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PAPER	1
MARK TOTAL	150
DURATION (HOURS)	3
NUMBER OF PAGES	21



SOUTH AFRICAN COMPREHENSIVE ASSESSMENT INSTITUTE
SUID-AFRIKAANSE KOMPREENSIEWE ASSESSERINGSINSTITUUT



INSTRUCTIONS AND INFORMATION

1. Owing to the nature of this three-hour examination, it is important to note that you will **NOT** be permitted to leave the examination room before the end of the examination period.
2. Insert your examination number in the header of **EVERY** document that you create or save.
3. The data you need in order to do this paper is pre-loaded on your computer.
4. A copy of the master files will be available from the invigilator. Should there be any problems with a file or files, you may request another copy from the invigilator.
5. This question paper consists of **SEVEN** questions. Answer **ALL** the questions.
6. 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.
7. Read through each question before answering or solving the problem. Do **NOT** do more than is required by the question.
8. 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 sure that all the files can be read.
9. The separate information sheet that has been provided with the question paper **MUST BE COMPLETED AFTER THE 3-HOUR EXAMINATION SESSION**. Hand it to the invigilator at the end of the examination.
10. During the examination, you may use the help functions of the programs which you are using. You may **NOT** use any other resource material.
11. If data is derived from a previous question that you cannot answer, you should still proceed with the questions that follow.
12. Unless instructed otherwise, formulae and/or functions must be used for **ALL** calculations in questions involving spreadsheets. Absolute cell references must be used only where necessary to ensure that formulae are correct when they are copied to other cells in a spreadsheet.
13. Ensure that the regional settings are set to South Africa and that date and time settings, number settings and currency settings are correctly set.
14. Assume that all paper settings are A4 portrait unless instructed otherwise.



15. Generally, 1 mark is allocated per action; therefore a 2-mark question would usually require **TWO** actions, et cetera
16. All screenshots are placed in borders for clarity purposes – do not insert borders unless specifically asked.
17. Text that must be changed is highlighted for clarity purposes.
18. The examination folder/CD/DVD/flash drive that you receive with this question paper contains the files and documents listed below. Ensure that you have all the files before you begin with this examination.

<u>File/folder name</u>	<u>Type of file</u>
1Skier	Image
1SkiGuide	Word processing file
2QuizAlt	Word processing file
2QuizCards	Word processing file
2QuizQuestions	Spreadsheet
2Ski_Icon	Image
3Tickets	Spreadsheet
4Members	Spreadsheet
5Support	Database
6Beginner	Image
6HolidayGuide	HTML file
7Circular	Word processing file
7Schedule	Spreadsheet


SCENARIO

Ms Skyscraper, a teacher at your school, got approval from the headmaster to organise a fundraiser for the school by promoting a ski holiday for families. The fundraiser will include a quiz competition with prizes and lots of discount for the families who join the ski holiday. The Gr. 12 class has volunteered to assist Ms Skyscraper with the development of the necessary documents and files.



QUESTION 1: WORD PROCESSING

Open the **1SkiGuide** word processing document, which contains information on the planning of a ski holiday.

- 1.1 The document does not have a cover page. Add a cover page to the document as follows:
- Use the built-in cover page 'Integral'.
 - Remove the 'Course title' property from the cover page.
 - Add your name to the 'Author' property.
 - Change the picture on the cover page to the **1Skier** picture in your examination folder. (5)
- 1.2 Format the heading 'Explore the Thrill of Ski Holidays' as follows:
- Expand the character spacing by 1 pt.
 - Give the text a dark red outline.
 - Format the heading with a dark red, 2.25 pt border below the text. (4)
- 1.3 Change the THREE headings formatted with the 'Heading 3' style to the 'Heading 2' style.
- Update the table of contents on the second page of the document. (2)
- 1.4 Find the text 'Expense Estimated cost ... expenses R350' under the heading 'Planning and Budgeting'.
- Add a right align tab stop with a dotted leader on 15 cm to the text. (2)
- 1.5 Find the heading 'Essential Gear and Clothing'.
- Use a paragraph setting to ensure that the heading and the paragraph underneath the heading will always stay together. (1)
- 1.6 Format the bulleted list under the heading 'Family Friendly Ski Resorts'.
- Change the bullets to the  symbol (Webdings character code 135).
 - The size of the bullet must be 14 pt. (2)
- 1.7 Find the table underneath the heading 'Destination Prices' and do the following:
- Ensure that all the rows are of equal height, without changing the height of the cells.
 - Use an appropriate function to determine the average resort price per night in the cell to the right of the text 'Average Resort Price per night'.
 - Add an automatic caption above the table to display the text 'Table 2: Destination prices'. (4)



- 1.8 Find 'Table 3: Off-Slope Activity Options'. Format the table to ensure that the paragraph below the table is displayed as seen below:

Table 3: Off-Slope Activity Options

Activity	Location Availability	Recommended Age Range
Cultural Experiences	Yes	All Ages
Snowshoeing	Yes	5 and above
Sleigh Rides	Yes	All Ages
Children's Programs	Yes	3 - 12

Incorporate downtime into your itinerary, allowing for cozy evenings by the fire and exploration of charming village shops. A photo gallery can serve as a visual chronicle of the picturesque family moments on the slopes, creating lasting memories.

(1)

- 1.9 Change the layout of the SmartArt on the fourth page to display the same as in the screenshot below:



(1)

- 1.10 Find the paragraph 'Fancy Christmas ... and resorts.'

Indent this paragraph 1 cm from both the left and right margins.

(1)

- 1.11 Update the table of tables on the last page of the document.

(1)

- 1.12 Edit the date for the source 'Clubmed' to 2023 and update the bibliography to display the correct date.

(1)

Save and close the **1SkiGuide** word processing document.

[25]



QUESTION 2: WORD PROCESSING

Open the **2QuizCards** word processing document which is blank. You must set questions for the Quiz on Ski Holidays that will be held to generate funds by using the **2QuizQuestions** spreadsheet.

2.1 Use the mail merge function to create labels as follows:

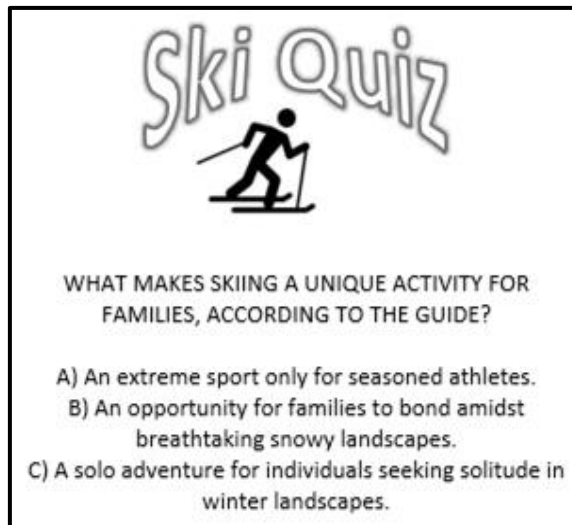
2.1.1 Using the labels option, create a new label that consists of SIX labels, TWO labels across the page and THREE labels down the page.

Use the following specifications to create a new label called 'SkiQuiz':

- Top and side margins: 1 cm
- Height: 8.7 cm
- Width: 9 cm
- Horizontal pitch: 9 cm
- Vertical pitch: 8.7 cm
- The paper size should be A4. (4)

2.1.2 Apply the labels to the page and accept all messages that might appear. (1)

2.2 Follow the instructions below to display the labels as shown in the example.



Note:

- If you were not able to create the labels, continue in the **2QuizAlt** word processing document to complete the question.

2.2.1 Place the words 'Ski Quiz' in WordArt in the first label.

- Change the text outline of the WordArt to 1.5 pt and a blue colour.
- Apply the 'Deflate: Bottom' transform text effect style.
- Make sure that the text is not filled with any colour. (2)



2.2.2 Insert the **2Ski_Icon** picture, from your examination folder, below the text as shown in the example label.

Adjust the size of the picture to be exactly 2 cm x 2 cm. (3)

2.2.3 Group the WordArt and **2Ski_Icon** picture and change the text wrapping to 'in line with text'. (2)

2.2.4 Ensure that all the labels are centred horizontally and vertically. (1)

2.3 Use mail merge to complete the labels in the **2QuizCards** (or **2QuizAlt**) document as follows:

2.3.1 Use the spreadsheet **2QuizQuestions** as the recipient list. (1)

2.3.2 Edit the recipient list to display only the questions on the topic 'Ski', which has not been used previously. (2)

2.3.3 Add the *Question* field and *Option A, B* and *C* below the picture on the label. (Refer to the example to note the positions.)

Apply the settings to all the labels. (3)

Save the document **2QuizCards** (or **2QuizAlt**).

2.3.4 Complete the mail merge.

Save the merged document as **2Merged**. (1)

Save and close the **2QuizCards** (or **2QuizAlt**) and **2Merged** word processing documents. [20]



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).
- 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.
- Should you need to use building blocks, use the allocated space in the spreadsheet.

A spreadsheet is used to store the quiz night details and details of tickets sold by learners.

Open the spreadsheet **3Tickets** and work in the **Learners** worksheet.

Insert your examination number in the worksheet header.

- 3.1 Change the width of **column A** to 10. (1)
- 3.2 Insert a function in **cell B3** to determine the number of tickets most commonly sold by learners. (1)
- 3.3 Insert an appropriate function in **cell B4** to determine the number of learners in Grade 8 who sold 15 tickets or more. (5)
- 3.4 Learners are awarded different prizes for the number of tickets they have sold, according to the information stored in **cells N1:P5**.

Ski Quiz Tickets (Sold)		
Between 1 and 5	1	🏆
Between 6 and 10	6	👏
Between 11 and 14	11	🏆
15 and more	15	🎁

Insert a lookup function in **cell G8** to return the prize awarded to *Christian Baasden*.

The function must be able to be copied down to return the different prizes awarded to the other learners. (6)

- 3.5 Set the following for when the document will be printed:
- Ensure that the name of the current worksheet will appear at the top of each page.
 - The gridlines must appear on the printed copy.

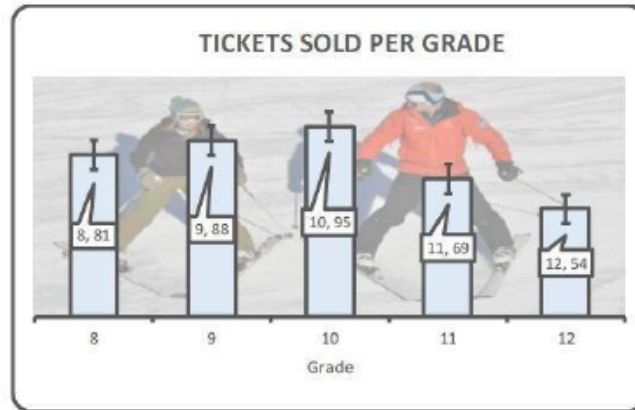
Note: Do NOT print anything! (2)



Work in the **Chart** worksheet, which contains a chart showing the number of tickets sold per grade.

3.6 Edit the chart to appear as shown below.

A picture of the completed chart is also included in the worksheet, to show you what your chart should look like.



Note:

- The gap between the data series.
- Set the transparency of the current picture in the plot area to 50%.
- Make further changes so that the chart appears as shown above.

(5)

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

[20]



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).
- 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.
- Should you need to use building blocks, use the allocated space in the spreadsheet.

Open the **4Members** spreadsheet, which contains information of the members in each quiz team and work in the **Birthdays** worksheet.

Insert your examination number in the worksheet header.

- 4.1 Sort the list of members according to their grade and then according to their date of birth (DOB). (2)
- 4.2 Format the **DOB** column to display the date for Blom M, for example, as **Mon, 15 September**. (1)

Work in the **Data** worksheet

- 4.3 Each quiz team member has one or more sponsorships.
Insert a function in **cell B2** to determine the total number of sponsorships for all members of the Tornadoes team. (4)
- 4.4 Teams will compete against each other in groups of not more than 5 members in one of the quiz rounds. Each group will be provided with one buzzer.
Modify the function in **cell B3** to determine the fewest number of buzzers the school must buy for the quiz night. (3)
- 4.5 The member class is created as follows:
- The grade (8, 9, 10, 11 or 12) followed by a space; and
 - The class represented by two letters.
- Insert a formula in **cell D6** to determine the grade of *M Blom*. (5)



4.6 The date of the quiz event is stored in **cell F4** (which has the cell name 'QuizDate'), and members' dates of birth are stored in **column B**.

A member is classified as a senior ('S') if they are 16 years or older on the day of the quiz event, otherwise they are classified as a junior ('J').

Modify the existing function in **cell F7** to use the cell name 'QuizDate', so that it returns 'S' if *Brunyee K* is a senior on the day of the quiz event, otherwise it should return 'J'.

Note: Assume that there are 365 days in a year.

(5)

Save and close the **4Members** spreadsheet.

[20]



QUESTION 5: DATABASE

The **5Support** database stores details of people who can help and provide social media support for the school during the fundraising.

Work in the **5Support** database.

5.1 Open the **tblSurvey** table in Design View and do the following:

5.1.1 Change the *Contact* field properties as follows:

- Add a primary key to the field.
- Ensure that any text entered in this field will always be displayed in uppercase, even if the user enters the text in lower case. (Do not use an input mask for this purpose.) (2)

5.1.2 Ensure that it is not necessary for the user to enter a value in the *CellNo* field. (1)

5.1.3 Add the item 'Other' to the existing options for the *Type* field. (1)

5.1.4 Make sure that the value 0 (zero) is automatically displayed in the *Standby* field when a new record is added. (1)

5.1.5 Ensure that any time entered in the *Time_contacted* field is displayed in time format only e.g.15:45 (1)

5.1.6 The message shown below indicates the criteria that must be met by values entered in the *Rates* field.

Ensure that this message will be displayed if the user enters an invalid value (amount) in the *Rates* field.



(2)

5.1.7 Change the existing input mask on the *Admin* field to ensure that the user enters characters as follows:

- The first character must be a letter or digit, followed by
- A number in the range 1 to 99.

Example: z3, b24, 999 (2)



- 5.1.8 Add a field named *Ski_camp* with a suitable data type so that the user can click on the contents of the field to access an online resource. (2)

Save and close the **tblSurvey** table, but do not close the database.

- 5.2 Open the form **frm5_2** in Design View, which is based on the **tblInfo** table, and do the following:

- Add a fill colour of your choice to the label in the form header.
- Change the control for the *Supporter* field to a text box control.
- The formula in the yellow text box, next to 'Years active' must calculate the difference, in years, between the current date and the date on which the helper was added to the database. However, an error message is displayed when the form is viewed in Form View.

Correct this formula, so that it returns the required information.

- Use a feature of Access to ensure that if the value 0 (zero) appears in the *Learners* field, of any record, the background colour of this field will change to red, automatically.

If the value in the *Learners* field is NOT 0, the background colour of this field must be green. (5)

Save and close the **frm5_2** form.

- 5.3 Create a query called **qry5_3**, based on **tblInfo** table, as shown in the example below.

qry5_3		
Group	Services	CountOfServices
Community	Security	1
Other	Security	6
Parent	Security	1

(4)

Save and close the **qry5_3** query.

- 5.4 Open the **qry5_4** query, based on the **tblInfo** table, in Design View and edit the query.

The query must only show the records of

- Supporters who are part of the parent and community groups.
- Supporters who were added to the database before 2018. (5)

Save and close the **qry5_4** query.



5.5 Open the **qry5_5** query, based on the **tblInfo** table, in Design View.

Supporters who transport more than 4 learners to the fundraising, qualify for a petrol allowance of R50 for each learner that they transport.

Insert a calculated field *Allowance* to calculate the petrol allowance for each supporter who qualifies for this allowance. (4)

Save and close the **qry5_5** query.

5.6 Open the **rpt5_6** report in Design View, based on the **qry_Report** query, and change it to appear as shown in the extract of the report below.

Supporters (No Alumni)		
Current (print) date: Thursday 8 May 2025		
Services	Supporter	Alumni
Admin	BEKKER D	<input type="checkbox"/>
	DE VILLIERS C	<input type="checkbox"/>
	LÖTTER-MOOLMAN Z	<input type="checkbox"/>
	MMATSHIDI, PP	<input type="checkbox"/>
	TROSKIE K	<input type="checkbox"/>
Equipment	ATKINSON, M	<input type="checkbox"/>
	BOTHA A	<input type="checkbox"/>
	BULALA, TM	<input type="checkbox"/>
	COELHO M	<input type="checkbox"/>

NOTES:

- Ensure that the report does NOT contain any records of supporters who are alumni.
- Note the sorting of the records.
- Display the current (print) date only once in the report.

A thank you letter must be sent to each helper appearing in the report.

- Display the number of thank you letters that must be sent, at the bottom of the report. (5)

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



QUESTION 6: WEB DESIGN (HTML)

A web page has been created to give more information on ski holidays.

NOTES:

- An HTML tag sheet has been attached for reference.
- All files needed to complete this question can be found in the examination folder.
- Question numbers appear as comments in the coding as gridlines to indicate where you should insert the answer(s). DO NOT delete these comments.
- ONE mark will be deducted for the incorrect closing of all tags and the incorrect nesting of the web page.

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

NOTE: Use the following example as a guide when answering this question.

Embrace the Thrill: Your Ultimate Ski Holiday Guide

Introduction


Are you ready to escape the ordinary and dive into a winter wonderland? Ski holidays offer the perfect blend of adventure, stunning landscapes, and the thrill of gliding down snow-covered slopes. Whether you're a seasoned pro or a first-time skier, our guide will help you plan the ultimate ski getaway.

Why Choose a Ski Holiday?	
Adventure Awaits Skiing isn't just a sport; it's a full-body workout and an adrenaline-packed adventure. The rush of speeding down the slopes surrounded by breathtaking scenery is an experience like no other.	Winter Wonderland Immerse yourself in a magical winter wonderland. Picture pristine snow-covered mountains, cozy chalets, and the crisp mountain air. Ski holidays offer a unique and enchanting atmosphere.

Tips for a Successful Ski Trip

- Take Lessons**
 Whether you're a beginner or looking to improve your skills, professional lessons can make a significant difference. Learn from certified instructors to ensure a safe and enjoyable experience.

 There are several things beginner skiers can learn before they even set foot on snow, for example.
 - How to properly put on your ski boots.
 - The basic parts of your skis.
 - How to get in and out of your skis.
 - How to carry your skis.
 Source:
[The Importance of Ski Lessons for Beginners](#)



- Embrace Après-Ski Culture**

 The excitement doesn't end on the slopes. Explore the vibrant après-ski scene, where you can unwind, socialize, and celebrate a day of exhilarating skiing.

Conclusion

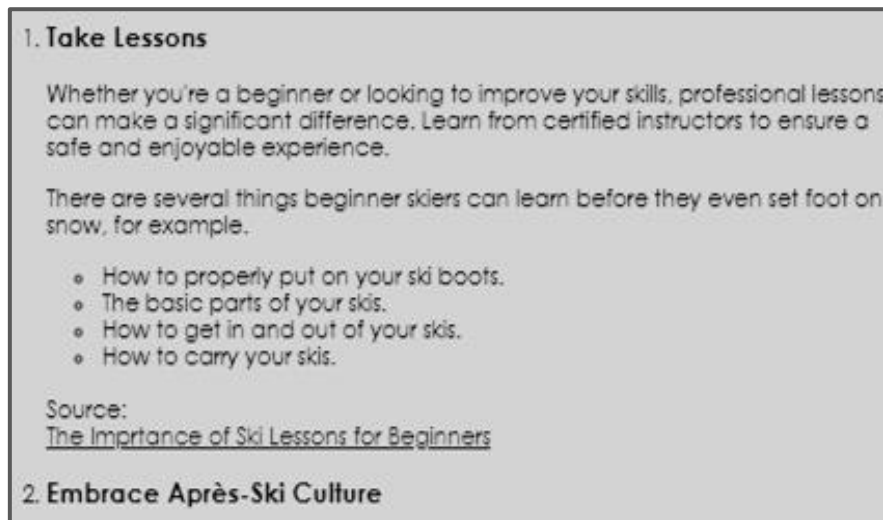
Embark on a ski holiday that combines adventure, beauty, and unforgettable memories. Whether you're a solo traveler, a couple, or a family, the slopes are calling. Start planning your ski holiday today!

**Note: This webpage is intended for informational purposes only. Always check with individual resorts for the latest information on facilities, COVID-19 guidelines, and other important details.*



Insert HTML code to do the following:

- 6.1 Change the background colour of the web page to 'LightGrey'. (1)
- 6.2 Modify the HTML code so that the document displays in the 'Century Gothic' font as shown in the example on the previous page. (1)
- 6.3 Centre the heading text 'Embrace the Thrill: Your Ultimate Ski Holiday Guide'. (1)
- 6.4 Insert a horizontal line below the yellow heading "Embrace the Thrill: Your Ultimate Ski Holiday Guide", with 8 pt thickness, which spans 75% of the web page. (1)
- 6.5 Find the text 'Adventure Awaits' and 'Winter Wonderland' in the table. This text is currently in the same cell. Split the text to be in two columns. (1)
- 6.6 Find the text 'Tips for a Successful Ski Trip' and format this text with the same type of heading as the text 'Introduction'. (1)
- 6.7 Find the picture **6Beginner**. Ensure that the picture displays correctly and apply a 10 pt border to it. (2)
- 6.8 Edit the formatting of the text 'Take Lessons . . . How to carry your skis' to display the same ordered and unordered lists as in the example. (3)



- 6.9 Add a line break after the text 'Source' to ensure that the link is displayed directly underneath the text. (1)
- 6.10 Edit the anchor tag to display a hyperlink to the web page 'www.thesnowpros.org'. (2)
- 6.11 Display the paragraph '*Note: This web page ... important details.' in italics. (1)

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

[15]



QUESTION 7: INTEGRATION

Ms Skyscraper wants to send out a letter to families who are going on the ski holiday, providing them with additional information on what equipment to rent or buy for skiing, as well as the schedules for the ski lift and shops.

Open the spreadsheet **7Schedule** and work in the **Schedule** worksheet.

7.1 Format the data in **row 1, 2 and 3** to display as seen in the screenshot below:

SKI SCHEDULE					
Day	Ski Rental Shop		Hours open	Ski Lift Operating Hours	
	Opening Time	Closing Time		Open	Close

Note:

- The heading 'SKI SCHEDULE' must be formatted with the *Title* style. (4)

7.2 Ms Skyscraper has asked the Ski Rental Shop to extend their hours on a Friday evening. The Ski Rental Shop has agreed to stay open for 12 hours and 30 minutes on a Friday.

In **cell C8** use a function to calculate the closing time on a Friday. (4)

7.3 In **cell D4**, calculate how long the Ski Rental Shop is open every day.

Copy the formula to the rest of the cells in the column. (2)

7.4 It is necessary to know when the ski schedule was last updated. Use an appropriate function in **cell F12** to display the current date and time. (1)

Save but do NOT close the **7Schedule** spreadsheet.

Open the **7Circular** word processing document and do the following:

7.5 Set the spacing of the paragraph with blue text to 12 pt before and after. (1)

7.6 Find the words <Add schedule here>.

Copy and paste the schedule table (A1:F10), in the spreadsheet **7Schedule**, so that the table will update in the **7Circular** word processing document every time the spreadsheet changes. (2)

7.7 Ms Skyscraper's contact details are given on the last page of the document. Ensure that the e-mail address will enable the reader to click on the address to send an e-mail without having to type the address. (1)

Save and close all open documents.

[15]



HTML TAG LIST

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"
<p align="center"></p>	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 LIST

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 thousands, 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 PAPER 1
INFORMATION SHEET (to be completed by candidate)

CENTRE NUMBER	
EXAMINATION NUMBER	
WORKSTATION NUMBER	

SUITE USED Mark appropriate box with a cross (X)			
Microsoft Office 2010	Microsoft Office 2013	Microsoft Office 2016	Office 365

FOLDER NAME: _____

Candidate to tick the file name(s) of each of the questions that were attempted/modified and saved.

Question	File Name	Saved (✓)	Maximum mark	Mark achieved
1	1SkiGuide.docx		25	
2	2QuizCards.docx / 2QuizAlt.docx		20	
3	3Tickets.xlsx		20	
4	4Members.xlsx		20	
5	5Support.accdb		35	
6	6HolidayGuide.html		15	
7	7Circular.docx 7Schedule.xlsx		15	
TOTAL			150	



Recognition is given to the following resources for data used:

cruise critic.co.uk/articles/8-facts-you-might-not-know-about-working-on-a-cruise-ship

cruise jobfinder.com/JobDescriptions

cruise mummy.co.uk/how-to-get-a-job-on-a-cruise-ship

windrosenetwork.com/Most-In-Demand-Jobs-On-Board-Cruise-Ships

seachefs.com/en/requirements

princess.com/careers/shipboard-cruise-jobs/onboard-careers

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