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INTERNATIONAL SECONDARY CERTIFICATE EXAMINATION
NOVEMBER 2022

COMPUTER STUDIES: PAPER I

HTML AND ACCESS INSERT

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

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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

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