Province of the
EASTERN CAPE
EDUCATION

Iphondo leMpuma Kapa: Isebe leMfundo
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Porafensie Ya Kapa Botjhabela: Lefapha la Thuto

NATIONAL SENIOR CERTIFICATE

GRADE 12

SEPTEMBER 2026

COMPUTER APPLICATIONS TECHNOLOGY P1

MARKS: **150**

TIME: **3 hours**

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

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INSTRUCTIONS AND INFORMATION

1. Owing to the nature of this practical examination, it is important to note that, even if you complete the examination early, you will NOT be permitted to leave the examination room until all the administrative tasks associated with the examination have been finalised. During the examination, the standard examination rules regarding leaving the examination room apply.

2. If you are working on the network, or the data files have been preloaded on your system, you must follow the instructions provided by the invigilator/educator.

3. At the end of the examination, you must make sure that ALL your answer files are saved on the network/computer as explained to you by the invigilator/ educator.

4. Make absolutely sure that all files can be read. Do NOT save unnecessary files/folders and do NOT hand in duplicate answer files/folders. Do NOT delete any original files that you did not work on.

5. The information sheet that has been provided with the question paper MUST BE COMPLETED AFTER THE THREE-HOUR EXAMINATION SESSION. Hand it to the invigilator at the end of the examination.

6. A copy of the master files will be available from the invigilator. Should there be any problems with a file, you may request another copy from the invigilator.

7. This question paper consists of SEVEN questions. Answer ALL the questions.

8. Read through each question before answering or solving the problem. Do NOT do more than is required by the question.

9. Ensure that you save each document using the file name given in the question paper. Save your work regularly as a precaution against possible power failures.

10. You may NOT use any resource material.

11. Accuracy will be taken into account, e.g. if a question requires the answer to be in cell F3 in a spreadsheet, and you enter the answer in cell G4, it will NOT be marked.

12. Ensure that the regional settings are set to South Africa and date and time settings, number settings and currency settings are correctly set.

13. In all questions involving word processing, you should set the language to English (South Africa). The paper size is assumed to be A4 Portrait, unless instructed otherwise. Use centimetres as the unit of measurement.

14. Ensure that the Developer tab and Ruler are activated.

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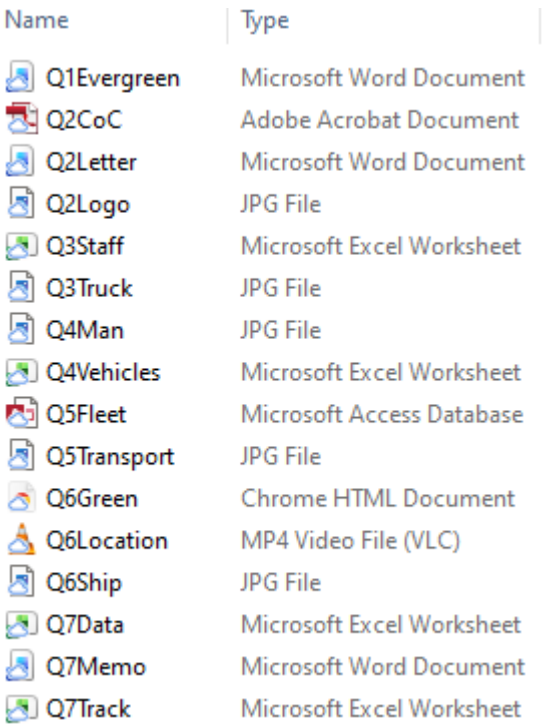
15. Ensure that the decimal symbol is set as a full stop ('.') and the list separator is set as a comma (',').

16. Formulae and/or functions must be used for ALL calculations in questions involving spreadsheets. Use absolute cell references only where necessary to ensure that formulae are correct when you copy them to other cells in a spreadsheet.

    NOTE: All formulae and/or functions should be inserted in such a manner that the correct results will still be obtained even if changes are made to the existing data.

17. You may NOT use a word processing program such as Word to answer the HTML question.

18. The examination data folder that you receive with this question paper contains the files listed below. Ensure that you have all the files before you begin with this examination.



Name	Type
Q1Evergreen	Microsoft Word Document
Q2CoC	Adobe Acrobat Document
Q2Letter	Microsoft Word Document
Q2Logo	JPG File
Q3Staff	Microsoft Excel Worksheet
Q3Truck	JPG File
Q4Man	JPG File
Q4Vehicles	Microsoft Excel Worksheet
Q5Fleet	Microsoft Access Database
Q5Transport	JPG File
Q6Green	Chrome HTML Document
Q6Location	MP4 Video File (VLC)
Q6Ship	JPG File
Q7Data	Microsoft Excel Worksheet
Q7Memo	Microsoft Word Document
Q7Track	Microsoft Excel Worksheet

19. Use the password **Green26$** to extract the files.

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SCENARIO

Evergreen Freight Services Transport is a brand-new company that aims to provide reliable and cost-effective delivery of goods across the country. They compiled a document and have asked you to assist them in editing it.

QUESTION 1: WORD PROCESSING

Open the **Q1Evergreen** word processing document and do the following:

1.1 Locate the picture on the first page and do the following:

- Add a 3 pt scribble green border to the picture.
- Add alt text to the picture reading: "Charging station."
- Resize the picture to be 10 cm high and 18 cm wide. (4)

1.2 Locate the Table of Contents on the second page and ensure that the paragraph under the heading Growth Plan, Risks & Appendix does not appear in the Table of Contents. (2)

1.3 Insert a table of Icons below the heading on page 2, after the Table of Contents. Exclude the page numbers from the table of Icons. (2)

1.4 Delete the comment/thread on the word evergreen on the third page. (1)

1.5 Insert a footnote on the word financial highlighted in yellow under the heading Cover & Executive Summary that reads: Includes assets. (2)

1.6 Locate the three pictures with the captions 'Icon 1', 'Icon 2' and 'Icon 3' under the heading Cover & Executive Summary and ensure that they are grouped as a single object. (1)

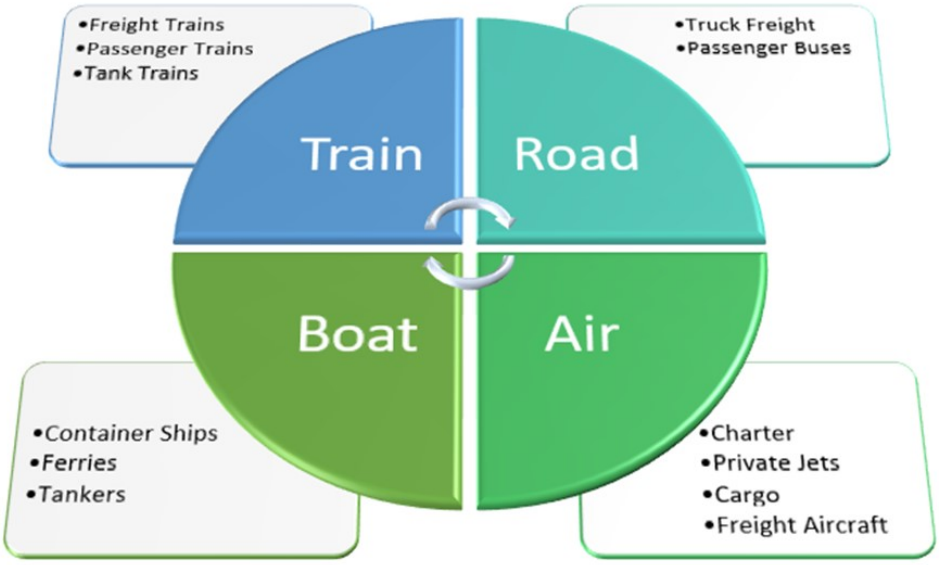
1.7 Change the width of the green line below the pictures to 5 pt and change the starting arrow to an oval arrow. (2)

1.8 Locate the text starting with "Evergreen …" and ending with "… reliability.", highlighted in blue, under the heading Company Background & Legal Structure and place this text in three columns with a spacing of 0.5 cm between each column. (2)

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1.9 Modify the SmartArt under the heading Fleet & Equipment to represent the screenshot below:



NOTE: The Flat Scene SmartArt style should be used.
A colour image has been added below the SmartArt for assistance. (3)

1.10 Create a multi-level list under the SmartArt to match the screenshot below:

A) **Transportation Modes**
- ✈ Road freight (trucks, vans)
- ✈ Rail transport
- ✈ Sea freight

B) **Route Planning & Optimization**
- ✈ Determining the most efficient routes
- ✈ Minimizing fuel consumption and delivery time
- ✈ Considering traffic, road conditions, and weather

C) **Fleet Management**
- ✈ Vehicle maintenance and scheduling
- ✈ Tracking fuel usage and performance
- ✈ Driver management and compliance

(3)

NOTE: Use wingdings code 81 for the 2nd level.

1.11 Insert page numbers in the footer of the document, using any format and alignment. Make sure the first page does not display a page number, and that the second page is numbered as page 1. (3)

Save and close the document. **[25]**

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QUESTION 2: WORD PROCESSING

Evergreen Freight Services has drafted a company letter but needs help polishing it and adding final touches.

Open the document **Q2Letter** and do the following:

2.1 Change the page colour of the document to the Q2Logo picture. (1)

2.2 Insert the file path as a field in the header of the document. (2)

2.3 Format the heading Heartfelt Thanks for Your Dedication to be expanded by 5 pt. (2)

2.4 Correct all spelling errors in the document. (1)

2.5 Remove the highlight from the 2nd paragraph. (1)

2.6 Unhide the text in the 3rd paragraph. (1)

2.7 Locate the word “table” highlighted in green and replace it with a cross-reference to Table 1 Incentive Type. Insert only the table number and label as reference. (2)

2.8 Locate the 3D model at the bottom of page one and rotate the model to match the example below.



(1)

2.9 Apply any glow text effect to the WordArt: Heavy equipment or heavy machinery. (1)

2.10 Change the text form field next to ‘Name’ so that the text format automatically capitalizes the first letter. (1)

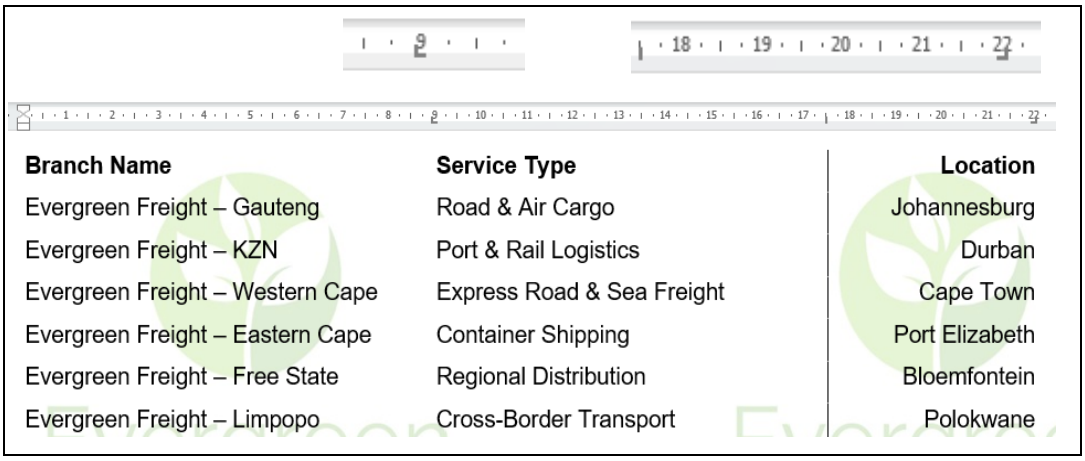
2.11 Remove the grey shading from the form fields. (1)

2.12 Locate the text box at the bottom of the second page and insert the file Q2CoC.pdf as an object and display it as an icon. (2)

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2.13 Add tab stops to the second last page to match the layout shown in the screenshot.



Branch Name	Service Type	Location
Evergreen Freight – Gauteng	Road & Air Cargo	Johannesburg
Evergreen Freight – KZN	Port & Rail Logistics	Durban
Evergreen Freight – Western Cape	Express Road & Sea Freight	Cape Town
Evergreen Freight – Eastern Cape	Container Shipping	Port Elizabeth
Evergreen Freight – Free State	Regional Distribution	Bloemfontein
Evergreen Freight – Limpopo	Cross-Border Transport	Polokwane

(4)

Save and close the document. **[20]**

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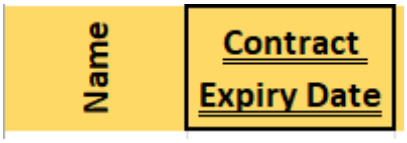
QUESTION 3: SPREADSHEET

Evergreen Transport Company wants to enhance key operational areas – such as delivery efficiency, vehicle maintenance, and driver performance – they recognise that to make sense of the data they've been collecting from routes, fuel usage, and schedules, they need professional expertise to turn this information into actionable strategies.

Open the spreadsheet **Q3Staff** and do the following:

3.1 Work in the **Data** worksheet.

Format Cell A5 and B5 to look like the example below.



(4)

3.2 An employee works overtime if they work more than 35 hours in a week. Enter a function in cell I7 to calculate how many hours Rainer worked overtime. If no overtime was worked, the cell should remain empty. (2)

3.3 Management has decided to issue a warning to employees only if their contract expires within 500 days and at least one of the following conditions is met:

- They have worked at the company for less than 5 years, or
- They have received one or more fines.

Insert a nested IF function in cell J8 to determine whether Dale should receive a warning.

Display the word "Warning" in the cell if the conditions are met, otherwise display the employee's name only. (6)

3.4 Now work in the **Graph** worksheet.

Modify the graph to look like the picture provided in the worksheet.

Use the Q3Truck picture to fill the chart area and change the transparency to 50%. (8)

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

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QUESTION 4: SPREADSHEET

Open the **Q4Vehicles** worksheet and do the following:

4.1 Work in the **Roadworthy** worksheet.

Use the Accessibility Checker to inspect the worksheet for accessibility issues and correct the one suggested issue. (1)

4.2 Determine, in cell L5, the second-oldest vehicle year model. (2)

4.3 In cell L7, calculate how many vehicles have an odometer reading above 2 000 000 km. (3)

4.4 Calculate the total purchase price for the UD vehicle types in cell L9 using the SUMIF function. (3)

4.5 Now work in the **Fleet** worksheet.

The vehicles are classified as Class 2, 3, and 4. The second letter of the vehicle ID number indicates the class.

The class determines fuel consumption. Use the DistanceTable to calculate in J5 how far a person can travel with a Class 2 DAF vehicle on a full tank of fuel.

Ensure that the correct result displays when the function is autofilled down. (9)

4.6 Move the Fleet worksheet so that it is the first worksheet in the workbook. (1)

4.7 Unhide the hidden worksheet in the workbook. (1)

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

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QUESTION 5: DATABASE

Evergreen Transport Company recently expanded its operations and compiled a new database containing all vehicles, drivers, routes, and delivery schedules. You have been asked to assist with the improvement of the database structure.

Open the **Q5Fleet** Database and do the following:

5.1 Open the table **Tbl5_1** in **data sheet** view and do the following:

5.1.1 Change the gridline colour to blue. (1)

5.1.2 Now work in the **design view** of **Tbl5_1**

Ensure that the LastServiceDate field displays a date picker to allow users to select a date. (1)

Save and close the table.

5.2 Open the **Tbl5_2** table in **data sheet** view and make the necessary changes so that it matches the screenshot provided below.

VIN	PurchasePri	VehicleStatus	VehicleType
L6B1G8H4S2	R39 193.00	Code 3	Minivan
V5L3X9T1G6	R38 238.00	Code 1	Bus
P3S7T2V9L5	R37 046.00	Code 1	Bus
X9F3N5Q2D7	R35 771.00	Code 4	Minivan
M4J8R0C6Y1	R22 793.00	Code 1	Minivan
K8W1Z6B4N0	R17 139.00	Code 1	Bus
C7H4P0R8J2	R16 534.00	Code 1	Bus
Y2D9M5F3Q7	R11 105.00	Code 1	Bus
Total	**R27 227.38**		

(3)

Save and close the table.

5.3 Open the **Qry5_3** query in Design View and do the following:

Display only the VIN numbers of all motorcycles that were purchased on or after 1 January 2024. (3)

Save and close the query.

5.4 Open the **Qry5_4** query in Design View. Create a summary that displays each Vehicle status code and the total number of Accidents for each Code by using the SUM function. (2)

Save and close the query.

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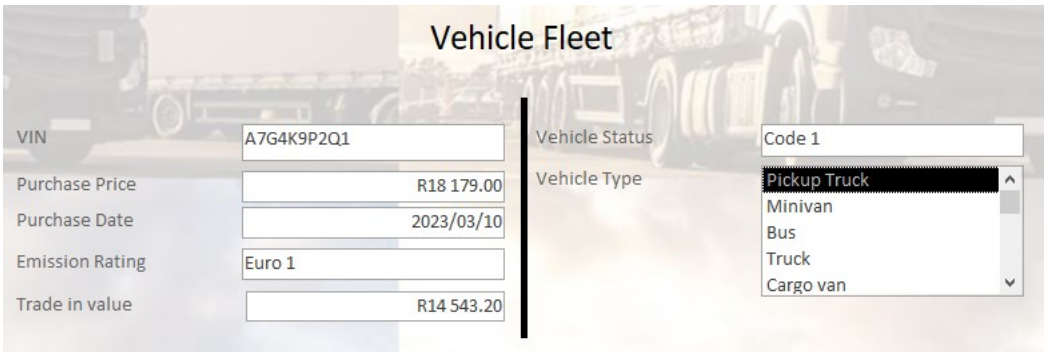
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5.5 Open the query named **Qry5_5** in the design view.

Add a calculated field called DaysLeft to calculate how many days remain before the Licence Disc expires. Display only the vehicles that have 600 days or fewer left before expiry. (4)

Save and close the query.

5.6 Open the form **Frm5_6** and modify it to look like the screenshot below:



NOTE:

- Ensure a person can enter a value in the following format in the Emission Rating field:
  - the word Euro followed by a space
  - and a compulsory number.
- Ensure that the purchase price cannot be more than R1 000 000 provide the following message when the incorrect data is entered: Too expensive.
- Add the Q5Transport picture as the background of the form.
- Create a calculated field to determine the trade-in value, which is 20% less than the purchase price. (12)

Save and close the form.

5.7 Open the report **Rpt5_7** in Design View and do the following:

Calculate the following two values for each insurance company:

- Total number of vehicles insured – use the label Total vehicles.
- Total purchase value of these vehicles – use the label Total value.

Apply conditional formatting to the Purchase Price field so that it compares each record's value with other records, using a red data bar to visually indicate higher or lower values. (9)

Save and close the report.

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

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QUESTION 6: WEB DESIGN (HTML)

NOTE:

- **You may NOT use a word processing program such as Word to answer the HTML questions.**
- An HTML tag sheet has been attached for your reference.
- ONE mark will be allocated for the correct use of tags and triangular brackets. (1)

A website was developed to present the company's information.

6.1 Open the **Q6Green** webpage and do the following:

6.1.1 Ensure that the heading "Evergreen Transport Company" has a green font colour by modifying the existing code. (1)

6.1.2 An attempt was made to create a hyperlink in the webpage so that when you click on the word "Contact", it jumps to that section of the webpage. However, it is not working correctly. Modify the code to ensure that it moves to the correct section. (1)

6.1.3 Add code to the existing picture to ensure that a screen reader reads the following text to a blind person:

"Evergreen Transport Banner." (2)

6.1.4 Ensure that the paragraph starting with 'Welcome to …' appears below the picture, not beside it, by inserting a line break. (1)

6.1.5 Modify the **list** under the heading "Why Choose Evergreen?" to look like the following screenshot.



(3)

6.1.6 Format the table to look exactly like the example shown below.

Our service	Service Name	Description	Availability
	Freight Transport	Long-distance cargo transportation across states	24/7
	Local Delivery	Same-day delivery within city limits	Weekdays Only
	Logistics Management	Customized logistics and supply chain solutions	By Appointment

(6)

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

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QUESTION 7: GENERAL

Open the excel spreadsheet called **Q7Track** and work in the **JobCard** worksheet.

7.1 Modify the function in cell C4 to ensure that the correct result displays. This must indicate the percentage of tasks done. (3)

7.2 Now work in the **Total** worksheet and create a summary like the screenshot below of all the vehicle types with the highest ODO reading.

Vehicle Type	ODO Reading
DAF Max	5908457
MAN Max	9840842
Mercedes-Benz	9076725
TATA Max	9970853
UD Max	9804787
Grand Max	9970853

Save and close the file. (4)

7.3 Open the **Q7Memo** document.

Accept all the changes made to the document by Abby and reject all the changes made by Jason. (2)

7.4 Change the vertical alignment of the document to centre. (1)

7.5 Prepare the document for a mail merge.

- Use the file **Q7Data** as the data source.
- Replace the placeholders <<Name>> and <<Surname>> with the correct fields from the data source.
- Ensure that the letter will only be sent to truck drivers.
- Display the truck drivers in alphabetical order (A to Z) according to their surnames.
- Save the document Q7Memo.
- Complete the mail merge.

Save the merged output as **Q7Merged**. (5)

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

TOTAL: 150

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ANNEXURE A – HTML TAG SHEET

Basic Tags	
Tag	**Description**
`<body></body>`	Defines the body of the web Page
`<body bgcolor="pink">`	Sets the background colour of the web page
`<body text="black">`	Sets the colour of the body text
`<head></head>`	Contains information about the document
`<html></html>`	Creates an HTML document – starts and ends a web page
`<title></title>`	Defines a title for the document
`<!-- -->`	Comment

Text Tags	
Tag	**Description**
`<h1></h1>`	Creates the largest heading
`<h6></h6>`	Creates the smallest heading
`<b></b>`	Creates bold text
`<i></i>`	Creates italic text
`<font size="3"></font>`	Sets size of font, from "1" to "7"
`<font color="green"></font>`	Sets font colour
`<font face="Times New Roman"></font>`	Sets font type

Link Tags	
Tag	**Description**
`<a href="URL"></a>`	Creates a hyperlink
`<a href="URL"><img src="URL"></a>`	Creates an image link
`<a name="NAME"></a>`	Creates a target location
`<a href="#NAME"></a>`	Links to a target location created somewhere else in the document

Formatting Tags	
Tag	**Description**
`<p></p>`	Creates a new paragraph
`<p align="left">`	Aligns a paragraph to the "left" (default), can also be "right", or "center"
` `	Inserts a line break
`<ol></ol>`	Creates a numbered list
`<ol type="A","a", "I","i","1"></ol>`	Defines the type of numbering used
`<ul></ul>`	Creates a bulleted list
`<ul type="disc", "square","circle"> </ul>`	Defines the type of bullets used

Formatting Tags continued	
Tag	**Description**
`<li></li>`	Inserted before each list item, and adds a number or symbol depending upon the type of list selected
`<img src="name">`	Adds an image
`<img src="name" align="left">`	Aligns an image: can also be "right", "center"; "bottom", "top", "middle"
`<img src="name" border="1">`	Sets size of border around an image
`<img src="name" width="200" heigh ="200">`	Sets the height and width of an image.
`<img src="name" alt="alternative text">`	Displays alternative text when the mouse hovers over the image or when the image is not found
`<hr/>`	Inserts a horizontal line
`<hr size="3"/>`	Sets size (height) of line
`<hr width="80%"/>`	Sets width of line, in percentage or absolute value
`<hr color="ff0000"/>`	Sets the colour of the line

Table Tags	
Tag	**Description**
`<table></table>`	Creates a table
`<tr></tr>`	Creates a row in a table
`<td></td>`	Creates a cell in a table
`<th></th>`	Creates a table header (a cell with bold, centred text)
`<table width="50">`	Sets the width of the table
`<table border="1">`	Sets the width of the border around the table cells
`<table 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) (can also be "center" or "right")
`<tr valign="top">`	Sets the vertical alignment for cell(s) (can also be "middle" or "bottom")
`<td colspan="2">`	Sets the number of columns a cell should span
`<td rowspan="4">`	Sets the number of rows a cell should span

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INPUT MASK CHARACTER SHEET

CHARACTER	DESCRIPTION
0	Digit (0 to 9, entry required, plus [+] and minus [–] signs not allowed)
9	Digit or space (entry not required, plus [+] and minus [–] signs not allowed)
#	Digit or space (entry not required; spaces are displayed as blanks while in Edit mode, but blanks are removed when data is saved; plus [+] and minus [–] signs allowed)
L	Letter (A to Z, entry required)
?	Letter (A to Z, entry optional)
A	Letter or digit (entry required)
a	Letter or digit (entry optional)
&	Any character or a space (entry required)
C	Any character or a space (entry optional)
. , : ; - /	Decimal placeholder and thousand, date and time separators (The actual character used depends on the settings in the Regional Settings Properties dialog box in the Windows Control Panel.)
<	Causes all characters to be converted to lower case
>	Causes all characters to be converted to upper case
!	Causes the input mask to display from right to left, rather than from left to right. Characters typed into the mask always fill it from left 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)

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COMPUTER APPLICATIONS TECHNOLOGY P1 – SEPTEMBER 2026

INFORMATION SHEET *(to be completed by the candidate AFTER the 3-hour session)*

SCHOOL:	
NAME:	
WORK STATION NUMBER:	

SUITE USED (Mark appropriate box with a cross (**X**))	Microsoft Office 2019	Microsoft Office 2021	Microsoft Office 2024	Office 365
WEB BROWSER USED (QUESTION 6) (Mark appropriate box with a cross (**X**))	Mozilla Firefox	Google Chrome	Microsoft Edge	Other (Specify)

FOLDER NAME:	

Tick if saved and/or attempted.

Question Number	File name	Saved (√)	Attempted (√)	Maximum mark	Maximum achieved	Marker	HOD	Cluster	EM
1	Q1Evergreen			25					
2	Q2Letter			20					
3	Q3Staff			20					
4	Q4Vehicles			20					
5	Q5Fleet			35					
6	Q6Green			15					
7	Q7Track			15					
7	Q7Memo								
7	Q7Merged								
	TOTAL:			150					

Comment (for marker use only)

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