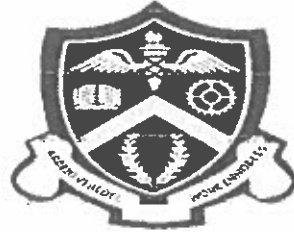


# Hoërskool Johan Jurgens

*[Handwritten signature]*



## Computer Applications Technology

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**Grade 12**  
**February 2026**  
**Paper 1 – Practical**

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**Examiner: Ms V. Erasmus**

**Moderator: Mrs T. Themba**

*Moderated:  
Themba  
04/02/2026*

**TIME: 1 HOUR**

**MARKS: 60**

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This question paper consists of 7 pages (cover page included)




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## Instructions and information

1. Note that you will not be allowed to leave the test venue before the end of the test period.
2. Save your work at regular intervals.
3. Read through each question before answering or solving the problem. Do not do more than is required by the question.
4. Note that no printing is required.
5. During the test you may make use of the help facilities of the programs which you are using. You may not use any other resource material.
6. Note that if data is derived from a previous question which you cannot answer, you should still proceed with the questions that follow.

### ***Please note:***

You will receive together with the question paper an test folder called **DATA Gr12**, which contains the following subfolders and files:

-  1Bulletin
-  2Admin
-  2Handshake
-  3Meeting

This folder will be referred to as your *test folder*.

## Theme: Bridging the Gap

The challenges of 2020 have highlighted the differences between schools in terms of their ICTs. The education department has decided to take steps to make the internet and e-learning accessible to everyone. Various documents need to be completed.

### Question 1 – Word processing

A document has been drafted to inform everyone involved.

Open the document **1Bulletin**.

- 1.1 Change the character spacing of the title 'E-LEARNING LESSONS' on the cover page to the 'Normal' setting. (1)
- 1.2 Locate the paragraph shaded in green under the heading 'Adoption and adaption'. Format the paragraph so that it is displayed as shown below. (Do not change any colours.)

Please note:

- The width ('thickness') of the lines must be 4½ pt.
- Do not use the Space bar to position any text.

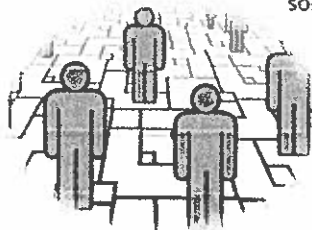
So many university students flounder when they have to take responsibility for structuring their time. It is therefore hardly surprising when school children, many of whom have rarely been exposed to any form of 'honing' of such skills, flounder too. Many LEARNERS struggle to set up and adhere to exam 'learning' schedules, so it is not at all surprising that they flounder when confronted with a whole teaching curriculum from A to Z! Perhaps we could establish some kind of platforming or 'transitioning' techniques in this respect with the primary schools in the future?

 (5)

- 1.3 Change the styles in the document as follows:
  - Change the paragraph 'After' space of the *Heading 2* style to 6 pt.
  - Change all instances of the *Heading 3* style to the *Subtitle* style. (2)
- 1.4 Locate the paragraph with the image under the heading 'Compatibility issues'. Make the necessary change, so that the text in the paragraph 'flows' around the image as shown below.

The huge variety of different types of software available (even to do the same basic task – e.g. word processing) can cause problems with compatibility. A common scenario in the modern work world: Person X writes a document and emails it as an attachment to Person Y. A little while later, person Y responds and says that there is something wrong with the file and that their

word processor won't open it. compatibility issue. At a the same language': we want both people have word from different companies – or program from the same company.



that every company has a different way of encoding the data in their files (and different versions of the same software can also encode the data differently). When software opens a file, it expects the data to be encoded in a certain way. If the encoding is not what is expected, the result is either an error message or a scrambled, messed-up document. (1)

1.5 Locate the text in blue under the heading 'The road ahead'.

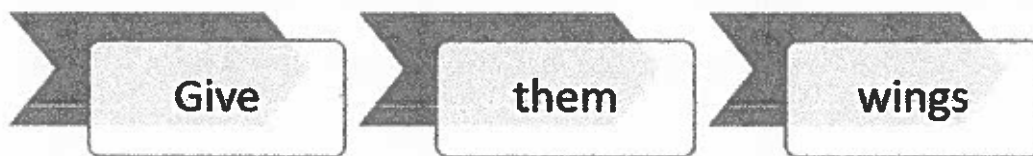
Use *Word's* column feature and the symbol represented by Wingdings character code 56 to format this text as follows (do not change any colours):

✎ Tutoring	✎ Software	✎ Video
✎ Hardware	✎ Network	✎ Programming

(4)

1.6 Locate the SmartArt diagram under the heading 'The road ahead'.

Change the diagram to appear as follows:



(2)

1.7 Locate the text in red under the heading 'Important issues'.

Format the text as a multilevel list that appears as follows, without the border (do not change any colours):

- 1. Task Team
  - 1.1 Membership
  - 1.2 Skills
    - A. Technical
    - B. Administrative
- 2. Finances
- 3. Survey Results
  - 3.1 Data
  - 3.2 Charts

(3)

1.8 Replace all instances of the word 'pupils' with the word 'LEARNERS' (in uppercase).

(2)

**Save and close the 1Bulletin document.**

[20]

## Question 2 – Database

Open the 2Admin database, which has been created to help with the administration.

2.1 Open the Evaluation table in Design View.

2.1.1 Change a property of the *Learner* field, so that the user cannot leave this field blank.

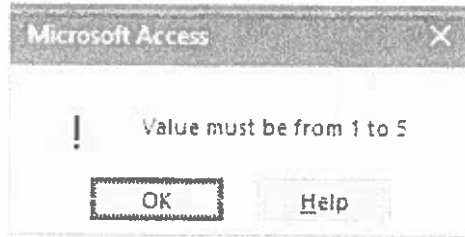
(1)

2.1.2 Edit the combo box of the *Area* field so that when the user opens the combo box, the items will be displayed as follows:

- SysTech
- Networks
- Office
- Website
- Integration

(2)

- 2.1.3 Change a property of the **Score** field, so that if the user enters a value of 6 (for example) in this field, the following message will be displayed:



(3)

- 2.1.4 *Please note: An Input Mask Character Sheet has been attached at the end of the question paper for reference purposes for this question.*

Change the input mask for the **Code** field to ensure that the user enters a code made up as follows:

- Three compulsory letters, of which only the first letter is in upper case, followed by
- one compulsory digit, followed by
- one optional digit.

Examples of valid codes: Net95, Web2

(3)

- 2.1.5 Display the date in the **Test\_date** field properties to the short date format.

(1)

- 2.1.6 Change the **Age** field properties to display the age without decimals.

(1)

- 2.1.7 Set the field properties of the **Contact** field so that the user can only enter text that contains an '@' sign.

(3)

- 2.2 Open the **qry2\_2** query in Design View and do the following:

- Add only the following fields: **CellNo**, **Category**, **Years\_Exp**.
- The query must only show the records of teachers (**Category** field) who have more than 3 years experience (**Years\_Exp** field).

Save and close the **qry2\_2** query.

(3)

- 2.3 Open the **qry2\_3** query in Design View.

Display only those records of supporters where the following conditions are met:

- The records must include only parents and teachers (**Category** field).
- The parent/teacher must be able to work on a weekend (**Weekend** field).

Save and close the **qry2\_3** query.

(3)

- 2.4 Open the **frm2\_4** form in Design View.

- Remove the background colour from the form header. (The colour must appear as in the rest of the form.)
- Insert the image **2Handshake** in the form header.
- Change the label in the form header, so that the border has a 'shadow' effect as follows:



Key Personnel

Save and close the **frm2\_4** form.

(4)

2.5 Create a report called **Sponsorships**, based on the **Sponsorships** query.

Do the following to answer this question:

- Create the report, displaying all the fields in the query.
- Group the records by the *Category* field.
- Sort the records by the *Supporter* field, in ascending order.

Save and close the **Sponsorships** report.

(3)

2.6 Open the report **rpt2\_6** in Design View.

Ensure that the highest sponsorship amount will also be displayed in the report.  
(Do not format the result.)

Save and close the **rpt2\_6** report.

(3)

Close the **2Admin** database.

[30]

### Question 3 – General

3.1 A document has been created to send to all the parent helpers, inviting them to a planning meeting.

Open the **3Meeting** document.

3.1.1 A watermark appears on page 1 of the document.

Change the layout of this watermark to the Horizontal setting.

(1)

3.1.2 Locate the text in red on page 1.

Format this text as a multilevel list to appear as shown below. (Do not add a border or change any colours.)

- |                  |
|------------------|
| A. Communication |
| a. External      |
| b. Internal      |
| B. Finances      |
| a. Fundraising   |
| b. Donations     |
| C. Logistics     |

(2)

3.1.3 Locate the text in blue on page 1.

Use tab settings to display this text as shown below. (Do NOT add a border or change any colours.)

GRADE .....	NAME .....	EMAIL ADDRESS
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(2)

3.1.4 Locate the WordArt 'Questionnaire' at the top of page 2.

Remove the Transform effect from the WordArt, so that the WordArt appears as shown below. (Do not change any colours.)

# Questionnaire

(1)

3.1.5 Locate the underlined email address towards the top of page 2.

Ensure that the message shown here will appear when the user rests their mouse over this email address. (Carefully note the content of the message.)

admin@boulderhigh.org.za  
Ctrl+Click to follow link

(1)

3.1.6 Locate the form fields towards the top of page 2.

Change the properties of the form fields next to the labels shown below, as indicated:

**Cell number:** Remove the default text from the form field.

**Help with transport:** Set the size of the form field to the Auto setting.

**Preferred means of contact:** Ensure that a user can select from one of the following items only from the drop-down list:

Phone  
Email

*Note:* Do not 'protect' or restrict editing of the document.

(3)

Save the **3Meeting** document

**Save and close the 3Meeting document.**

**[10]**

**TOTAL:60**

