Computer Applications Technology Know the method.

GRADE 12 • 2026 • DBE/CAPS

Free starter pack

3 worked methods • 3 practice questions • explained answers

Read the requested output, work in the specified file and application, test the result and save it in the correct folder. Formula and HTML syntax is printed exactly as it should be typed.

Use this pack actively

1. Choose a method from the clickable index. Try the worked question before reading its steps.

2. Complete Your turn, then follow its answer link. Correct your first error and retry without copying.

3. Mix methods and use complete official papers to practise unfamiliar contexts and time management.

Paper 1 is BLUE; Paper 2 is PURPLE. Written labels remain useful in grayscale.

Original practice, not reproduced or predicted DBE exam questions. The fuller pack supports the R99 offer. Editorial draft: independent subject-teacher moderation is still required. Selected core methods do not replace the full syllabus, practical preparation or PAT.

Question-method index

Click a method to open it. Each practice question links to its explained answer.

Paper 1

MR-CAT-03 | Relative and absolute references • p. 4

MR-CAT-09 | Create a relative hyperlink and image • p. 5

Paper 2

MR-CAT-13 | Evaluate an online source • p. 6

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Your examination map

Paper 1 • 180 min • 150 marks

Practical: word processing, spreadsheets, databases, HTML and integrated file-management tasks. Presentations belong to PAT, not the final practical paper.

Paper 2 • 180 min • 150 marks

Theory: systems, networks and internet, information management, social implications, solution development and integrated scenarios.

Plan time from the actual instructions

Paper 1: reserving 15 minutes leaves about 1.10 minutes per mark. Use this only as a planning guide.

Paper 2: reserving 15 minutes leaves about 1.10 minutes per mark. Use this only as a planning guide.

PAT is a separate assessment component. Use the current official PAT instructions and your teacher deadlines. This pack does not supply a completed PAT for submission.

Practical tasks require the school-approved software. Recreate or import the small accompanying practice data, perform the operation, test it and save the result. These files are teaching aids, not a full official examination data set.

What still needs practice

Extend to full supplied Word and Access files, mail merge, advanced reports and functions, complex integration, official HTML/input-mask sheets and the separate PAT.

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Relative and absolute references

MR-CAT-03 • Freeze the shared rate while item references move.

Worked question

Quantity is in B2, unit price in C2 and a supplied tax rate 15% in F1. Write a formula in D2 for the tax-inclusive total and copy it down.

Cell	Meaning	Value
B2	Quantity	3
C2	Unit price	20
F1	Supplied tax rate	15%

```
=B2*C2*(1+$F$1)
```

1. Multiply quantity by price.
2. Multiply that result by one plus the rate.
3. Keep B2 and C2 relative so the row changes when copied.
4. Lock the rate cell using an absolute reference.
5. For $B2 = 3$ and $C2 = 20$, the result is 69.

Check the reasoning

The copied formula in D3 must still use F1.

Avoid this mistake

Typing 15 in F1 instead of 15% changes the numeric value.

Your turn

$B3 = 4$, $C3 = 25$, same rate. Give D3 formula and result.

Click here for the explained practice answer.

Create a relative hyperlink and image

MR-CAT-09 • Match the path to the actual file location.

Worked question

An index.html file shares a folder with guide.html and logo.png. Add a link labelled Study guide and an image with alternative text.

```
<a href="guide.html">Study guide</a>
<img src="logo.png" alt="MatricReady logo">
```

1. Use a relative href pointing to guide.html.
2. Place the visible link label between the anchor tags.
3. Use logo.png as the image source.
4. Provide meaningful alternative text.
5. Open the saved page and test both the link and image.

Check the reasoning

The paths work only if the files are in the stated folder.

Avoid this mistake

Changing the file extension by renaming does not convert its format.

Your turn

Link to papers.html with label Past papers.

Click here for the explained practice answer.

Evaluate an online source

MR-CAT-13 • Check authority, evidence, date and purpose.

Worked question

A health claim appears in an anonymous promotional post without sources. Explain how to assess it for a school report.

1. Identify who made the claim and whether they have relevant expertise.
2. Look for traceable evidence and independent authoritative confirmation.
3. Check publication date and whether the content is selling something.
4. Exclude or clearly qualify unsupported claims.
5. Record source details for information that is used.

Check the reasoning

Popularity or polished design is not evidence of accuracy.

Avoid this mistake

Do not treat an AI-generated answer as a primary source.

Your turn

An AI summary gives a statistic without a traceable source. What should you do?

Click here for the explained practice answer.

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Relative and absolute references

MR-CAT-03 • Practice answer

B3 = 4, C3 = 25, same rate. Give D3 formula and result.

Step-by-step answer

1. Use row 3 references and the locked rate cell.

2. Result 4 × 25 × 1.15 = 115.

```
=B3*C3*(1+$F$1)
```

Make the correction useful

Explain your first missed step, correct it and repeat the task without copying. For practical tasks, inspect the saved result rather than only reading the solution.

Return to the worked method

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Create a relative hyperlink and image

MR-CAT-09 • Practice answer

Link to papers.html with label Past papers.

Step-by-step answer

1. Use a relative href for papers.html.

2. Test the destination file exists.

```
<a href="papers.html">Past papers</a>
```

Make the correction useful

Explain your first missed step, correct it and repeat the task without copying. For practical tasks, inspect the saved result rather than only reading the solution.

Return to the worked method

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Evaluate an online source

MR-CAT-13 • Practice answer

An AI summary gives a statistic without a traceable source. What should you do?

Step-by-step answer

1. Find the original reliable source and verify the statistic and context.

2. If it cannot be verified, do not present it as established fact.

3. Acknowledge permitted AI assistance according to school requirements.

Make the correction useful

Explain your first missed step, correct it and repeat the task without copying. For practical tasks, inspect the saved result rather than only reading the solution.

Return to the worked method

Continue with official papers

Scope checked 9 October 2026. The source links support the assessment map; all worked and practice questions in this pack are newly authored.

Subject examination guideline

Updated CAT CAPS content and assessment

2026 ATP retention and CAT / IT update exceptions

DBE annual teaching plans

DBE released 2026 papers and marking guidelines

Current official PAT directory

The revised CAT / IT CAPS content is used alongside the subject examination guidance. S19 of 2025 excludes CAT and IT from blanket retention of the old ATPs. Ask your teacher for the latest school implementation and software instructions.

Error log

Question ID: _____ Date: _____
First incorrect step: _____
Why it failed: _____
Correct method: _____
Retry date and result: _____

Use the matching memo, answer book and addenda for the actual paper. Questions here have no official mark allocation. Check explanations with your teacher before using these drafts as a sole revision source.

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