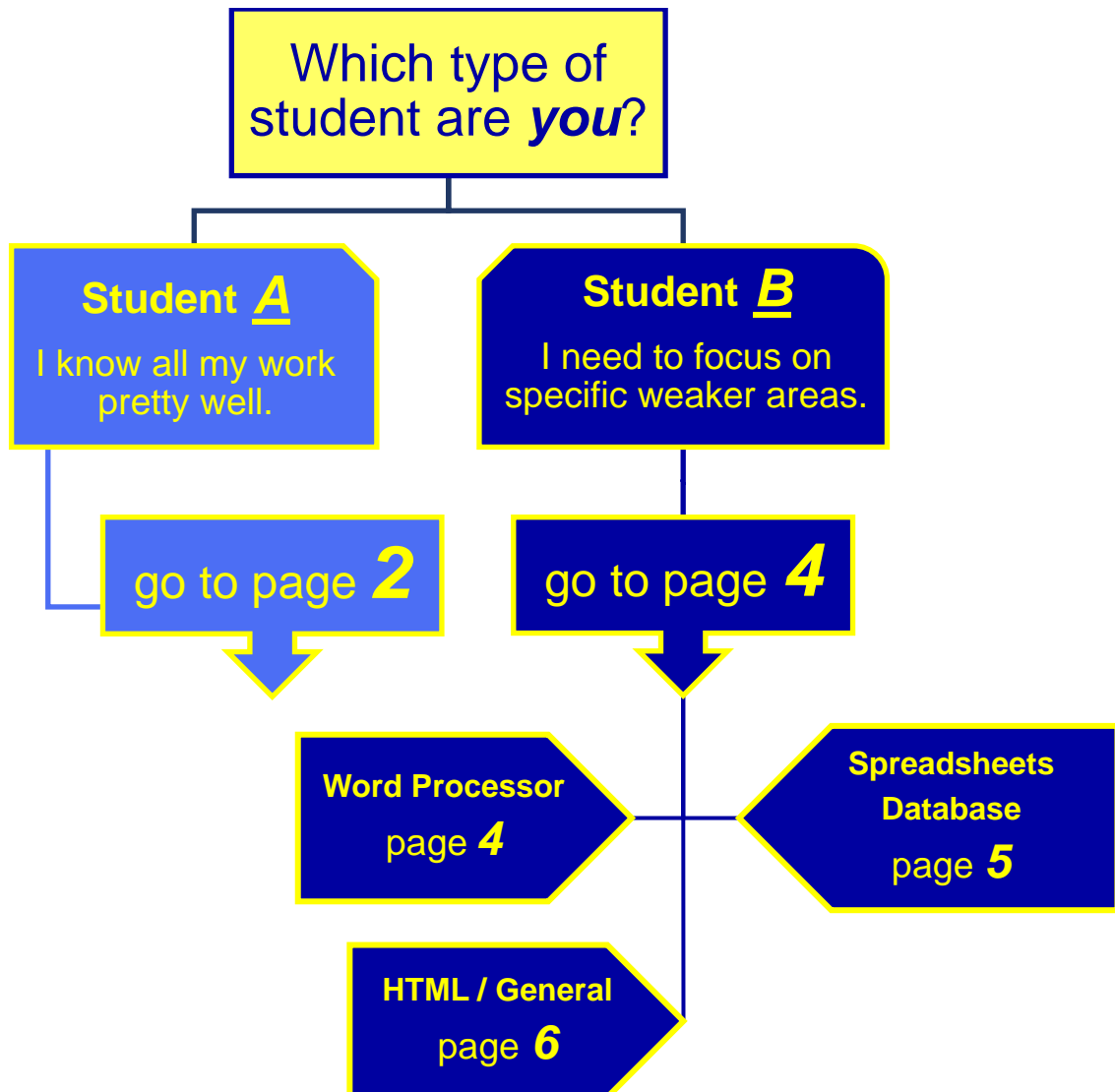


# Mr Long Exam Guide 2021 for CAT

## 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
<p><b>2020 Final November</b></p> <p><a href="#">download here</a> OR <a href="https://bit.ly/2TpdnPE">https://bit.ly/2TpdnPE</a></p>	<p>Question 1 – Word Processing <b>TOTAL: 29 marks</b></p> <p>Question 2 – Word Processing <b>TOTAL: 21 marks</b></p> <p>Question 3 – Spreadsheet <b>TOTAL: 27 marks</b></p> <p>Question 4 – Spreadsheet <b>TOTAL: 23 marks</b></p> <p>Question 5 – Database <b>TOTAL: 40 marks</b></p> <p>Question 6 – HTML <b>TOTAL: 20 marks</b></p> <p>Question 7 – General <b>TOTAL: 20 marks</b></p>	<ul style="list-style-type: none"> <li>✗ Questions 1 = 29 minutes 👁️ <a href="https://youtu.be/fGIhwVQcye0">https://youtu.be/fGIhwVQcye0</a></li> <li>✗ Questions 2 = 21 minutes 👁️ <a href="https://youtu.be/Fi6odM-p45k">https://youtu.be/Fi6odM-p45k</a></li> <li>✗ Questions 3 = 27 minutes 👁️ <a href="https://youtu.be/iEolbltyqzI">https://youtu.be/iEolbltyqzI</a></li> <li>✗ Questions 4 = 23 minutes 👁️ <a href="https://youtu.be/4RoKdr4MkWY">https://youtu.be/4RoKdr4MkWY</a></li> <li>✗ Questions 5 = 40 minutes 👁️ <a href="https://youtu.be/bWBMpyTTErE">https://youtu.be/bWBMpyTTErE</a></li> <li>✗ Questions 6 = 20 minutes 👁️ <a href="https://youtu.be/tbDpLbh0EVk">https://youtu.be/tbDpLbh0EVk</a></li> <li>✗ Questions 7 = 20 minutes 👁️ <a href="https://youtu.be/i5JAgmj5078">https://youtu.be/i5JAgmj5078</a></li> </ul> <p><a href="#">Link to playlist</a></p>
<p><b>2018 Final November</b></p> <p><a href="#">download here</a> OR <a href="http://bit.ly/CAT2018P1">http://bit.ly/CAT2018P1</a></p>	<p>Question 1 – Word Processing <b>TOTAL: 36 marks</b></p> <p>Question 2 – Word Processing <b>TOTAL: 14 marks</b></p> <p>Question 3 – Spreadsheet <b>TOTAL: 28 marks</b></p> <p>Question 4 – Spreadsheet <b>TOTAL: 22 marks</b></p> <p>Question 5 – Database <b>TOTAL: 40 marks</b></p> <p>Question 6 – HTML <b>TOTAL: 20 marks</b></p> <p>Question 7 – General <b>TOTAL: 20 marks</b></p>	<ul style="list-style-type: none"> <li>✗ Questions 1 = 36 minutes 👁️ <a href="https://youtu.be/gRCwYGRgohs">https://youtu.be/gRCwYGRgohs</a></li> <li>✗ Questions 2 = 14 minutes 👁️ <a href="https://youtu.be/ByxkkL3eO_4">https://youtu.be/ByxkkL3eO_4</a></li> <li>✗ Questions 3 = 28 minutes 👁️ <a href="https://youtu.be/gXes4_XfmxQ">https://youtu.be/gXes4_XfmxQ</a></li> <li>✗ Questions 4 = 22 minutes 👁️ <a href="https://youtu.be/gMvfqslZIA">https://youtu.be/gMvfqslZIA</a></li> <li>✗ Questions 5 = 40 minutes 👁️ <a href="https://youtu.be/SmrCUaOktBE">https://youtu.be/SmrCUaOktBE</a></li> <li>✗ Questions 6 = 20 minutes 👁️ <a href="https://youtu.be/yfEsDmffELQ">https://youtu.be/yfEsDmffELQ</a></li> <li>✗ Questions 7 = 20 minutes 👁️ <a href="https://youtu.be/nluUyVxsP8g">https://youtu.be/nluUyVxsP8g</a></li> </ul> <p><a href="#">Link to playlist</a></p>

Paper	Description	Strategy and Link
<p style="text-align: center;"><b>2019 Final November</b> <a href="#"><u>download here</u></a> OR <a href="http://tinyurl.com/G12CATP1Nov2019"><u>tinyurl.com/G12CATP1Nov2019</u></a></p>	<p>Question 1 – Word Processing <b>TOTAL: 27 marks</b></p> <p>Question 2 – Word Processing <b>TOTAL: 23 marks</b></p> <p>Question 3 – Spreadsheet <b>TOTAL: 24 marks</b></p> <p>Question 4 – Spreadsheet <b>TOTAL: 26 marks</b></p> <p>Question 5 – Database <b>TOTAL: 40 marks</b></p> <p>Question 6 – HTML <b>TOTAL: 20 marks</b></p> <p>Question 7 – General <b>TOTAL: 20 marks</b></p>	<p>✂ Questions 1 = 27 minutes 👁 <a href="#"><u>Playlist link</u></a></p> <p>✂ Questions 2 = 23 minutes 👁 <a href="#"><u>Playlist link</u></a></p> <p>✂ Questions 3 = 24 minutes 👁 <a href="#"><u>Playlist link</u></a></p> <p>✂ Questions 4 = 26 minutes 👁 <a href="#"><u>Playlist link</u></a></p> <p>✂ Questions 5 = 40 minutes 👁 <a href="#"><u>Playlist link</u></a></p> <p>✂ Questions 6 = 20 minutes 👁 <a href="#"><u>Playlist link</u></a></p> <p>✂ Questions 7 = 20 minutes 👁 <a href="#"><u>Playlist link</u></a></p> <p><a href="#"><u>Link to playlist</u></a></p>
<p>Video Explanations by:</p> <ul style="list-style-type: none"> <li>👁 2020 &amp; 2018 Final November – Claire Smuts <a href="#"><u>YouTube Link</u></a></li> <li>👁 2019 Final Paper - John Dalton <a href="#"><u>YouTube Link</u></a></li> </ul>		
<p>Other Exam Papers</p> <ul style="list-style-type: none"> <li>✂ 2020 Gauteng Prelim – <a href="#"><u>Playlist Link</u></a></li> <li>✂ 2018 Gauteng Prelim – <a href="#"><u>Playlist Link</u></a></li> <li>✂ 2015 Final November – <a href="#"><u>Playlist Link</u></a></li> <li>✂ 2014 Final November – <a href="#"><u>Playlist Link</u></a></li> </ul>		

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

- ✓ A practical exam is divided into FOUR questions. Identify 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!*

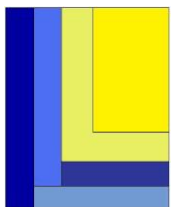
Section	Action	Resources Links
<b>Question 1 and 2: Word Processing</b>	Refer to your textbook and notes	Also see: Find and Replace - <a href="https://youtu.be/p3QI9y3eEyo">https://youtu.be/p3QI9y3eEyo</a> Indents and tabs - <a href="https://youtu.be/vJGYWVe52T4">https://youtu.be/vJGYWVe52T4</a> Line spacing - <a href="https://youtu.be/mXWvKHWe2Co">https://youtu.be/mXWvKHWe2Co</a> Lists - <a href="https://youtu.be/tyXahko-tX8">https://youtu.be/tyXahko-tX8</a> Hyperlinks - <a href="https://youtu.be/fqLQ1adyrjA">https://youtu.be/fqLQ1adyrjA</a> Columns - <a href="https://youtu.be/X1n2VG1yxFs">https://youtu.be/X1n2VG1yxFs</a> Images - <a href="https://youtu.be/sFn-AXqbdI0">https://youtu.be/sFn-AXqbdI0</a> Headers Footers - <a href="https://youtu.be/INdjulYuB3o">https://youtu.be/INdjulYuB3o</a> Page Numbers - <a href="https://youtu.be/JDqPR98mIZM">https://youtu.be/JDqPR98mIZM</a> Track Changes - <a href="https://youtu.be/m7tmsWN6uH0">https://youtu.be/m7tmsWN6uH0</a> Styles - <a href="https://youtu.be/w2IES-5Ynbk">https://youtu.be/w2IES-5Ynbk</a> Bookmarks - <a href="https://youtu.be/C6ZA0fCplkc">https://youtu.be/C6ZA0fCplkc</a> References - <a href="https://youtu.be/W_kuvEtqxwU">https://youtu.be/W_kuvEtqxwU</a> Footnotes / Endnotes - <a href="https://youtu.be/DGfbbCsZi6Q">https://youtu.be/DGfbbCsZi6Q</a>
	<b>Practice Question 1 and 2</b> ✘ November Final 2020 ✘ November Final 2019 ✘ November Final 2018	November Final 2020 <a href="#">Data Files</a> <a href="#">Q1</a> <a href="#">Q2</a> November Final 2019 <a href="#">Data Files</a> <a href="#">Q1</a> <a href="#">Q2</a> November Final 2018 <a href="#">Data Files</a> <a href="#">Q1</a> <a href="#">Q2</a>

## *I need help with Spreadsheets and/or Databases!*

Section	Action	Resources Links
<b>Question 3 and 4: Spreadsheets</b>	<b>Watch Lesson Series</b> <b>Grade 10 and 11</b> <ul style="list-style-type: none"> <li>👁 Count Functions</li> <li>👁 Round Functions</li> <li>👁 Max, Min, Large and Small</li> <li>👁 Random Numbers</li> <li>👁 Absolute Cell Referencing</li> <li>👁 IF Function</li> <li>👁 Sumif function</li> <li>👁 Freeze Panes</li> </ul> <b>Grade 12</b> <ul style="list-style-type: none"> <li>👁 CountifS and SumifS</li> <li>👁 Wildcards</li> <li>👁 Date Functions</li> <li>👁 Text Functions</li> <li>👁 Nested IF</li> <li>👁 AND OR and NOT</li> <li>👁 Lookup Functions</li> </ul>	<b>Grade 10 and 11</b> Count Functions - <a href="https://youtu.be/yLzAtIyFFNI">https://youtu.be/yLzAtIyFFNI</a> Round Functions - <a href="https://youtu.be/ArmZs25QEzU">https://youtu.be/ArmZs25QEzU</a> Max Min Large Small - <a href="https://youtu.be/yJy7FVDhBML">https://youtu.be/yJy7FVDhBML</a> Random Numbers - <a href="https://youtu.be/fHe5D4vdSxE">https://youtu.be/fHe5D4vdSxE</a> Absolute Cell Ref - <a href="https://youtu.be/KbjPqInS4IY">https://youtu.be/KbjPqInS4IY</a> IF function - <a href="https://youtu.be/IEs8vlf1JDo">https://youtu.be/IEs8vlf1JDo</a> Sumif function - <a href="https://youtu.be/43ICHHpSrR0">https://youtu.be/43ICHHpSrR0</a> Freeze Panes - <a href="https://youtu.be/S2VnBmlSGGo">https://youtu.be/S2VnBmlSGGo</a> <b>Grade 12</b> CountifS & SumifS - <a href="https://youtu.be/RkPfyFYVoH0">https://youtu.be/RkPfyFYVoH0</a> Wildcards - <a href="https://youtu.be/2IRNdecnUwE">https://youtu.be/2IRNdecnUwE</a> Date Functions - <a href="https://youtu.be/346r4UL_qI8">https://youtu.be/346r4UL_qI8</a> Text Functions - <a href="https://youtu.be/KUGnrbvpVu0">https://youtu.be/KUGnrbvpVu0</a> Nested IF - <a href="https://youtu.be/5gZy4N_endc">https://youtu.be/5gZy4N_endc</a> AND OR and NOT - <a href="https://youtu.be/G3qQPWW2jNM">https://youtu.be/G3qQPWW2jNM</a> Lookup Functions - <a href="https://youtu.be/QpPJsqb4T8k">https://youtu.be/QpPJsqb4T8k</a>
	<b>Practice Question 3 and 4</b> <ul style="list-style-type: none"> <li>✂ November Final 2020</li> <li>✂ November Final 2019</li>   <li>✂ November Final 2018</li> </ul>	November Final 2020 <a href="#">Data Files</a> <a href="#">Q3</a> <a href="#">Q4</a> November Final 2019 <a href="#">Data Files</a> <a href="#">Q3</a> <a href="#">Q4</a> November Final 2018 <a href="#">Data Files</a> <a href="#">Q3</a> <a href="#">Q4</a>
<b>Question 5: Databases</b>	<b>Watch Lesson Series</b> <b>Tables</b> <ul style="list-style-type: none"> <li>👁 What is a database</li> <li>👁 Creating a database &amp; tables</li> <li>👁 Validation Rules</li> <li>👁 Input Masks</li> <li>👁 Lookup Wizard</li> </ul> <b>Queries</b> <ul style="list-style-type: none"> <li>👁 Basic queries</li> <li>👁 BETWEEN and IN</li> <li>👁 LIKE and NULL</li> <li>👁 Separate queries</li> <li>👁 Grouping</li> <li>👁 Calculated fields</li> <li>👁 More examples</li> </ul> <b>Forms</b> <ul style="list-style-type: none"> <li>👁 Basic forms</li> <li>👁 Improve your forms</li> </ul> <b>Reports</b> <ul style="list-style-type: none"> <li>👁 Basic reports</li> <li>👁 Calculations in reports</li> <li>👁 Grouping in reports</li> <li>👁 Reports based on queries</li> <li>👁 Calculations in groupings</li> </ul>	<b>Tables</b> Introduction – <a href="https://youtu.be/7SuZR0sIRGY">https://youtu.be/7SuZR0sIRGY</a> Creating tables – <a href="https://youtu.be/torQilq_M2s">https://youtu.be/torQilq_M2s</a> Validation Rules – <a href="https://youtu.be/fxQQUURyn7Y">https://youtu.be/fxQQUURyn7Y</a> Input Masks – <a href="https://youtu.be/-qqY5pODnYQ">https://youtu.be/-qqY5pODnYQ</a> Lookup Wizard – <a href="https://youtu.be/pP256U1A8BU">https://youtu.be/pP256U1A8BU</a> <b>Queries</b> Basic queries – <a href="https://youtu.be/F1FI9BYHmzw">https://youtu.be/F1FI9BYHmzw</a> BETWEEN and IN – <a href="https://youtu.be/izBy0zSXLkw">https://youtu.be/izBy0zSXLkw</a> LIKE and NULL – <a href="https://youtu.be/MSQZ5hws1oY">https://youtu.be/MSQZ5hws1oY</a> Separate queries – <a href="https://youtu.be/jxWm-9GBI5Y">https://youtu.be/jxWm-9GBI5Y</a> Grouping – <a href="https://youtu.be/dsHNCLYJmCs">https://youtu.be/dsHNCLYJmCs</a> Calculated fields – <a href="https://youtu.be/IGnLVfwVARI">https://youtu.be/IGnLVfwVARI</a> More examples – <a href="https://youtu.be/QRzIM-pQGb8">https://youtu.be/QRzIM-pQGb8</a> <b>Forms</b> Basic forms – <a href="https://youtu.be/P7jABZ97p-E">https://youtu.be/P7jABZ97p-E</a> Improvements – <a href="https://youtu.be/Khe3PQ1MwDs">https://youtu.be/Khe3PQ1MwDs</a> <b>Reports</b> Basic reports – <a href="https://youtu.be/gW_8VgKCO2M">https://youtu.be/gW_8VgKCO2M</a> Calculations – <a href="https://youtu.be/flJZE-lmrrg">https://youtu.be/flJZE-lmrrg</a> Groupings – <a href="https://youtu.be/rWVVgtWwZ-E">https://youtu.be/rWVVgtWwZ-E</a> Based on queries – <a href="https://youtu.be/uoZwY8YhWWM">https://youtu.be/uoZwY8YhWWM</a> Group Calculations - <a href="https://youtu.be/LTY3T1ZjQNq">https://youtu.be/LTY3T1ZjQNq</a>
	<b>Practice Question 5</b> <ul style="list-style-type: none"> <li>✂ November Final 2020</li> <li>✂ November Final 2019</li>   <li>✂ November Final 2018</li> </ul>	November Final 2020 <a href="#">Data Files</a> <a href="#">Q5</a> November Final 2019 <a href="#">Data Files</a> <a href="#">Q5</a> November Final 2018 <a href="#">Data Files</a> <a href="#">Q5</a>

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

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



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