GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

PREPARATORY EXAM 2025

COMMON EXAM

GRADE 12

QUESTION PAPER

SUBJECT	**:**	**CAT PAPER 1**
TIME	**:**	**3 HOURS**
MARKS	**:**	**150**

This question paper consists of 22 pages, an HTML tag sheet, an input mask character sheet, two pages for planning 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 functions 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 the answer files are saved on the network/computer as explained to you by the invigilator/educator.

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

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

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

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

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

9. 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.

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 the 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.

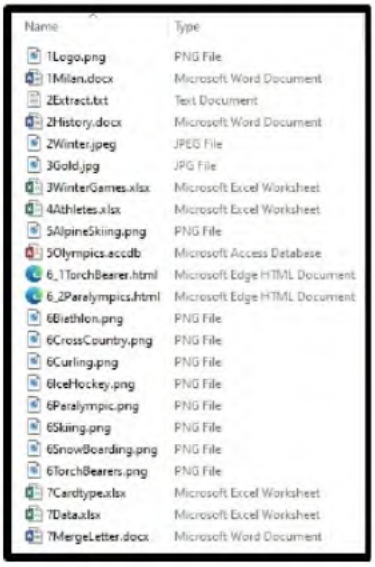
18. Borders around images or screenshots in this question paper are intended for clarity. Do NOT insert borders unless you are instructed to do so.

19. 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.

    Do the following:

    - Double-click on the password-protected executable file: **CAT P1 Prelim 2025 DATA.exe**
    - Click on the 'Extract' button.
    - Click the 'Show Password' check box.
    - Enter the following password: **P@25**
    - Once extracted, verify the contents of the folder by opening one or more files.
    - Once the contents of the files have been verified, rename the folder **CAT P1 Prelim 2025 DATA** with your name and surname.

    The following list of files will be available in the folder:



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SCENARIO
The Winter Olympic Games 2026 will take place in Milan-Cortina, Italy. Some documents are prepared, and you are asked to support with the modifying, editing, statistics, website, etc. of these documents.



QUESTION 1: WORD PROCESSING

Open the **1Milan** document that contains information about the 2026 Winter Olympics.

Insert your name and surname in the header/footer of the document.

1.1 Remove the page colour from the document. (1)

1.2 Add a 3 pt double line page border to the document. (2)

1.3 Ensure that the margins of the first page of the document are the same as the rest of the document. (1)

1.4 Find the image on the right-hand side of page 1. Modify the image to display as shown below:



Note: The border around the image is 2¼ pt. (2)

1.5 Insert a table of contents on page 2 as follows:

- Use the *Olympic* style as level 1 and the *Olympic2* style as level 2.
- Change the format to Fancy.
- Do not display the page numbers. (4)

1.6 Locate the paragraph that starts with *"Unlike previous Winter Olympics…"* and ends with *"…and scenic beauty"* and apply a 6 pt paragraph spacing after the paragraph, with a 1.5 line spacing. (2)

1.7 Locate the heading *"News and Sports Event"* and insert the **1Logo** image below the heading as shown below:



Note: The height and width of the image is exactly 5 cm. (6)

1.8 Find the three headings and paragraphs that starts with 'Sustainability And Innovation' and ends with '… athletes and spectators alike.' on page 4 of the document. Place the three headings and paragraphs below it, to display in three columns. Ensure that the three headings will start on top of each column. (2)

1.9 Insert automatic page numbering in the page footer of the document as follows:

- Page numbers must start on the third page with 1.
- The cover page and table of contents page must not be numbered.
- The format of the page numbers should be 'Dots'. (4)

1.10 Modify the *Olympic* style as follows:

- Change the font size to 20 pt.
- Apply the small caps effect to the heading. (2)

Save and close the **1Milan** document. **[26]**

QUESTION 2: WORD PROCESSING

Open the **2History** document.

2.1 Insert the file path of the document into the header. (1)

2.2 Insert the **2Winter** image as a watermark on the first page only. Make sure that the image is NOT a washout and has a scale of 150%. (4)

2.3 Use a Drop Cap feature to change the "T" in the first paragraph to appear as follows:



(2)

2.4 Insert a hyperlink on the text *"Winter Olympics"* in paragraph 2 as follows:

- It should link to the bookmark "highlights".
- The text "Highlight" must display when the mouse hovers over the hyperlink. (2)

2.5 Find the placeholder (<<>>) below the heading *"What are the Winter Olympics? By Gail Herman"* and insert the text found in the **2Extract** document in the datafiles, into the document.

Ensure that the font type matches the previous paragraph. (2)

2.6 Locate the citation below the heading *"What Are the Winter Olympics? by Gail Herman"* and edit it so that the year displays in the citation. (1)

2.7 Find the table under the heading *"Key highlights from the Winter Olympic over the years"* and format it so that it displays as shown below:

Year	Host City, Country	Nations	Athletes	Events	Top Medal-Winning Country	Total Medals Awarded
1924	Chamonix, France	16	258	16	Norway	49
1936	Garmisch-Partenkirchen, Germany	28	646	17	Norway	51
1960	Squaw Valley, USA	30	665	27	USSR	90
1980	Lake Placid, USA	37	1,072	38	East Germany	111
1994	Lillehammer, Norway	67	1,737	61	Russia	183
2010	Vancouver, Canada	82	2,566	86	Canada	258
2022	Beijing, China	91	2,871	109	Norway (16G, 8S, 13B)	327
Average number of athletes			546			

NOTE:

- Fill the header row with any blue colour.
- Spacing between cells are 0.1 cm. (7)

Save and close the **2History** document. **[19]**

QUESTION 3: SPREADSHEET

NOTES:

- 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 it to other cells in a spreadsheet.
- Insert formulae and/or functions in such a manner that the correct results will still be obtained even if changes are made to the existing data.
- Should you need to use building blocks, use the space allocated for this in the spreadsheet data file.

A spreadsheet was designed with some statistical information of the 2026 Winter Olympics.

Open the **3WinterGames** spreadsheet and work in the **Events** worksheet.

3.1 Make changes to **cell A1** to display as in the screenshot below:



(2)

3.2 **Cell A3** does not display like the other headings in **row 3**.

Make the necessary changes so that it appears the same as all the other headings in **row 3.** (1)

3.3 Insert a function in **cell B6** to calculate the average capacity of the venues. (1)

3.4 Use a combination of functions to determine, in **cell E6,** the most common month, displayed as a number.

For example, if the most common month is November, the number 11 must be displayed. (3)

3.5 Use a function in **cell H6** to determine the second highest number of participants amongst men and women. (2)

3.6 Use the information in the description column (**Column K**) to determine the number of events that "*men and women*" can participate in. Insert the function in **Cell K6**. (5)

Save the spreadsheet, but do not close it yet.

Work in the **Medals** worksheet.

3.7 Change the conditional formatting of **cells E3:E12** so that the icons are displayed according to the following rules:

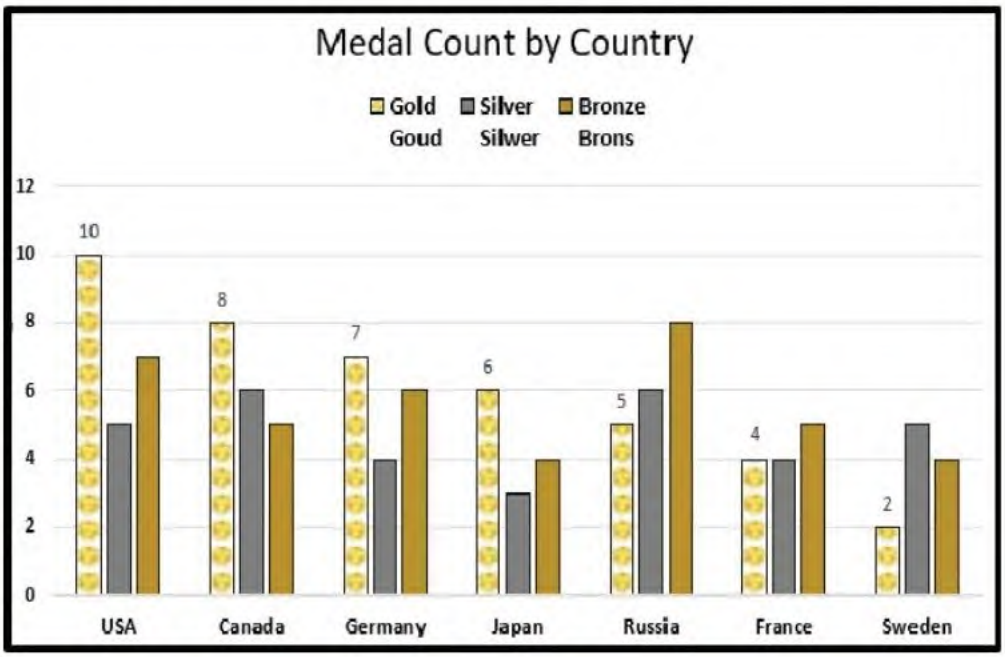
Value	Icon	
15 or more		Gold Star
10 to 14		½ Gold, ½ White Star
9 or less		White Star

(4)

3.8 Countries are ranked according to the total medals they received.

Use a function in **Column G** to display the words "Top Five" if the rank (**Column F**) of the country is between 1 and 5. Nothing must display if the country is not in the top five. (4)

3.9 Change the chart on the worksheet so that it appears as shown below, by following the instructions after the screenshot.



- Use the **3Gold.jpg** image as a fill for the Gold bar. (3)

Save and close the **3WinterGames** spreadsheet. **[25]**

QUESTION 4: SPREADSHEET

NOTES:

- 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 it to other cells in a spreadsheet.
- Insert formulae and/or functions in such a manner that the correct results will still be obtained even if changes are made to the existing data.
- Should you need to use building blocks, use the space allocated for this in the spreadsheet data file.

Open the **4Athletes** spreadsheet that contains information about some of the athletes that will participate.

Work in the **Info** worksheet.

4.1 Add any tab colour of your choice to the **Info** worksheet. (1)

4.2 Calculate, in **cell F3**, what the age of the athlete John Doe will be, at the date of the event.

Use a function to round the final answer to a whole number in completed years. (3)

4.3 Use a Lookup function in **cell G4** to give the venue name for the Snowboarding event by using the **Venues** worksheet as reference. Ensure that the function will work when you Autofill. (4)

4.4 The organisers of the event wants to create a code for each athlete.

Insert a combination of functions to determine the code in **column M**, by combining the following:

- The Surname of the athlete, followed by
- a space, followed by
- the country of the athlete - Note: the country must display in lowercase.

Examples: Doe usa; Smith can, etc. (7)

Save and close the **4Athletes** spreadsheet. **[15]**

QUESTION 5: DATABASE

The organisers have created a database containing data on the upcoming Olympic Games. They need your help with the following:

Open the **5Olympics** database.

5.1 Open the **tbl5_1Venues** table and do the following in Datasheet view:

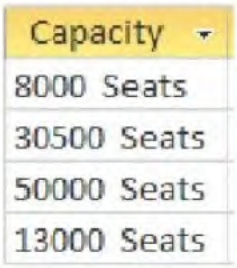
5.1.1 Choose a colour of your choice and apply it to alternate rows so the table will be easier to read. (1)

5.1.2 Align the Capacity field to look like all the other fields. (1)

Switch to Design View:

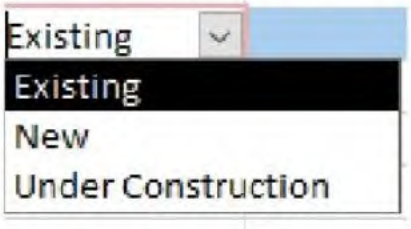
5.1.3 Set the most appropriate field to be the primary key. (1)

5.1.4 Change the format property of the *Capacity* field so the data will display like the image bellow:



NOTE: Do **NOT** change the data or data type. (2)

5.1.5 Change the properties of the *Status* field so that it resembles the image below when you capture data:



NOTE:
- Use the **tblVenues_Status** table.
- The List Width must be 4 cm. (5)

Save and close the **tbl5_1Venues** table.

5.2 Open the **frm5_2** form that is linked to the **tblEvents** table and make the following changes:

5.2.1 Make sure that the image **5AlpineSkiing.png** in your exam folder appears in the *Sports icon* field for the first record. (1)

5.2.2 Change the background colour of the details section to a light green colour. (1)

5.2.3 Replace the text 'frm5_2' in the header with the word 'Events'. (1)

5.2.4 Make sure that the date field can only accept dates from the 4th of February 2026 to the 22nd of February 2026.

Add an appropriate message to the user if they input the incorrect date. (4)

Save and close the **frm5_2** form.

5.3 Create a query called **qry5_3** based on the **tblOfficials** table

Display only the *LastName* and *FirstName* of all the referees. (3)

Save and close the **qry5_3** query.

5.4 Open the **qry5_4** query and change it to display exactly like the example below:

Country	SumOfOlympic Medals Won
Netherlands	16
USA	14
Norway	11
France	10
Russia	8
Switzerland	5
Germany	4
Italy	3
China	3
Slovakia	2
Japan	2
Belgium	2

(5)

Save and close the **qry5_4** query.

5.5 Open **qry5_5** query.

Insert a calculated field called *AgeStarted* to determine the age of the official on the date that they started working as an official. (5)

Save and close the **qry5_5** query.

5.6 Open the **rpt5_6** report and do the following:

5.6.1 Group the report according to the *Country* field. (1)

5.6.2 Add a calculation in the group footer to determine how many athletes there are per country.

Your formula should display the country name and total for the specific country.

Make sure it displays like the example bellow.

Belgium = 1

(4)

Save and close the **rpt5_6** report.

[35]

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 reference.
- All files needed to complete this question can be found in the examination folder.

6.1 As the Winter Olympics are coming up, the organisers are looking for torchbearers for the Olympic Torch for the opening ceremony.

The Application form is available on the webpage **6_1TorchBearer**. They are also listing all the Paralympic events and venues that will be held, see **6_2Paralympics**.

See the Screenshot below of the webpage for **6_1TorchBearer**.



NOTE:

- Use the example on the previous page as a guide when answering this question.
- Question numbers appear as comments in the coding to indicate where you should insert the answer(s). DO NOT delete these comments.

6.1.1 Add a title for the webpage that reads "Torchbearer" in the tab. (1)

6.1.2 Change the heading "Welcome … webpage." text to a white colour and make it the biggest heading size. (2)

6.1.3 Correct the image tag to show properly, as indicated in the screenshot on the previous page. (2)

6.1.4 Change the text "How to become a torchbearer" to a heading style that is 1 size smaller than the main heading. (1)

6.1.5 Correct the hyperlink in the last line of the webpage to work correctly and go to the website listed in the text. (2)

Save and close the **6_1TorchBearer** file.

6.2 Open the **6_2_Paralympics** webpage. Make the necessary changes to ensure that the webpage appear as shown in the example below.



(6)

Save and close the **6_2_Paralympics** file.

ONE mark will be allocated for closing tags and correct nesting in both web pages. (1)

[15]

QUESTION 7: GENERAL

7.1 Open the **Q7_MergeLetter** document.

7.1.1 Accept all tracked changes that were made to the document. (1)

7.1.2 All athletes who use a Visa card will receive a personalised letter from a sponsor regarding a travel rewards program for the Winter Olympics.

Use the **7Cardtype** and **7MergeLetter** files to perform a mail merge for Visa card holders only.

- Use the **7Cardtype** document as the data source for the mail merge.
- Replace <<Name_Naam>> and <<Surname_Van>> with the appropriate field names.
- Save the **7MergeLetter** before completing the merge.
- Complete the merge and save the result as **7Merged** in your exam folder.

Save and close the **7MergeLetter** and **7Merged** documents. (4)

7.2 Open the **7Data** Spreadsheet:

7.2.1 Work in the **7.2.1** worksheet.

Use data validation to allow the user to select Male or Female in **column E**. (2)

7.2.2 Work in the **7.2.2** worksheet.

Remove all duplicate records in the worksheet. (1)

7.2.3 Work in the **7.2.3** worksheet.

Use the SUBTOTAL feature to calculate the number of events per country. (2)

7.2.4 Work in the **7.2.4** worksheet.

Use the SUMIFS function to calculate the total points earned by athletes from China who participated in ice hockey. (5)

[15]

TOTAL 150

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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 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**
	Creates the largest heading
	Creates the smallest heading
	Creates bold text
	Creates italic text
<u></u>	Creates underlined 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
	Links to an e-mail address
Formatting Tags	
Tag	**Description**
	Creates a new paragraph
	Aligns a paragraph to the "left" (default), can also be "right" or "center"
	Centre text, a table of an image horizontally
	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 "right", "bottom", "top"
	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
	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

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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 mark 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 – Preparatory 2025

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

150

CENTRE NUMBER _____

EXAMINATION NUMBER _____

WORK STATION NUMBER _____

SUITE USED (Mark appropriate box with a cross (**X**))	Microsoft Office 2016	Microsoft Office 2019	Microsoft Office 2021	Office 365	
WEB BROWSER USED (Mark appropriate box with a cross (**X**))	Mozilla Firefox	Google Chrome	Internet Explorer	Microsoft Edge	Other (Specify)

FOLDER NAME _____

Candidate must enter the file name(s) used for each answer. Tick if saved and/or attempted.

Question Number	File name	Saved (✓)	Attempted (✓)	Maximum Mark	Mark Achieved	Marker Initial/ Code
1	1Milan			26		
2	2History			19		
3	3WinterGames			25		
4	4Athletes			15		
5	5Olympics			35		
6	6_1TorchBearer			15		
	6_2Paralympics					
7	7MergeLetter			15		
	7Merged					
	7Data					
TOTAL				**150**		

Comment *(for office/marker use only)*

_____

_____

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