

Computer Applications Technology

Grade 12

Paper 1 Practical

Time: 3 hours

Marks: 180


















This paper consists of **19** pages
(title page, Input Mask sheet and HTML tag sheet included)

Instructions and information

1. Note that you will not be allowed to leave the examination venue before the end of the examination 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 examination 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.
7. Formulas and/or functions must be used for all calculations in questions involving spreadsheets unless specified otherwise – in other words, do not manually calculate and type in the answers!

Please note:

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

-  1Brochure.docx
-  1Enrolments.xlsx
-  1UG_Degree_Enrolments.docx
-  2Hamburger.jpg
-  2Initiatives.xlsx
-  3Alumni.accdb
-  3Handshake.jpg
-  4Summary.pdf
-  4WebPage.html
-  4WellDone.jpg
-  5Answers.docx
-  5Antwoorde.docx
-  5Append.txt
-  5BachelorPasses.xlsx
-  5Contacts.accdb
-  5Paper.docx
-  5StudyMethods.docx

Theme: Matric – Sorted!

West Rand High School is hosting a series of events aimed at helping their matrics to make the most of their opportunities, and to ensure that sufficient funds are available to cover expenses. Past learners have offered their support, and a web page is being developed to acknowledge contributions.

Question 1 – Word processing

A brochure has been sent to all the learners and their parents.

Open the document **1Brochure**.

- 1.1 Change the picture and the text box on the cover page to be displayed as shown below, by following the instructions under the screenshot.



- Reset the picture.
 - Format the text box to appear as shown above. (Note that no typing is required.) (3)
- 1.2 Reject the track change in the first paragraph under the heading 'Introduction'. (1)
- 1.3 Change the table of contents on the second page, so that only entries where the headings were formatted with the Heading 1 style or the Heading 2 style are displayed. (1)
- 1.4 Locate the list of tables under the heading 'Tables'.
- Make the necessary change to ensure that, when this list (field) is updated, the first item in the list will be displayed as follows:
Table 1: Open days at selected universities
 - Update the list (field). (2)

1.5 Locate the shaded paragraph under the heading 'Choosing the right course'.
Change the hyphenation setting so that only one word in this paragraph is hyphenated at the end of a line. (1)

1.6 Edit the table under the heading 'Open days' on the third page as follows:

- Move the leftmost column (headed 'Date') so that it is located between the columns headed 'Faculties' and 'Time'.
- Ensure that the headings in the top row are displayed vertically in the centre of their cells. (Do not change the height of this row.)

(2)

1.7 Locate the hyperlink 'Appendix A' under the heading 'Open days'.
Edit the hyperlink so that it links to the appropriate bookmark. (1)

1.8 Display the paragraph and the image under the heading 'What it is' as shown below, by following the instructions under the screenshot:

Job shadowing entails a student spending a day at work with an older person whose current occupation is in the field of work that the student is considering. The student has the opportunity to discuss the nature of the work in that field, but the student also simply follows the person around as he or she works for the day. In this way, the student gets a very good sense of what an average work day in the given field entails. South African schools do not generally facilitate job shadowing experiences, and nor are South African companies generally familiar with the practice. For that reason, it might be necessary for a student to arrange a day of job shadowing privately.



- Justify the text.
- Change the size of the image to exactly 4.5 cm wide x 3.0 cm high.
- Ensure that no text is displayed at the right side of the image, without moving the image.

(3)

1.9 Adjust the image under the heading 'Intelligence, aptitude, interest' so that it appears within an oval shape, more or less as shown below.



Many parents insist that their children choose a career that seems lucrative, or that is associated with high social status. However, forcing a student into such a career by no means guarantees either success or happiness for the student. A career must match not only a student's level of intelligence and his or her aptitudes, but the student's interests.

(1)

1.10 Change the List Paragraph style in the document as follows:

- Change the colour of the bullets used for this style to black.
- Set the bullets against the left margin.
- Remove any shading from the paragraph style.

(3)

1.11 Apply the List Paragraph style to the bulleted list under the heading 'Personality traits: the Big Five'. (1)

- 1.12 Locate the first paragraph in the text box under the heading 'Personality traits: the Big Five'.

Display the first line of the paragraph as shown below. (Only the first few lines of the paragraph are shown.)

At the end of Matric I had met the requirements for a degree in Accountancy. My uncle is a very wealthy and respected Chartered Accountant, and my parents hoped that I would follow in his footsteps. The problem was

(1)

- 1.13 Make the necessary change to ensure that the heading 'Time management' will always remain together with the paragraph under the heading on the same page. (Do not use the Enter key or a Page break to achieve this.)

(1)

- 1.14 Locate the text 'XXXXX' under the heading 'Time management'.

Replace the text with a cross reference to Table 4, so that the sentence reads as follows:

'Jump to the table Enrolments and Graduations for a picture of the harsh reality.'

(2)

- 1.15 Locate Table 4 under the heading 'Not-so-great expectations' and do the following:

- 1.15.1 Edit the table so that it appears as shown below, by following the instructions under the screenshot.

Note: Only the first few rows are shown.

University	Undergraduate Enrolments	Undergraduate Degree Enrolments	Undergraduate Graduations	Undergraduate Degree Graduations
CPUT	5589	1754	2867	1140
CUT	3115	1077	1352	571
DUT	5783	1011	2969	620
MUT	2603	94	1264	66

- Split the top left cell into two columns.
- Remove the diagonal borders from the top row.
- The data for the third column (Undergraduate Degree Enrolments) has not been entered (the cells in this column are empty).

Open the file **1UG_Degree_Enrolments**, and copy all the data from this file as required into the third column.

Close the file **1UG_Degree_Enrolments**. (You do not need to save any changes to this file.)

(4)

- 1.15.2 Ensure that the column headings are repeated if the table flows over to the next page.

(1)

- 1.15.3 Add a formula in the bottom right cell of the table to determine the total of the numbers in the column above it.

The total must be displayed in the same number format as the other totals in this row, even if the formula is updated.

(2)

- 1.16 Locate the green placeholder << Insert chart here >> under the heading 'Not-so-great expectations'.

Replace the placeholder with the chart in the spreadsheet **1Enrolments**.

The chart must be pasted in the *Word* document in such a way that any changes made to the chart in the spreadsheet will be reflected in the *Word* document automatically.

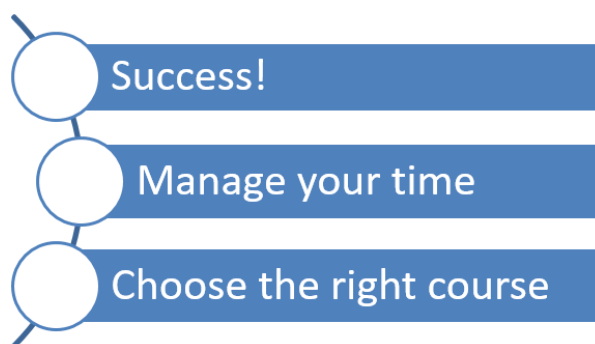
(2)

- 1.17 Locate the word 'fees' under the heading 'Unexpected expenses'.

- Use a *Word* feature to ensure that this word will be included in an index.
- Insert an automatically generated index in the space provided under the heading 'Index' (on the last page), using the default settings.

(2)

- 1.18 Change the diagram under the heading 'Unexpected expenses' so that it is displayed as follows (do not change any colours):



(3)

- 1.19 Locate the two dotted lines next to the text 'Name:' and 'Surname:' under the heading 'Appendix A'.

Use tab settings to change the lines to solid lines, each exactly 10 cm long.

(2)

- 1.20 Locate the table for the Cell phone number under the heading 'Appendix A'.

Change all the cells in the table to be exactly square, i.e. have the same height and width, without changing the height of the cells.

(1)

- 1.21 Locate the bibliography under the heading 'Bibliography' on the last page.

Ensure that all the sources referenced in the document are displayed in the bibliography.

(1)

- 1.22 Change the page numbering in the document as follows:

- On the second page of the document (the page on which the Table of Contents appears) change the page numbering format to 1, 2, 3, etc. and start the numbering from 1.
- Do not display a page number on the last page.

(3)

- 1.23 Insert a page border of your choice only on the second last page (the page containing the appendix).

(2)

- 1.24 Replace the date in the header with the current date in the format 29 August.
The date must update automatically. (2)
- 1.25 There are several places in the document where the spacebar was incorrectly pressed twice instead of once, resulting in two consecutive spaces between words.
Use *Find and Replace* to correct all these spacing errors. (1)
- 1.26 Ensure that the whole document is free of spelling errors. (Assume that there are no spelling errors in any of the tables.) (1)
- Save and close the document.** [50]

Question 2 – Spreadsheet

A spreadsheet is being used to coordinate various initiatives.

Open the spreadsheet **2Initiatives** and work in the **Summary** worksheet.

- 2.1 Make the following formatting changes:
- Change the height of the first row to 30.
 - Format **cells B2:G3** so that they appear as follows (do not change any colours):

Term 1		Term 2		Term 3	
Date	Amount	Date	Amount	Date	Amount

- 2.2 The combined Grand Total (total of **cells J4:J7**) is less than the goal amount displayed in **cell J9**.
Insert a formula in **cell F9** to calculate the amount that must still be raised to reach the goal amount. (3)
- 2.3 The total amounts raised by individual learners are stored in **column H** in the **Learners** worksheet.
Insert the LARGE function in **cell F12** in the **Summary** worksheet to determine the 5th highest amount raised by a learner.
The function must be able to copied to other cells in this column to correctly determine the 4th highest, 3rd highest, 2nd highest and highest amounts raised, without having to change the function in each cell. (2)

Work in the Learners worksheet.

- 2.4 The amount raised by each learner by selling tickets for a Talent Show is stored in **column D**. The price per ticket is stored in **cell D3**.

Enter a formula in **cell C4** to determine the number of tickets sold by *Struwig, R*. (2)

- 2.5 As a reward for their hard work each learner received a voucher, depending on the total amount that he/she raised, according to the following scheme:

Total Raised	Voucher
From R100 to R199	Tuck shop
From R200 to R299	Restaurant
From R300 to R399	Movie 'n Meal
R400 and more	Books Galore

Insert a function in **cell I5** to determine the type of voucher which *Hanekom, J* received. Use the lookup table stored in **cells O6:P9** in the **Learners** worksheet. (4)

- 2.6 Insert a formula in **cell M7** to calculate how much less money would have been raised from the sale of tickets (**column D**), if each learner sold only 4 tickets.

Note: The total amount raised from ticket sales is stored in **cell D84**. (5)

- 2.7 The learners were sponsored for taking part in a Big Walk. For each kilometre a learner walked, he/she received the amount stored in **cell M11**. The total amount that each learner received in this way is stored in **column F**.

Insert a function in **cell M14** to calculate the total number of kilometres walked by the learners in class 12C. (5)

- 2.8 A function was entered in **cell M19** to determine the number of learners in class 12A who received a Restaurant voucher, but the function returns an incorrect answer.

- Correct the function in **cell M19**.
- Ensure that the function in **cell M19** can be copied to other cells in this column, to correctly determine the number of learners in the other classes who received a Restaurant voucher. (3)

- 2.9 Learners in all the classes who received a Restaurant voucher have decided to book tables for a meal at a restaurant. Each table can accommodate a maximum of 6 people.

Change the function in **cell M24** to calculate the minimum number of tables that must be booked.

Display the answer as a whole number. (3)

- 2.10 Conditional formatting has been applied to **column H** (TOTAL raised), using an icon set.

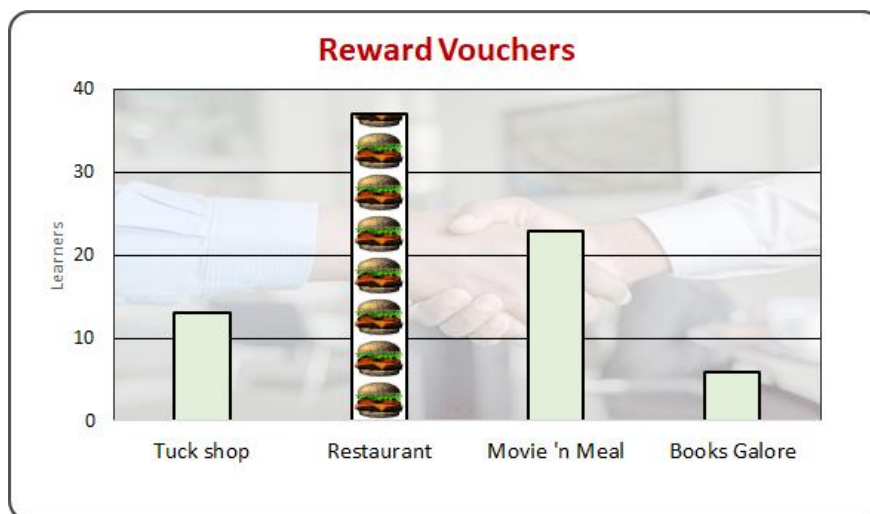
Change the rules according to which the icons are displayed as follows:

- A green flag (icon) must be displayed if the value in a cell is R350 or more.
- No icon must be displayed if the value in a cell is less than R350.

(2)

- 2.11 Change the chart in the **Learners** worksheet so that it looks like the example below, by following the instructions under the screenshot (do not change any colours).

A picture of what your final chart should look like is also given below the chart in the worksheet.



- Add the vertical axis title 'Learners'.
- Ensure that only 4 horizontal gridlines are displayed.
- Fill the 'Restaurant' data point (column) with the image **2Hamburger.jpg**, so that each image represents 5 learners.
- Ensure that the data point for 'Books Galore' is included as shown in the example.

(5)

Work in the Survey worksheet.

- 2.12 Insert the MID function in **cell B4** to extract the 7th digit of the ID number (**column A**) of the learner with ID number 0106237004067.

(3)

- 2.13 The first two digits of a South African ID number (column A) indicate the year of birth of the person. For example, the digits '01' indicate that the person was born in 2001.

Insert the DATE function in **cell D6**, so that the correct year of birth of the learner with ID number 0211221006069 is shown, in the same format as shown for the other learners, i.e. as 2002.

The function must work for any year from 2000 onwards.

Tip: Set the values for the month and the day in the DATE function both to 1.

(5)

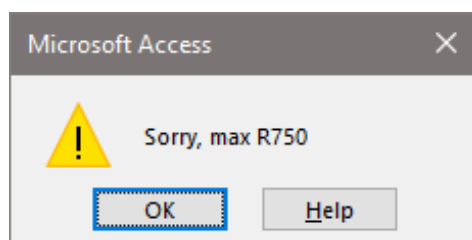
- 2.14 Data validation has been applied to **column H**.
Add the value 'Other' as the fourth option in the validation list for the whole column. (2)
- 2.15 Determine how many learners are aiming for a better symbol in the Prelims (**column G**) than they obtained in the Gr11 Nov 17 exam (**column E**).
Display your final answer in **cell M4**.
Tip: Follow the 'building block' approach: first use a function in a blank column to compare the symbols in columns **E** and **G**, then use a function in **cell M4** to summarise these results. (3)
- Save and close the spreadsheet.** [50]

Question 3 – Database

A database of past learners has been created to help with the administration of a fund-raising function.

Open the database **3Alumni**.

- 3.1 Make the following changes to the **Suppliers** table:
- 3.1.1 Change a property of the *Contact* field, so that the user cannot enter more than 30 characters. (1)
- 3.1.2 Change the input mask of the *CellNo* field so that
- the first character will always be the digit 0 (zero), followed by
 - nine compulsory digits. (3)
- 3.1.3 Change a property of the *Category* field, so that the user can only select an item from the existing list of values. In other words, they must not be able add a value of their own. (1)
- 3.1.4 Change the data type of the *Quotation* field so that a document (e.g. a PDF file) can be stored in this field. (1)
- 3.1.5 Change the properties of the *Amount* field as follows:
- The amount must be displayed in South African Rands (R).
 - The following dialog box must appear if the user tries to enter a value greater than R750:



- 3.1.6 Change a property of the *Accepted* field so that when a new record is added, the value of the field will automatically display as ☒ . (1)
- Save and close the **Suppliers** table (but do not close the database).

3.2 Create a query called **qry3_2** based on the table **Main**, as follows:

- The query must contain only the records of married (*MaritalStatus* field) past learners who will bring a partner (*Partner* field).
- The query must display only the *Surname* and *Cellphone* fields.

Save and close the **qry3_2** query.

(4)

3.3 Open the **qry3_3** query.

An e-mail address is invalid if the '@' symbol is missing, and a cellphone number is invalid if it is not exactly 10 characters long.

Use this information to show only the records where the e-mail address and/or the cellphone number is invalid.

Save and close the **qry3_3** query.

(6)

3.4 Open the **qry3_4** query.

Each past learner has agreed to contribute R5 to the Alumni Fund for each year since he/she matriculated. (For example, Gontse Zondo matriculated in 2013 and will therefore contribute R25.)

Create a calculated field with the name *FundAmt* to calculate the amount that each past learner has agreed to contribute.

It is not necessary to format the answer as currency.

(5)

3.5 Create a query called **qry3_5** based on the **Main** table to display the number of past learners from each matric year.

The query should appear as follows:

Matriculated ▾	CountOfSurname ▾
2006	32
2007	35
2008	36
2009	37
2010	38
2011	39
2012	42
2013	43
2014	43
2015	41
2016	43
2017	45

Note: The field that you use for the second column may differ from the one shown above (*CountOfSurname*).

Save and close the **qry3_5** query.

(3)

3.6 Open the **frm3_6** form and modify it as follows:

- Insert your surname in the form footer.
- Add the **3Handshake** image as a background image to the form. (The image must extend across the header, detail and footer sections of the form.)
- Edit the drop-down list of the *MaritalStatus* field so that the text 'Select one' is automatically displayed in this field when a new record is added.
- An error message is displayed in the text box under the heading '15% to Sports Fund' when the form is viewed in Form View.

Make the necessary correction, so that 15% of the donation (*Donation* field) is correctly calculated and displayed.

Save and close the **frm3_6** form.

(5)

3.7 Open the report **rpt3_7** and modify it as follows:

- Change the font colour of the labels at the top of each page in the report to red.
- Ensure that learners from the 2017 matric year appear at the top of the report, and learners from the 2006 year appear at the bottom of the report. (Do not remove the current grouping.)
- Add a function to calculate the total donation of learners from each matric year. You do not need to format the result.

Use the label 'Total'.

Save and close the **rpt3_7** report.

(6)

Close the 3Alumni database.

[40]

Question 4 – Web design (HTML)

You have been asked to finalise a web page for the school's intranet.

Open the incomplete text file **4WebPage** in a web browser and also in an HTML editor such as *Notepad++* (NOT a word processor such as *Word*).

Note:

- Question numbers have been added as comments in the file, to show you approximately where your answers should be inserted.
Please do not remove these comments.
- An HTML tag sheet has been attached at the end of the question paper for reference.

Your final web page should look like the example on the next page:

Enterprises Galore 2018

Congratulations are in order.

Our learners have once more proved that they are not slow in coming forward: they have come out TOPS in the fund raising drive that we initiated at the beginning of the year. Our expectations have been exceeded, and we are pleased to announce the total amounts raised and the top 3 learners.


Total Raised	R22,370
--------------	---------

Our biggest money-spinners were the Lucky Draw and the Talent Show (combined R15,384). Other popular enterprises were:

- i. The Big Walk
- ii. Car Washes

Top 3 Learners

We all pitched in, but 'hats off' to the following three learners in particular, who did more than their fair share and rose to the occasion splendidly. Enthusiasm, hard work and a BELIEF in what you are doing have always been the chief ingredients in any undertaking.

Congratulations!			
	Swanepoel, JD	12B	R424
	Kruger, GD	12C	R422
	Muller, KR	12B	R420

[CLICK HERE](#) for a breakdown of the results.

4.1 Add your surname so it will display in the tab of your browser. (1)

4.2 Set the font of the heading 'Enterprises Galore 2018' to 'Elephant'. (1)

4.3 Make the following changes to the first table:

- Centre the table on the page.
- Set the distance between the text in the cells and the borders of the cells to 8.
- Format the table so that it matches the example shown below.

Total Raised	R22,370
--------------	---------

- Set the background colour of the table to light yellow. (5)

- 4.4 Locate the text 'The Big Walk Car Washes' below the text 'Other popular enterprises were:'.

Change the text to appear as a list, as shown below.

- i. The Big Walk
- ii. Car Washes


(3)

- 4.5 Add a horizontal line below the list of items as follows:

- The line must have a thickness of 2.
- The line must extend across $\frac{3}{4}$ (three quarters) of the width of the page.

(3)

- 4.6 Edit the second table to appear as shown below, by following the instructions under the screenshot:

Congratulations!			
	Swanepoel, JD	12B	R424
	Kruger, GD	12C	R422
	Muller, KR	12B	R420

- The text R420 is incorrectly displayed just above the table.
Change the HTML code so that this text is displayed in the bottom right cell of the table, as shown above.
- Change the top row of the table as in the screenshot.
- Add the picture **4WellDone.jpg**.
 - Set the height of the picture to 100.
 - Ensure that the word 'Cheers' will display if the picture cannot be displayed.

(5)

- 4.7 Locate the text 'CLICK HERE' towards the end of the web page.

Create a link on the text so that, if the text is clicked on, it will open the file **4Summary.pdf** (if a PDF viewer is installed on the computer).

(2)

Save and close the file 4WebPage.

[20]

Question 5 – General

5.1 Open the document **5StudyMethods**.

5.1.1 Locate the shaded section and do the following:

- Change the properties of the form fields next to the text items shown below, as indicated:
Surname: If the user enters e.g. the text 'Peters' in this field, the text must be displayed as 'PETERS'.
Number of attendees: The user must not be able to enter a number of 10 or more.
Payment method: The user must only be able to choose from one of the following payment methods:
Cash
Cheque
EFT
Amount: The amount entered in this field must be displayed in South African currency format.
- Add a form field next to the text 'Receipt required:', that will allow the user to indicate whether a receipt is required or not, just by using the mouse.

Note: Do NOT restrict editing of the document.

(5)

5.1.2 Set the vertical alignment of the page to Top.

(1)

5.1.3 Position the WordArt 'Thank You' exactly 20 cm below the top margin.

(1)

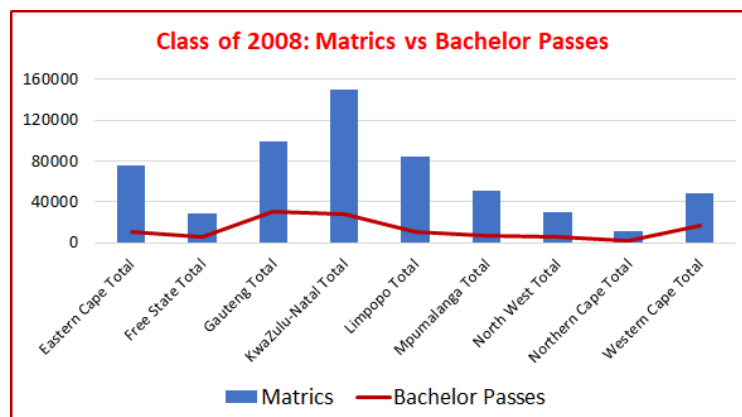
Save and close the document.

5.2 Open the spreadsheet **5BachelorPasses**.

5.2.1 Change the chart to look like the example below (do not change any colours).

Note the following:

- The types of charts used for the different series.
- The wording of the legend.



(2)

- 5.2.2 Use the Subtotal feature to determine the average number of matrices (**column C**) in each of the provinces (**column A**). (2)

Save and close the spreadsheet.

- 5.3 Open the database **5Contacts**.

- 5.3.1 Add the contents of the text file **5Append** to the existing table **Quotations**. (1)

- 5.3.2 Make the necessary changes so that the **Quotations** table contains only the following four fields, in the order indicated: (2)

Surname ▾	CellNo ▾	Category ▾	Accepted ▾
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Save the table and close the database.

- 5.4 Open the document **5Answers**.

In this question you are required to type in the answers to questions, in the spaces provided in the table.

Open and use the document **5Paper** to answer the questions below.

- 5.4.1 How many words are in the green highlighted paragraph on the first page? (1)

- 5.4.2 Locate the blue highlighted paragraph on page 17.

What paragraph option must be applied to this paragraph, so that two lines of this paragraph will be displayed on the next page? (1)

- 5.4.3 How many section breaks are in the document? (1)

- 5.4.4 How many times does the word 'undergraduate' appear in the document? (1)

- 5.4.5 What is the Status (metadata) of the document? (1)

- 5.4.6 How much extra space has been provided at the left side of each page, for binding or stapling? (1)

Close the document 5Paper.

Save and close the document 5Answers. [20]

TOTAL : 180

Professor van der Berg of the Department of Economics at the University of Stellenbosch is thanked for his permission to use file *wp-16-2016_1.pdf* from the department's web page in this paper: <https://www.ekon.sun.ac.za/wpapers/2016>

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)
""	Characters enclosed in double quotation marks will be displayed literally.

HTML Tag Sheet

Structural / Basic tags	
<body> </body>	Defines the body of web page
<body bgcolor="pink">	Sets the background colour of web page
<body text="black">	Sets the colour of the body text
<head> </head>	Contains information about document
<html> </html>	Starts and end a web page
<title> </title>	Defines a title for the document
<!-- -->	Comment
Formatting Tags	
<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
	Inserted before each list item, and adds a number or symbol depending upon the type of list selected
Text Tags	
<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
Graphics Tags	
	Adds an image
	Aligns an image: can be left, right, center; bottom, top, middle
	Sets width of border around an image
	Sets the height and width of an image
	Displays alternative text when the mouse hovers over the image
<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="Red"/>	Sets the colour of the line

Links Tags	
 link text 	Creates a hyperlink displaying the link text
 	Creates an image link
 	Creates a target location
 	Links to a target location created somewhere else in the document
Table Tags	
<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 row with bold, centered text)
<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's border and its contents
<table width="50%">	Sets width of table, in percentage or number of pixels
<tr align="left">	Sets alignment for cell(s) (left, can also be center, or right)
<tr valign="top">	Sets vertical alignment for cell(s) (top, can also be middle, or bottom)
<td colspan="2">	Sets number of columns a cell should span
<td rowspan="4">	Sets number of rows a cell should span