



**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: 6
COURSE: Business Applications 2B	COURSE CODE: BAP621S
DATE: NOVEMBER 2022	SESSION: PRACTICAL
DURATION: 2 Hours	MARKS: 100

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

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 8 PAGES (Excluding this front page)

Question 1

Marks: 35

Retrieve Question 1 with the Track Changes from your folder and adhere to the instructions. Ensure that you execute all the instructions and that you don't leave out any important information. Use normal margins and the font.

FANCY HANDS

~~When you decide to hire a virtual assistant, you're likely going to be hiring a 1099 contractor.~~

Introduction

~~A virtual assistant typically provides low-cost solutions to easy, one-off tasks whereas a remote executive assistant will proactively look for ways to add value and enhance your efficiency (while effectively managing your schedule, inbox, and other complex or sensitive tasks).~~

1. Schedule

Virtual Assistants work their own ~~schedules~~programs and take on clients as they want and need. There's wiggle room with project management and the responsibilities they decide to take on based on their skill level and deliverables.

1.1 Specialized Fields

Some virtual assistants only specialize in specifics like:

- graphic design work,
- web development,
- data entry, or
- add copy.

2. Executive Requirements

It's important to match the right VA with your specific executive support needs, and all the responsibilities that come with it.

2.1 Difference between Executive Assistant and Virtual Assistant

2.1.1 The next succeeding difference between an EA and VA is the requirement for education.

This again, is dependent on what you need them to do. 2.1.2 High-profile clients might want to see a lengthy resume before making a decision. 2.1.3 Others might not be as stringent~~strict~~.

Some light experience, a diploma, or some college might be all that's needed to secure the job.

2.1.4 Virtual assistants have a wide range of education and skill levels. ~~But because they are~~

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<https://www.linkedin.com/pulse/executive-assistant-virtual-whats-difference-emilie-given>

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2.1.4 Virtual assistants have a wide range of education and skill levels. But because they are responsible for client acquisition, they often invest in continuing education our assistants in particular, have both college education, and experience.

3.

Virtual assistants have more flexibility with their hours and are self-employed meaning you have a lower overhead (employment taxes, benefits, and physical space, etc). Hours delegated are really dependent upon your budget and need.

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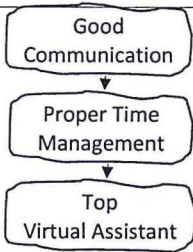
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Commented [BL(10)]: Delete extra line spaces

Lastly, the biggest difference between an EA and a VA is salary. The ranges can both be from high to low, all depending on need, requirements, experience, and deliverables. Also worth noting, executive assistants are typically hired for full-time work.

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Commented [BL(12)]: Type abbreviations in full, Bold



Commented [BL(13)]: Delete current drawing boxes and replace with your own. Use the drawing tool, select the Rounded Rectangle to draw the shapes
Outline 2%
Text inside: Times New Roman, 12
Type last block Top Management in Font size 14, Bold

Either way, the value of a good assistant is almost priceless in terms of what they can give back to your business and life.

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INSTRUCTIONS:

1. Type Document in Times New Roman, font size 12, s/s.
2. Adhere to all the typing rules.
3. Use the following Heading styles for the Table of Content:
Introduction: Heading 1 (Times New Roman, Black, Font size 16, Bold)
Paragraph Headings 1, 2, 3 – Heading 2 (Times New Roman, Black, and Font size 14, Bold)
Paragraph Headings 1.1, 2.1 – Heading 3 (Times New Roman, Black, Font size 12)
4. Insert Page numbers except for the first page (Top of page – center)
5. Insert diagonal watermark: ORIGINAL
6. Use Automatic Table2 for the TOC.
7. Insert Reference List

Question 2**TOTAL: 35**

Retrieve the Spreadsheet named “Regional Sales- Households” and adhere to the following instructions.

Sheet 1 – Erongo Region

Sheet 2 – Omaheke Region

INSTRUCTIONS:

1. The store of these two regions use of the same items/products but they are paying different prices. Open another sheet – Sheet 3 and rename it as Total Cost. Copy the sheet of Erongo Region to sheet 3. Delete all columns except Description column and Price column (please delete the prices in this column). Please calculate the prices of both regions and insert it in the Total Cost sheet.
2. On the **Total Cost Sheet**:
 - 2.1 Insert two rows:
1st Row – Insert Heading – Total Cost (u/c, Bold, font Arial Black, size 16, merge & centre)
 - 2.2 Please apply a custom number format for the numbers to show a comma separator for the Total Cost Colum and add two decimals.
 - 2.3. Apply a custom number format to show the N\$ currency sign on all the figures.
 - 2.4 Row Height:
Column Headings row height – 45 pixels
Rest of rows – 35 pixels
 - 2.5 Column Headings (Arial, Bold, Font size 14) with background color of White background 1, 15%.

Formatting:

3. Copy the Sheet named Omaheke Region from the workbook to a new workbook and rename the sheet as Original.
 - 3.1 Change the font to Arial, Font size 12.

- 3.2 Insert two line space on top and add the heading – REGIONAL PROMOTIONS 2022 in the first line (Merge and Centre, Bold, Font Size 16, Font Arial).
- 3.4 Insert All Borders (excluding the Main headings)
- 3.5 Row Height:
Column Headings - 45 pixels
Rest of table – 30 pixels
- 3.6 Column Headings - bold the column headings and insert background color – White Background 1, Darker 15%
- 3.7 Apply a custom number format to show the N\$ currency sign on all the figures and add two decimals.
- 3.8 Print the Original sheet of the Omaheke Region.

Filter:

4. Copy the Original sheet five times and do the following filtering with the renaming accordingly:
 - 4.1 Sheet 2 - Display the items with the letter “h” only.
 - 4.2 Sheet 3 – Show only the dates for the year 2009.
 - 4.3 Sheet 4 – Please show the addresses that ends with the letter “s”.
 - 4.4 Sheet 5 – Please display only the excellent conditions.
 - 4.5 Sheet 6 - Display only the prices between 800 and 2200.
5. Insert the header for each sheet.
6. Print all filtered sheets in portrait.

Question 3**TOTAL: 15**

Retrieve the Books2022 and adhere to the instructions that follow:

INSTRUCTIONS

1. In the Database Books2022 use the table Jobs to create a simple query that will display the **job_id** and **job_desc**.
2. Use the table Books to create an action query that will display the Title, Price and Royalty with a minimum of 10.
3. Use the table Employees and Jobs. Right-click on the current link and press delete. Create a new joint table with **job_id**. Create a query that will display the employees who are publishers.


In the Books2022 database, under Queries use the table Publisher to create a report - format it as follows:

2. Create a header titled "Namibian Publisher"- Font Algerian, Size 20, Bold, u/c, Colour - Blue Green, Theme - Organic
3. Insert page numbers which shows the current page and total number of pages at the bottom centre position.
4. Insert the Date at the right bottom corner.
5. Go to layout view and resize all columns to fit perfectly.
6. Print all queries as well as the report.

Question 4**Marks: 15**

As an entrepreneur of a Book Store called The Book Spot, you are planning a campaign to make people aware of your venture. Please create an informative, attractive flyer with tear-offs, using Ms Publisher 2016.

INSTRUCTIONS:

1. Use the flyer under the heading Built it, under Flyers select Colour Band under the grouping Marketing. Use the option tear-offs for the contact information.
2. Use customize colour scheme to Apex.
3. Please follow all instructions carefully to ensure an attractive Flyer.
4. Delete place holders and replace with the information given through the instructions.
5. Replace **Product/Service Information** with The Book Spot (Font Bodoni, size 26, u/c, bold - Centre).
6. Find the following pic  via the search engine Bing with the description **The Book Spot** logo and place it at top left corner next to the Title.
7. Delete the content of Product/Service Information and replace with the following:

About

The Book Spot is a bookstore founded by Reschelle Muller in 2010 which offer the best, and great selection yet affordable books available in the market.

Hello Book Spotters!

We are excited that you are taking this journey with us - whether you are simply curious, interested or just as ecstatic as we are to re-introduce reading as FUNDAMENTAL.

And that is true not only for kids. Reading for entertainment, to unwind, process, learn and grow is equally FUNDAMENTAL for adults.

We believe in the strength of community. So, let's GROW places together!

Type content in Comic Sans MS, font size 10. Type the two paragraph headings in uppercase and bold.

8. Use search engine **Bing** to find the following picture of books and insert under the content I the picture place holder.



9. Use your own Name and Surname for the tear-offs with your cell number.
10. Print your flyer.