logo  | Team        | Net worth | Rating | Last Played |
| 1                                 |  | Team Spirit | 602032    | 1493   | 1months ago |

(3)

1.3.2 Add a formula and border to the last row of the table as in the example below:

|                          |          |  |  |
|--------------------------|----------|--|--|
| <b>Average Net Worth</b> | 431785.7 |  |  |
|--------------------------|----------|--|--|

(2)

1.4 Locate the text on page 5 under the heading “**multiplayer**” starting with “**Dota 2**” and ending with “**base**” (highlighted in yellow).

Change the paragraph to be in two columns with a line in between.

Use a break to ensure that the word “Each” appear at the top of the 2<sup>nd</sup> column as in the example below.

|   |   |
|---|---|
| <p><b>Dota 2</b> is a 2013 multiplayer online battle arena (MOBA) video game by Valve. The game is a sequel to Defense of the Ancients (DotA), a community-created mod for Blizzard Entertainment’s Warcraft III: Reign of Chaos. Dota 2 is played in matches between two teams of five players, with each team occupying and defending their own separate base on the map.</p> | <p>Each of the ten players independently controls a powerful character known as a “hero” that all have unique abilities and differing styles of play. During a match player collect experience points and items for their heroes to defeat the opposing team’s heroes in player versus player combat. A team wins by being the first to destroy the other team’s “Ancient”, a large structure located within their <b>base</b>.</p> |
|---|---|

(2)

1.5 Locate the word “**Steam**” highlighted in blue under the heading “**Development**” and do the following:

- Convert the footnote to an endnote.
- Change the number format to A, B, C ...

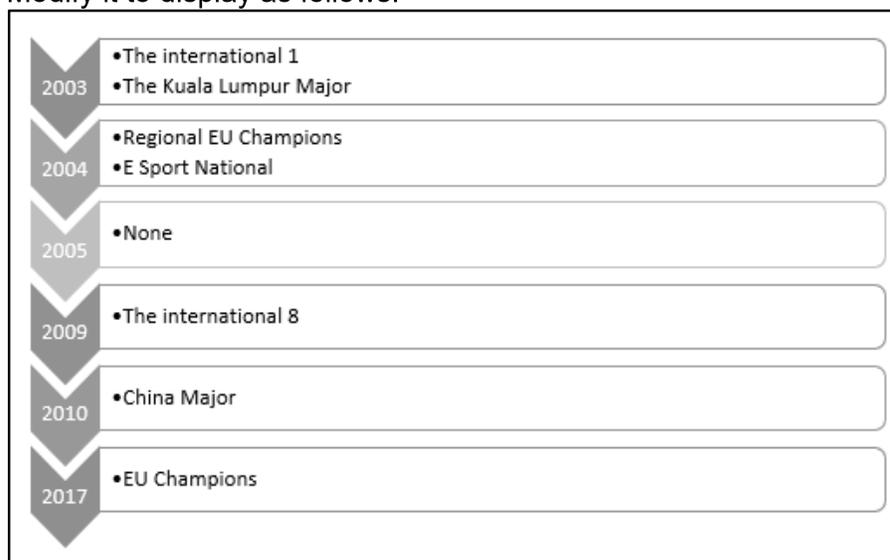
(2)

1.6 Replace the text (**Question1.6/Vraag1.6**) under the heading “**The International**” with a citation to the source Gwabeni, Z.

(1)

- 1.7 Locate the picture under the heading, “**Carry**”, and reset the picture.  
**NOTE:** DO NOT reset the size. (1)
- 1.8 Ensure that whenever the index is updated the word “creeps” will not be highlighted anymore. (1)
- 1.9 Find the word “**WarcraftIII**” highlighted in yellow under the heading “**Development**” and add a sub-entry “**Blizzard**” to the word.  
 Update the index at the end of the document. (2)
- 1.10 Use a word feature to replace all the occurrences of the exact word **IceFrog** with **Gabe** in bold and underline it in red. (4)
- 1.11 Add a caption **Hero 2: Crystal Maiden** to the picture below the heading “**Heroes**”.  
 Ensure that this caption is reflected in the table of figures on page 2. (3)
- 1.12 Find the SmartArt under the heading “**Road to Victory**”.

1.12.1 Modify it to display as follows:



(1)

1.12.2 Change the colour of the SmartArt to any colourful option. (1)

- 1.13 Find the phrase starting with “**player eligibility**” and ending with “**misconduct**” highlighted in blue and insert a multilevel list on the 2nd last page as partially shown below.

**Requirements to take part in an event.**

.....

**A) Player Eligibility:**

- ⊕ Participants must meet age and regional eligibility requirements.
- ⊕ All players must be registered and provide accurate personal information.

**B) Team Composition:**

- ⊕ Clearly define the maximum and minimum number of players per team.
- ⊕ Specify any restrictions on team member substitutions during the competition.

**C) Equipment and Software:**

- ⊕ Clearly state the acceptable gaming peripherals and equipment.
- ⊕ Ensure that all players are using the same version of the game client or software.
- ⊕ Verify that all third-party software is allowed or restricted.

**D) Match Format:**

- ⊕ Outline the format of each match, including the number of rounds, maps, or game modes.
- ⊕ Specify tiebreaker rules and conditions.

**NOTE:**

- The first level must be a capital letter with a bracket, for example **A)**
- Wingdings character code 176 was used for the 2<sup>nd</sup> level.
- The 2<sup>nd</sup> level starts on 1 cm and the text is 1 cm away from the bullet. (4)

- 1.14 Add the following source:

Type of Source  Language

Bibliography Fields for APA

Title

Director

Year

(2)

**Save and close** the document.**[36]**

**QUESTION 2: WORD PROCESSING**

The school will host an E-sport event and you were asked to modify a registration form for this event.

Open the document **Q2\_Application** and do the following:

2.1 A learner can only be part of 5 teams:

- Blue
- Green
- Red
- Orange
- Grey

Modify the drop-down form field next to the team's name to include all options in this specific **order**. (2)

2.2 Change the text format of "**Game Title**" field to display all the text in capital letters. (1)

2.3 Change the "**Name**" field to accept a maximum of 20 characters. (1)

2.4 Change the check box form field under the heading "**Terms and Conditions**" to be selected by default. (1)

2.5 Find the signature line at the bottom of page one and modify it to include this instruction to the signer: **Please ensure that this information is accurate**. (1)

2.6 Insert a text watermark on **page 1 only**. The text of the watermark should read **Registration form**. (3)

2.7 Insert the tab stops on the last page as in the example below:

| Item Name          | Cost | Description   |
|--------------------|------|---|
| Power Treads       | 1400 | +10 Activate to switch between Strength, Agility, and Intelligence. |
| Blink Dagger       | 2250 | Short-range teleportation ability.                                  |
| Black King Bar     | 3975 | Grants magic immunity for a duration.                               |
| Aghanim Sceptre    | 4200 | Upgrades the ultimate ability of certain heroes.                    |
| Observer Ward      | 75   | Provides vision in an area.   |
| Sentry Ward        | 100  | Reveals and detects invisible units in an area.                     |
| Dust of Appearance | 180  | Reveals and slows invisible units.                                  |
| Boots of Travel    | 2500 | Teleports to any allied non-hero unit on the map.                   |
| Desolator          | 3500 | Reduces target armour on attacks.                                   |
| Heart of Terrace   | 5200 | Provides significant health regeneration.                           |

(4)

**Save and close** the document.

**[13]**

**QUESTION 3: SPREADSHEET**

A list of top players in the tournament were recorded in Excel and you were asked to assist with the results report.

Open the spreadsheet **Q3\_IDplayer** and do the following:

Work in the **players** worksheet.

3.1 Use the autofill feature to automatically number the players from 1 to 50 in **column A**. (1)

3.2 **Cells A1:P2** is already merged. Extend the merged cell to include row 3. (1)

3.3 Determine in **cell D4** what the highest number of matches played (**Column D**) by an individual player is. (1)

3.4 In **cell G4** calculate how many players achieved more than 1 000 kills (**Column H**) and died 2 000 times or less (**Column I**). (5)

3.5 A player will receive golden status if a player meets the following criteria:

- A player's first match must be **before** 2020/01/01 (**Column M**) and
- A player must have won **2 000 or more** matches (**Column E**) and
- A player must have loss **less than 1 500** times (**Column F**)

Use a combination of functions in **cell O8** to display the word "Yes" if the player meets these requirements. The cell must be left blank if a player does not meet the requirements. (6)

3.6 A player will receive a gift **based on the number of matches he/she has played**. An attempt was made in **cell P8** to determine the gift of Ethan Thompson.

**Modify** the function **and** the table to display the correct answer. (3)

3.7 Work in the **Travel** worksheet.

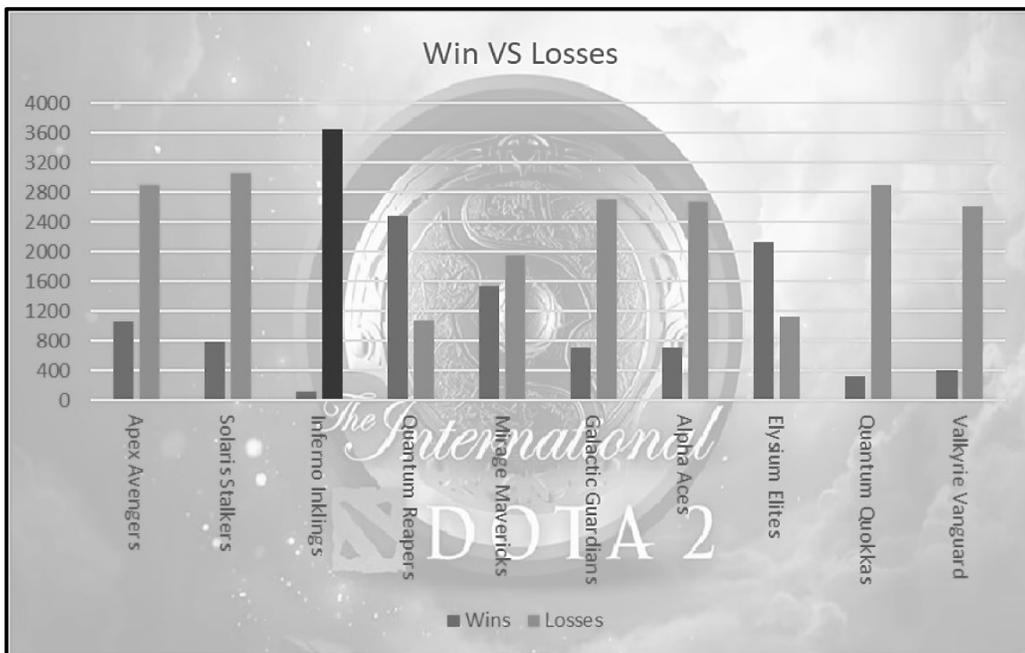
Some players will be delayed to travel to the venue from a specific hotel.

The delayed status is displayed in **column C**. If a player **is delayed** the delayed time in **cell D2** must be added to the arrival time. If the player is **not delayed** the original arrival time must display.

Insert a combination of functions and formulas in **cell E4** to determine what the new arrival time will be. Make sure that when it is copied down, the correct results will be displayed. (4)

3.8 Work in the **Graph** worksheet.

Format the chart to look like the example below. A picture of the final chart has been added in the worksheet to assist you.



**NOTE:**

Use the picture **Q3Chart** as the chart background and set the **transparency** to 70%.

(6)

**Save** and **close** the spreadsheet.

[27]

**QUESTION 4: SPREADSHEET**

The results of the tournament must be processed, and you were asked to assist.

Open the spreadsheet **Q4\_Players** and do the following:

Work in the **Ranking** worksheet.

4.1 Insert the file name as a **field** in the middle of the header. (1)

4.2 Use a spreadsheet feature to format the **name and surname (Column A)** with a blue background colour, if a player is in the **top 5 ranking (Column D)**. (4)

4.3 Insert a combination of text functions in **cell E4** to create a new GamerTag for Sophie Adams.

The GamerTag consist of:

- The first letter of the surname followed by
- The second character of their ID number followed by
- The word Pro or Amateur in Column C (8)

4.4 Work in the **Details** worksheet.

**Protect** the worksheet so that a person can only enter data in **cell B2:B4**.

**DO NOT** insert a password on the protected sheet. (2)

4.5 Rename **Sheet1** to Game. (1)

**Save** and **close** the spreadsheet. [16]

**QUESTION 5: DATABASE**

You are requested to modify the database of a group of players.

Open the database **Q5\_GameStats**.

5.1 Open the table **5\_1Table** in the datasheet view and do the following:

- Add a sunken cell effect to the table.
- Change the alternative row colour to any green colour. (2)

5.2 Now switch to the design view and modify the table.

5.2.1 Choose an appropriate field as a **primary key**. (1)

5.2.2 Change the **PlayerName** field size to **50**. (1)

5.2.3 Ensure that the **GamesPlayed** field cannot be left blank. (1)

5.2.4 Ensure that a person can only insert a value between 30 and 500 (both included) in the **Distance traveled** field. (3)

5.2.5 Change the format of the **Skins** field to **true/false**. (1)

**Save and close** the **5\_1Table** table.

5.3 Open the **Qry5\_3** query and modify it to resemble the screenshot below.

| Geographic location | AvgOfFrequency of logins |
|---------------------|--------------------------|
| Canada              | 98                       |
| China               | 118                      |
| EU                  | 93                       |
| Japan               | 98                       |
| South Africa        | 95                       |
| USA                 | 129                      |

(3)

**Save and close** the **Qry5\_3** query.

5.4 Open the **Qry5\_4** query and add a calculated field called AccountAge that will calculate the age of the account in months. (5)

**Save and close** the **Qry5\_4** query.

5.5 Open the **Qry5\_5**.

Display **only** the Username of all the players that have more than 30 000 followers and who have a score higher than their experience.

Sort the usernames in descending order. (5)

**Save and close** the **Qry5\_5** query.

5.6 Open the form called **Frm5\_6** and modify it as follows:

- Change the text box of the Geographic location field to a combo box.
- Use the **Q5\_6** table as the row source for the combo box.
- Insert a button in the form footer that will close the form.
- Use the **5\_6Close** picture for the button.

(5)

**Save** and **close** the **Frm5\_6** form.

5.7 Open the **Rpt5\_7** report and modify it to look like the screenshot below.

| Total followers per country           |                   |           |
|---------------------------------------|-------------------|-----------|
| Geographic location                   | Username          | Followers |
| Canada                                |                   |           |
|                                       | QuantumQuasar78   | 26874     |
|                                       | CelestialSniper45 | 67874     |
|                                       | ShadowKnight89    | 10255     |
| Total number of followers per country |                   | 105003    |
| China                                 |                   |           |
|                                       | NebulaNomad01     | 58457     |
|                                       | BlazeFalcon01     | 68787     |
|                                       | CosmicVortex45    | 28745     |
| Total number of followers per country |                   | 155989    |

**Take note of the following:**

- The heading that was added.
- The grouping that was applied and the movement of fields.
- Calculated field that was added.
- Shading that was applied.

(7)

**Save** and **close** the **Rpt5\_7** report.

**Save** and **close** the **Q5\_GameStats** database.

**[34]**

**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 your reference.

ONE mark will be allocated for the correct use of tags and triangular brackets. (1)

Your final web page should look like the example below. The background picture may display differently on your screen to the screenshot below depending on your screen's resolution settings.



- 6.1 Open the incomplete **Q6\_1Esport** file in a web browser and also in a text/HTML editor (NOT a word processing program such as Word).
- 6.1.1 Ensure that the heading “**Esport**” appear in the tab browser. (1)
- 6.1.2 Change the font colour of the heading “Dota 2 TI10” to red and increase the font size to 10. (2)
- 6.1.3 An attempt was made to change the font type of the list of events of 2023 to Arial. Rectify the mistake. (1)

6.1.4 Change the bullet list to a numbered list.

Use the A, B, C format like in the screenshot and ensure that there are no empty lines in the list: (3)



A. The International (Dota 2)  
B. League of Legends World  
C. Counter-Strike: Global Offensive  
D. Fortnite World Cup  
E. Overwatch League Grand Finals  
F. Call of Duty League Champions  
G. FIFA eWorld Cup  
H. StarCraft II World Championship  
I. Rainbow Six Siege Pro League  
J. Hearthstone Masters Tour  
K. Rocket League Championship

6.1.5 Ensure that the name "No Tail" displays like the rest of the names in the column. (2)

**Save and close** the **Q6\_1Esport** file.

6.2 Open the webpage **Q6\_2Ranking** and change it as follows.

| Dota 2 Esports    |           |        |   |
|-------------------|-----------|--------|---|
| Stats             |           |        |   |
| Team              | Net Worth | Rating | Logo  |
| Team Spirit       | 602032    | 1493   |    |
| Gaimin Gladiators | 559987    | 1075   |    |
| Bet Boom          | 531587    | 479    |    |
| Team Liquid       | 488878    | 475    |   |
| LGD Gaming        | 455145    | 280    |  |
| Aurora Gaming     | 432558    | 244    |  |

6.2.1 Make sure all the pictures in the table displays correctly. (1)

6.2.2 Format the heading to display as follows:

| Stats |           |        |      |
|-------|-----------|--------|------|
| Team  | Net Worth | Rating | Logo |

(2)

Save and close the **Q6\_2Ranking** file.

[13]

**QUESTION 7: GENERAL**

Use the following files for this question: **Q7\_Cardtype**, **Q7\_Data**, **Q7\_MergeLetter**.

7.1 Open the document **Q7\_MergeLetter**.

7.1.1 Accept all changes that were made to the document. (1)

7.1.2 All the players with a visa card will get a letter from the bank to notify them about a loyalty program. Use the **Q7\_Cardtype** and **Q7\_MergeLetter** and prepare a mail merge for all the visa type card holders.

- Use **Q7\_Cardtype** as source.
- Replace <<**First Name**>> and <<**Surname**>> with the fields First\_Name and Surname.
- **Save** the Q7\_MergeLetter before completing the merge.
- Complete the mail merge and save the new document as **Q7Merged**.

(4)

**Close** the **Q7\_MergeLetter** and **Q7Merged** documents.

7.2 Open the **Q7\_Data** excel file and work in the **IP** worksheet.

7.2.1 Use data validation to create a list, so that a person can only select male or female in **column E**. (2)

7.2.2 Work in the **Dup** worksheet and remove all the duplicate items. (1)

7.2.3 Work in the **Company** worksheet and use a spreadsheet feature to create a summary like the screenshot below:

| First Name              | Surname   | Company Name | gender        | Slogan   | Email                       | Type of Company |
|-------------------------|-----------|--------------|---------------|--|-----------------------------|-----------------|
| Ashely                  | Kubecka   | Edgepulse    | Yuan Renminbi | monetize magnetic e-commerce                   | akubecka6a@ocn.ne.jp        | Automotive      |
| Cherish                 | Harral    | Allane       | Pound         | leverage scalable niches                       | charral71@wordpress.com     | Automotive      |
| Chrisse                 | Keir      | Gigaclub     | Yuan Renminbi | aggregate e-business niches                    | ckeir1b@mapy.cz             | Automotive      |
| Enoch                   | Atherley  | Topicdounge  | Dollar        | maximize virtual mindshare                     | eatherley69@moonfruit.com   | Automotive      |
| Katleen                 | Decker    | Yabox        | Peso          | deploy mission-critical channels               | kdecker89@google.de         | Automotive      |
| Maximilian              | McNalley  | Jaxspan      | Ruble         | deliver ubiquitous ROI                         | mmcnalley1p@com.com         | Automotive      |
| Marlo                   | Senn      | Leexo        | Euro          | incentivize extensible e-commerce              | msenn1@ebay.com             | Automotive      |
| Marilyn                 | Symcock   | Quire        | Real          | disintermediate innovative users               | msymcock73@shutterfly.com   | Automotive      |
| Rosalie                 | Galway    | Tagcat       | Koruna        | disintermediate efficient e-commerce           | rgalway8o@printfriendly.com | Automotive      |
| <b>Automotive Count</b> |           |              |               |  |                             | 9               |
| Ashlen                  | Arias     | tzio         | Yuan Renminbi | transition 24/7 action-items                   | aarias1x@blog.com           | Baby            |
| Ailis                   | Dolle     | Meedoo       | Ruble         | mesh leading-edge web services                 | adollemf@surveymonkey.com   | Baby            |
| Alta                    | Goney     | Skimia       | Yuan Renminbi | reintermediate bricks-and-clicks architectures | agoneyle@ucsd.edu           | Baby            |
| Arne                    | Michallat | Kaymbo       | Dirham        | drive bricks-and-clicks bandwidth              | amichallat@java.com         | Baby            |
| Clarette                | Ary       | Feedspan     | Real          | orchestrate holistic web-readiness             | caryoj@wikispaces.com       | Baby            |
| Christophe              | Eggers    | Fiveclub     | Dollar        | visualize collaborative architectures          | ceggersps@webs.com          | Baby            |

(3)

**NOTE:** Use the **CompanyExample** worksheet as a guide.

**Save and close** the **Q7\_data** spreadsheet.

[11]

**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 document                                      |
| <html></html>                             | Creates an HTML document – starts and ends a web page                        |
| <title></title>                           | Defines a title for the document   |
| <!-- -->                                  | Comment  |
| Text Tags                                 |  |
| Tag                                       | Description  |
| <h1></h1>                                 | Creates the largest heading  |
| <h6></h6>                                 | Creates the smallest heading   |
| <b></b>                                   | Creates bold text  |
| <i></i>                                   | Creates italic text  |
| <font size="3"></font>                    | Sets size of font, from "1" to "7"   |
| <font color="green"></font>               | Sets font colour   |
| <font face="Times New Roman"></font>      | Sets font type   |
| Link Tags                                 |  |
| Tag                                       | Description  |
| <a href="URL"></a>                        | Creates a hyperlink  |
| <a href="URL"></a>         | Creates an image link  |
| <a name="NAME"></a>                       | Creates a target location  |
| <a href="#NAME"></a>                      | 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 "centre" |
| <br/>                                     | Inserts a line break   |
| <ol></ol>                                 | Creates a numbered list  |
| <ol type="A", "a", "I", "i", "1"></ol>    | Defines the type of numbering used   |
| <ul></ul>                                 | Creates a bulleted list  |
| <ul type="disc", "square", "circle"></ul> | Defines the type of bullets used   |

| Formatting Tags continued                 |  |
|---|--|
| Tag                                       | Description  |
| <li></li>                                 | Inserted before each list item, and adds a number or symbol depending upon the type of list selected |
|                           | Adds an image  |
|              | Aligns an image: can also be "right", "centre"; "bottom", "top", "middle"                            |
|                | Sets size of 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 line   |
| <hr width="80%"/>                         | Sets width of 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 cellpadding="1">                   | Sets the space between the table cells   |
| <table cellspacing="1">                   | Sets the space between a cell border and its contents  |
| <tr align="left">                         | Sets the alignment for cell(s) (can also be "centre" or "right")                                     |
| <tr valign="top">                         | Sets the vertical alignment for cell(s) (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  |
| \         | Causes the character that follows to be displayed as the literal character (for example, \A is displayed as just A)   |

| COMPUTER APPLICATIONS TECHNOLOGY P1 – SEPTEMBER 2024                          |  |                       |                       |                          |                  |        |     |         |    |
|---|--|-----------------------|-----------------------|--------------------------|------------------|--------|-----|---------|----|
| INFORMATION SHEET (to be completed by the candidate AFTER the 3-hour session) |  |                       |                       |                          |                  |        |     |         |    |
| SCHOOL:   |  |                       |                       |                          |                  |        |     |         |    |
| NAME:   |  |                       |                       |                          |                  |        |     |         |    |
| WORK STATION NUMBER:  |  |                       |                       |                          |                  |        |     |         |    |
| SUITE USED<br>(Mark appropriate box with a cross (X))                         |  | Microsoft Office 2013 | Microsoft Office 2016 | Microsoft Office 2019    | Office 365       |        |     |         |    |
| WEB BROWSER USED<br>(QUESTION 6)<br>(Mark appropriate box with a cross (X))   |  | Mozilla Firefox       | Google Chrome         | Internet Explorer (Edge) | Other (Specify)  |        |     |         |    |
| FOLDER NAME:  |  |                       |                       |                          |                  |        |     |         |    |
| <i>Tick if saved and/or attempted.</i>  |  |                       |                       |                          |                  |        |     |         |    |
| Question Number   | File name  | Saved (✓)             | Attempted (✓)         | Maximum mark             | Maximum achieved | Marker | HOD | Cluster | EM |
| 1   | Q1_Overview  |                       |                       | 36                       |                  |        |     |         |    |
| 2   | Q2_Application                                       |                       |                       | 13                       |                  |        |     |         |    |
| 3   | Q3_IDplayer  |                       |                       | 27                       |                  |        |     |         |    |
| 4   | Q4_Players   |                       |                       | 16                       |                  |        |     |         |    |
| 5   | Q5_GameStats   |                       |                       | 34                       |                  |        |     |         |    |
| 6   | Q6_1Esport<br>Q6_2Ranking                            |                       |                       | 13                       |                  |        |     |         |    |
| 7   | Q7_Cardtype<br>Q7_Data<br>Q7_Mergeletter<br>Q7Merged |                       |                       | 11                       |                  |        |     |         |    |
| <b>TOTAL:</b>   |  |                       |                       | 150                      |                  |        |     |         |    |
| Comment (for marker use only)   |  |                       |                       |                          |                  |        |     |         |    |
|   |  |                       |                       |                          |                  |        |     |         |    |
|   |  |                       |                       |                          |                  |        |     |         |    |
|   |  |                       |                       |                          |                  |        |     |         |    |
|   |  |                       |                       |                          |                  |        |     |         |    |