

**COMPUTER APPLICATIONS TECHNOLOGY: PAPER I
HTML AND ACCESS INSERT**

HTML Tag List

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	ALIGN, COLOR, SIZE, WIDTH
Centre	<CENTER>	</CENTER>	
Text Formatting and Font Attributes			
Comments	<!--	-->	
Bold			
Italics	<I>	</I>	
Font			COLOR, FACE, SIZE
Link			
Link	<A>		HREF, NAME, TARGET, TITLE
Image			
Image		Self-Closing	ALIGN, ALT, BORDER, HEIGHT, SRC, TITLE, WIDTH
Lists			
Ordered List			TYPE
Unordered List			TYPE
List Item			
Tables			
Table	<TABLE>	</TABLE>	BGCOLOR, BORDER, HEIGHT, WIDTH, CELLPADDING, CELLSPACING
Table Row	<TR>	</TR>	BGCOLOR, BORDER, 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

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