

EXAMINATION		NATIONAL SENIOR CERTIFICATE	
GRADE		12	
DATE		NOVEMBER 2025	
SUBJECT		COMPUTER APPLICATIONS TECHNOLOGY	
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 to answer 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 couldn't 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 screenshots 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>
1Notice	Word processing file
2Graduation	Image file
2LeapDay	Image file
2LeapYear	Word processing file
3LeapTeam	Spreadsheet
4Media	Spreadsheet
5Admin	Database
5Leapfunny	Image file
6Frogs	Image file
6Function	Text file
6Fundraiser	HTML file
6Logo	Image file
7Caterers	Word processing file
7Expenses	Spreadsheet
7LeapFund	Database

SCENARIO

Your school will be hosting a Leap Year event to raise funds for the matric farewell function for the CLASS OF 2026. You have been asked to help with the preparation and finalisation of all files needed to organise and track the entire event.



QUESTION 1: WORD PROCESSING

Open the **1Notice** word processing document, which contains an invitation to the planning meeting for the leap year fundraiser for the class of 2026.

- 1.1 The letterhead of the school is in the header of the document. Format the letterhead to display the same as in the screenshot below:



- Format the text 'Buttermilk School' to be displayed in a font size of 20 pt.
 - Use a word processing feature in the header to ensure that the letterhead only displays in the header of the first page of the document.
 - Find the picture in the middle of the table. Change the border to an outer shadow effect.
 - Insert the 🌐-symbol (Webdings 252) before the web address.
 - Remove the hyperlink from the e-mail address. (6)
- 1.2 Find the text 'Date' at the top right of the first page and replace the text with an automatic date as follows:
- The date must always show the current date.
 - Ensure that the date displays in the format Mon, 11 Aug 2025. (3)
- 1.3 Change all occurrences of the exact words 'Class of 2026' to be displayed in bold. (2)
- 1.4 Modify the *List Paragraph* style to indent text 2 cm from the left and 2 cm from the right. (2)
- 1.5 Find the heading 'Delicious Food and Refreshments:'
- Use a word processing feature to ensure that the heading and the paragraph underneath the heading always stay together. (1)
- 1.6 Find the word 'unique' underneath the heading 'Silent Auction'.
- Use a word processing function to replace this word with a synonym that describes the gift as something out of the ordinary. (2)

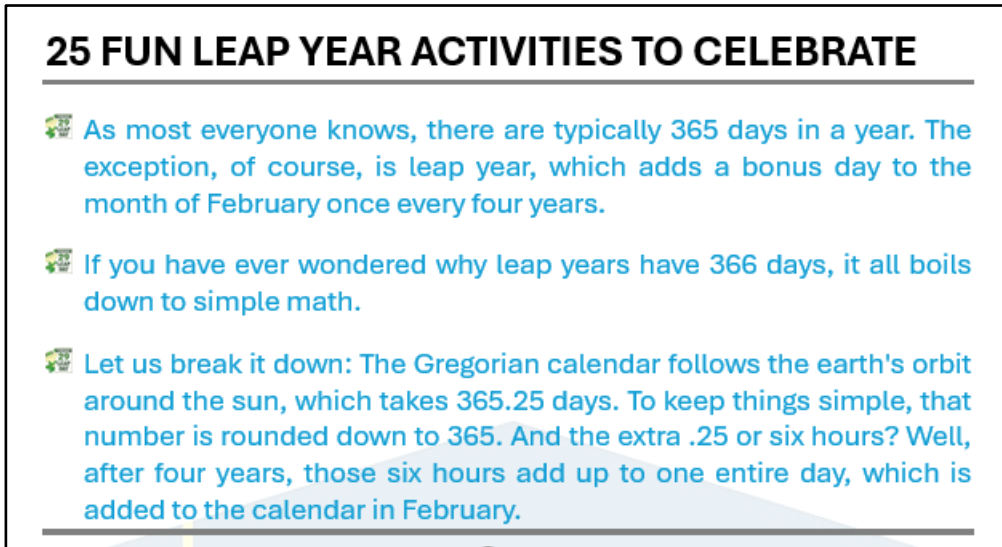


- 1.7 Find the text that starts with 'Date: 16 November 2025' and ends with '... School Hall' and do the following:
- Move this text to the textbox provided underneath the text.
 - Delete the outline of the textbox. (2)
- 1.8 Find the text 'Mr S Tulbagh'. Change the paragraph spacing before the text to 30 pt. (1)
- 1.9 Find the heading 'Appendix: List of Parents'.
- Add a section break to ensure that this heading, with the table underneath, will be displayed in a new section on the next page.
 - Change the layout of this new section to landscape. (2)
- 1.10 Find the table under the heading 'Appendix: List of Parents' and do the following:
- Sort the table in ascending order according to gender.
 - Format the table with any Grid Table 4 style.
 - Make use of a word processing feature to ensure that the header row will be automatically repeated at the top of the table if the table continues to a next page. (4)
- Save and close the **1Notice** word processing document. [25]

QUESTION 2: WORD PROCESSING

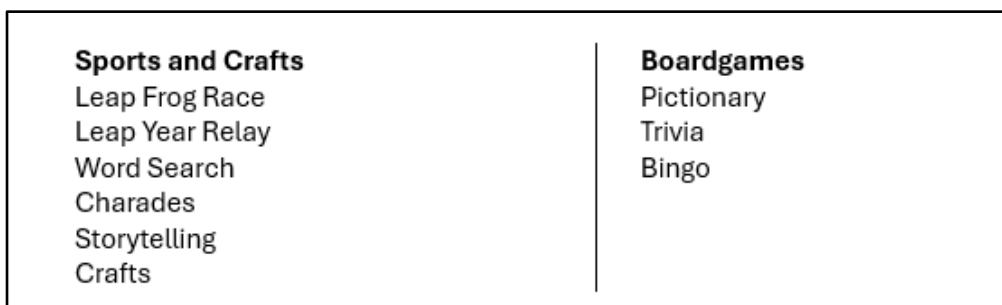
Open the **2LeapYear** word processing document, which contains information on activities that can be done on a leap year's day.

- 2.1 Set a custom paper size for the document with a width of 20 cm and a height of 29 cm. (1)
- 2.2 Change the three blue paragraphs at the beginning of the document to display as follows:



Note:

- Add the **2LeapDay** picture as a bullet to the paragraphs.
 - Set the alignment to justify. (2)
- 2.3 Find the highlighted text that starts with 'February: ...' and ends with '... 28'. Insert the picture, **2LeapDay**, below the text as follows:
 - Centre the picture in the paragraph.
 - Modify the size of the picture to have a height and width of exactly 6 cm. (4)
 - 2.4 Find the highlighted list starting with 'Sports and Crafts' and ending with 'Bingo' under the heading 'Play games' and format the list to display as follows:



(3)



- 2.5 Find the picture next to the paragraph underneath the heading 'Arrange a photo shoot'. Add a suitable caption 'Figure C: Photo shoot' underneath the picture. (2)
- 2.6 Insert an index below the heading 'Index' on the last page using the default settings. (1)
- 2.7 Insert the file name of the document in the header on the last page. (2)
- 2.8 On the second page of the document do the following:
- Insert a table of contents below the heading 'TABLE OF CONTENTS'. Display the table of contents in the Distinctive format.
 - Update the table of figures underneath the heading 'TABLE OF FIGURES'. (3)
- 2.9 Add the **2Graduation** picture, found in the data folder, as a watermark to the document and set the scale of the watermark to 200%. (2)
- Save and close the **2Leapyear** 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 (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 is used to store information of each learner who wants to become involved in the leap year fundraising project.

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

Insert your examination number in the worksheet header of the document.

3.1 Remove the fill effect in **cells A1:L1**. (1)

3.2 Change the column headings in **cells H6:L7** to appear as follows:

Action at Sports (points)				Managers for next event
Marketing	Sport Results	Social Media Coordinator	Fun games	

(3)

3.3 Insert a formula in **cell C2** to calculate the total amount paid for teams so far. (1)

3.4 Insert a function in **cell C3** to determine the second highest amount sponsored. (2)

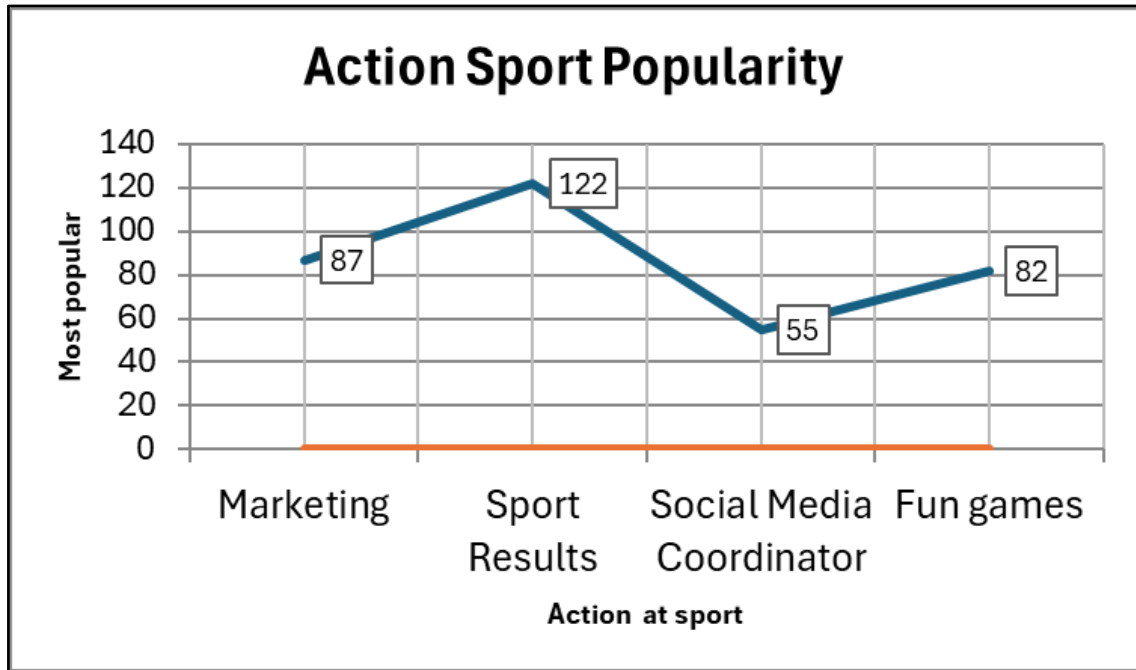
3.5 Insert a function in **cell C4** to determine the total amount sponsored for the Yellowstone Team of Grade 11. (5)

3.6 Learners earned points (**columns H to K**) for the work they did. If a learner earns more than 10 points in total, he/she will qualify to be a manager for the next event.

Insert an if function in **column L** to determine which learners will qualify. If a learner qualifies, the word 'Manager' must appear in column L. If not, the cell must be empty. (5)

Work in the **Chart** worksheet.

3.7 Modify the chart/graph to appear as follows:



(3)

Save and close the **3LeapTeam** 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 (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.

Teachers and parents will work closely with all the learners in the planning of the leap day event. Social media will be the main method of communication.

Open the **4Media** spreadsheet, and work in the **Sheet1** worksheet.

Insert your examination number in the worksheet header of the document.

- 4.1 Move the '**Learner**' sheet to appear after Sheet1. (1)
- 4.2 Rename Sheet1 to '**Data**'. (1)
- 4.3 Apply a spreadsheet feature to freeze **row 1**. (1)
- 4.4 Learners who are assisting with the planning of the Leap Day event used a 'SM Code' (**column D**) for their preferred social media sites.
Insert a function in **cell E2** to display the name of the social media site that corresponds with the SM code. The lookup table is in cells **L3:M8** of the worksheet. (5)
- 4.5 Food stalls will be available during the day. A code must be generated for each stand. Insert a formula to create the code in **cell G2** as follows: (7)
- The first three letters of the stall name, followed by
 - An underscore character (**_**), followed by
 - The second and third digit of the stand number.
- 4.6 Learners must apply for a stand at the school on or before 25 October 2025 in **cell M1**.
Insert a formula in **cell J2** to calculate how many weeks applications were late. Use the function/formula to ensure that any part of a week will count as a full week. (5)
- Save and close the **4Media** spreadsheet. [20]

QUESTION 5: DATABASE

The school has a database of all learner information for the leap day.

Open the **5Admin** database.

5.1 Open the **tbIMedia** table in Datasheet View:

5.1.1 Add both vertical and horizontal gridlines to the table in datasheet view. (1)

Change to Design View and edit as follows:

5.1.2 Set the *ID* field as a primary key. (1)

5.1.3 Ensure that the *Surname* field will always be displayed in upper case.
Ensure that the user must enter a value in this field. (2)

5.1.4 Change the size of the *LearnerGrade* field to a suitable size. (1)

5.1.5 The values in the *LearnerCode* field contain characters that describe the learner's unique number.

Insert an input mask on the *LearnerCode* field that will force users to enter data in this field in the following format:

- One compulsory uppercase letter followed by
- Two compulsory digits and one optional digit

e.g. B091, V10 (3)

5.1.6 Add the item 'TikTok' to the existing items in the list for the *SocialMedia* field. (1)

5.1.7 Ensure that a value of 0 (zero) appears in the *SMCode* field automatically when entering a new record into the table. (1)

5.1.8 Insert a suitable validation rule on the *DateApply* field, to ensure that no applications will be accepted after 25 October 2025. Apply a suitable validation text message if the user enters after this date. (3)

Save and close the **tbIMedia** table.



5.2 Create a **qry5_2** query based on the **tblAdvert** table.

- Display the *Surname*, *Name*, *CellNo* and *Category* fields.
- Sort the records according to the *Surname* field from A to Z.
- Show the records of all the sponsors who are parents and will also advertise. (4)

Save and close the **qry5_2** query.

5.3 Sponsors in the business sector will be requested to increase their sponsorship by 10%. Open the existing **qry5_3** query, in Design View.

Create a new calculated field named *NewAmount*, that will display a 10% increase in the amount sponsored. Display only the *Surname*, *Category* and *NewAmount* fields. (5)

Save and close the **qry5_3** query.

5.4 Open the **qry5_4** query in Design view.

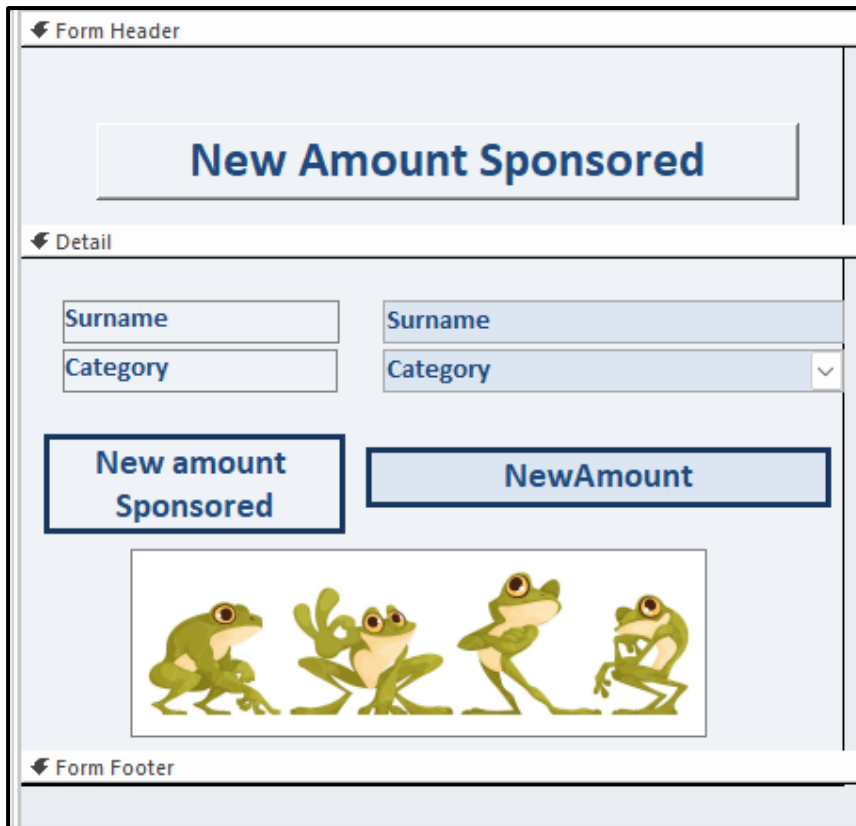
Modify the query to show as follows:

Category	CountOfAdvertising
Business	13
Community	13
Parent	33

(2)

Save and close the **qry5_4** query.

5.5 Change the **frm5_5**-form, which is based on **qry5_3**, to display as shown below:



The screenshot shows a Microsoft Access form titled 'New Amount Sponsored'. The form is divided into three sections: 'Form Header', 'Detail', and 'Form Footer'. The 'Form Header' section contains a title box with the text 'New Amount Sponsored'. The 'Detail' section contains two columns of input fields. The left column has 'Surname' and 'Category' fields. The right column has 'Surname' and 'Category' fields. Below the input fields are two buttons: 'New amount Sponsored' and 'NewAmount'. At the bottom of the form is a picture of four green frogs.

NOTE:

- Add the word 'New' next to the heading as shown. Ensure that the font of the word 'New' is the same as the heading 'Amount Sponsored'.
- Format the text box 'Amount Sponsored' to display the amounts as currency.
- Add the **5Leapfunny.jpg** picture as indicated.

(4)

Save and close the **frm5_5** form.

5.6 The principal requested a report of the average amount sponsored for each class.

- Create a report **rpt5_6** based on the **tblAdvert**, that contains the *Surname*, *Name*, *Category*, *Advertising* and *AmountSponsored* fields.
- Group the records by *Category* field and sort by *Surname* field.
- Display the report in landscape orientation.
- Insert a function to calculate the average amount sponsored for each *Category*. Round the average amount sponsored as a whole amount without decimals.

(7)

Save and close the **rpt5_6** report.

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

[35]

QUESTION 6: WEB DESIGN (HTML)

A webpage has been created to provide more information regarding the fundraising.

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.
- ONE mark will be deducted for the incorrect closing of all tags and the incorrect nesting of the web page.

Open the incomplete **6Fundraiser** 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.

Leap into Fun: Fundraiser for Our Class of 2026

Join us for an unforgettable evening of entertainment, activities and community spirit at our leap year fundraiser for the Class of 2026! Get ready to leap into fun and make a difference for our school community!



Event Details:

- Date: 2 - 7 December 2025
- Venue: Glass Garden Eventes Venue

What to Expect:	
Live Entertainment:	Performances by talented students, including music, dance and drama.
Games and Prizes:	A variety of fun games and competitions with fantastic prizes up for grabs.
Delicious Food and Refreshments:	Indulge in a mouthwatering array of food and beverages.
Silent Auction:	Bid on a selection of high-quality items generously donated.
Interactive Workshops:	Participate in informative workshops and demonstrations led by experienced professionals.

Get Involved:

We need your help to make this event a success! Whether you're a parent, teacher, student or community member, there are plenty of ways to get involved:

- Volunteer
- Donate
- Spread the Word

For more Leap Year information

****Let's Leap into Action:****



Insert HTML code to do the following:

- 6.1 Ensure that your examination number appears in the tab of the web browser when the webpage is displayed. (1)
- 6.2 Add the **6Frogs** image to appear as the background of the webpage. (1)
- 6.3 Change the heading 'Leap into Fun: Fundraiser for Our Class of 2026' as follows: (2)
- Centre the heading.
 - The font colour must be green.
- 6.4 Add code to display the **6Logo** image as follows: (2)
- Change the size of the picture to 200 pt wide and 200 pt height.
 - Add the alternative text 'Leap Day logo' to the image.
- 6.5 Add the correct tag to the existing code to insert a thick green line. (1)
- 6.6 The table border must be 2 pt thick. (1)
- 6.7 The table heading 'What to Expect:' must be displayed over two columns. (1)
- 6.8 Underline only the word 'success' in the paragraph under the heading 'Get Involved:'. Ensure that the exclamation mark is NOT part of the underlined text. (1)
- 6.9 Insert the correct tags to add square bullets to the list that starts with 'Volunteer' and ending with 'Spread the Word'. (2)
- 6.10 The **2LeapYear** word processing document in your examination folder contains information about the leap year. Insert a hyperlink on the text 'Leap year information' to ensure that it goes to the document **2LeapYear.docx** as soon as you click on it. (2)

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

- 6.11 Open the **6Function** text file in your text editor. Change the extension of the file **6Function** text file such that it automatically opens in a web browser. (1)

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



QUESTION 7: INTEGRATION

Use the following documents to ensure that the administration of the fundraiser is a success:
7Caterers, **7Expenses** and **7LeapFund**.

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

7.1 Accept track changes in the document but reject the change to keep the word 'Buffet'. (2)

7.2 Find the text 'H₂O' under the heading 'Dietary Considerations:' and format the text to display as 'H₂O'. (1)

7.3 Use a word processing feature to activate the hyphenation function for the document but ensure that the words in caps for example 'ACCESS' under the heading 'Equipment & Setup:' will not be hyphenated.

Save **7Caterers** word processing document, but do not close it. (2)

Open the **7Expenses** spreadsheet and work with the **Summary** worksheet.

7.4 In the **7Caterers** word processing document, under the heading 'Expenditure', replace the text '<Paste chart here>' with a picture of the chart in the **Summary** worksheet of the **7Expenses** spreadsheet. (2)

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

Continue working in the **7Caterers** word processing document and open the **7LeapFund** database.

7.5 The number of active sponsors has not been included in the **7Caterers** document. Find the highlighted word 'active sponsors' under the heading 'VIP sponsors'.

Use the table **tblSponsorships** in the **7LeapFund** database.

- Determine the number of active sponsors.
- Type the answer next to the appropriate description. (2)

Save and close the **7Caterers** document.

Continue working in the **7LeapFund** database.



7.6 Open the **tblParticipants** table and do the following:

- In datasheet view use a database function to replace all the occurrences of the word 'Active' in the *Active* field with 'Yes'.
- Ensure that the text 'Yes' and 'No' will display in the *Active* column.
- In Design View change the datatype of the *Active* field to Yes/No. (4)

Save and close **tblSponsorships** and **tblParticipants**, but do not close the database.

7.7 Import the worksheet **Detail** from the spreadsheet **7Expenses** as a new table in the **7LeapFund** database. Save the table as **tblDetail**. (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	<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	
	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 cellspacing='1'>	Sets the space between the table cells
	Creates an image link	<table cellpadding='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
<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		



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	Microsoft Office 2019	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	1Notice		25	
2	2LeapYear		20	
3	3LeapTeam		20	
4	4Media		20	
5	5Admin		35	
6	6Function 6Fundraiser		15	
7	7Caterers 7LeapFund		15	
TOTAL			150	



Recognition is given to the following resources for data used:

<https://hellolittlehome.com/>

<https://www.yahoo.com/news/25-fun-leap-activities-celebrate-040553275.html>

<https://theraplay4kids.com/new-blog-10>

<https://www.timeanddate.com/date/leap-day-february-29.html>

Computers, part of your life Grade 12 2nd Edition – a Textbook for Computer Applications Technology