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:** 7
COURSE: Business Applications 3	**COURSE CODE:** BAP721S
DATE: NOVEMBER 2022	**SESSION:** PRACTICAL
DURATION: 2 Hours	**MARKS:** 100

FIRST OPPORTUNITY - QUESTION PAPER	
EXAMINER(S)	Ms J T C BOCK
MODERATOR:	Mr M F Hamatwi

INSTRUCTIONS	
	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 QUESTION PAPER CONSISTS OF 7 PAGES (Excluding this front page)

QUESTION 1	MS WORD	MARKS: 20

Type the following document as it appears. Font Tahoma 12, single line spacing.
SAVE AS: NUST 1

Every student who enters the doors of the Namibian University of Science and Technology looks forward to one thing - GRADUATION. But it is one thing to wish graduation and quite another to work hard and to actually graduate. Therefore, I feel honored to be here with you today, to witness an accomplishment and a start of a new life of 747 young Namibians who are graduating today in different disciplines. I sincerely and profoundly thank the Vice-Chancellor and the entire management for according me with this rare opportunity. While I may not argue with the programme, for me all those who are graduating today have done the keynote address and I must pause here to congratulate them.

Dear graduate,

it might not be obvious to you, but through your achievement today, you have enriched the world, uphold Africa, enhance SADC, and rise up Namibia, made your families' proud and NUST outstanding. Against that background, I congratulate you all for having completed one chapter in your life and I wish you only the best as you start a new life that you must face with openness and confidence. I understand, out of the 7.6 billion people in the world today, it is only 200 million who are higher education students.

You should therefore see yourself as a privileged group who have added to the number of those who have achieved milestones in education. You must also be mindful that, as you start a new life, you will face a lot of challenges. But those challenges must not deter you from achieving your future goals.

The best to deal with challenges is to turn them into opportunities for the best use. In this case, you must identify the best out of yourselves in this global village. As the then UN Secretary General Kofi Annan once said: (may his soul rest in eternal peace) "The main losers in today's unequal world are not those that are too much exposed to globalisation but those that that have been left out".

Graduates,

This is your time and your moment. Be ready to lead and to inspire those that will graduate in the years to come. Become trailblazers as thought leaders and as architects of the destiny of our young Republic in the global economy and as members of the global village. Before I conclude, let me thank all the parents and sponsors who have rendered support throughout your academic years. Now that you have successfully completed your studies, it is time to look after them. I must also add that our graduates should not only be job seekers, you must think out of the box and be job creators.

Finally, I once again congratulate you and thank you for allowing me to be a part of this very important day in your lives, our lives! I wish you the very best in all your future endeavours!

I thank you.

Apply track changes as indicated in the following document and Save As:

NUST 2. Compare the 2 documents. Apply the Accept/Reject changes as

indicated with (A) and (R) and SAVE the Compared document as NUST

FINAL

~~Every~~ Each **(R)** student who enters the doors of the Namibian University of Science and Technology looks forward to one thing - ~~GRADUATION~~VALEDICTION.**(R)** But it is one thing to wish graduation and quite another to work hard and to actually graduate. Therefore, I feel honoured to be here with you today, to witness an ~~accomplishment~~triumph**(R)** and a start of a new life of 747 young Namibians who are graduating today in different disciplines.

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The best to deal with challenges is to turn them into opportunities for the best use. In this case, you must identify the best out of ~~yourself~~**(A)** yourselves in this global village. As the then UN Secretary General Kofi Annan once said: (may his soul rest in eternal peace) "The main losers in today's unequal world are not those that are too much exposed to globalisation but those that that have been left out".

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I thank you.

Insert your name, student number and date in the header of each document

Insert the name of the document in the Footer of ALL 3 documents:

SAVE and PRINT ALL 3 documents:

NUST 1

NUST 2

NUST FINAL

QUESTION 2	MS PROJECT	MARKS 40

Open MS Project and search for the Template named STARTUP BUSINESS PLAN
SAVE AS: SUPP EXAM2022

Follow the instructions carefully and save your work regularly.

Gantt View

Format the Gantt Chart to Gantt Style, Scheduling Styles: Fifth Option.
Timescale Options: Show 3 Tiers, Size 50
SAVE AS: GANTT
PRINT: 1 PAGE

Add the following Existing Tasks to the Timeline:
☑ New Business
☑ Phase 1 – Strategic Plan
☑ Self-Assessment
☑ Define Business vision
☑ Identify available skills
☑ Decide whether to proceed
☑ Define the Opportunity

Copy the Timeline, in Presentation format to an A4 Landscape Word Document.
Make sure the information is clearly readable.

SAVE AS: TIMELINE
PRINT: 1 PAGE

Display the Task Sheet, Entry Table to indicate the Gantt Tracking Process
SAVE AS: ENTRY TABLE
PRINT: 1 PAGE

Display the Overallocated Resources of the Project effectively.
Change both Charts to Chart Style 3 and apply suitable Chart Titles (u/c, bold)
Copy and Paste to A4 Landscape Word Document. Keep the original dimensions of
both charts (Do not resize)
SAVE AS: RESOURCES
PRINT: 1 PAGE

Illustrate the following as per instruction. (Copy and paste to A4 Landscape Word Document). Do not resize.

1. Work Overview (2 Charts)

    1.1 Resource Stats: Quick Layout 3, insert suitable Chart Title u/c and bold

    1.2 Remaining Availability: Surface 3D Area Chart Type, Quick Layout 1, insert suitable Chart Title u/c and bold

2. Shapes that display % Work Complete, Remaining Work Hours and Actual Work Hours.

3. Chart to represent the Milestones as part of the Project Progression.
    Chart type: Clustered Column, Quick Layout 1, insert suitable Chart Title u/c and bold

SAVE AS: CHARTS
PRINT

INSERT YOUR NAME IN THE HEADER OF EACH PAGE
INSERT THE SHEET NAME IN THE FOOTER OF EACH PAGE
BEFORE PRINTING

QUESTION 3   **MS EXCEL**   **MARKS: 40**

Create a A4 Landscape sheet in Excel and insert the data below.
Font Arial 12. Insert the Main Heading in size 14, bold and the columns headings centered and in bold. Save As: MOTORS

Follow the instructions carefully.

PUKEWITZ MOTORS

MAKE	TYPE	NUMBER SOLD	2021	2012
TOYOTA	SUV	60	400000	410000
FORD	BAKKIE	50	350000	360000
NISSAN	SEDAN	100	280000	290000
FORD	SUV	120	380000	385000
MAZDA	BAKKIE	65	320000	330000
NISSAN	SEDAN	95	240000	250000
TOYOTA	BAKKIE	130	380000	400000
MAZDA	SUV	45	360000	390000
TOYOTA	SEDAN	85	300000	330000

Sheet 1
Insert the figures with currency and 2 decimals.

Create a Custom List to sort the vehicles according to their types (Ascending).

Insert a Row Label AVERAGE (bold)

Display the Averages of the Number Sold (no decimals), 2021 and 2022. Insert the answers in Bold.

Insert a Chart to display the information.
Change the Chart Type to Line Chart with Markers
Insert Chart Title: MOTORS SOLD
Insert Axes Titles (Bold):
Vertical: PRICE
Horizontal: MAKE

SAVE REGULARLY

Display the Number Sold column with Icon Sets

Display the 2022 prices greater than 380000 with a Light Red fill with dark red text.

Display the 2021 prices with Data Bars.

Rename this sheet: ORIGINAL

Display a summary (Name: NUMBER SOLD) that reflects the influence on the Average number of vehicles sold if these numbers were increased by 5.
Rename: NUMBER SOLD

Create a copy of sheet ORIGINAL and create a TABLE

Delete the Chart

The 2021 vehicle prices are increased with $5000.
Create a Scenario from this sheet to reflect the difference in the 2021 average figure.
Rename: INCREASE 2021

Filter the 2021 vehicles that ware sold Above Average price.

Apply a two-way sort Ascending: First by Make and then by Number Sold.

Rename: ABOVE AVERAGE

> **Insert your name in the Header of ALL 4 sheets**
> **Insert the Sheet name in the Footer of ALL 4 sheets**
> **SAVE and PRINT ALL 4 sheets**

TOTAL: 100