



# basic education

Department:  
Basic Education  
**REPUBLIC OF SOUTH AFRICA**

**SENIOR SERTIFIKAAT/  
NASIONALE SENIOR SERTIFIKAAT  
SENIOR CERTIFICATE/  
NATIONAL SENIOR CERTIFICATE**

**GRAAD 12 /GRADE 12**

**CATN.1  
REKENAARTOEPASSINGSTEGNOLOGIE V1/  
COMPUTER APPLICATIONS TECHNOLOGY P1/**

**NOVEMBER 2020(2)**

**PUNTE / MARKS: 180**

**TYD / TIME: 3 uur / hours**

Hierdie vraestel bestaan uit 16 bladsye, 'n HTML-merkersblad, 'n toevoermasker-karakterblad en 'n aparte inligtingsblad.

This question paper consists of 16 pages, an HTML tag sheet an input mask character sheet and a separate information sheet.

**MIDDAGSESSIE/  
AFTERNOON SESSION**



**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. If you are working on the network, or the data files have been preloaded, you must follow the instructions provided by the invigilator/educator. Alternatively, the invigilator will give you a CD/DVD/flash drive containing all the files needed for the examination. If a CD/DVD/flash drive has been issued to you, you must write your examination number and centre number on the CD/DVD/flash drive.
3. At the end of the examination, you must hand in the CD/DVD/flash drive given to you by the invigilator with ALL your answer files saved onto the CD/DVD/flash drive, OR you should make sure that ALL the 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. Read the question carefully as accuracy will be taken into account.
10. 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.
11. You may NOT use any resource material.
12. Ensure that the regional settings are set to South Africa and that 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. 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.
15. You may NOT use a word processing program such as Word to answer the HTML question.
16. The examination folder/CD/DVD/flash drive 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.

• 1Back	Image
• 1Seven	Word processing file
• 2Ancient	Word processing file
• 3Canyon	Spreadsheet
• 4Trails	Spreadsheet
• 5Eiffel	Image
• 5Wonder	Database
• 6_1Places	HTML file
• 6_1Slides	Image
• 6_2Acropolis	Image
• 6_2Angkor	Image
• 6_2Kiyomizu	Image
• 6_2Man	HTML file
• 6_2Sophia	Image
• 7Natural	Word processing file
• 7Quote	Spreadsheet



**SCENARIO**

Some amazing structures created in ancient times have been called the Wonders of the World.

The Wonders of the World have been expanded to include marvellous creations in the following categories: Ancient, Man-made, Classic, Modern and Natural Wonders, etc.

**QUESTION 1: WORD PROCESSING**

Open the **1Seven** word processing document about the Seven Wonders of the Ancient World. Insert your examination number in the header or the footer.

1.1 Edit the cover page as follows:

- Change the picture to the **1Back** picture found in your examination folder.
- Add the text 'From Wikipedia' to the document subtitle control.
- Change the properties of the date control to display as dd MMMM yyyy.

**NOTE:** Ensure that the Developer Tab is active. (3)

1.2 Change the table of contents found on the second page of the document as follows:

- Use the 'Modern' format.
- Display TWO levels of headings. (2)

1.3 Add any automatic table of figures below the heading 'Table of Figures' on the second page of the document. (1)

1.4 Find the picture of the map of the world on the third page of the document and make the following changes:

- Restore the picture to its original appearance.
- Resize the picture to exactly 7 cm high and 15 cm wide. (3)

1.5 Find the table under the heading 'Wonders' and change the table as follows:

- Insert the table caption 'Ancient Wonders'. Accept the default position.
- Apply the 'Plain Table 1' style to the table.
- Remove the first two empty rows of the table.
- Change the layout of the content of the table to be left-aligned and vertically centred.
- Sort the table content in descending order by the 'Modern location' column. (7)



- 1.6 Use a word processing feature to ensure that the heading 'Arts and Architecture' always starts on a new page, even if other formatting or layout changes are made to the document. (1)
- 1.7 Insert a footnote on the text 'abduction of Helen by Paris' found below the heading 'Arts and Architecture' to read 'Trojan War'.  
Use any format of your choice. (2)
- 1.8 Add the following source:  
Type: Miscellaneous  
Title: Wonders of Europe (2)
- 1.9 Convert the bulleted list below the heading 'Further reading' to a numbered list.  
Use the number style A.,B.,C. for the numbered list. (2)
- 1.10 Copy the text on the last page, which contains the references, to a new word processing document.  
Save the new word processing document in your examination folder in pdf format as **1References**. (3)
- Save and close the **1Seven** document. [26]



**QUESTION 2: WORD PROCESSING**

Open the **2Ancient** word processing document about the Wonders of the Ancient World.

2.1 Edit the heading 'Wonders of the Ancient World' as follows:

- Change the font size to 31 pt.
- Change the paragraph spacing after to 24 pt. (3)

2.2 Set the vertical alignment of the first page of the document to top. (1)

2.3 Change the page numbering as follows:

- Ensure that the first page is not numbered.
- Align the numbering of the odd pages to the right.
- Change the numbering format from the second page of the document onwards to the format Page | 1. (4)

2.4 Replace all occurrences of any digit(s) in the document with an asterisk (\*). (3)

2.5 Make changes to the Heading 1 style as follows:

- Change the style name to 'Ancient'.
- Base the 'Ancient' style (former Heading 1) on the Subtitle style and format the font of this style to a blue colour.
- Update all the instances of the Heading 1 style with the new style. (4)



## 2.6 Find the heading 'Mausoleum at Halicarnassus'.

Change the column format of the heading 'Mausoleum at Halicarnassus' together with its content (including the picture) to display as follows:

<p><b>Mausoleum at Halicarnassus</b></p> <p>Located in what is now south-eastern Turkey, the Mausoleum at Halicarnassus was a tomb built by Artemisia for her husband, Mausolus, the king of Caria in Asia Minor, after his death in 353 B.C. Mausolus was also Artemisia's brother, and, according to legend, she was so grief-stricken at his passing that she mixed his ashes with water and drank them in addition to ordering the mausoleum's construction. The massive mausoleum was made entirely of white marble and is thought to have been about 140 feet high.</p>	<p>The building's complicated design, consisting of three rectangular layers, may have been an attempt to reconcile Lycian, Greek and Egyptian architectural styles. The first layer was a 10-foot base of steps, followed by a middle layer of 12 Ionic columns and a stepped, pyramid-shaped roof. At the very top of the roof lay the tomb, decorated by the work of four sculptors, and a 10-foot marble rendition of a four-horse chariot. The mausoleum was largely destroyed in an earthquake in the 4th century and its remains were later used in the fortification of a castle. In 1492, pieces of one of the mausoleum's friezes were extracted from the castle and now reside, along with other relics from the Halicarnassus site, in London's British Museum.</p> 
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**NOTE:**

- Ensure that your cursor appears in the first column before you format the columns.
- Set the column sizes as shown on the ruler.
- The measurement of the second column is 10 cm. (3)

2.7 Insert a hyperlink on the text 'Sostratos' to link to a new blank document called **2Sos**.

**NOTE:** Ensure the new document is stored in your examination folder. (2)

## 2.8 Set a cross reference on the text '(HGoB)' on the last page to refer to the heading 'Hanging Gardens of Babylon'. (2)

## 2.9 Insert an Author control below the text 'Insert here' found at the end of the document and add your examination number to the Author control. (2)

Save and close the **2Ancient** 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 them to other cells in the same column (copy down).
- 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 allocated space in the spreadsheet.

The Grand Canyon, a large river valley in the Colorado Desert, is regarded as one of the Natural Wonders of the World.

Open the **3Canyon** spreadsheet and work in the **Hikers** worksheet.

- 3.1 Format the heading in **cell A1** as follows:
- Add a thick box border to the heading.
  - Centre the heading vertically. (3)
- 3.2 Insert a function in **cell E3** to determine the distance of the third longest route (**column G**). (3)
- 3.3 Insert a function in **cell E4** to determine the total distance (**column G**) covered on 18 November 2020 (**column I**). (5)
- 3.4 Insert a function in **cell E5** to determine how many male hikers (**column D**) hiked any of the Kaibab trails (**column E**). (6)
- 3.5 Change the chart/graph that appears in **cells L12:R30** as follows:
- Move the chart/graph to a new worksheet.
  - Format the chart/graph layout by using the Quick Layout 2 option.
  - Each bar should have a different colour. Apply a chart/graph feature of the spreadsheet to vary the fill colours by data point. (3)

Work in the **Subtotal** worksheet.

- 3.6 Use the SUBTOTAL feature to determine the total distance covered by each Trail\_Staproete.

**HINT:** The data must be sorted according to the field to which the subtotal is applied. (4)

Save and close the **3Canyon** spreadsheet. [24]



**QUESTION 4: 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 them to other cells in the same column (copy down).
- 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 allocated space in the spreadsheet.

Tour groups visit the Grand Canyon often. The details of the Grand Canyon trails are stored in the **4Trails** spreadsheet.

Open the **4Trails** spreadsheet and work in the **Trail** worksheet.

4.1 Insert a function in **cell B2** to determine the average size of the group (**column H**). (2)

4.2 The identification code for a route is determined by extracting the first character of each of the two words of the name of the route (**column B**), e.g. BA for the Bright Angel route.

The function to extract the left character of the identification code has been inserted in **cell A5**.

Modify the function in **cell A5** to display the identification code. (7)

4.3 Apply conditional formatting using any icon set that contains three icons to format the elevation (**column E**).

Use the following rules:

- Rule 1: Elevation is greater than 2 000
  - Rule 2: Elevation is between 800 and 2 000
  - Rule 3: Elevation is smaller than 800
- (6)

4.4 Each vehicle can only take five tourists at a time on a tour around the canyon.

A formula has been inserted in **cell N6** to determine how many vehicles will be required to transport the River Trail Junction group.

Modify the formula by adding a function to ensure that enough vehicles are available to transport ALL the tourists in the group (**column H**).

Copy the function/formula down to the rest of the cells. (3)



4.5 **Columns I to M** show which amenities, e.g. drinking water, toilets, emergency phone, ranger station and camping site are available.

Use a combination of IF functions (formulae) in **cell Q3** to determine if the route (**column B**) is Bright Angel AND has a 'Yes' for all the amenities, or not.

Display the word 'True' if all the amenities are available and 'False' if it is not. (8)

Save and close the **4Trails** spreadsheet. [26]



**QUESTION 5: DATABASE**

The **5Wonder** database stores data about The 50 Man-made Wonders of the World and survey data from tourists who plan to visit these wonders.

Work in the **5Wonder** database.

5.1 Edit the **tblCountries** table by deleting the 'USA' record as it is a duplication. (1)

5.2 Open the **tbl5\_2** table in Design View and change it as follows:

5.2.1 Add a primary key to the *WonderName* field. (1)

5.2.2 Change the *City* field as follows:

- Change the field size to 50.
- Change the field properties to force the user to insert a city.

**NOTE:** Select 'Yes' for any warning errors that may appear. (2)

5.2.3 Change the *Date* field properties to display the date in the Medium Date format. (1)

5.2.4 Create a lookup list for the *Country* field as follows:

Insert a lookup list using the values from the **tblCountries** table. (2)

5.2.5 The *GPS1* field should indicate the first part of the GPS position (i.e. the latitude) of each Wonder, e.g. 48.8566°N.

An input mask for the *GPS1* field has been created, but not completed.

Complete the input mask to accept data as follows:

- ONE optional digit or space, followed by
- ONE compulsory digit, followed by
- A full stop ('.'), already given in the data, followed by
- FOUR compulsory digits, followed by
- A degree symbol ('°') (ALT+0176), already given in the data, followed by
- ONE compulsory letter

**NOTE:** Do NOT delete the full stop and degree symbol. (4)

Switch to Datasheet View.

5.2.6 Insert the **5Eiffel** picture found in your examination folder into the *Picture* field of the Eiffel Tower record.

**NOTE:** The picture will only display if a form is created.

Save and close the **tbl5\_2** table. (2)



5.3 The **frm5\_3** form is based on the **tblChoices** table. Open the form in Design View.

Modify the form as follows:

- Insert your examination number in the form header.
- Change the background colour of only the form header to white.
- Insert only the current date in the form footer.

Save and close the **frm5\_3** form.

(5)

5.4 The **qry5\_4** query is based on the **tblChoices** table. Open the query in Design View and change the query so that when it is executed, it will display the following:

First Choice	CountOfFirstChoice
Abu Simbel Temples, Egypt	2
Acropolis of Athens, Greece	4
Alcatraz, USA	2
Angkor Wat, Cambodia	6
Anne Frank House, Netherlands	4
Arc de Triomphe, France	4
Brooklyn Bridge, USA	7
Buckingham Palace, UK	6
Christ the Redeemer, Brazil	4
Colosseum, Italy	5
Dole Plantation Maze, USA	5

Save and close the **qry5\_4** query.

(2)

5.5 The **qry5\_5** query is based on the **tblChoices** table. Open the query in Design View and change the query so that when it is executed, it will:

- Display only the *Name*, *Surname* and *DateOfSurvey* fields
- Of only those tourists who completed the survey in 2017
- And who chose 'Wonders in the USA' for both their first and second choices

Save and close the **qry5\_5** query.

(8)



5.6 The **qry5\_6** query is based on the **tblChoices** table. Open the query in Design View.

Surveys older than 36 months are no longer relevant.

Create a new calculated field called *AgeOfSurvey* to determine whether the survey is still relevant.

- Use today's date to determine the age of the survey in months.
- Use the Standard format for the field and display ZERO decimal places.
- Display all the records older than 36 months.

Save and close the **qry5\_6** query. (6)

5.7 Create a report called **rpt5\_7**, based on the **qry5\_7** query, that when it is executed, will:

- Display only the following fields: *Surname*, *Name*, *FirstChoice* and *DateOfSurvey*
- Group the report according to the date of the survey. Accept the default grouping for the date.
- Use a function to show the total number of tourists below each group

Save and close the **rpt5\_7** report. (6)

Save and close the **5Wonder** database. [40]



**QUESTION 6: WEB DESIGN (HTML)****NOTE:**

- An HTML tag sheet has been attached for reference.
- All files needed to complete this question are found in the examination folder.

ONE mark will be allocated for closing tags, triangular brackets and correct nesting for both the web pages. (1)

- 6.1 Open the incomplete **6\_1Places** web page in a web browser and also in a text/HTML editor (NOT a word processing program such as Word).

**NOTE:** Question numbers appear as comments in the coding to guide you where to insert the answer(s). DO NOT delete these comments.

**DISCOVER THE MANY WONDERS THIS WORLD HAS TO OFFER  
FROM MAN-MADE TO NATURAL**

Many Wonders of the World lists have been compiled over the years since the original list of the Seven Wonders of the Ancient World. The legendary Pyramids of Giza in Egypt are the sole survivor.

In 2017 an official New Seven Wonders of the World list was compiled in an attempt to revive the concept of the Ancient Wonders. The following all deservedly made the grade:

- Jordan's incredible **Rose City of Petra**
- The white marble **Taj Mahal** in India
- The **Great Wall of China** and
- **Machu Picchu Inca ruins** in Peru



New lists have been compiled in recent years as well, including the Seven Natural Wonders of the World and the Underwater Wonders of the World.

You could spend a lifetime visiting them all and everyone will have their own top Seven Wonders list featuring worthy contenders that may have not quite made it onto the official lists.

Over 100 million votes were cast in the lead up to 2017's announcement of the architectural and archaeological marvels that had made the official Seven New Wonders of the World.

Voters chose from a selection of 200 existing monuments and the Pyramids of Giza were granted honorary status as the solo surviving Wonder from the Ancient World.

[Link to Man-made Wonders](#)

**NOTE:** Use the example on the previous page as a guide for answering this question.

6.1.1 Change the web page title in the browser to display as 'New Wonders'. (1)

6.1.2 Find the heading 'DISCOVER THE MANY WONDERS THIS WORLD HAS TO OFFER FROM MAN-MADE TO NATURAL' and change the heading as follows: (3)

- Insert tags to set the heading style to Heading 3.
- Centre the heading.
- Insert a tag before the word 'FROM ...' so that the heading appears over TWO lines. There should NOT be an open line between the two parts of the heading.

6.1.3 Edit the unordered list below the second paragraph to: (2)

- Ensure that all items are correctly displayed in the list
- Move the tags to display the words 'Machu Picchu Inca ruins' in bold

6.1.4 Correct the tags so that the picture will display correctly. (1)

6.1.5 The hyperlink to the [www.manwonders.com](http://www.manwonders.com) web page is incorrect. Correct the tags so that the hyperlink will function correctly. (2)

Save and close the **6\_1Places** web page.



6.2 Open the incomplete **6\_2Man** web page in a web browser and also in a text/HTML editor (NOT a word processing program such as Word).

**HINT:** Use tags given in the attached HTML tag sheet.

Complete the web page to appear as follows:

### Man-made Wonders of the World

These seven equally impressive Man-made Wonders made it onto the list of semi-finalists but didn't make the final list in the official New Seven Wonders selection. We think they're definitely worth an entry on your bucket list.

			
Angkor Wat	Acropolis	Kiyomizu Temple	Hagia Sophia
An awe-inspiring example of Khmer genius, Angkor Wat is the most famous temple in the Angkor Complex and the symbol of Cambodia. Best seen at sunrise!	A universal symbol of Greek civilisation and its many achievements, the ancient Acropolis in Athens is easily the most popular monument from that era.	This Buddhist temple is one of the most celebrated temples of Japan and with good reason, thanks to its large veranda and beautiful setting in Kyoto.	Easily Istanbul's most stunning monument with its innovative architecture, this basilica-turned-mosque-turned-museum epitomises the great Byzantine empire.

(10)

Save and close the **6\_2Man** web page.

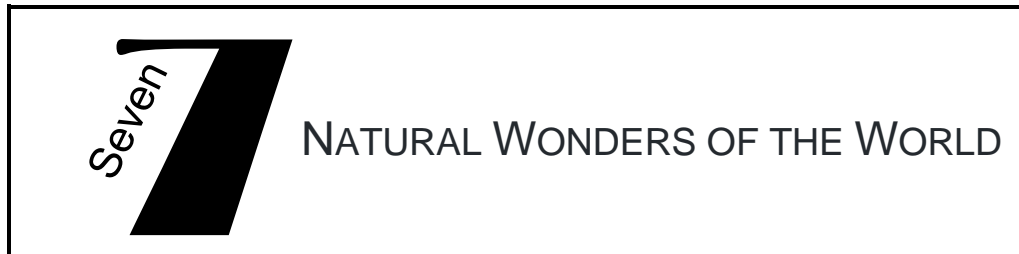
[20]



**QUESTION 7: GENERAL**

7.1 Open the **7Natural** word processing document and insert your examination number in the header or footer.

7.1.1 Create a logo at the top of the document similar to the one below. Use the text provided.

**NOTE:**

- The font type of the '7' is Broadway with a size of 120 pt.
- Do NOT insert a border around the logo.

**HINT:** You may use text boxes.

(5)

7.1.2 Use the Design feature of the word processor to customise the paragraph spacing style of the document as follows:

- Set the alignment to justified.
- Set the line spacing to Multiple 1.15.

(2)

7.1.3 Completely remove the comment from the document.

(1)

Save and close the **7Natural** word processing document.

7.2 Open the **7Quote** spreadsheet and work in the **Details** worksheet.

7.2.1 Insert a function in **cell C2** to randomly generate a group size from 10 to 30.

(3)

7.2.2 The entrance fee per group should be calculated as follows:

Step 1: Insert a function in **cell E3** to multiply the number of tourists (**cell C2**) by the entrance fee per person (**cell C4**).

Step 2: Insert data validation in **cell C3** to allow the user to select from a list. The values for the list are stored in **column B**.

Step 3: Insert a function in **cell C4** to determine the entrance fee per person for the subtrail chosen from **cell C3**.

**NOTE:** The values in **cell C2** and **cell E3** will change as the spreadsheet is updated.

(9)

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

**[20]****TOTAL: 180**

## HTML TAG SHEET

Basic Tags		Formatting Tags continued	
Tag	Description	Tag	Description
<body></body>	Defines the body of the web page	<li></li>	Inserted before each list item, and adds a number or symbol depending on the type of list selected
<body bgcolor="pink">	Sets the background colour of the web page		Adds an image
<body text="black">	Sets the colour of the body text		Aligns an image: can be "left", "right", "bottom", "top", "middle"
<head></head>	Contains information about the web page	<align="center">	Aligns an image to the "center"
<html></html>	Creates an HTML document – starts and ends a web page		Sets the size of the border around an image
<title></title>	Defines a title for the web page		Sets the height and width of an image
 	Inserts a line break		Displays alternative text when the mouse hovers over the image or when the image is not found
<!-- -->	Comment	<hr/>	Inserts a horizontal line
Text Tags		<hr size="3"/>	Sets size (height) of a line
Tag	Description	<hr width="80%"/>	Sets the width of a line, in percentage or absolute value
<h1></h1>	Creates the largest heading	<hr color="ff0000"/>	Sets the colour of the line
<h6></h6>	Creates the smallest heading	Table Tags	
<b></b>	Creates bold text	Tag	Description
<i></i>	Creates italic text	<table></table>	Creates a table
<font size="3"></font>	Sets size of font, from "1" to "7"	<tr></tr>	Creates a row in a table
<font color="green"> </font>	Sets font colour	<td></td>	Creates a cell in a table
<font face="Times New Roman"></font>	Sets font type	<th></th>	Creates a table header (a cell with bold, centred text)
Links Tags		<table width="50">	Sets the width of the table
Tag	Description	<table border="1">	Sets the width of the border around the table cells
<a href="URL"></a>	Creates a hyperlink	<table cellpadding="1">	Sets the space between the table cells
<a href="URL"></a>	Creates an image link	<table cellspacing="1">	Sets the space between a cell border and its contents
<a name="NAME"></a>	Creates a target location in the document	<tr align="left">	Sets the alignment for cell(s) ("left", can also be "center" or "right")
<a href="#NAME"></a>	Links to a target location created somewhere else in the document	<tr valign="top">	Sets the vertical alignment for cell(s) ("top", can also be "middle" or "bottom")
Formatting Tags		<td colspan="2">	Sets the number of columns a cell should span
Tag	Description	<td rowspan="4">	Sets the number of rows a cell should span
<p></p>	Creates a new paragraph		
<p align="left">	Aligns a paragraph to the "left" (default), can also be "right" or "center"		
<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		



### 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 <b>Regional Settings Properties</b> dialog box in the Windows Control Panel.)
<	Causes all characters to be converted to lowercase
>	Causes all characters to be converted to uppercase
!	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).



Examination sticker

**180****COMPUTER APPLICATIONS TECHNOLOGY P1 – 2020(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))	Office 365	Microsoft Office 2019	Microsoft Office 2016	Microsoft Office 2013
WEB BROWSER USED (Mark appropriate box with a cross (X))	Internet Explorer	Google Chrome	Mozilla Firefox	Other (Specify)

FOLDER NAME \_\_\_\_\_

*File names have been entered for each answer. Tick if saved and/or attempted.*

Question number	File name	Saved (✓)	Attempted (✓)	Maximum Mark	Marker	SM	CM	IM/EM
1	1Seven			26				
	1References							
2	2Ancient			24				
	2Sos							
3	3Canyon			24				
4	4Trails			26				
5	5Wonder			40				
6	6_1Places			20				
	6_2Man							
7	7Natural			20				
	7Quote							
<b>TOTAL</b>				<b>180</b>				

Comment (for office/marker use only)

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