



Province of the
EASTERN CAPE
EDUCATION

Iphondo leMpuma Kapa: Isebe leMfundo
Provinsie van die Oos Kaap: Departement van Onderwys
Porafensie Ya Kapa Botjahabela: Lefapha la Thuto

NATIONAL SENIOR CERTIFICATE

GRADE 12

SEPTEMBER 2025

COMPUTER APPLICATIONS TECHNOLOGY P1

MARKS: 150

TIME: 3 hours

This question paper consists of 19 pages, including an input mask character sheet, a HTML tag sheet, and an information sheet.





















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 normal 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 at regular intervals 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.
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.

	Q1Logo	JPG File	92 KB
	Q1Rugby	Microsoft Word Document	833 KB
	Q2Song	Microsoft Word Document	278 KB
	Q3Games	Microsoft Excel Worksheet	31 KB
	Q4Detail	Microsoft Excel Worksheet	16 KB
	Q5Picture	JPG File	92 KB
	Q5Ridgeview	Microsoft Access Database	916 KB
	Q6_1Home	HTML File	2 KB
	Q6_2Open	HTML File	4 KB
	Q6_3Info	HTML File	2 KB
	Q6_3Pic	JPEG File	254 KB
	Q6_4Rugby	HTML File	3 KB
	Q6Back	JPG File	92 KB
	Q7Founders	Microsoft Word Document	347 KB
	Q7Graph	Microsoft Word Document	13 KB
	Q7Red	Microsoft Excel Worksheet	18 KB
	Q7ScreenShot	Microsoft Word Document	13 KB
	Q7Warning	Microsoft Excel Worksheet	11 KB
	QIntro	MP4 File	10 492 KB
	Raptors	JPG File	107 KB

19. Use the password **R@ptor** to extract the files.

SCENARIO

The Ridgeview Raptors Rugby Club is expanding into a franchise, and the team administrator, has been assigned the task of compiling an official document to communicate the club's franchise expansion plans. They need your assistance in creating a professional, well-organised Word document to compile all essential information regarding the franchise.

QUESTION 1: WORD PROCESSING

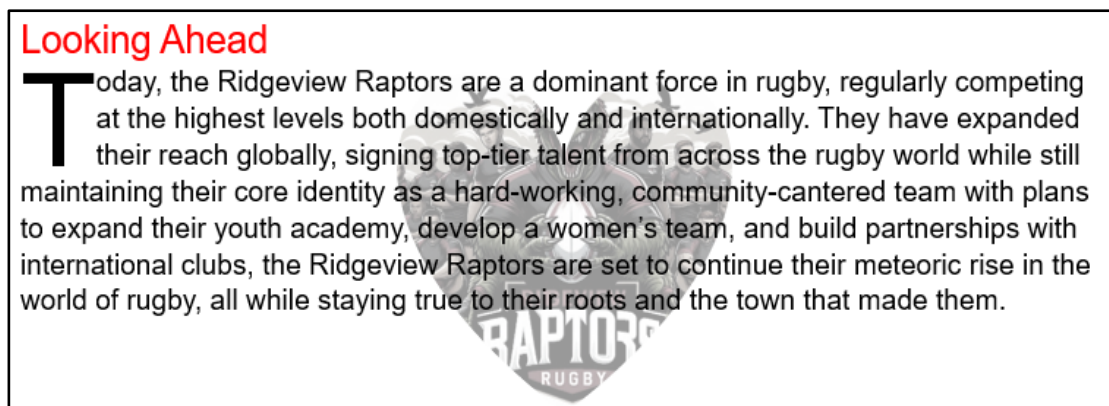
Open the **Q1Rugby** word processing document and do the following.

- 1.1 Find the table of contents on the 2nd page. **Ensure** that the word "BoxSmart" is not highlighted in yellow even when the table of contents is updated. (1)
- 1.2 Ensure that the heading "**Legacy**" displays like the screenshot in the table of contents below:

Legacy _____	3
Kieran "The Bull" MacDonald (Lock) _____	4
Jack Stonebridge (Fly-half) _____	4
Liam Hawthorne (Scrum-half) _____	4
Marcus Redding (Flanker) _____	4
Blake Sanderson (Prop) _____	4
Ethan Lockhart (Center) _____	5
Finn Carrington (Fullback) _____	5
Dylan Ashford (Wing) _____	5

- 1.3 Locate the word highlighted in blue under the heading "The Journey Begins". The word is not marked as a **spelling error**, even though "behavior" is spelled incorrectly. **Adjust** a word processing setting to ensure that "behavior" is flagged as a spelling error. (1)
- 1.4 Find the text "(Q1.4/V1.4)" highlighted in green under the heading "The Journey Begins". Replace this text with a **citation** to the source by Smith, John, specifically **referencing page 10**, and ensure the year is **omitted** from the citation. (3)
- 1.5 Locate the paragraphs starting with "The" and ending with "rugby" under the heading "Building the Culture" highlighted in yellow and **sort** the paragraphs in descending order. (1)
- 1.6 Under the heading "Rapid Expansion and Success", **replace** the word "stadium", highlighted in grey, with a suitable **synonym**. (1)

- 1.7 **Inspect** the document and remove all hidden text. (1)
- 1.8 Select the heading “After math” highlighted in red and **create** a style called Ball1:
- The style must be based on the Heading 1 Style.
 - Change the font colour to Purple. (4)
- 1.9 Locate the paragraph under the heading “Looking Ahead” and **format** its contents to match the screenshot below.

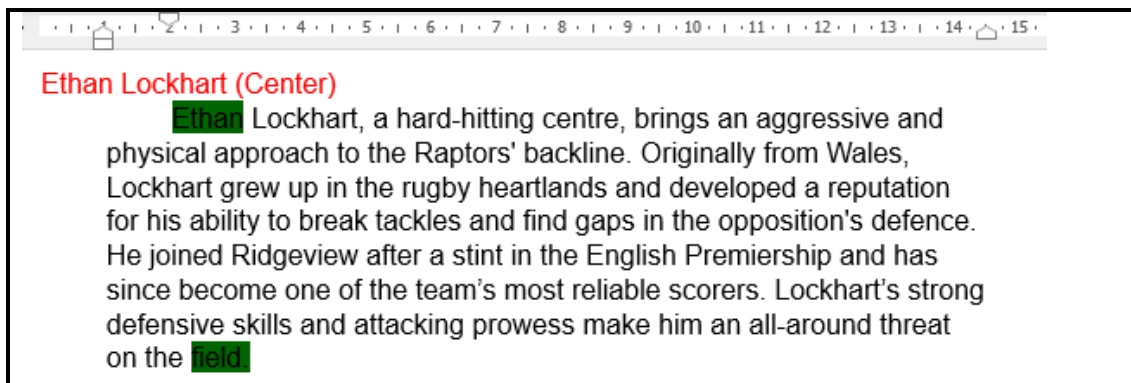


- NOTE:** Saturation is 20%. (3)
- 1.10 Use a **word processing** feature to replace all hard spaces with an asterisk (*). (2)
- 1.11 Locate the **textbox** under the heading Jack Stonebridge (Fly-half). Move the text highlighted in yellow into the text box. Remove the highlight from the text. Ensure that **the text flows over** to the next textbox. (3)
- 1.12 Locate the **table** under the heading Liam Hawthorne (Scrum-half) and modify the table to look like the screenshot below.

Liam Hawthorne (Scrum-half)							
		Matches Played	Tries Scored	Assists	Tackles	Kicking Accuracy (%)	Meters Gained
Season	2022	18	7	15	92	82%	420
	2025	19	9	16	98	84%	485
	2023	20	10	18	101	85%	510
	2024	22	12	20	110	87%	560
	Most tackles made a season				110		

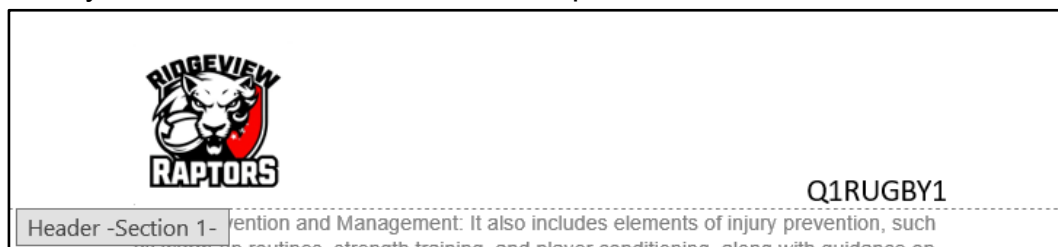
(5)

- 1.13 Find the paragraph under the heading Ethan Lockhart (Center), which begins with “Ethan” and ends with “field” (highlighted in green), and **modify** it to match the example provided below.



(3)

- 1.14 Modify **the header** to look like the example below:



NOTE: Q1Logo picture was used.

Insert the file name as a field.

The header of the last page should be Raptors Index. (any alignment) (3)

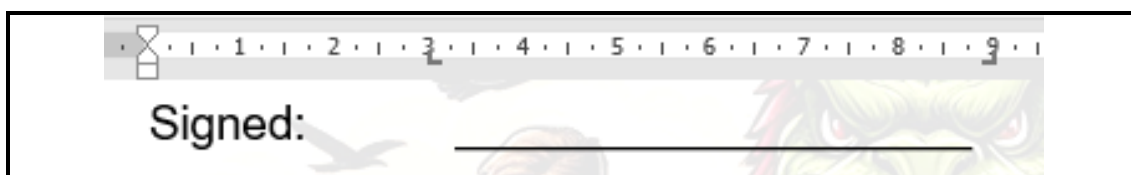
- 1.15 Insert a **run-in index** in one column on the last page of the document. (2)
Save and close the document. [35]

QUESTION 2: WORD PROCESSING

The Ridgeview Raptors Rugby Club has composed a song and is requesting your assistance with editing the document.

Open the document **Q2Song** and do the following:

- 2.1 Change the **page size** to A4. (1)
- 2.2 Add a 3 pt solid line **border** to the whole document. (2)
- 2.3 **Accept** the change made to the document. (1)
- 2.4 Add **tab stops** to resemble the screenshot below.



- 2.5 Add **line numbering** to the anthem starting from “(Verse 1)” and ending with “all!” both highlighted in yellow. (3)

Ensure that the line numbering restarts on each page.

Save and close the document.

(3)
[10]

QUESTION 3: SPREADSHEET

The team is looking to improve on key metrics—like player fitness, match strategies, and overall team performance—they realize they need professional help to make sense of the data they have gathered.

Open the spreadsheet **Q3Games** and do the following:

Work in the **BattleStats** worksheet.

3.1 Change the vertical alignment of cell A1 to middle. (1)

3.2 Change the column **width** of column R to 10. (1)

3.3 Use a **spreadsheet feature** to separate the Surnames from the Name Column. The surnames should appear in column B.

NOTE: You should not make use of any functions in this task. (1)

3.4 Insert a **function** in cell C2 to determine how many players gained more than 100 meters (Column G) this season. (2)

3.5 Determine the **percentage** of players that did not receive a yellow card this season in cell C3. (3)

3.6 Insert a function in cell H2 to determine the **2nd lowest rating**. (2)

3.7 Calculate the **total number of tries scored** by players from Canada and who have played more than 60 matches in cell H3. (6)

3.8 Determine the **fitness level** of Jordan Blank based on his bleep test time in cell Q5. Ensure that when the function is copied down the correct results will display. (5)

3.9 In cell R6, insert a **nested IF** function to display “Yes” if the player meets the following conditions, and “No” if they do not:

- The player must be from either South Africa **or** Canada.
- The player must not have received **any red cards**.
- The player must have 3 hours or more of game time. (7)

3.10 Now work in the **Double** worksheet.

Make sure that when the user scrolls down, the **first three rows** stay fixed at the top, and when scrolling left to right, the **first two columns** remain on the left side.

Save and close the spreadsheet.

(2)
[30]

QUESTION 4: SPREADSHEET

Open the spreadsheet **Q4Detail** and do the following:

Work in the **General** worksheet.

4.1 An attempt was made in cell I3 to display true or false, if the dominant hand is the same as the dominant foot. **Rectify** the mistake. (1)

4.2 Apply **conditional formatting** to column A to highlight the three **heaviest players** by shading their cells red. (3)

4.3 The players need to have a **unique login code** for their registration process. Create a unique login code with the following:

- The string must be in **uppercase**
- **Last** letter of Name followed by
- **A randomly generated number** of letters of from the Nick Name starting from the left followed by
- The **age**

NOTE: The number of characters from the nick name will probably change every time the calculation is updated and therefore the output as well.

(6)

Save and close the spreadsheet.

[10]

QUESTION 5: DATABASE

A database was compiled of all the players that will participate in the new challenge cup. You were asked to help with the improvement of the database and execution of queries, reports, forms and data validation.

Open the **Q5Ridgeview** 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 **border** to column header underline with dots. (2)

5.1.2 **Delete** the record of Cristiano Cubbin. (1)

5.1.3 **Sort** the table by the 'year joined' column in ascending order, from the smallest (earliest) year to the largest (most recent) year. (1)

Save and switch to the **design view** of **Tbl5_1**.

5.1.4 Change the **data type** and **format** of the date field to short date. (2)

5.1.5 Create a **validation rule** for the Rugby Boots (Pair) field to ensure that the value entered is between 1 and 10 pairs. (1)

5.1.6 Add an **input mask** to the position field to ensure a person can only enter one or two numbers in the field. Examples; 1, 22, 14, 5, 6, 20
Save and **close** the table. (2)

5.2 Open the **Qry5_2** query and do the following:

Display only the First Names of all the players that have a passport, a police clearance and prefer air travel (A) above road travel (R). (4)
Save and **close** the query.

5.3 Open query **Qry5_3** and add a calculated field called **NewDonate** that calculates the updated donation amount by **adding R500** to the initial donation.

Modify the query to display only **forward players** (Position 1 tot 8), and format the **NewDonate** field to show values in **South African Rands**.

Sort the results by the surname field in **descending order**. (5)
Save and **close** the query.

- 5.4 Open query **Qry5_4** and generate a **summary** that resembles the screenshot provided.

NOTE: The screenshot shows only part of the completed output.

Aquamarine	4
Blue	4
Crimson	3
Fuchsia	3
Goldenrod	2
Green	2
Indigo	8
Khaki	6
Maroon	3
Mauv	4

(3)

Save and close the query.

- 5.5 Open the form **Frm5_5** and modify it to look like the screenshot below:

NOTE: Use the Q5Picture.

Inherit the value list of the field “how often do you exercise” from the table.

(8)

Save and close the form.

- 5.6 An **attempt** was made by the admin clerk to determine the new adjusted salary.

Open the report called **Rpt5_6** based on the table Open and modify it to display like the following:

New Salary Adjustment				
Position	First Name	Surname	Salary	New Adjusted Salary
1	Lynne	Drivers	R598 312,00	R658 143,20
	Barbee	Killock	R57 499,00	R63 248,90
	Sloane	Lanktree	R525 708,00	R578 278,80
	Rowe	Franklyn	R943 315,00	R1 037 646,50
Number of players per position			4	
2	Therese	Fairlaw	R700 342,00	R770 376,20
	Charis	Hapke	R838 617,00	R922 478,70
	Cristiano	Cubbin	R357 819,00	R393 600,90
	Arin	Thorlby	R281 022,00	R309 124,20
	Jud	Benardet	R490 054,00	R539 059,40

NOTE: The new adjusted salary is determined by increasing the current salary by 10%.

Ensure that the new heading is formatted consistently with the other headings. (6)

Save and close the report.

Save and close the database. [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 your reference.

ONE mark will be allocated for the correct use of tags and triangular brackets.

(1)

A website was created to display the clubs information.

Your final web page should look like the example below.



6.1 Open the **Q6_1Home** webpage and do the following:

6.1.1 **Add space** at the top of the webpage to push the table further down.

Hint: Look at the screenshot above. (1)

6.1.2 Change the **background colour** of the first row in the table to red. (2)

6.1.3 Make sure that the word "MainPage" appears only in the HTML editor and **does not display** in the web browser. (1)

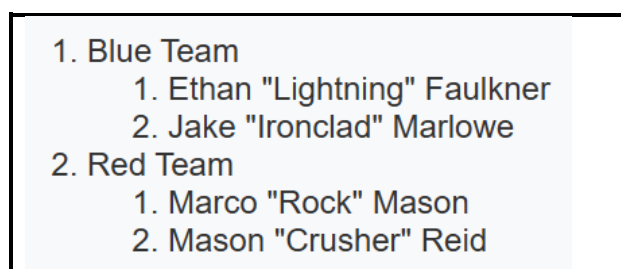
6.1.4 An attempt was made to create a **hyperlink** to the **Q6_4Rugby** file. Ensure that the link goes to the correct page. (1)

Save and close the file.

6.2 Open the **Q6_2Open** html and do the following:

6.2.1 Display the heading "Player Spotlight: Jane Doe" as **level 2**. (1)

6.2.2 Modify the **list** under the heading players of the season to look like the following screenshot.



(4)

6.2.3 Ensure that the heading Rugby Club is **merged across the 3 columns**. (2)

Save and close the file.

6.3 Open the **Q6_3Info** HTML and do the following:

6.3.1 Change the **tab of the web browser** to read "Contact Us Raptors". (1)

6.3.2 Modify the **existing code** to display the **Q6_3Pic** picture. (1)

Save and close the file. [15]

QUESTION 7: GENERAL

Open the Excel spreadsheet called **Q7Red** and work in the **Score** worksheet.

7.1 Use a **spreadsheet feature** to display only the players who received two red cards. (2)

7.2 Ensure that when the sheet is printed that **comments will appear at the end** of the sheet. (1)

Save but do not close the workbook.

7.3 Open the **Q7Graph** document.
Insert the pie chart from the Yellow Card worksheet into the document, ensuring that it remains **linked so any updates** to the graph are automatically reflected in the document. (2)
Save and close both the spreadsheet and the document.

7.4 Open the **Q7Warning** spreadsheet and work in the RedCard worksheet.

Apply **data validation** to column B to ensure that a person cannot receive more than 5 red cards.

Encircle the invalid data.

Take a **screenshot** of the data and paste the result in the **Q7Screenshot** document.


Save and close the document Q7Screenshot. (4)

7.5 Add your name and surname as the **author** of the spreadsheet named **Q7Warning**. (1)
Save and close the file.


7.6 Open the file **Q7Founders** document and do the following:

Add the document title Ridgeview raptors to the cover page. Ensure that this title control **cannot be deleted**. (2)


- 7.7 Find the four pictures under the heading “Founding members”, **add a caption** to the last picture. The caption must be **Founder 4** and the text should be **Simon Fairbanks**.




Founder 1 Colin MacGregor



Founder 2 Landa Kerrigan



Founder 3 Jake Thornton



Founder 4 Simon Fairbanks

(3)

Save and close the file.

[15]

TOTAL: 150

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
	Creates bold text
<i></i>	Creates italic text
	Sets size of font, from "1" to "7"
	Sets font colour
	Sets font type
Link Tags	
Tag	Description
	Creates a hyperlink
	Creates an image link
	Creates a target location
	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
	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 upon the type of list selected
	Adds an image
	Aligns an image: can also be "right", "center", "bottom", "top", "middle"
	Sets size of 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
<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, centered text)
<table width="50">	Sets the width of the table
<table border="1">	Sets the width of the border around the table cells
<table cellpadding="1">	Sets the space between the table cells
<table cellspacing="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

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
\	Causes the character that follows to be displayed as the literal character (for example, \A is displayed as just A)

COMPUTER APPLICATIONS TECHNOLOGY P1 – SEPTEMBER 2025									
INFORMATION SHEET (to be completed by the candidate AFTER the 3-hour session)									
SCHOOL:									
NAME:									
WORKSTATION NUMBER:									
SUITE USED (Mark appropriate box with a cross (X))	Microsoft Office 2016	Microsoft Office 2019	Microsoft Office 2021	Office 365					
WEB BROWSER USED (QUESTION 6) (Mark appropriate box with a cross (X))	Mozilla Firefox	Google Chrome	Internet Explorer (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	Q1Rugby			35					
2	Q2Song			10					
3	Q3Games			30					
4	Q4Detail			10					
5	Q5Ridgeview			35					
6	Q6_1Home			15					
	Q6_2Open								
	Q6_3Info								
7	Q7Red			15					
	Q7Graph								
	Q7Warning								
	Q7Screenshot								
	Q7Founders								
TOTAL:				150					
Comment (for marker use only)									