

EXAMINATION		NATIONAL SENIOR CERTIFICATE
GRADE		12
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SUBJECT		COMPUTER APPLICATIONS TECHNOLOGY
PAPER		1
MARK TOTAL		150
DURATION (HOURS)		3
NUMBER OF PAGES		22



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.

Assume that all paper settings are A4 portrait unless instructed otherwise.



14. Generally, 1 mark is allocated per action; therefore a 2-mark question would usually require TWO actions, et cetera.
15. All screen shots are placed in borders for clarity purposes – do not insert borders unless specifically asked.
16. Text that must be changed is highlighted for clarity purposes.
17. 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>
1HockeyInfo	Word processing file
1Training	Word processing file
2Consent	Word processing file
2Registration	Word processing file
3Sticks	Image file
3Tournament	Spreadsheet
4A_Team	Spreadsheet
5Hockey	Database
5HockeySticks	Image file
6Action	Image file
6Match	Image file
6Tournament	HTML file
7Stats	Spreadsheet
7Teams	Word processing file
7TeamStats	Database

SCENARIO

The Savana High Hockey Club has been tasked with organising and promoting a major Interschool Hockey Tournament in 2027. The tournament will take place from February 2027 to October 2027 and will feature teams from various schools in the region. Preparation needs to start well in advance.



QUESTION 1: WORD PROCESSING

Open the **1HockeyInfo** word processing document, with information regarding the Interschool Hockey Tournament 2027, which will be sent to schools and clubs.

1.1 Set the page margins for the whole document to 2 cm. (2)

1.2 Find the word 'hoquet' in the first paragraph:

Highlight the word in green and change the colour of the text to red. (2)

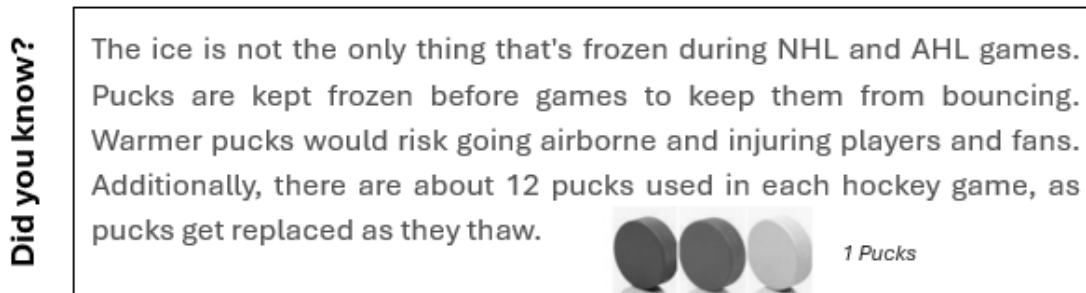
1.3 Find the picture of the hockey sticks on the first page and do the following:

- Change the colour of the picture to washout.
- Change the height of the picture to exactly 20 cm.
- Ensure that the picture will display behind the text on the first page of the document. (3)

1.4 Find the highlighted columns starting with 'Participation in ...' and ending with '... areas of life.' and edit the columns as follows:

- The width of the first column should be 7 cm and the spacing 1.4 cm.
- There must be a line between the columns.
- Make use of a word processing feature to ensure that the sentence starting with the green highlighted word 'Playing' will always be at the beginning of the second column. (4)

1.5 Format the shape and textbox below the columns on page 1 to display as in the screenshot below:

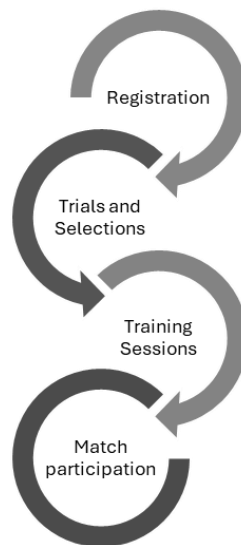


Note:

- The paragraph spacing in the shape is set to 8 pt after. (3)



- 1.6 Find the paragraph heading 'Trials and Selections:' and the SmartArt next to the paragraph. Change the layout of the SmartArt to display as follows:



(1)

- 1.7 Remove the bookmark which is set on the word 'Schedule'.

(1)

- 1.8 Find the yellow highlighted table below the heading 'Interschool Hockey Tournament Schedule' and do the following:

- Convert the table to text.
- Ensure that the text is formatted the same as the two lines of text above the table.

(2)

- 1.9 Find the highlighted text '<citation>' below the heading 'Types of Field Hockey Sticks' and replace the text with a citation to the source 'Staff, Hockey Paper'.

(1)

- 1.10 Find the footnote on the word 'Kevlar' under the heading 'Kevlar Sticks' and edit the footnote as follows:

- The number format must be set to 'A'.
- The footnote should appear at the bottom of the page.

(2)

- 1.11 Update the bibliography on page 8 of the document.

(1)

- 1.12 Find the text '<Add text here>' on the last page of the document:

Insert the contents of the **1Training** document as an object in the **1HockeyInfo** document. Any changes in the **1Training** document must automatically reflect in the **1HockeyInfo** document.

(3)

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

[25]



QUESTION 2: WORD PROCESSING

A registration form was created to assist with the registration of all players for the Interschool Hockey Tournament 2027.

Open the **2Registration** word processing document and do the following:

2.1 Add the following to the document:

- Add 'Registration Form' to the title property of the document.
- Insert any art page border of your choice with a width of 15 pt.
- Change the page colour to the 'Newsprint' texture background. (4)

2.2 Use an appropriate feature to change the case of the title 'Interschool Hockey Tournament 2027 registration form' to display as follows:

Interschool Hockey Tournament 2027 Registration Form (1)

2.3 Create a new style 'RegStyle', based on the 'Intense Quote' style, as follows:

- Set the left and right indent to start and end at the margins.
- Set the line spacing to exactly 1.15.
- Apply this style to all four headings formatted with the 'Intense Quote' style. (4)

2.4 Find the text 'Have you played hockey before?' under the heading 'Parent/Guardian Information'. The checkbox next to 'Yes' must be checked by default. (1)

2.5 Ensure that the heading 'Declaration:' will always display at the top of a new page. (1)

2.6 Find the paragraph below the heading 'Declaration:' and format the paragraph to display as seen below:

I, the undersigned, hereby register my child for the inter-school hockey matches for 2027.
 I understand that participation is subject to selection trials and agree to abide by the rules and regulations set forth by the school.

Note:

- The distance between the dropped cap and the text is 0.2 cm. (4)

2.7 Find the text '<Add signature line here>'.

- Add a signature line for the parents/guardians.
- The suggested signer is 'Parents/Guardians'. (2)



2.8 Find the text 'Date' and the date picker at the end of the document.

Add the text 'Please select today's date.' to the title of the date picker while in design mode to display as follows:

Note:

- The date should display today's date.

(1)

Save and close the **2Registration** word processing document.

Open the **2Consent** word processing document, which contains a consent form for transport, to be completed by the parents/guardians of each player.

2.9 Restrict the document to filling in of forms and protect the document.

Note:

- Do NOT use a password.

(2)

Save and close the **2Consent** word processing document.

[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 (copied 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 will be used to store information details of players' arrival and departure times. Some players will stay over the day before the tournament starts.

Open the **3Tournament** spreadsheet and work in the **Actions** worksheet.

- 3.1 Ensure that the word 'Hockey' will display in the top right corner of the page header if the document is printed.

Note: Do not print anything. (2)

- 3.2 Change the tab colour of the **Actions** worksheet to blue. (1)

- 3.3 Make the following formatting changes:

- Display the text in cells **A1:J1** as follows:

Hockey Tournament March 2027

- Change the height of the heading row (**row 6**) to 70. (2)

- 3.4 Insert a function in **cell B2** to determine the most common age among the players. (1)

- 3.5 Insert a function in **cell B3** to determine the total amount paid by players who are in the 14A group. (4)

- 3.6 Small buses will be used to transport players and staff to the hockey fields. Each bus can transport 25 people.

Insert a formula in **cell B4** to calculate the number of buses needed to transport all players and staff. (4)

- 3.7 Apply conditional formatting to the **range A7:A82** so that all surnames that appear more than once are displayed in bold. (3)



Work in the **Chart** worksheet.

- 3.8 Coaches want to know how teams performed in prior tournaments. Change the chart that contain statistics of prior matches, to display as follows:



Note:

- The **3Sticks** picture is used to fill the series Won.

(3)

Save and close the **3Tournament** 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 **4A_Team** spreadsheet, which contains member information and league details for each team. Work in the **Data** worksheet.

4.1 Add borders around each cell in the **range A1:N25**. (1)

4.2 Parents with a code of 2506 or 2507 qualify to stay in the hostel during the tournament.

Use an IF function in **cell E2**, to display a 'Yes' if the parents qualify to stay in the hostel. If not, the cell should remain empty. (5)

4.3 Each player must belong to a medical aid.

Use a function in **cell G3**, to determine to which medical aid EK Erasmus belongs to, by using the code and the table in the **Medical Aid** worksheet.

Ensure that the function will still work correctly if copied down to other cells. (4)

4.4 Coaches will evaluate players according to a performance index. The performance index is calculated using the following formula:

$$\text{Goals scored} * 5 + \text{Assists} * 3 + \text{Shots}^{0.5} - \text{Penalty minutes}$$

- Use this formula in **cell M2** to calculate the performance index of GD Groenewald.
- Copy this formula down to the rest of the cells in the column. (4)

4.5 Each player must have a player code. Insert a formula in **cell N3** to create a player code for EK Erasmus as follows:

- The last two digits of the parent code followed by
- The 3rd and 4th digits of the numeric value of the date of birth followed by
- The first letter of the player's field position in a capital letter. (4)



Work in the **League Info** worksheet.

4.6 Teams will arrive 12 days prior to the match date.

Modify the formula in **cell E2** to determine the arrival date of the different teams. (2)

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



QUESTION 5: DATABASE

The local hockey club keeps a database with information about their players for future reference.

Open the **5Hockey** database.

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

5.1.1 Change the *Full Name* field to a maximum of 25 characters. (1)

5.1.2 Ensure that any data entered in the *Surname* field will appear in capital letters AND make sure that the field cannot be left blank. (2)

5.1.3 Change the data type of the *Contact Number* field to an appropriate data type so that a cell phone number can be stored, such as 0833456540. (1)

5.1.4 Set an appropriate validation rule for the *Email Address* field to ensure that a valid e-mail address is typed in, e.g. exams@gmail.com. (3)

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

5.1.6 Change the data type of the *Photo* field so that a photo of the players can be saved. (1)

Save **tblPlayerInfo** table and open the table in Datasheet View.

5.1.7 Ensure that the *ID* field does not display in Datasheet View.

Nota:

- Do not delete the field. (1)

Save and close the **tblPlayerInfo** table.



- 5.2 Modify the **frm5_2** form based on the **tblMainInfo** table to display in Form View as shown in the example below.

Hockey Player List

Surname: MCKINLEY

Initial: MM

Date of birth: 1988-05-02

Group: Coach

Course: Course

Note:

- Insert the **5HockeySticks** picture on the form as a background image.
- Create an input mask for the *Initial* field. The field must display one compulsory capital letter and another optional capital letter.

(5)

Save and close the **frm5_2** form.

- 5.3 Open the **qry5_3** query based on **tblMainInfo** in Design View.

Modify the query so that only the *Surname* and *Initial* fields display for all the players who are part of the 16A group AND whose Course is not indicated for the tournament.

Sort the query according to the *Surname* field in reverse order.

(5)

Save and close the **qry5_3** query.



- 5.4 Open the **qry5_4** query, based on **tblMainInfo**, in Design View and modify the query so that it displays as follows:

Group	CountOfGroup	AvgOfAge
14A	27	14
15A	20	15
16A	19	16
Admin	4	41
Coach	6	36

(5)

Save and close the **qry5_4** query.

- 5.5 Open the **qry5_5** query, based on **tblMainInfo**, in Design View.

Organisers want to determine the outstanding amounts of the 14A group. The registration fee is R2 500,00 per player.

Create a calculated field called *Outstanding* to determine the outstanding amount for each of the players in the 14A group. Only display the players who have an outstanding amount.

(5)

Save and close the **qry5_5** query.

- 5.6 Open the report **rpt5_6**, based on the **Players** query, in Design View and make the following changes:

- Update the header label to 'Players per Group'.
- Insert a suitable function in the group footer to display the number of players in each group who will take part in the hockey tournament.
- Ensure that the label and the result of the function appear in bold.

(5)

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

[35]



QUESTION 6: WEB DESIGN (HTML)

A webpage has been created to give more information on the upcoming Interschool Hockey Tournament in 2027.

Note:

- 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 to indicate where you should insert the answer(s). DO NOT delete these comments.

Open the incomplete **6Tournament** file in a web browser and 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.

Interschool Hockey Tournament 2027

Get Ready for an Exciting Season of Competitive Hockey!

Introduction

Welcome to the official page for the Interschool Hockey Tournament 2027! Hosted by the Savana High Hockey Club, this year's event promises thrilling matches, top-tier talent, and unforgettable moments. Whether you're a player, coach or fan, this is your go-to source for all match details.

Schedule of Matches

A detailed schedule of the matches.

Date	Time	Home Team	Away Team	Venue
12 March	10:00	Shanahan College	Turcotte School	Shanahan College Field
19 March	14:00	D'Amore College	Kunde School	D'Amore College Grounds
26 March		Bauch College	Murazik High	Bauch College Field
2 April	16:00	Rosenbaum College	Corkery High	Rosenbaum College Stadium
9 April	10:00	Ryan School	Lemke School	Ryan School Grounds
16 April	14:00	Reilly School	Kertzmann School	Reilly School Turf

Featured Match of the Week

The highlight of this week is the showdown between Lubowitz College and Zieme College. Both teams have shown incredible skill and determination this season, making this a must-watch match. Don't miss the excitement on 26 March at Hilton College Field!

Skate hard, hit clean, play smart, and have fun. (*Sandjest*)

Follow us on social media and stay connected for the latest updates, photos, and exclusive behind-the-scenes content.

Contact Information

- Email: contact@savanahhighhockeyclub.co.za
- Phone: +27 12 345 6789
- Address: 123 Savanah High Street, Johannesburg, South Africa

[\[More Information and Full Schedule\]](#) [Back to the beginning](#)



Insert HTML code to do the following:

- 6.1 Make sure that the title tag is part of the section where the information about the web page is placed. (1)
- 6.2 Create a bookmark called 'TOP' at the beginning of the webpage. (2)
- 6.3 Find the text 'A detailed schedule of the matches' and do the following:
- Add code to display the text in font size 3.
 - The text must be in bold. (2)
- 6.4 Modify the table in the webpage to display the same as below:

Date	Time	Home Team	Away Team	Venue
12 March	10:00	Shanahan College	Turcotte School	Shanahan College Field
19 March	14:00	D'Amore College	Kunde School	D'Amore College Grounds
26 March		Bauch College	Murazik High	Bauch College Field
2 April	16:00	Rosenbaum College	Corkery High	Rosenbaum College Stadium
9 April	10:00	Ryan School	Lemke School	Ryan School Grounds
16 April	14:00	Reilly School	Kertzmann School	Reilly School Turf

Note:

- The space between the cell borders and contents of the table is 5.
 - The header row of the table is filled with a grey colour. (5)
- 6.5 Format the horizontal line before the text 'Skate hard, hit clean, play smart, and have fun. (Sandjest)' to always display over the width of the page with a size 6 thickness. (3)
- 6.6 Find the text 'Skate hard, hit clean, play smart, and have fun. (Sandjest)' and format the text to display as seen in the example at the beginning of Question 6. (1)
- One mark will be allocated for closing marks and nesting. (1)

Save and close the **6Tournament** file. [15]



QUESTION 7: INTEGRATION

A letter will be sent to all the teams containing hockey tournament statistics from 2021 to 2025.

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

7.1 Find the horizontal line in the page header on page 1.

Change the height of the line to 4 pt.

(1)

7.2 Find the table under the heading 'Tournament Performance Statistics' and format the table to display the same as in the example below:

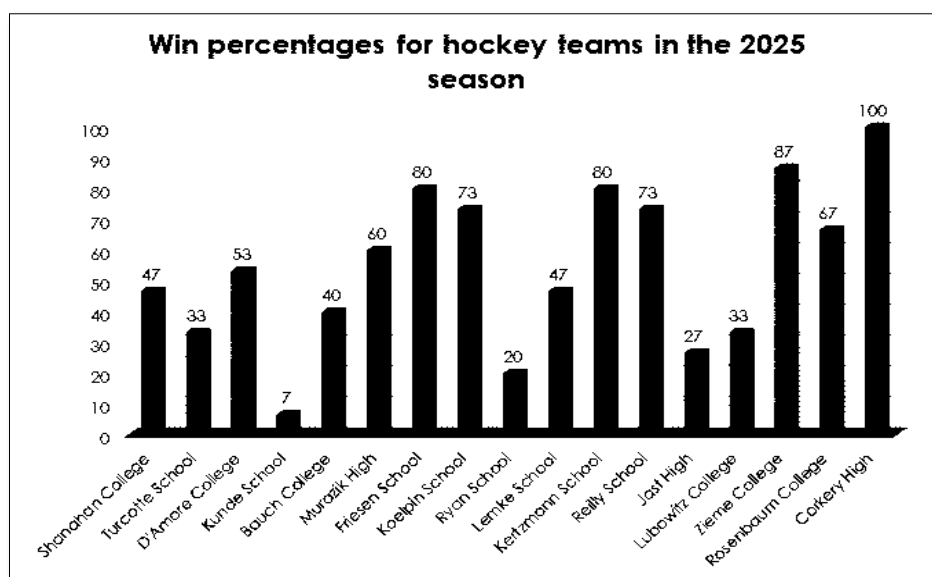
Tournament	Year	Avg. Assists	Avg. Goals Scored	Avg. Penalties	Avg. Shots on Goal	Avg. Possession Time (min)	Win Rate (%)
	2021	3.8	3.2	2.4	17.9	13.8	53
	2022	3.9	3.1	2.3	18.2	14.2	54
	2023	4.1	3.4	2.2	18.5	14.7	55
	2024	4.3	3.7	2.0	19.1	15.2	60
	2025	4.5	3.6	2.1	20.3	15.8	62
Average Goals scored			3.4		Average Win Rate		57%

Note:

- The row height of **rows 2 to 6** is 1 cm.

(8)

7.3 Find the chart under the heading 'Goals Scored Comparison by Year'. Modify the chart to display the same as the chart below (ignore colours):



(1)

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



Open the **7Stats** spreadsheet and work in the **Tournaments** worksheet.

- 7.4 Add a validation rule to the data in **cells G2:G6** to accept only whole numbers between 1 and 100. (2)

Work in the **TeamStats** worksheet.

- 7.5 Create a named range, **Wins**, on **cells B2:B18**. (1)

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

Open the database **7TeamStats**.

- 7.6 Import the data from the **TeamStats** worksheet in the **7Stats** spreadsheet, as a table in the database and store the table as **tblTeamStats**.

Note:

- Let Access choose a primary key. (2)

Save and close all open documents. [15]

GRAND TOTAL: [150]



HTML TAG LIST

Basic Tags		Formatting Tags continued	
Tag	Description	Tag	Description
<body></body>	Defines the body of the web page		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'
<head></head>	Contains information about the web page	<p align='center'></p>	Aligns an image in the 'center', can also be 'middle'
<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		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
	Creates the largest heading	<hr color='ff0000'>	Sets the colour of the line
	Creates the smallest heading	Table Tags	
	Creates bold text	Tag	Description
<i></i>	Creates italic text	<table></table>	Creates a table
	Sets size of font, from '1' to '7'	<tr></tr>	Creates a row in a table
 	Sets font colour	<td></td>	Creates a cell in a table
	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
	Creates a hyperlink	<table cellpadding='1'>	Sets the space between the table cells
	Creates an image link	<table cellspacing='1'>	Sets the space between a cell border and its contents
	Creates a target location in the document	<tr align='left'>	Sets the alignment for cell(s) ('left', can also be 'center' or 'right')
	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
	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		



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 thousand, date and time separators (The actual character used depends on the settings in the Regional Settings Properties dialog box in the Windows Control Panel).
<	Causes all characters to be converted to lower case.
>	Causes all characters to be converted to upper case.
!	Causes the input mask to display from right to left, rather than from left to right. Characters typed into the mask always fill it from left to right. You can include the exclamation point anywhere in the input mask.
\	Causes the character that follows to be displayed as the literal character (for example, \A is displayed as just A).



COMPUTER APPLICATIONS TECHNOLOGY PAPER 1
INFORMATION SHEET *(to be completed by candidate)*

EXAMINATION STICKER

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	1HockeyInfo		25	
2	2Registration 2Consent		20	
3	3Tournament		20	
4	4A_Team		20	
5	5Hockey		35	
6	6Tournament 6Fundraiser		15	
7	7 Stats 7 Teams 7TeamStats		15	
TOTAL			150	

**Recognition is given to the following resources for data used:**

- <https://sandjest.com/blogs/quotes/hockey-quotes#inspirational-hockey-quotes>
- <https://www.allrounderhockey.com/hockey-stick-guide>
- <https://www.britannica.com/sports/field-hockey>
- <https://longstreth.com/pages/history-of-field-hockey>
- <https://sahockey.co.za/>
- <https://saschoolsports.co.za/>
- <https://ssschooolsplus.co.za/>
- <https://www.thehockeypaper.co.uk/articles/2021/03/10/the-guide-about-brands-materials-sizes-and-more>