

COMPUTER APPLICATIONS TECHNOLOGY: PAPER I

APPENDICES

APPENDIX 1 HTML TAG SHEET

Name	Opening tag	Closing tag	Attributes Associated with tag
Document Outline			
HTML Document	<HTML>	</HTML>	
Head	<HEAD>	</HEAD>	
Title	<TITLE>	</TITLE>	
Body	<BODY>	</BODY>	BGCOLOR, TEXT, BACKGROUND
Document Structure			
Heading	<H1>	</H1>	
Paragraph	<P>	</P>	
Break	 	Self-Closing	
Horizontal Rule	<HR />	Self-Closing	
Text Formatting and Font Attributes			
Comments	<!--	-->	
Bold			
Italics	<I>	</I>	
Font			COLOR
Link			
Link	<A>		HREF
Image			
Image		Self-Closing	SRC, ALIGN, HEIGHT, WIDTH, ALT, BORDER
Lists			
Ordered List			TYPE
Unordered List			
List Item			
Tables			
Table	<TABLE>	</TABLE>	BORDER, WIDTH, BGCOLOR
Table Row	<TR>	</TR>	HEIGHT, BGCOLOR
Table Data/Cell	<TD>	</TD>	BORDER, WIDTH, ALIGN, VALIGN, COLSPAN, ROWSPAN, BGCOLOR
Table Heading	<TH>	</TH>	BORDER, WIDTH, ALIGN, VALIGN, COLSPAN, ROWSPAN, BGCOLOR
Table Caption	<CAPTION>	</CAPTION>	ALIGN
Centre	<CENTER>	</CENTER>	

APPENDIX 2 MS ACCESS INPUT MASK CHARACTERS

Explanation	
0	User must enter a digit (0 to 9)
L	User must enter a letter
a	User can enter a letter or a digit
. , : ; - /	Decimal and thousands placeholders, date and time separators
!	Causes the input mask to fill from the left to right
9	User can enter a digit (0 to 9)
?	User can enter a letter
&	User must enter either a character or a space
>	Converts all characters that follow to uppercase
\	Characters immediately following will be displayed literally
#	User can enter a digit, plus or minus sign
A	User must enter a letter or a digit
C	User can enter characters or spaces
<	Converts all characters that follow to lowercase
“ ”	Characters enclosed in double quotation marks will be displayed literally