



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

FACULTY OF COMMERCE; HUMAN SCIENCE AND EDUCATION

DEPARTMENT OF GOVERNANCE & MANAGEMENT SCIENCES

QUALIFICATION: BACHELOR OF BUSINESS AND INFORMATION ADMINISTRATION	
QUALIFICATION CODE: 07BBIA	LEVEL: 5
COURSE: Business Applications 1B	COURSE CODE: BAP521S
DATE: NOVEMBER 2022	SESSION: PRACTICAL
DURATION: 2 Hours	MARKS: 100

FIRST OPPORTUNITY - QUESTION PAPER	
EXAMINER(S)	Ms S Klaassen
MODERATOR:	Ms L Beukes

INSTRUCTIONS
<ol style="list-style-type: none">1. Answer ALL the questions.2. Read all the questions carefully before answering.3. Make sure your name, surname, question number and the date appear in the Header and Footer.

THIS TEST PAPER CONSISTS OF ⁵ 4 PAGES (Excluding this front page)

QUESTION 1**[30]**

Use MS ACCESS to create a Table in Design View. Save your TABLE as STAFF INFO with your Name and Surname.

TITLE	FIRST NAME	LAST NAME	ADDRESS	RANK	YEARS EXPERIENCE
Ms	Louwina	Bezuidenhout	Ausspannplatz	Secretary	12
Mr	Colin	Shipala	Olympia	Secretary	15
Prof	Stephanus	Shipanga	Academia	Lecturer	10
Dr	Jenny	Amupanda	Otjomuise	Head of Department	5
Ms	Charne	Shimwino	Khomasdal	Personal Assistant	12
Prof	Rowlan	Simpson	Katutura	Registrar	7

- All Data types are SHORT TEXT.
- PRIMARY KEY: Last Name.
- Print the table in A4-Landscape
- Make a copy of the table and name it STAFF INFO FINAL and continue with the alterations in the new table:
- Change the font of the table to Calibri, font size 12 and italics.

1. Insert an NEW FIELD called SALARY between RANK AND YEARS EXPERIENCE with the following records:

Record 1: N\$20 000
Record 2: N\$20 000
Record 3: N\$40 000
Record 4: N\$40 000
Record 5: N\$30 000
Record 6: N\$80 000

2. Ms Sharifa Abrahams was added to the staff as Lecturer, with a salary of N\$30 000. Her address is Windhoek West. Years of experience, 2 years.
3. Rename the field: LAST NAME to SURNAME and sort in descending order.
4. Rename the field: ADDRESS to TOWN.
5. Add black gridlines to both table.
6. Apply an alternate background colour, light grey to the table.
7. Print a copy of the table in LANDSCAPE.

QUESTION 2: POWERPOINT

[30]

Create the following PowerPoint presentation by using the information provided below. Follow the instructions carefully. Use the default font and font size except where otherwise indicated. Save our work as: QUESTION 2.

1. Use the CIRCUIT DESIGN for this presentation.
2. Change the background style to style 1.
3. Please ensure that you have 4 slides.
4. Make sure that you follow all instructions.
5. Print all slides in **landscape** on 4 separate pages.

SLIDE 1: INSERT A TITLE SLIDE

- Main heading: JUSTINE
- Sub Title: THE BEST IN BEAUTY FOR 49 YEARS

*/u/c, bold, cent, font
LUCIDA BRIGHT, font size
48 for both headings*

SLIDE 2: INSERT A TWO CONTENT SLIDE

Type: We're giving you the best of science & nature with our nourishing original Tissue Oil, Fine Fragrances & advanced formulated skincare to enhance your skin

*use font
Calibri, font
size 32*

- Insert a picture of a Justine Tissue Oil bottle from Google Chrome on the left.
- Type the following next to the picture:

*Centre all
information*

Real ingredients
Formulated with Vitamin & Botanicals

upper case, centre

SLIDE 3: INSERT A TWO CONTENT SLIDE

Heading: PRODUCTS TO OFFER */ bold, cent, font Tahoma, font size 36*

Hair products Lady's Perfume Men's Perfume Day and Night Creams Bath Care Skin Care	Range from as little as N\$50 Order from your Agent Made exclusively for you
--	--

d/s

**Insert Hollow
Square bullets to all
the information on
the left and right*

SLIDE 4: INSERT A TITLE SLIDE

MAIN HEADING: JUSTINE *cent, font Lucida sans, font size 54*

SUB HEADING: Made for you by South Africans for Southern African's since 1973

*u/c, font
Lucida Sans,
font size 32*

Please type your name and
surname in the footer

QUESTION 3: MS EXCEL**[30]**

Design the following table in MS EXCEL and edit it accordingly. Use font CALIBRI 12. Please adhere to all instructions given. Save the document as QUESTION 3.

BLUE BELL BEAUTY PARLOUR				
DESCRIPTION	PRODUCTS	UNIT PRICE	NUMBER SOLD	TOTAL PRICE
Reduce the look of redness	Tissue Oil	200	20	
Smooth expression line	A-Firm Day Cream	300	50	
Peach and orange blossom	Bella Body Spray	50	20	
Pine-apple, Apricot & Coconut	Celestial Eau de Parfum	350	15	
Every day is an occasion	Elegant Handbags	200	25	
Stylish and active	The Ash smartwatch	900	10	
TOTAL				
TAX	15%			

INSTRUCTIONS

1. Merge and centre cells A1:E1. Change heading to bold and font size 16. Adjust row height to 40 pixels.
2. Highlight cell A2:E2 and change to bold. Wrap text where necessary. Centre vertically and horizontally. Adjust row Height to 30 pixels.
3. Row Height for the rest of the document, 20 pixels.
4. Calculate the TOTAL PRICE for each row.
5. Total the columns: Number Sold and Total Price.
6. Calculate the tax on the TOTAL of the TOTAL PRICE column.
7. Insert the \$-sign and except for the NUMBER SOLD column.
8. No decimal places.

CHART

1. Insert a new sheet and rename it Blue Bell.
2. Use the information in sheet 1 B2:B8 and B2:D8 to create a 2D Stacked Column Chart.
3. Insert a Title to the chart: BLUE BELL BEAUTY PARLOUR, in upper case and centre.
4. Choose style 10 for the chart.
5. Print both documents in PORTRAIT.

QUESTION 4: TEMPLATE

[20]

Type the following MEMO in proper style. Insert the template MEMO (SIMPLE DESIGN) to prepare the document. Use the Hanging format for paragraphs. Type you name and student number in the header. Adhere to the manuscript signs. Save the document as QUESTION 4.

memo

LEMON TREE HOTEL

/u/c, cent, bold, font Arial 24

To: Mark Carmichael
From: George Forman
CC: Jan Brandt, Louise Jansen, Johannes Mfuni
Date: 2 October 2022
Re: Partnership planning meeting

/type in uppercase

Comments: The meeting will take place in the Boardroom on Monday, 10 October 2022 at 09:00.

**insert*

Please be on time.

≠
Agenda

- 1. Apologies for absence
- 2. Minutes of the last meeting
- 3. Matters arising:
 - 3.1 Decoration of premises for tenders.
 - 4. Correspondence
 - 4.1 Letter from LASKI - Loan Fund.

d/s

Use font Arial, font size 12 for the whole document
Type all underlined headings in upper case

s/s

- 5. Financial report on partnership accounts: Treasurer to identify salient aspects.

s/s

- 6. Expansion of business: Discussions of proposal to enlarge partnership. Proposal by Mark Carmichael that junior consultant, Tom Brooks, be taken into partnership, thus bringing / number of partners to 6.

/ type in full

- 7. Date of next meeting: Avoid dates of King's holiday. Members prefer a Tuesday.

s/s