

Computer Applications Technology

Grade 12

June 2017

Paper 1 Practical

Time: 3 hours

Marks: 180












This paper consists of **18** 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:

-  1_Market.docx
-  2_Undertaking.docx
-  3_Income.xlsx
-  4_DBase.accdb
-  5_WebPage.html
-  Expenditure.docx
-  Snacks.png
-  Stall_Ideas.pdf
-  Themes.txt
-  TicketsMay17.xlsx
-  TraderList.xlsx

This folder will be referred to as your *exam folder*.

Theme: School Market

It has been decided to hold a monthly school market on the school grounds. Staff, parents and learners must be informed. Sound administration is important, and the stall and traders must be properly managed. A web page is also being created to advertise the event.

Question 1 – Word processing

A brochure has been drafted which needs to be finalised.

Open the document **1_Market**.

- 1.1 Locate the logo (two shapes and text) at the top of the document and do the following:
- Change the logo so that it appears as follows (do not change any colours):



- Group the shapes, so that they can be manipulated as a single object. (3)
- 1.2 Locate the placeholder << citation >> on the first page.
Replace the placeholder with a citation of the source authored by Stevenson R.L. (1)
- 1.3 Change the automatic page numbering in the document as follows:
- Use the number format 1, 2, 3, ...
 - Page numbering must start on the second page (the page containing the Table of Contents) and must be numbered from 1 onwards.
- Note:* The first page, and the pages containing Appendix 1 and Appendix 2 (at the end of the document), do not have (and must not have) page numbers. (2)
- 1.4 Accept all the track changes under the heading 'Location & facilities'. (1)
- 1.5 Locate the text in blue under the heading 'Traders'.
Change the text so that it is displayed as follows:



Traders

An electronic application form, together with a questionnaire, has been created in order to formalise the application process. It includes a letter of undertaking (sort of 'terms of agreement') that every trader must agree to: while not a strictly legal requirement, this does help us to establish a measure of understanding of what is expected of the traders, and what constitutes fair dealing. A database has also been created to manage these and other details, and to draw up ad hoc reports.

- 1.6 Locate the picture under the heading 'Items on sale'.
Insert an automatic caption under the picture, that reads: *'Figure 2: Trinkets'*. (2)

1.7 Change the styles in the document as follows:

- Modify the size of the Heading 2 style, so that it is 3 pt smaller than the size of the Heading 1 style.
- Format the heading 'Other activities' with the Heading 2 style.

(2)

1.8 Locate the text in blue under the heading 'Responsibilities and portfolios' and format it to appear as follows:

	8 cm		15 cm
	↓		↓
Ms L. Roper.....	Room 25	Pastries	
Mr J. Mpondo	Room 16	Clothing	
Mrs S. Munro	Administration	Craft	
Mrs N. Texeira	(Parent)	Bric-a-brac	
Ms F. Rabie	Reception	Produce	
Mr A. Abraham	Room 6	Setting up; clean-up	
Mr J. Koen.....	Administration	PA	
Mrs K. Molefe	(Parent)	Marketing	

(4)

1.9 Locate the text 'registered charities' under the heading 'Finances'.

Insert an endnote to this text as follows:

- The endnote must appear at the end of the current section (i.e. just after the Bibliography).
- The endnote text must be '4Life and others'.

(2)

1.10 Locate the table under the heading 'Finances' and do the following:

- Ensure that the header row of the table will be repeated on the next page, if the table is split over two pages.
- Format the top left side (first six rows) of the table as follows:

Income		May 2017
Craft workshops	Grade 8	R 1725.50
	Grade 9	R 1365.75
	Grade 10	R 855.00
	Grade 11	R 1230.50
	Grade 12	R 1140.60

Note: Do not change any colours.

- Add a formula in the open cell in the bottom row, to calculate the total income for May 2017.

- Complete the rightmost two columns of the table (How the money was used, May 2017) as follows:
 - Open the document **Expenditure**.
 - Copy all relevant data from the document **Expenditure** to the corresponding columns of the table in the document **1_Market**.

The table should now look as follows (only the first few rows are shown):

Income		May 2017	How the money was used		May 2017
Craft workshops	Grade 8	R 1725.50	Tent hire		R345
	Grade 9	R 1365.75	Water & Electricity (estimated)		R240
	Grade 10	R 855.00	Casual wages		R800

- Close the document **Expenditure**. (8)

- 1.11 Locate the first paragraph under the heading 'Workshops' and format it to appear as follows:

A novel means of generating interest in markets like ours, is to allow the customer an insight into how the product was actually made. Some forward-thinking 'living' museums are moving in this direction too. We want to start bringing workshops into our market experience – 'getting our hands dirty' in a good cause. It is the way of the future.

"YOU CAN'T LEARN IN SCHOOL WHAT THE WORLD IS GOING TO DO NEXT YEAR."
— HENRY FORD

(4)

- 1.12 Locate the bibliography under the name of the principal.

The city of publication for the source 'Selling the Invisible' is incorrectly shown as Paris. The correct city is New York.

Fix the mistake, so that the city of publication is shown as New York.

(2)

- 1.13 Locate the list of traders and their stall types under the heading 'Appendix 1'.
Format the list to appear as follows (each stall type appears in its own column):

Appendix 1											
Andersen O	Parent	Craft	A	Abrahams J	Learner	Pastries	B	Baptista C	Learner	Pastries	C
Blom M	Learner	Craft	A	Albrecht H	Parent	Pastries	B	Brand P	Learner	Craft	C
Boqo H	Parent	Clothing	A	Biljon J	Learner	Craft	B	Bruwer B	Learner	Bric-a-brac	C
Botha J	Parent	Craft	A	Bruins B	Learner	Craft	B	Delamotte C	Parent	Produce	C
Enslin L	Learner	Craft	A	Halloway J	Parent	Produce	B	Esterhuyse S	Teacher	Clothing	C
Groenewald R	Parent	Produce	A	Hite F	Learner	Clothing	B	Fisant F	Parent	Clothing	C
Gumede P	Parent	Pastries	A	Jamodien N	Learner	Craft	B	Huysamer N	Learner	Bric-a-brac	C
Hilbert J	Parent	Craft	A	Kruger L	Parent	Bric-a-brac	B	Keyster K	Learner	Clothing	C
Irvine B	Teacher	Clothing	A	Lombard A	Learner	Clothing	B	Koekemoer P	Parent	Pastries	C
Makupela N	Teacher	Clothing	A	Maarman L	Parent	Pastries	B	Limbada L	Learner	Bric-a-brac	C
Mashile K	Parent	Pastries	A	Manyane D	Teacher	Bric-a-brac	B	Mabule S	Teacher	Bric-a-brac	C
Mazibuko P	Teacher	Clothing	A	Peters J	Parent	Bric-a-brac	B	Sopazi T	Learner	Clothing	C
McIntyre W	Parent	Bric-a-brac	A	Putter P	Teacher	Craft	B	Van Tonder J	Parent	Clothing	C
Ndlovu H	Parent	Produce	A	Renoster G	Learner	Craft	B				
Prinsloo S	Teacher	Pastries	A	Van Blerk K	Parent	Produce	B				
Regal S	Learner	Pastries	A	Wilson S	Learner	Pastries	B				

(5)

- 1.14 Locate the heading 'Appendix 2' at the end of the document.

Ensure that this heading and the text below it starts on a new (last) page that is in portrait orientation (the previous page – Appendix 1 – must remain in landscape orientation).

(2)

- 1.15 Locate the placeholder << Ticket sales >> under the heading 'Appendix 2'.

Replace the placeholder with the entire contents of the spreadsheet **TicketsMay17** (the chart and the data in the green shaded cells).

Ensure that any future changes to the chart or the data in the spreadsheet will automatically appear in the *Word* document.

(2)

- 1.16 Change the Table of Contents on the second page of the document so that it is displayed as follows:

<i>Practical arrangements 2</i>
<i>Stall administration 2</i>
<i>Other activities 3</i>
<i>Responsibilities and portfolios 4</i>
<i>Finances 4</i>
<i>General 5</i>
<i>Marketing 5</i>
<i>Workshops 5</i>
<i>Appendix 1 6</i>
<i>Appendix 2 7</i>

(2)

- 1.17 Insert a Table of Figures under the heading 'Pictures'. (Use the default options.)

(1)

Save and close the document.

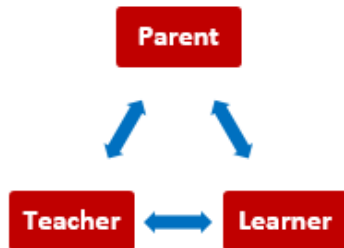
[45]

Question 2 – Word processing and mail merge

Open the document **2_Undertaking**.

2.1 Set the right margin to 2 cm. (1)

2.2 Locate the diagram on the first page and change it so that it is displayed as follows:



(2)

2.3 Remove the grey shading that extends across the page, behind the diagram. (1)

2.4 Locate the text highlighted in yellow.

Ensure that when a user clicks on the text, the user's email program will open automatically with the 'To...' field already completed with the email address.

The following should appear when you hover the mouse over this text:

Send email
Ctrl+Click to follow link

A small rectangular tooltip box with a thin border. It contains two lines of text: 'Send email' on the top line and 'Ctrl+Click to follow link' on the bottom line.

(2)

2.5 Locate the form fields next to each of the following headings, and change the properties of the form fields as indicated:

Category: Change the drop-down list so that the options are displayed as follows:

A drop-down list box. The list is open, showing three options: 'Learner' (highlighted in blue), 'Teacher', and 'Parent'. There are up and down arrow buttons on the right side of the list.

Electricity: Change the help text for this field to the following: 'Check this box to indicate that you REQUIRE electricity.'

Note: Do NOT restrict editing of the document. (3)

2.6 Locate the text box with a dotted line border.

Format the text in the text box to display as follows:

Note: The school will supply a maximum of TWO extra chairs per stall. A surcharge will be applied for electricity.

The text is enclosed in a rectangular box with a dashed border. The text is formatted with a bold 'Note:' followed by italicized text.

(1)

- 2.7 Locate the heading 'Agreement' at the bottom of the first page.
Change a paragraph option to ensure that this heading will always appear on the same page as the paragraph that immediately follows it. (1)
- 2.8 Perform a mail merge as follows:
- Use the **Traderlist** spreadsheet as a data source.
 - Locate the placeholders <<Trader>> and <<Selling>> highlighted in green at the top of the first page.
 - Replace these placeholders with merge fields that correspond with the data source.
 - Ensure that only records where the traders have NOT signed the Letter of Undertaking are included in the merge.
 - Save the document **2_Undertaking** just before you complete the merge.
 - Complete the merge and save the merged document as **2_Merge** in your exam folder. (4)
- Save and close the document.** [15]

Question 3 – Spreadsheet

A spreadsheet is being used to manage the financial aspects.

Open the spreadsheet **3_Income** and work in the **May 17** worksheet.

- 3.1 Make the following formatting changes:
- 3.1.1 Change the width of column G to 3.
- 3.1.2 Change the orientation of the text in cell I1 to 90 degrees.
- 3.1.3 Format cell K1 so that it appears as follows:
- Prepared by the
IT Department
- (3)
- 3.2 Insert a function in cell H3 to calculate the total value of the ticket sales by Grades 8 to 12. (2)
- 3.3 Complete the formula in cell H7 so that it calculates the sum of the Stall Hire amount (cell B7) and 15% of the Sales amount (cell C7). (2)
- 3.4 The amount that can be used for Fund-raising projects (cell H22) is the amount left over from the Grand Total (cell H16), after the Expenses and Charity donation (cells H20 and H21) have been deducted. In other words:
- Fund-raising projects = Grand Total – Expenses – Charity donation
- Insert a formula in cell H22 to calculate the amount that can be used for fund-raising projects. (3)

- 3.5 Set the print area of the worksheet to the cell range A1:I16. (1)

Now work on the **TicketSales** worksheet.

This worksheet stores the number of tickets issued to, and sold by, various learners, in columns E and F respectively. The cost of a ticket is stored in cell F1.

- 3.6 The amount due from each learner (column G) is the total value of the tickets sold by that learner.

Complete the formula in cell G3 to calculate the amount due by Elsa Petani.

The formula must be able to be copied to other relevant cells in this column and display the amount due from each of the other learners. (2)

- 3.7 Insert a function in cell J4 to determine the number of learners who sold 10 or more tickets. (3)

- 3.8 The function in cell J8 correctly calculates the average number of tickets sold by senior learners.

Use a rounding function to round the value in cell J8 down to a whole number. (2)

- 3.9 Insert a function in cell J12 to determine how many learners sold all the tickets that were issued to them.

Note: You may use any of the blank columns in the worksheet (e.g. column H or I) to perform any extra calculations that you may need to make. (4)

- 3.10 Insert a formula in cell J15 to calculate the value of all the tickets that were NOT sold. (4)

- 3.11 Change the formula in cell D10, or replace it with a function, so that it displays the learner's surname and name in the following format (note that there is a single space after the comma):

Stander, Beth

Ensure that the formula can be copied to other relevant cells in this column, and display the surnames and names of the other learners. (3)

Now work on the **Traders** worksheet.

- 3.12 Use conditional formatting to make the top 20% of the sales amounts (column I) stand out from the other sales amounts. You may choose your own formatting scheme. (2)

- 3.13 The stall hire fee for each trader (column F) is based on the stall type (column E), and is determined as follows:

Stall type	Fee
A	R60
B	R50
C	R40

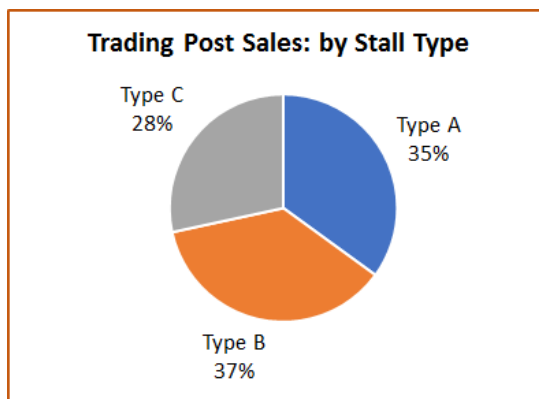
The existing function in cell F4 correctly calculates the stall hire fee for stall type C.

Convert this function to a Nested IF, so that it can be copied to other relevant cells in this column and display the fees for stall types A and B as well.

(4)

- 3.14 Locate the chart on the worksheet and do the following:

- Remove the chart legend.
- Change the data labels so that they are displayed as in the screenshot below:



(3)

- 3.15 Use the LARGE function in cell M23 to display the 5th highest sales amount.

(3)

- 3.16 Insert a function in cell M25 to display the total stall hire fees outstanding, i.e. that have NOT yet been paid.

(4)

- 3.17 The dates of the markets from March to November are stored in cells K33:K41.

Insert a function in cell M27 to determine the number of days between the date of the earliest fee payment (column G) and the date of the market in May.

(4)

- 3.18 The dates on which stall hire fee payments were made are stored in column G. A blank cell in this column means that the payment is still outstanding.

Insert a function in cell H29, that will display the three-letter abbreviation of the month in which Lombard A made his payment.

If the payment is still outstanding, the text 'Not paid' must be shown.

Ensure that the function can be copied to other relevant cells in this column and display the appropriate text.

Note: A table showing the number of the months, and their abbreviations, is stored in cells K3:L14.

(8)

Save and close the spreadsheet.

[57]

Question 4 – Database

Note: An Input Mask sheet has been attached at the end of the question paper for reference.

Open the **4_DBase** database.

4.1 Make the following changes to the **Stalls** table:

4.1.1 Change the field size of the *Trader* field to 20. (1)

4.1.2 Change a property of the *Type* field, so that the user must enter a value in this field whenever a new record is added. (1)

4.1.3 Add a field called *Electricity*, with the Yes/No data type, in the position as shown in the following screenshot:

Trader	Type	Electricity	Chairs	Deposit	Code
Bruins B	A	<input type="checkbox"/>	1	R60.00	A1
Mabule S	A	<input checked="" type="checkbox"/>	2	R60.00	A2
Mabule S	C	<input checked="" type="checkbox"/>	1	R40.00	C14

Note: It is not necessary to edit any of the records. (3)

4.1.4 Change the default value of the *Chairs* field to 1. (1)

4.1.5 Change a property of the *Deposit* field, so that the user will not be able to enter a deposit of more than R60.00 (2)

4.1.6 Each stall is allocated a unique code made up as follows:

- a single compulsory letter in upper case, followed by
- a compulsory digit and a second optional digit.

These would be examples of valid codes: B12, A1, A9

Add the appropriate input mask to the *Code* field, to force the user to enter data in this field in the format indicated above. (4)

Save and close the **Stalls** table (but do not close the database).

4.2 Create a query called **qr4_2** based on the table **Traders** as follows:

- Add the following fields to the query: *Trader*, *Cellphone*, *Category*, *Helpers* and *Indoors*.

- Add criteria to display only those records where the trader has one or more helpers.

The *Helpers* field must NOT be displayed (shown) when the query is run.

- Stalls that are indoors (*Indoors* field) must be shown first (at the 'top' of the query), i.e. before those that are outside.

- Save and close the **qry4_2** query. (5)

4.3 Open the **qry4_3** query and modify it as follows:

- The query must show all the records of the adults (i.e. Parents and Teachers) who signed the Undertaking (*Undertaking* field) before 15 March.
- The query must also show all the records of the Learners, regardless of when they signed the Undertaking.
- Save and close the **qry4_3** query.

(5)

4.4 Open the **qry4_4** query and modify it as follows:

- Add a new calculated field called *Avg_Amt* to show the average amount collected by each of the traders at the two markets (held in Apr 17 and May 17). Format the new field as currency.
- Save and close the **qry4_4** query.

(6)

4.5 Open the **frm4_5** form and modify it as follows:

- Change the background colour of the header section to a colour of your choice.
- Examine the following screenshot of the left side of the form and carry out the instructions below the screenshot:

The screenshot shows a form with the following fields and values:

Trader	Gumede P
Cellphone	0721506890
Undertaking	17 March 2017
Category	Parent
Selling	Pastries
Helpers	2 Indoors <input type="checkbox"/>

- Change the format of the date in the *Undertaking* field to match the example in the screenshot.
- Ensure that the alignment of the text in the controls matches the example in the screenshot.
- Ensure that the combo box for the field *Category* contains the values 'Parent', 'Teacher' and 'Learner'.
- There is a problem with the formula in the text box control next to the label 'Total'. The formula should calculate and display the sum of the amounts in the fields *Apr 17* and *May 17*, but an error message is displayed instead. Correct the error.
- Save and close the **frm4_5** form.

(5)

4.6 Open the report **rpt4_6** and modify it as follows:

- Add an alternate row colour of your choice to the Detail section.
- Change the font size of all the field headings to 13.
- Add an appropriate function to display the number of traders in each of the three categories (Parent, Teacher, Learner).
Use the label 'Traders in category' for this calculation.
- More money was made (in total) at the second of the two markets.
Add a formula in the text box in the report footer to display how much more money was made at the May 17 market than at the Apr 17 market.
- Save and close the **rpt4_6** report.

(10)

Close the 4_DBase database.

[43]

Question 5 – Web design (HTML)

Open the incomplete text file **5_Webpage** in your HTML editing program such as Notepad++ and also in a web browser.

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.

5.1 The image **Snacks** is meant to be displayed at the top of the page, but there is a problem.

Do the following:

- Add the ALT attribute so that the text 'Transacting at the market' will be displayed if the picture cannot be displayed.
- Change the HTML code so that the image is displayed correctly in the position shown in the diagram.
- Change the width of the picture to 300.

(4)

Highrise Secondary School Market

Diarise *Saturday 24 June*, the day of our June market. The theme is 'Bring on the winter cheer'. There will be lots of heart-warming goodies for sale at the **COLOURFUL STALLS**.



Categories of items

Please support our traders, as they put in a lot of creative effort to bring us goods of a high quality. Owing to demand, we have expanded the categories of items that will be sold to five:

- Pastries
- Clothing
- Craft
- Bric-a-brac
- Produce

Market themes

We have decided to link a specific theme to each market. This will provide a focus around which stalls may be fitted out (decorated and stocked), and in some cases may generate new ideas for both content and presentation. These themes must be advertised well in advance, to enable traders to prepare adequately. The table below gives the themes that have been planned for the next few markets.

Date	Theme
Sat 29 Jul	Gizmos and gadgets
Sat 26 Aug	You snooze - you lose!
Sat 30 Sep	Spring has sprung

Thinking of becoming a trader? [CLICK HERE](#) for a little inspiration!

Highrise Secondary 2017

Note: Use this example to guide you with this question.

5.2 Locate the text 'Highrise Secondary School Market' just below the image and do the following:

- Add HTML code to display the text as a level 1 heading.
- Add HTML code to display the text over two lines as shown. (Do not create a new paragraph.)

(2)

5.3 Locate the paragraph under the heading 'Highrise Secondary School Market' and do the following:

- Italicise the text 'Saturday 24 June' in the first sentence.
- Change the colour of the text 'COLOURFUL STALLS' at the end of the paragraph to red.

(3)

- 5.4 Locate the list of items under the heading 'Categories of items'.

Change the list so that it is displayed as follows (without the border):

- Pastries
- Clothing
- Craft
- Bric-a-brac
- Produce

Note the rounded (hollow) bullet characters.

(2)

- 5.5 Add all the text from the file **Themes** (in your exam folder) to the existing paragraph under the heading 'Market themes', as shown in the example.
(Do NOT remove the existing paragraph.)

(2)

- 5.6 Edit the table so that it appears as follows (do not change any colours):

Date	Theme
Sat 29 Jul	Gizmos and gadgets
Sat 26 Aug	You snooze - you lose!
Sat 30 Sep	Spring has sprung

Note that the cell spacing is set to 5.

(3)

- 5.7 Locate the text 'CLICK HERE' at the bottom of the web page.

Add HTML code so that, when the user clicks on this text, the computer will attempt to open the file **Stall_Ideas** in your exam folder.

(2)

- 5.8 Change the thickness (size) of the horizontal line at the bottom of the web page to 2.

(1)

- 5.9 Locate the text 'Check dates with Mrs Stryver!' at the bottom of the web page.

Add HTML code to ensure that the text will NOT be displayed when the file is viewed in a web browser.

(1)

Save and close the file 5_Webpage.

[20]

TOTAL : 180

The following are warmly thanked for their permission to use material from their respective websites in this examination paper:

- Rustenburg Girls' High School –
photographer Athraa Fakier (E2015) <http://www.rghs.org.za>
- Eunice High School <http://www.eunice.co.za>
- Melkbosstrand Private School <http://www.melkbosadmin.co.za>

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	
<code> link text </code>	Creates a hyperlink displaying the link text
<code> </code>	Creates an image link
<code> </code>	Creates a target location
<code> </code>	Links to a target location created somewhere else in the document
Table Tags	
<code><table></table></code>	Creates a table
<code><tr></tr></code>	Creates a row in a table
<code><td></td></code>	Creates a cell in a table
<code><th></th></code>	Creates a table header (a row with bold, centered text)
<code><table border="1"></code>	Sets the width of the border around the table cells
<code><table cellspacing="1"></code>	Sets the space between the table cells
<code><table cellpadding="1"></code>	Sets the space between a cell's border and its contents
<code><table width="50%"></code>	Sets width of table, in percentage or number of pixels
<code><tr align="left"></code>	Sets alignment for cell(s) (left, can also be center, or right)
<code><tr valign="top"></code>	Sets vertical alignment for cell(s) (top, can also be middle, or bottom)
<code><td colspan="2"></code>	Sets number of columns a cell should span
<code><td rowspan="4"></code>	Sets number of rows a cell should span