basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SENIOR CERTIFICATE EXAMINATIONS/ NATIONAL SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1

MAY/JUNE 2026

MARKS: 150

TIME: 3 hours

This question paper consists of 17 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 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.

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. 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. Use the correct settings or features in an application as required by a question.

20. The data files that you need to complete this question paper have been provided to you on the disk/CD/DVD/flash disk or on the disk space allocated to you. The files are provided in the form of a password-protected executable file.

    Do the following:

    - Double-click on the password-protected executable file: **CAT P1 June 2026 DATA.exe**
    - Click on the 'Extract' button.
    - Click the 'Show Password' check box.
    - Enter the following password: **$A25G3uF**
    - Once extracted, verify the contents of the folder by opening one or more files.
    - Delete the **.exe** file.
    - Once the contents of the files have been verified, rename the folder **CAT P1 June 2026 DATA** with your examination number.

    The list of files on the next page will be available in the folder.

• 1Fun	Word processing file
• 1Home	PDF file
• 1World	Image
• 2Tours	Word processing file
• 3Trips	Spreadsheet
• 4Bookings	Spreadsheet
• 5Records	Database
• 5Slogan	Image
• 6_1Info	Text file
• 6_1Logo	Image
• 6_1Travel	HTML file
• 6_2Experiences	HTML file
• 6_2Friends	Image
• 7Discount	Database
• 7Refund	Spreadsheet

SCENARIO

OneWorld Adventures is an exciting new company that allows young people to meet and to connect while experiencing adventures around the world.

QUESTION 1: WORD PROCESSING

Open the **1Fun** word processing document that contains information about the different experiences from OneWorld Adventures.

Insert your examination number in the header of the document.

1.1 Edit the author properties to replace the text 'Insert here' with your examination number. (1)

1.2 Modify the two-colour gradient fill effect of the page colour as follows:

- Change the second colour to Green, Accent 6, Lighter 60%.
- Apply the 'Diagonal down' shading style. (2)

1.3 Change the layout of the text that starts with 'Travel doorman …' and ends with '… in your journey.' to appear in two columns, with a line between the columns.

Make sure that the heading 'Relaxed start' appears at the top of the second column. (3)

1.4 Edit the table below the heading 'Savings' as follows:

- Change only the inside borders of the table to any dashed line.
- Format the formula of the 'Total saving (R)' to currency with no decimal places. (3)

1.5 Find the multilevel list below the heading 'Places' and format the list to display as shown in the example below.

NOTE: Use Webdings character code 118.

1) Trips for standard package A
    a) Greek Island Hopping
    b) European Highlights
        - Rhine Valley
        - Amsterdam
        - London
            - Dover
            - Calais
        - Paris
            - Valley of the Somme
        - Swiss Alps
    c) European Whirl Standard
2) Trips for standard package B
    a) Egypt and The Nile
    b) European Discovery
        - Rhine Valley
        - Munich
        - Venice
    c) Rome to Barcelona by train

(3)

1.6 Find the SmartArt below the heading that starts with 'Take a good …' and do the following:

- Change the image of the star shape to the **1World** image.
- Change the star shape to a round shape. (2)

1.7 Set a 6.5 centred tab stop with a '3' leader format and apply it to the text that starts with 'Northern Vietnam …' and ends with '… R21 400'. (3)

1.8 Find the blue text box shape below the heading that starts with 'Look at the …' and insert an object in the shape that links to the **1Home** file to display as an icon. (2)

Save and close the **1Fun** document. **[19]**

QUESTION 2: WORD PROCESSING

Open the **2Tours** word processing document that contains information about the best European tours offered by OneWorld Adventures.

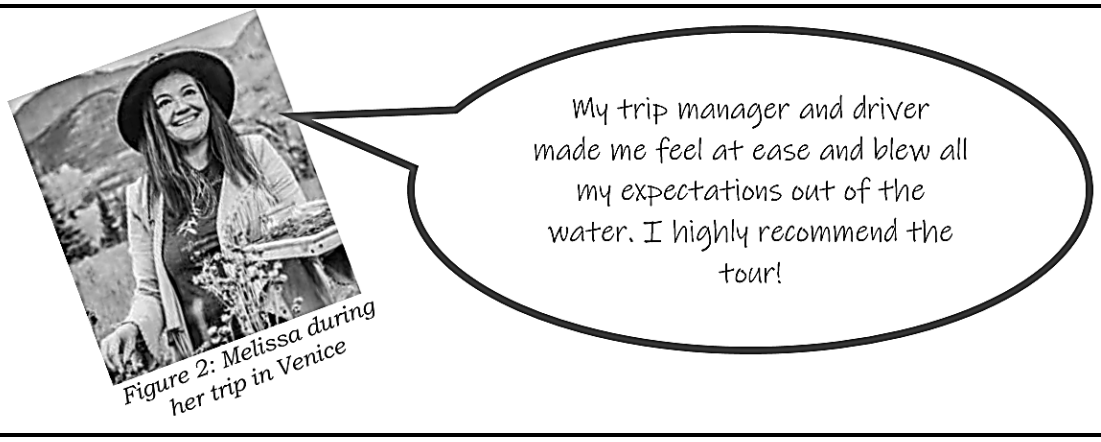
Insert your examination number in the header of the document.

2.1 Add the Integral built-in footer style to the cover page only. (2)

2.2 Find and replace all the occurrences of the exact word 'nights' so that it is highlighted in a bright green colour. (3)

2.3 Edit the Figure 2 image and the shape to display as shown in the example below.

NOTE: Ensure that the image and shape move as one object.



(4)

2.4 Find the citation below the heading 'RECOMMENDATION' and add the text 'Recommended' to the Comments bibliography field of the source. (1)

2.5 Replace the word 'Standard' below the heading 'WHY YOU WILL …' with a cross-reference to the footnote number. Make sure that the position of the footnote also displays. (2)

2.6 Insert a table of figures below the heading 'Table of figures:' to display as shown in the example below.

Table of figures:

Figure 1: Explore Venice's beautiful canals 2
Figure 2: Melissa during her trip in Venice 2
Figure 3: Eat the most authentic Italian cuisine in Rome, Italy 4
Figure 4: Explore the beautiful streets of Paris, France 6

(4)

2.7 Find the text form field controls below the heading 'Enquiries:' and modify the controls as follows:

2.7.1 Edit the text form field next to the text 'Time of enquiry:' to display the time the form was opened for completion. (1)

2.7.2 Change the length of the text form field below the text 'How can we help you?' to unlimited. (1)

2.7.3 Modify the drop-down form field below the text 'Tour name' so that 'European Highlights' appears as the last item in the list. (1)

2.7.4 Travellers receive a discount of R100 per traveller.

Insert a calculation in the text form field below the text 'Total amount' to automatically calculate the total amount payable.

NOTE: Use the bookmarks of the text form fields. (4)

2.8 Insert the text 'Enquiries' as a watermark on the last page only. (3)

Save and close the **2Tours** document. **[26]**

QUESTION 3: SPREADSHEET

NOTE:

- Use formulae and/or functions for ALL calculations in the spreadsheet.
- Use absolute cell references ONLY where necessary to ensure that formulae are correct when you copy 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 values are changed in the existing data.
- Should you need to use building blocks, use the space allocated for this in the spreadsheet data file.

Open the **3Trips** spreadsheet that contains information about the tours that OneWorld Adventures has to offer.

Work in the **Info** worksheet.

3.1 Change the font of the heading in **cell A1** to Arial and the font size to 24 pt. (2)

3.2 Insert a function in **cell G3** to calculate the most common maximum group size (**column G**) of all the tours. (1)

3.3 Insert a formula in **cell G5** to calculate the average length of all the tours (**column C**).

Round the answer to the next whole number. (2)

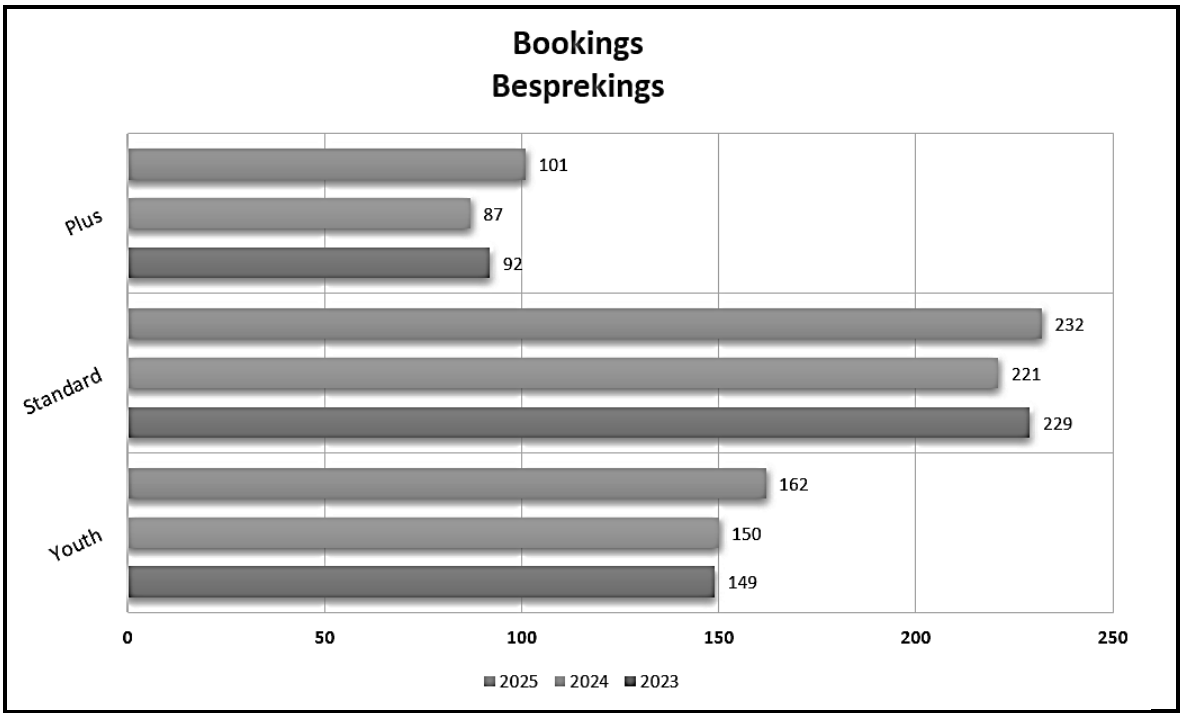
3.4 Insert a function in **cell G7** to calculate the total cost of all the short break youth package prices that will tour to Africa. (5)

3.5 Insert a suitable lookup function in **cell H14** to determine the travel option for the 'Ultimate European' tour name based on the number of days.

Use the data in the **Options** worksheet. (4)

Work in the **Chart** worksheet.

3.6 Modify the graph/chart to display as shown in the example below.



(5)

Save and close the **3Trips** spreadsheet. **[19]**

QUESTION 4: SPREADSHEET

NOTE:

- Use formulae and/or functions for ALL calculations in the spreadsheet.
- Use absolute cell references ONLY where necessary to ensure that formulae are correct when you copy 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 values are changed in the existing data.
- Should you need to use building blocks, use the space allocated for this in the spreadsheet data file.

Open the **4Bookings** spreadsheet that contains information about future bookings with OneWorld Adventures.

Work in the **Sheet1** worksheet.

4.1 Delete the worksheet **Sheet1**. (1)

Work in the **Reservations** worksheet.

4.2 Insert a function in **cell G3** to calculate the second lowest cost per group (**column J**). (2)

4.3 Insert a function in **cell G5** to determine how many plus packages (**column H**) were booked. (2)

4.4 Use a combination of text functions in **cell E12** to create a traveller username for each traveller.

The traveller username is extracted from the traveller's e-mail address as shown in the example below.

Example:
E-mail address: nshezi73@gmail.com
Traveller username: nshezi73 (6)

4.5 A travel agent is required to pay a deposit of 60% if the cost per group is more than R150 000; otherwise the deposit remains the general deposit % found in **cell M6**.

Insert an IF function in **column M** to display the deposit. (6)

4.6 Modify the conditional formatting in **column F** to apply any yellow fill colour to the tours that will depart between January and March in the Southern Hemisphere. (5)

Save and close the **4Bookings** spreadsheet. **[22]**

QUESTION 5: DATABASE

The database contains details about the staff and clients of OneWorld Adventures.

Open the **5Records** database.

5.1 Open the **tbl5_1** table in Design View and edit it as follows:

NOTE: Select 'Yes' if any warning messages appear.

5.1.1 Change the field size of the *EmployeeSurname* field to 30. (1)

5.1.2 Change the format of the *DateOfBirth* field to 'Short Date'. (1)

5.1.3 Insert an input mask on the *EmployeeID* field in the following format:

- FOUR digits, followed by
- ONE @ symbol, followed by
- ONE, but possibly TWO initials (4)

5.1.4 Create a combo box for the *JobTitle* field to display the job titles available at OneWorld Adventures. The job titles are stored in the **tblJobDescription** table. (3)

5.1.5 New appointments will only be made if a person has 5 to 10 years of experience in the travel industry.

Insert a validation rule and validation text in the *YearsExperience* field to ensure that the data entered is correct. (4)

Save and close the **tbl5_1** table.

5.2 Modify the **frm5_2** form based on the **tblStaff** table in Design View as follows:

- Add the **5Slogan** image to the form header.
- Set the height of the image to 6 cm and the width to 5 cm in the Detail section.
- Ensure that all the labels in the Detail section are formatted the same.
- Change the properties of the *HireDate* text box so that a user can select a date from the calendar.
- Insert the current date in the form footer. The date should automatically update.

Save and close the **frm5_2** form. (6)

5.3 Open the **qry5_3** query, based on the **tblTravelClients** table, in Design View.

Display only the *ClientName* and *OnlineBooking (Yes/No)* fields of all clients who have a South African cellphone number.

NOTE: South African cellphone numbers start with +27.

Save and close the **qry5_3** query. (3)

5.4 Open the **qry5_4** query, based on the **tblTravelClients** table, in Design View.

Display the total cost per travel status.

Save and close the **qry5_4** query. (2)

5.5 Open the **qry5_5** query, based on the **tblTravelClients** table, in Design View.

Modify the query as follows:

- Display all the clients who have achieved gold travel status; AND
- All the clients who have paid more than R600 000 for tours; OR
- Display all the clients who have booked five or more tours.
- Sort the records alphabetically according to the client name.

Save and close the **qry5_5** query. (5)

5.6 Modify the **rpt5_6** report, based on the **tblTravelClients** table, in Design View, to display as shown in the example below.

NOTE:

Ignore the format and border of the *Max amount* text box.

Clients

TravelStatus	ClientName	ClientSurname	CellNumber	TotalCost
Bronze			Max amount	R290 998.06
	Bayanda	Ngcongo	+27833684749	R55 544.14
	Siyathemba	Mthabela	+27739329373	R177 886.36
	Natty	Sandes	+27864090145	R149 547.81
	Deepal	Etty	+27626961172	R145 042.16
	Siyabonga	Sithole	+27739243021	R23 959.97
	Lorens	Trotton	+27824161588	R62 177.97
	Senamile	Khoza	+27742503645	R216 992.88
	Jumaina	Sardiwalla	+27657347592	R35 319.64
	Samukelisiwe	Mbatha	+27645456049	R135 083.17

Save and close the **rpt5_6** report. (6)

Save and close the **5Records** 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 reference.
- All files needed to complete this question can be found in the examination folder.

A web page was created to promote OneWorld Adventures.

6.1 Open the incomplete **6_1Travel** file in a web browser and also in a text/HTML editor (NOT a word processing program such as Word).

Your final web page should look like the example below.



NOTE:

- Use the example on the previous page as a guideline 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 spacing of 10 between the cells of the table. (1)

6.1.2 Centre the image in the top row of the table. (1)

6.1.3 Find the text 'These include discovery …' and make sure the text displays in a new line. (1)

6.1.4 Insert the text from the **6_1Info** file as the last cell of the table. (2)

6.1.5 Create a link to the e-mail address as shown at the bottom of the web page. (3)

Save and close the **6_1Travel** file.

6.2 Open the incomplete **6_2Experiences** file in a web browser and also in a text/HTML editor (NOT a word processing program such as Word).

Complete the web page to appear as shown in the example below.

Unforgettable Experiences

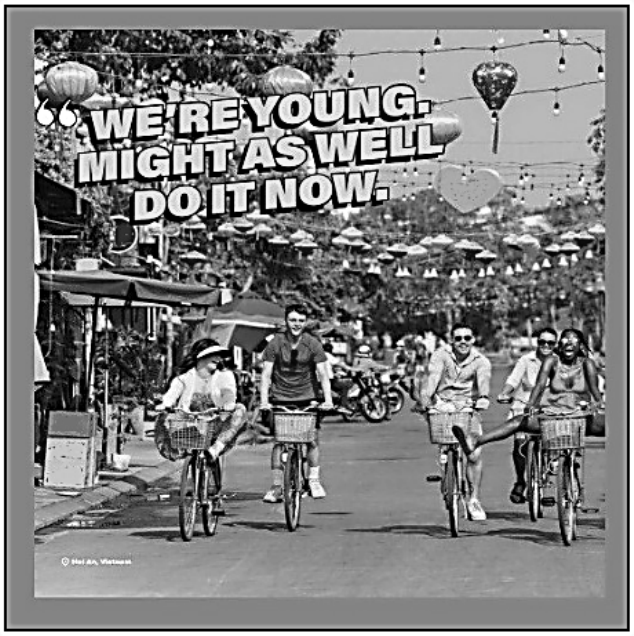
Dive deeper into every destination with:

1. The culture vultures

- Take a ride on a rickshaw in India.
- In Spain and Portugal you will visit a community that is rebuilding itself through street art.
- In Peru Panorama you will discover the ancient arts of weaving and goldsmithing.

2. The foodies

- Master the art of sushi-making in Japan.
- Visit a traditional 'Sugar Shack' during an Eastern Canada adventure.
- Take a master chef-inspired cooking class in Africa:
  i. African food
  ii. Indian food
  iii. Seafood
- Discover the traditional taste of Italian espresso.
- Join a guided bush food tutorial in Australia.



3. The active adventurers

- Take a train to Jungfrau mountain in Switzerland.
- Go bungee jumping in New Zealand.
- Swim with whale sharks in Mexico.

What an absolutely **UNFORGETTABLE** experience! This trip is packed with every kind of adventure you could dream of.

Save and close the **6_2Experiences** file. (6)

ONE mark will be allocated for closing tags and correct nesting in both web pages. (1)
[15]

QUESTION 7: GENERAL

OneWorld Adventures needs assistance with specific documents.

7.1 Open the **7Discount** database. The directors of the OneWorld Adventures want a report of the discount they provided.

Create a report called **Info** to display a list of tours as shown in the example below.

NOTE:

- Extract only the tours that are longer than 10 days.
- Determine the discount amount per tour.

Info

Continent	TourName	Days	Discount
Africa			
	East Africa Safari	11	R222.00
	South Africa Safari	21	R238.00
Asia			
	South Korean Soul	12	R317.00
	Vietnam Experience	12	R190.00
	Total Thailand	14	R222.00
	Bangkok to Singapore Adventure	14	R399.00
	Philippines Island Hopping	13	R255.00
	Eternal India	12	R369.00
	Deli to Kathmandu Quest	12	R159.00
	Pure Sri Lanka	11	R222.00
Australia			
	Australia: Beaches and Reefs	16	R278.00

Save and close the **7Discount** database. (7)

7.2 Open the **7Refund** spreadsheet. OneWorld Adventures will be closing some of their branches in Europe and Asia. Travellers will be eligible for a refund if:

- The tour confirmation indicates cancelled, AND
- The tour was scheduled to Europe OR Asia.

Use a combination of the IF, AND and OR functions in **cell G4** to determine if Mabuza Fezile qualifies to get a refund. (7)

Save and close the **7Refund** spreadsheet. **[14]**

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"
	Horizontally centres text, a section, table or an image
	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 (e.g. \A is displayed as just A)

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Examination sticker	
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COMPUTER APPLICATIONS TECHNOLOGY P1 – MAY/JUNE 2026

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

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	1Fun			**19**		
2	2Tours			**26**		
3	3Trips			**19**		
4	4Bookings			**22**		
5	5Records			**35**		
6	6_1Travel			**15**		
	6_2Experiences					
7	7Discount			**14**		
	7Refund					
TOTAL				**150**		

Comment: *(for office/marker use only)*

_____

_____

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