education

Department of Education
FREE STATE PROVINCE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY

P1

JUNE 2025

TIME: 3 HOURS

MARKS: 150

This question paper consists of 19 pages including HTML tag sheets, 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 you will NOT be permitted to leave the examination room until the administrative tasks associated with the examination have been finalized. During the examination, the standard examination rules regarding leaving the examination room apply.

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

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/teacher.

4 Make 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 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 at regular intervals as a precaution against possible power failures.

10. During the examination you may consult the help functions of the programs that you are using. You may NOT use any other resource material.

11. Accuracy will be considered.

12. Ensure that the regional settings are set to South Africa and the 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.

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

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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 the other cells in the 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 word processing programs such as Word to answer HTML questions.

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. At the end of the examination you must hand in the flash disk given to you by the invigilator with ALL your answer files saved onto it, OR you should make sure that ALL your answer files are saved on the network/computer as explained to you by the invigilator/teacher. Make sure that all files can be read.

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

• 1Paris 2024	Image
• 1Summer	Word processing
• 2Background	Word processing
• 2Events	Image
• 2Mount Olympus	Image
• 3Athletes	Spreadsheet
• 4Officials	Spreadsheet
• 5Games	Database
• 6Summary	HTML
• 6Summer	Image
• 7Form	Word processing
• 7Medals	Spreadsheet
• 7Officials	Image
• 7USA	Image

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SCENARIO



The **2024 Summer Olympics** were held from 26 July to 11 August 2024 in France, with several events started from 24 July. Paris was the host city, with events (mainly football) held in 16 additional cities spread across metropolitan France, including the sailing centre in the second-largest city of France, Marseille, on the Mediterranean Sea, as well as one subsite for surfing in Tahiti, French Polynesia.

QUESTION 1 – WORD PROCESSING

A document was created to give information on the 2024 Summer Olympics.

Open the **1Summer** word processing document and insert your surname and name in the header.

1.1 Change the top and bottom margins of the whole document to 2 cm (2)

1.2 Edit the cover page as follow:

- Replace the current picture with **1Paris 2024** picture found in your examination folder.
- Change the author to yout name and surname
- Change the properties of the date control to display as MMMM d, yyyy (3)

1.3 Insert an automatic table of contents as follows:

- Add the table of contents below the heading 'Table of Contents' on the second page.
- Ensure that the table of contents is in the Classic format.
- Apply any tab leader. (3)

1.4 Modify AND update the **PARIS** style as follows:

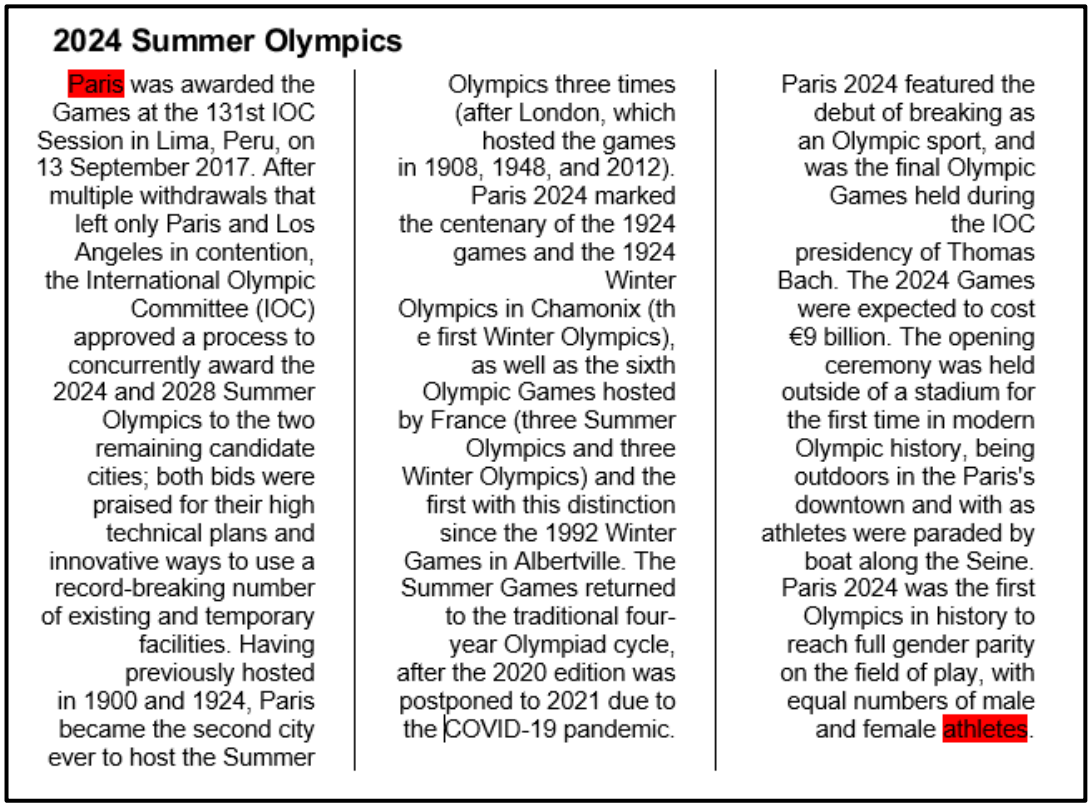
- Change the font size to 20 pt.
- Change the font colour to red.
- Apply a shadow border on a style (4)

1.5 Set the hyphenation of the whole document so that all words are automatically hyphenated. (1)

1.6 The image displayed under the heading **Host selection** needs a caption. Insert the captions as follows:

- Label – Image
- Caption – Eiffel Tower
- Caption should be placed above the picture (3)

1.7 Locate the two paragraphs highlighted in red under the heading 2024 Summer Olympics, modify them to look like a screenshot below.



2024 Summer Olympics

Paris was awarded the Games at the 131st IOC Session in Lima, Peru, on 13 September 2017. After multiple withdrawals that left only Paris and Los Angeles in contention, the International Olympic Committee (IOC) approved a process to concurrently award the 2024 and 2028 Summer Olympics to the two remaining candidate cities; both bids were praised for their high technical plans and innovative ways to use a record-breaking number of existing and temporary facilities. Having previously hosted in 1900 and 1924, Paris became the second city ever to host the Summer Olympics three times (after London, which hosted the games in 1908, 1948, and 2012). Paris 2024 marked the centenary of the 1924 games and the 1924 Winter Olympics in Chamonix (th e first Winter Olympics), as well as the sixth Olympic Games hosted by France (three Summer Olympics and three Winter Olympics) and the first with this distinction since the 1992 Winter Games in Albertville. The Summer Games returned to the traditional four-year Olympiad cycle, after the 2020 edition was postponed to 2021 due to the COVID-19 pandemic. Paris 2024 featured the debut of breaking as an Olympic sport, and was the final Olympic Games held during the IOC presidency of Thomas Bach. The 2024 Games were expected to cost €9 billion. The opening ceremony was held outside of a stadium for the first time in modern Olympic history, being outdoors in the Paris's downtown and with as athletes were paraded by boat along the Seine. Paris 2024 was the first Olympics in history to reach full gender parity on the field of play, with equal numbers of male and female athletes.

- Ignore the outside borders on the screenshot (3)

1.8 Find the text 'IOC' and replace all the occurrence of it with 'IOC✡'
- Wingdings Character code 89
- Green font colour (3)

1.9 Locate the heading Table of figures on the last page, insert table of figures underneath the heading to resemble the one below



Picture 2: Facilities in Paris 4
Picture 3: Archery 5
Picture 4: Athletics 5
Picture 5: Badminton 5
Picture 6: Breakdancing 6
Picture 7: Swimming 6

(2)

Save and close the **1Summer** document. **[24]**

QUESTION 2 – WORD PROCESSING

Open the **2Background** word processing document and modify it as follows.

2.1 Justify all the text in the document and change the outline level to level 1 (2)

2.2 Locate the heading 'BACKGROUND OF OLYMIC GAMES' at the beginning of the document and modify it as follows:

- Apply a double line border around the heading
- Border colour should be red
- Border size 3pt (3)

2.3 Locate the second paragraph that start with 'However'

Insert the picture **2Mount Olympus** as shown below:

However, a more insightful approach reveals that it is much bigger than a toponym. Olympia was named after the Mount Olympus, the tallest mountain of Greece that was considered the house of Gods. And, according to the myth, the Gods themselves participated in the first Olympic games. And this highlights the importance of the games and the unique background behind the games. Olympic games were held every four years, and they became so prominent that created a legacy that remained alive until the revival of the Modern Olympics.



NOTE

- Height of the picture should be 4cm and width 6cm.
- Ensure that the picture is correctly positioned. (4)

2.4 Locate the bulleted list under the heading "The Ancient Games"

- Change the format of the bullets to the picture **2Events** found in the data folder.

(2)

2.5 Find the word 'Switzerland' highlighted in green under the heading 'Organization' and insert a hyperlink to the website: 'www.myswitzerland.com'.

Add a screen tip with the text 'Federated Country'. (3)

2.6 Find the table on the last page and modify it as follows:

- Apply Grid Table 4 style to the table.
- Use the table style option to display a header row.
- Use a function in the last cell of the last column, to determine the highest number of years. (3)

2.7 Add the following as a source in the document:

Source Type: Book
Author: David C
Title: A Brief History of the Olympics Games

Ensure that a new source is also displayed under Bibliography on the last page. (4)

Save and close the **2Background** document. **[21]**

QUESTION 3 – SPREADSHEET

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

The information of athletes for 2024 Summer Olympic Games has been compiled.

Open the **3Athletes** spreadsheet and work in the **Sheet1** worksheet**.**

3.1 Rename the **Sheet1** worksheet to 'Athletes' AND change the tab colour to any colour of your choice. (2)

3.2 Row 1 and row 2 must be changed as follows:

- Merge cells **A1:J2**.
- Centre the heading both horizontally and vertically.
- Fill the merged cells with a red colour.
- Change the font colour of the heading to white (4)

3.3 Insert a function in **cell B4** to determine the number of World Champion Medals (**column I**) that appears the most (2)

3.4 The total number of all the Athletes is store in **cell J4**

Insert a function/formula in **cell B5** to calculate the percentage of Athletes who received 5 or more Olympic Medals **(column H)** (5)

3.5 Insert a function in **cell B6** to determine the second oldest age (**column D**). (3)

3.6 **Column F** contains sport code for each athlete.

Insert a function in **cell G9** to display the sport name for Simone Arianne. Use the data in the **Sport** worksheet.

Ensure that the function will work correctly if copied down to the other cells. (5)

3.7 All Athletes who are currently 35 years old and above will NOT qualify for the next Olympic Games.

Use the function(s) in **cell J9** to determine whether Simone Arianne qualifies for the next Olympic Games or not.

The text ‘Qualify’ should be displayed if the athlete is younger than 35 years, otherwise ‘Do not qualify’ should be displayed,

NOTE: Do **NOT** make use of column D in your calculation. (5)

Save and close the **3Athletes** spreadsheet. **[26]**

QUESTION 4 – SPREADSHEET

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

The **4Officials** spreadsheet contains the list of the squad of 23 match officials that will take charge of the men's and women's rugby sevens competitions at the Olympic Games Paris 2024 in France from 24-30 July.

Open the **4Officials** spreadsheet and work in sheet 1 worksheet.

4.1 Format **row 9** as follows:
- Change text orientation of cell **A9:F9** to 45 degrees.
- Change row height to 60 (2)

4.2 Insert a function to display a current time only in **cell A7** (2)

4.3 Apply a data validation in **cell E21** to enable the user to select from the provided options
- Use the table in **column H**
- After applying a data validation, select Quarter Final option (3)

4.4 Each official should have a unique code to have access at each venue.

Use a function(s) in **cell F10** to Create a unique access by combining the following:
- First two letters on the surname
- Experience of the official
- '@
- Name and of the country
- Random number between 10 and 20 (6)

4.5 Delete named range Surname from the Name Manager (1)

Save and close the **4Officials** spreadsheet. **[14]**

QUESTION 5 – DATABASE

A database contains data of the athletes, officials and venues of the Olympic Games.

Open the **5Games** database**.**

5.1 Open the **tbl**_**Venue** in a Design View and make the following changes.

5.1.1 Apply a primary on a most appropriate field (1)

5.1.2 One of the fields has incorrect data type, rectify the field to a correct data type (1)

5.1.3 The event is set to start on the 26th of July 2024

- Change the field properties of *Start Date* field so that it does not accept any date before the mentioned date.
- Add a suitable error message. (3)

5.1.4 Capacity of each venue must be reduced with 10% for safety reasons.

- Insert a new field named *New Capacity* below *Capacity* field
- Calculate the new capacity if 10% is reduced. (4)

5.1.5 Ensure that 30 is automatically entered in the *Tickets* field (1)

Save and close **tbl**_**Venue** table

5.2 Open **tbl**_**Officials** in a Design view and make the following changes.

5.2.1 Change the field properties of *Gender* field to allow a user to select between Male and Female (3)

5.2.2 Each official need security code to access the venue. Create a pattern for *Security Code* field as guided in the Description.

- Examples: NP#10B, BP#754 (5)

Save and close **tbl**_**Venue** table.

5.3 Create a query named **qry_5,3** based on ***tbl_Players*** table, to calculate the total number of World Champion Medals for each sport. You query should look like the one bellow.

Qry_5,3

Sport Name	SumOfWorld Champion Medals
Basketball	1
Canoe Sprint	13
Gymnastic	34
Marathon	4
Race walking	4
Rowing	0
Swimming	33
Tennis	0
Track and field	75
Track cross country	0
Weightlifting	2

(4)

5.4 Open **qry_5,4** and modify it as follows

5.4.1 Use a green alternative row colour (1)

5.4.2 Show only female players from United States who are older than 25 years (3)

Save and close the **qry_5,4** query

5.5 Open the **rpt_5,5** report

Make the following changes to the report:

- Change the heading to Olympics with bold and a red font colour.
- Change the background of the header to light green.
- Group the report according to Sport Name, with Z on top.
- Use a function to calculate a total number of players in each group. Make use of a meaningful Label next to your function. (9)

Save all objects and close the **5Games** database **[35]**

QUESTION 6 - WEB DESIGN (HTML)

A webpage has been created on summary of olympics.

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

NOTE:

- Question numbers are inserted as comments in the coding to show approximately where the answer(s) should be inserted. DO NOT delete these comments.
- An HTML tag sheet has been attached for reference.

Your final web page should look like the example below.



Overview

The 2024 Summer Olympics, the Games of the XXXIII Olympiad, took place in Paris, France, from July 26 to August 11. The event featured 329 events across 32 different sports, including the debut of breaking as an Olympic sport. A key highlight was the first time the Olympics achieved full gender parity on the field of play, with equal numbers of male and female athletes. The United States topped the medal table, followed by China and Japan

Key points	Summary
▪ Location: Paris, France. ▪ Dates: July 26 to August 11, 2024. ▪ Number of Events: 329 across 32 sports. ▪ Gender Parity: First Olympics with equal male and female athlete representation. ▪ Top Medal Winners: United States (1), China (2), Japan (3). ▪ Opening Ceremony: Held outside of a stadium for the first time, with athletes paraded on the Seine. ▪ New Sport: Breaking made its debut as an Olympic sport. .	Paris 2024 featured the debut of breaking as an Olympic sport, and was the final Olympic Games held during the IOC presidency of Thomas Bach.The 2024 Games were expected to cost €9 billion. The opening ceremony was held outside of a stadium for the first time in modern Olympic history, being outdoors in the Paris's downtown and with as athletes were paraded by boat along the Seine. Paris 2024 was the first Olympics in history to reach full gender parity on the field of play, with equal numbers of male and female athletes. The United States topped the medal table for the fourth consecutive Summer Games and 19th time overall, with 40 gold and 126 total medals. China tied with the United States on gold (40), but finished second due to having fewer silvers; the nation won 91 medals overall. This is the first time a gold medal tie among the two most successful nations has occurred in Summer Olympic history.Japan finished third with 20 gold medals and sixth in the overall medal count.

For further information, please:

Click Here

NOTE: Use the example on the previous page to guide you with this question.

6.1 Add your Surname and name to display in the browser tab. (1)

6.2 Add an additional cell to the first table and insert the **6Summer** image found in the examination folder inside this cell. (3)

6.3 Add a horizontal line below the first table with a size/thickness of 5 (2)

6.4 Centre the heading 'Overview' AND set the font to 'Arial' (2)

6.5 Find the second table.

Set the border size to 2 and the cell padding to 10. (2)

6.6 Set the bullet style of the unordered list to a square AND ensure that all the bullets appear correctly. (2)

6.7 Insert the text 'Click Here' AND create a link to the website 'https://www.Olympics.com' that already appears in the web page. (3)

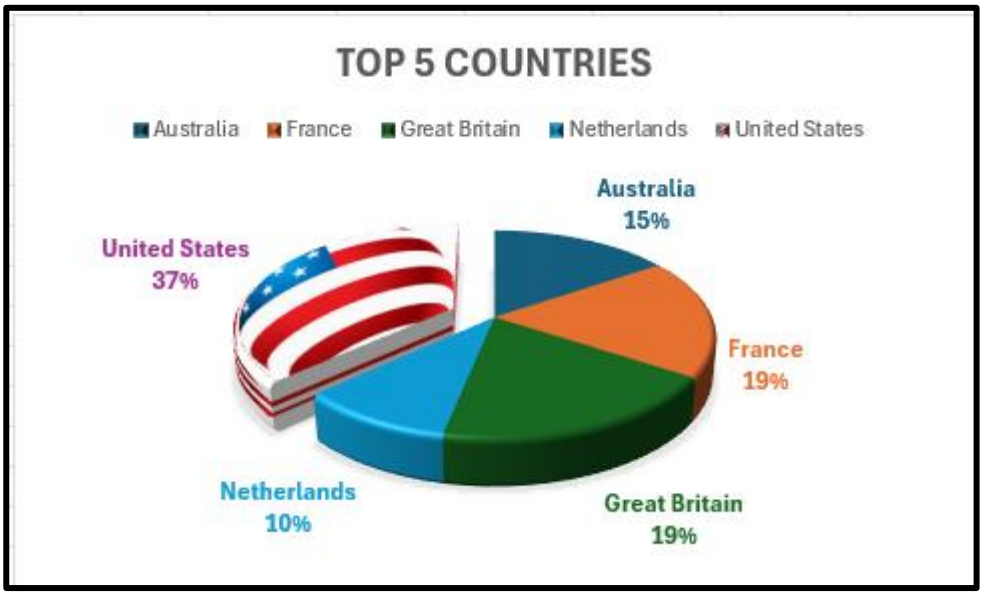
Save and close the **6Summary** document. **[15]**

QUESTION 7 – GENERAL

For this question you are required to work with the following files: **7Medals, 7Officials**

7.1 Open **7Medal** spreadsheet

7.1.1 Use data in sheet 1 to create a chart to resemble the one below



NOTE:

- Use chart style 8
- Use **7USA** picture in your data folder.
- Move chart to a new sheet named Chart1.
- Chart should not appear as an object in a sheet. (8)

Save and close **7Medals** spreadsheet

7.2 Open the **7Form** word document and modify the application form as follows:

7.2.1 Insert text form field next to the text 'Surname' to display surnames in capital letters (2)

7.2.2 Add the option "Final" to the Drop-Down Form Field next to the 'Match Category' (1)

7.2.3 Replace the sad face next to the text 'No', with a Check Box Form Field. The size of the check box should be the same as the one next to 'Yes'. (2)

7.2.4 Restrict editing of this document to allow a user to fill the form. Do not make use of a password to protect this form. (2)

Save and close **7Form** word processing document **[15]**

TOTAL [150]

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 document
` `	Insert an open line
`<!-- -->`	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
Links Tags	
Tag	**Description**
`<a href="URL"></a>`	Creates a hyperlink
`<a href="URL"><img src="NAME"></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

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 be "left", "right"; "bottom", "top"
`<align="center"> <img src="name"`	Aligns an image in the "center", can also be "middle"
`<img src="name" border="1">`	Sets size of border around an image
`<img src="name" width="200" height ="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")

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`<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

`<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 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 PAPER 1
JUNE EXAMINATION 2025

150

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

SCHOOL NAME _____

NAME AND SURNAME _____

WORKSTATION NUMBER _____

SUITE USED (Mark appropriate box with a cross (**X**))	Office 365	Microsoft Office 2019	Microsoft Office 2016	Microsoft Office 2013
WEB BROWSER USED (Mark appropriate box with a cross (**X**))	Internet Explorer	Mozilla Firefox	Microsoft Edge	Google Chrome

FOLDER NAME _____

Question Number	File names	Saved (✓)	Done (✓)	Maximum Mark	Mark Achieved	Marker
1						
2						
3						
4						
5						
6						
7						
Total				**150**		

Comment (*for office/marker use only)*

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