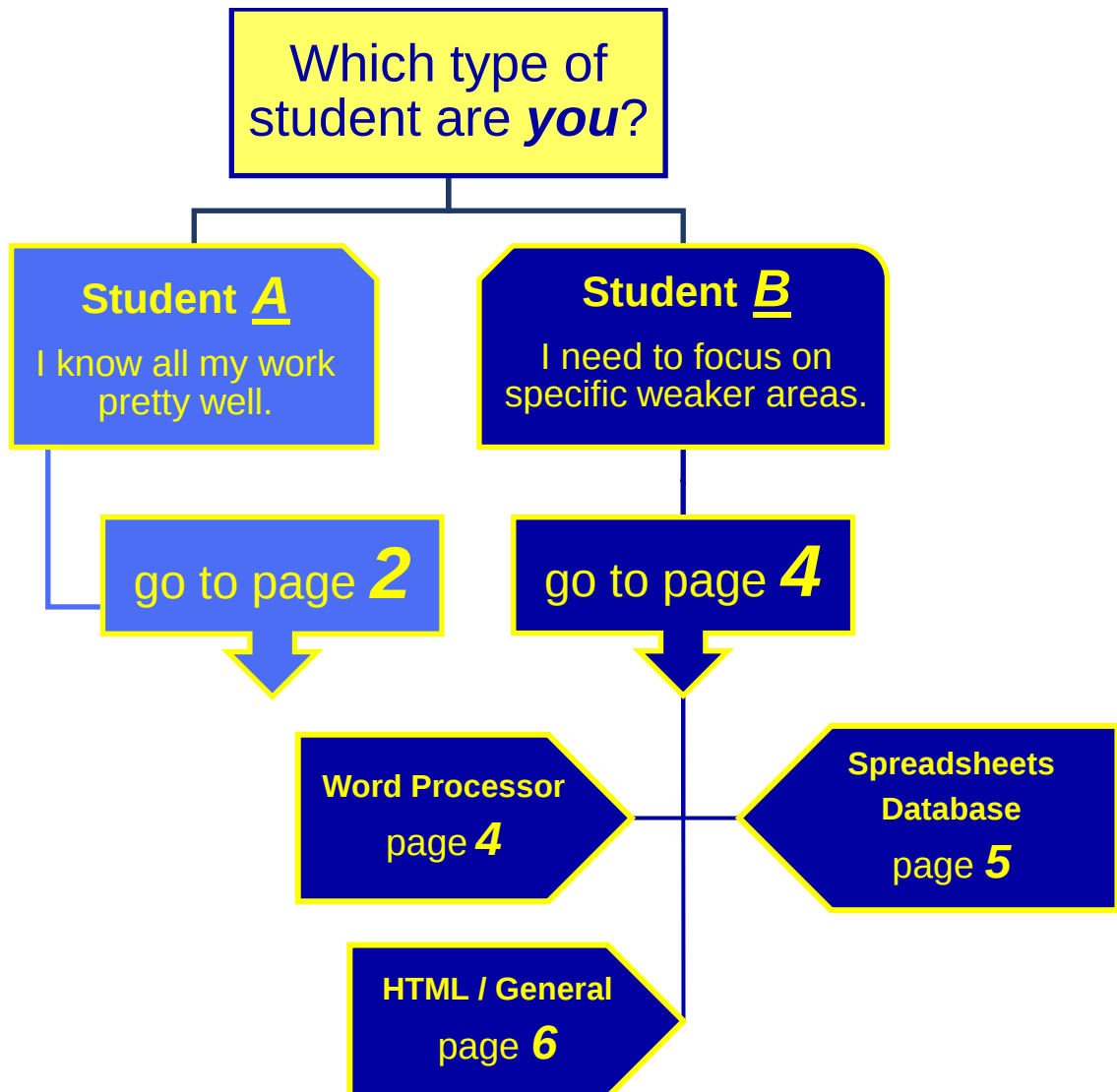


Mr Long Exam Guide 2021 for CAT

Need help preparing for your CAT practical exam?

Which type of student are you?



Student A – *I know all my work pretty well. What now?*

- ✓ Focus on examination preparation.
- ✓ Go through previous exam papers (Use table below).
- ✓ Attempt the exam paper first, using exam conditions:
 - ✗ Don't use any resources like notes and textbooks.
 - ✗ Do the WHOLE exam paper in a 3 hour period.
(Once the 3 hour time limit is over, take note of how far you got, if not finished complete the exam)
 - ✗ Use this to practice your time management of a 3 hour exam.
 - ✗ Once you have completed the exam (or at a later time) identify areas that need improvement (Questions that need to be done faster, sections of work that need revision, etc).
 - ✗ Use the memo and / or videos of the exam paper to mark your own work.
 - ✗ Identity where you made mistakes, lost marks or misunderstood a question.

Previous Exam Papers

Paper	Description	Strategy and Link
2020 Final November download here OR https://bit.ly/2TpdnPE	Question 1 – Word Processing TOTAL: 29 marks Question 2 – Word Processing TOTAL: 21 marks Question 3 – Spreadsheet TOTAL: 27 marks Question 4 – Spreadsheet TOTAL: 23 marks Question 5 – Database TOTAL: 40 marks Question 6 – HTML TOTAL: 20 marks Question 7 – General TOTAL: 20 marks	✗ Questions 1 = 29 minutes • https://youtu.be/fGIhwVQcye0 ✗ Questions 2 = 21 minutes • https://youtu.be/Fi6odM-p45k ✗ Questions 3 = 27 minutes • https://youtu.be/iEolbltyqzI ✗ Questions 4 = 23 minutes • https://youtu.be/4RoKdr4MkWY ✗ Questions 5 = 40 minutes • https://youtu.be/bWBMpyTTErE ✗ Questions 6 = 20 minutes • https://youtu.be/tbDpLbh0EVk ✗ Questions 7 = 20 minutes • https://youtu.be/i5JAqgmj5078 Link to playlist
2018 Final November download here OR http://bit.ly/CAT2018P1	Question 1 – Word Processing TOTAL: 36 marks Question 2 – Word Processing TOTAL: 14 marks Question 3 – Spreadsheet TOTAL: 28 marks Question 4 – Spreadsheet TOTAL: 22 marks Question 5 – Database TOTAL: 40 marks Question 6 – HTML TOTAL: 20 marks Question 7 – General TOTAL: 20 marks	✗ Questions 1 = 36 minutes • https://youtu.be/gRCwYGRgohs ✗ Questions 2 = 14 minutes • https://youtu.be/ByxkkL3eO_4 ✗ Questions 3 = 28 minutes • https://youtu.be/gXes4_XfmxQ ✗ Questions 4 = 22 minutes • https://youtu.be/gMVfgslZlA ✗ Questions 5 = 40 minutes • https://youtu.be/SmrCUaOktBE ✗ Questions 6 = 20 minutes • https://youtu.be/yfEsDmffELQ ✗ Questions 7 = 20 minutes • https://youtu.be/nluUyVxsP8g Link to playlist

Paper	Description	Strategy and Link
2019 Final November download here OR tinyurl.com/G12CATP1Nov2019	Question 1 – Word Processing TOTAL: 27 marks Question 2 – Word Processing TOTAL: 23 marks Question 3 – Spreadsheet TOTAL: 24 marks Question 4 – Spreadsheet TOTAL: 26 marks Question 5 – Database TOTAL: 40 marks Question 6 – HTML TOTAL: 20 marks Question 7 – General TOTAL: 20 marks	✂ Questions 1 = 27 minutes 👁 Playlist link ✂ Questions 2 = 23 minutes 👁 Playlist link ✂ Questions 3 = 24 minutes 👁 Playlist link ✂ Questions 4 = 26 minutes 👁 Playlist link ✂ Questions 5 = 40 minutes 👁 Playlist link ✂ Questions 6 = 20 minutes 👁 Playlist link ✂ Questions 7 = 20 minutes 👁 Playlist link Link to playlist
Video Explanations by: 👁 2020 & 2018 Final November – Claire Smuts YouTube Link 👁 2019 Final Paper - John Dalton YouTube Link		
Other Exam Papers ✂ 2020 Gauteng Prelim – Playlist Link ✂ 2018 Gauteng Prelim – Playlist Link ✂ 2015 Final November – Playlist Link ✂ 2014 Final November – Playlist Link		

Student B – I need to focus on specific weaker areas. What now?

- ✓ A practical exam is divided into FOUR questions. Identity which questions are your weaker areas and then use the table below to work through that area.
 - ✓ For each area:
 - ✗ Watch the lesson series on the potential topics.
 - ✗ Practice on that area's exam type questions.
- If you get stuck on a question, then refer back to your textbook for guidance.

Practical Exam Sections

I need help with Word Processing!

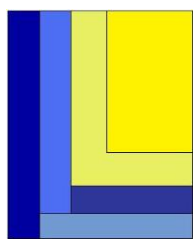
Section	Action	Resources Links
Question 1 and 2: Word Processing	Refer to your textbook and notes	Also see: Find and Replace - https://youtu.be/p3Ql9y3eEyo Indents and tabs - https://youtu.be/vJGYWVe52T4 Line spacing - https://youtu.be/mXWvKHWe2Co Lists - https://youtu.be/tyXahko-tX8 Hyperlinks - https://youtu.be/fqLQ1adyrjA Columns - https://youtu.be/X1n2VG1yxFs Images - https://youtu.be/sFn-AXqbdI0 Headers Footers - https://youtu.be/INdjuIYuB3o Page Numbers - https://youtu.be/JDqPR98mIZM Track Changes - https://youtu.be/m7tmsWN6uH0 Styles - https://youtu.be/w2IES-5Ynbk Bookmarks - https://youtu.be/C6ZA0fCplkc References - https://youtu.be/W_kuvEtqxwU Footnotes / Endnotes - https://youtu.be/DGfbbCsZi6Q
	Practice Question 1 and 2 ✗ November Final 2020 ✗ November Final 2019 ✗ November Final 2018	November Final 2020 Data Files Q1 Q2 November Final 2019 Data Files Q1 Q2 November Final 2018 Data Files Q1 Q2

I need help with Spreadsheets and/or Databases!

Section	Action	Resources Links
Question 3 and 4: Spreadsheets	Watch Lesson Series Grade 10 and 11 - Count Functions - Round Functions - Max, Min, Large and Small - Random Numbers - Absolute Cell Referencing - IF Function - Sumif function - Freeze Panes Grade 12 - Countifs and Sumifs - Wildcards - Date Functions - Text Functions - Nested IF - AND OR and NOT - Lookup Functions	Grade 10 and 11 Count Functions - https://youtu.be/yLzAtlyFFNI Round Functions - https://youtu.be/ArmZs25QEzU Max Min Large Small - https://youtu.be/yJy7FVDhBmI Random Numbers - https://youtu.be/fHe5D4vdSxE Absolute Cell Ref - https://youtu.be/KbjPqInS4IY IF function - https://youtu.be/IEs8vlf1JDo Sumif function - https://youtu.be/43lCHHpSrR0 Freeze Panes - https://youtu.be/S2VnBmISGGo Grade 12 Countifs & Sumifs - https://youtu.be/RkPfyFYVoH0 Wildcards - https://youtu.be/2lRNdecnUwE Date Functions - https://youtu.be/346r4UL_qI8 Text Functions - https://youtu.be/KUGnrbvpVu0 Nested IF - https://youtu.be/5gZy4N_endc AND OR and NOT - https://youtu.be/G3qQPWW2jNM Lookup Functions - https://youtu.be/QpPJsqb4T8k
	Practice Question 3 and 4 ✂ November Final 2020 ✂ November Final 2019 ✂ November Final 2018	November Final 2020 Data Files Q3 Q4 November Final 2019 Data Files Q3 Q4 November Final 2018 Data Files Q3 Q4
Question 5: Databases	Watch Lesson Series Tables - What is a database - Creating a database & tables - Validation Rules - Input Masks - Lookup Wizard Queries - Basic queries - BETWEEN and IN - LIKE and NULL - Separate queries - Grouping - Calculated fields - More examples Forms - Basic forms - Improve your forms Reports - Basic reports - Calculations in reports - Grouping in reports - Reports based on queries - Calculations in groupings	Tables Introduction – https://youtu.be/7SuZR0sIRGY Creating tables – https://youtu.be/torQilq_M2s Validation Rules – https://youtu.be/fxQQUURyn7Y Input Masks – https://youtu.be/-qqY5pODnYQ Lookup Wizard – https://youtu.be/pP256U1A8BU Queries Basic queries – https://youtu.be/F1FI9BYHmzw BETWEEN and IN – https://youtu.be/izBy0zSXLkw LIKE and NULL – https://youtu.be/MSQZ5hws1oY Separate queries – https://youtu.be/jxWm-9GBI5Y Grouping – https://youtu.be/dsHNCLYJmCs Calculated fields – https://youtu.be/IGnLVfwVARI More examples – https://youtu.be/QRzIM-pQGb8 Forms Basic forms – https://youtu.be/P7jABZ97p-E Improvements – https://youtu.be/Khe3PQ1MwDs Reports Basic reports – https://youtu.be/gW_8VgKCO2M Calculations – https://youtu.be/flJZE-lmrrg Groupings – https://youtu.be/rWVVgtWwZ-E Based on queries – https://youtu.be/uoZwY8YhWWM Group Calculations - https://youtu.be/LTY3T1ZlQNq
	Practice Question 5 ✂ November Final 2020 ✂ November Final 2019 ✂ November Final 2018	November Final 2020 Data Files Q5 November Final 2019 Data Files Q5 November Final 2018 Data Files Q5

I need to help with HTML and/or General Section!

Section	Action	Resources Links
Question 6: HTML	Refer to your textbook and notes	Also see: Basic layout - https://youtu.be/hZYfB2fBgjA Basic tags - https://youtu.be/n_737JiSd4Y Breaks & comments - https://youtu.be/i3GE-toQg-o Lists - https://youtu.be/09oErCBjVns Links - https://youtu.be/09oErCBjVns Links within page - https://youtu.be/bCt2FnyY7AE Images - https://youtu.be/Zy4KJeVN7Gk Tables - https://youtu.be/wvR40su_XBM Attributes - https://youtu.be/29lbTXyRo5U
	Practice Question 6 ✂ November Final 2020 ✂ November Final 2019 ✂ November Final 2018	November Final 2020 Data Files Q6 November Final 2019 Data Files Q6 November Final 2018 Data Files Q6
Question 7: General	Refer to your textbook and notes	Also see: Mail Merge - https://youtu.be/NAB7BDvXArI
	Practice Question 7 ✂ November Final 2020 ✂ November Final 2019 ✂ November Final 2018	November Final 2020 Data Files Q7 November Final 2019 Data Files Q7 November Final 2018 Data Files Q7



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youtube.com/c/ComputerApplicationsTechnology