namibia university
OF SCIENCE AND TECHNOLOGY

FACULTY OF MANAGEMENT SCIENCES

DEPARTMENT OF MANAGEMENT

QUALIFICATION: Bachelor of Business and Information Administration	
QUALIFICATION CODE: 07BBIA	**LEVEL:** 6
COURSE CODE: BAP621S	**COURSE NAME:** Business Applications 2B
SESSION: January 2020	**PAPER:** Practical Paper
DURATION: 2 Hours	**MARKS:** 100

SECOND OPPORTUNITY/SUPPLEMENTARY EXAMINATION QUESTION PAPER	
EXAMINER(S)	Lindie Beukes
MODERATOR:	Deoni Olivier

INSTRUCTIONS
1. Answer ALL the questions.
2. Read questions carefully before answering.
3. Make sure your name, surname, question number and the date appear in the Header and Footer.
4. Give special attention to the manuscript instructions.
5. Print and save all the questions in the folder on your desktop.

PERMISSIBLE MATERIALS

1. Pen, pencil, ruler and eraser

THIS QUESTION PAPER CONSISTS OF 5 PAGES (Including this front page)

Question 1   Marks: 40

Type the following document neatly on A4-Portrait paper. Ensure that you execute all the instructions and that you don't leave out paragraphs.

Use normal margins and the font **Arial**, font size **12**

Insert - M Online Picture

Heading 1 - Normal, Black, 16, Set margins correct

Heading 2 - Normal, Black, 13

Make It Work for You!!

→ Insert Footnote

Another key to success in / workplace is teamwork. Do not only accept diversity in

teams. Make it work for you! *← Insert Reference : Journal Article.*

2. Create development opportunities Make every opportunity work for you. If your *Heading*

workplace does not create development opportunities, do not sit back and complain,

but create them! 1. Teamwork Take from diversity the best from each person's *Heading 1*

                           enormous

personality and style and blend them together into one ~~massive~~, unanimous symphony

with you as the conductor. Play the "instrument" so that the sounds will excite the *u/c, Bold*

people around you. *(the presence of)*

Insert Shapes- Cloud
Shape Outline: Subtle
Effect Gray, Accent 3
Shape Outline: 1pt
Text: Calibri Body 11, Bold

DEVELOP OPPORTUNITIES

For Yourself

Others
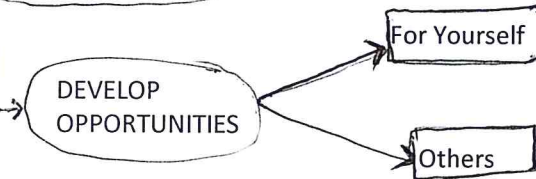
Insert Shapes- Oval
Shape Outline: Subtle
Effect Gray, Accent 3
Shape Outline: 1 pt
Text: Calibri Body 11, Bold

     Part of developing your job is to allow the skills and the tools you have, to *Cent, Bold Italics.*
work for you. Not only that, also continuously re-skill and re-tool yourself!

→ Heading 1   *scared*

3.Accept the challenges If you are easily ~~intimidated~~, the work environment of today

is not for you. Teach yourself to take risks by embracing challenging situations.

and deal with

That will enable you to confront the unknown by way of choice.

→ Heading 2

3.1Be an agent of change Do not be afraid of doing things differently

     - in trying a different approach lies unexpected and wonderful

opportunities.

3.2   Believe in yourself |Believe in yourself and the influence you can   *Heading 2*

make. Do not be afraid of criticism as this will only inhibit your

creativity. This means that you will be the one who will

simultaneously use human resources and new applications of

information technology and totally re-design the working

environment.

DC

*D*o not be complacent and accept your role as the collector and distributor of

information. Become part of the decision-making team. Remember, the above

Sp.   approach will require you to leave your comfort zone. —> Insert Reference: Book

INSTRUCTIONS

1.   DC stands for Drop Caps – please type in 2 lines only.

2.   Insert Footnote – "Make it work for you!" (Arial, 10, Bold, Italics)

3.   Insert Watermark – "Accept the Challenge" (Diagonal, u/c, Arial, semi-transparent)

Please insert the following references:

1   Journal Article, Author is Susan M Heathfield,.2015, Title: 10 Tips for Better Teamwork. Journal Name: Work It Daily. Pages 92-99, URL: https://www.thebalancecareers.com/tips-for-better-teamwork-1919225

2.   Book, Author: Mike Kappel, 2018, Title: How To Encourage Employee Involvement In Decision Making, City: Cape Town, Zebra Press

3.   Insert a Table of Content (Automatic Table 2)

4.   Insert a Reference List.

Question 2	TOTAL: 30

Retrieve the Spreadsheet named "**Luxuries Food Market**" and adhere to the following instructions.

1. Insert a new sheet and copy the sheet of **Purchases Online for May** into it. Rename this new sheet to **Total Purchases**.

2. Delete all the columns except **Product** and add another column for **Total Purchases**.

3. Calculate the Total Sales for both April and May.

4. Format the table as follows:

4.1 Change the font to Candara, Font size 12.

4.2 Main Heading – Merge and Centre, Uppercase, Bold, Font Size 16, Font Candara

4.3 Insert All Borders (excluding the Main heading)

4.4 Change the Row Height to 32 pixels.

4.5 Please bold the column headings, insert background colour – White Background 1, Darker 25%

4.6 Add the currency N$ to the total column, and two decimals.

4.7 Print only the Total Purchase sheet.

5. Copy the sheet **April Purchases** to a new sheet and rename it as **Original.**

6. Format the sheet **Original** as follows:

6.1 Change the font to Candara, Font size 12.

6.2 Main Heading – Merge and Centre, Uppercase, Bold, Font Size 16, Font Candara.

6.3 Insert All Borders (excluding the Main headings)

6.4 Change the Row Height to 32 pixels and bold the column headings. Insert background colour – White Background 1, Darker 25%

6.5 Add the currency N$ to the total column, and two decimals.

6.6 Copy the Original sheet to three new sheets and rename it as: **Quantity, Category, Shop** and **Price** and filter these sheets as follows:

6.6.1 Quantity – Display only the quantities greater than 30

6.6.2 Category – Display only Muti Portion

6.6.3 Shop – Display only Hartliefs, and Choc Factory

6.6.4 Price – Display only quantities between 220 and 320

6.7 Make sure you insert the header for each sheet correctly (should be the same as the sheet name with your name in brackets).

6.8 Print all filtered sheets.

Question 3   **Marks: 30**

You are the Office Administrator at Minolta Namibia for the Marketing Department. Please use the Spring Event Flyer Template in MS Publisher 2016 to design the following flyer for the upcoming workshop. This flyer must be informative

Konica Minolta Namibia → Bodoni MT, 16, Bold, Cent

presents → Bodoni MT, 12

Best-ever Productivity Spring Workshop → Bodoni MT, 14, Bold, Cent

to introduce the latest multifunctional printers on offer including various products to assist you with seamless office automation systems. → Bodoni MT, 12, Bold, Cent

1 September 2019
Nampower Convention
Luther Street
Windhoek

Font: Bell MT, 16, Bold, Cent

Spring

Please insert the image :
Rectangle Folder Corner
Text: Book Antiqua, 10,
Bold, Cent

What you get:
1. Colour office systems 2.Black and white office systems 3.Production printers 4.Cloud and mobile printing 5.Document capture and distribution 6. Marketplace 7. Print automation 8. Web to print

Please type content above in chronological order and change numbers to bullets, font Arial, 8, s/s, cent position.

Please send us an email to confirm your attendance.

Ruth.nampower@gmail.com

Due date for payments

20 August 2019

N$250-00

Please insert the image :
Explosion 14 points
Text: Book Antiqua, 9, Bold

Insert Online picture from Bing Research and resize to fit space.

Font: Book Antiqua, 8

Insert Online picture from Bing Research and resize to fit space.

Sponsored by:

KONICA MINOLTA

Don't Get Mad. Get Smart Get a Minolta

Font: Calibri, 6

Insert Online picture from Bing Research and resize to fit space.