



**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: November 2019	PAPER: Practical Paper
DURATION: 2 Hours	MARKS: 100

FIRST OPPORTUNITY EXAMINATION QUESTION PAPER	
EXAMINER(S)	Lindie Beukes
MODERATOR:	Deoni Olivier

INSTRUCTIONS
<ol style="list-style-type: none">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

PROFESSIONALS → Insert Word Art:
Fill: Black, Text Color 1, Outline White, Background Color 1, Hard Shadow Blue, Accent color 5, Cent

1. Become / Boss without becoming bossy. Any administrative task your boss gets involved in is usually a mess - ↑ Heading 1

after all, that's why they're a boss and you're an administrator.

DC → Today's Office Administrators ^{have} / opportunity to move up to world class by mastering some simple strategies.

2. Create space and freedom for them to think. creative Managers need space to plan their next moves and a certain amount of "free time" to think* → Heading 1

Don't allow the diary to become so clogged with engagements that become a mechanical robot, hesitant from meeting to meeting without a sense of positive constructive progress. Insert Footnote

} Cent
} Bold
} Italics

→ strategically Heading 1

3. Empower Yourself 3.1 Apologies afterwards instead of asking permission first. 3.2 Take over the controls of / office. Heading 1

Rather assume he/she wants you to get involved and get it done than sit back waiting for a call to action. Heading 2

Heading 1 → 4. Behave like a Business Imagine you are an outside consulting firm providing secretarial and administrative assistance on an emergency project basis to your boss. Bold

List the services you would sell to your boss and then provide them anyway ^{offer} Insert 1st Reference Website

and you will become one.

Modify Headings:
 Heading 1 - Normal Calibri, 16 Hanging - 0.5" Spacing Before = 12pt
 Heading 2 - Normal, Calibri, 13, 0.5"

Start here
on page 2

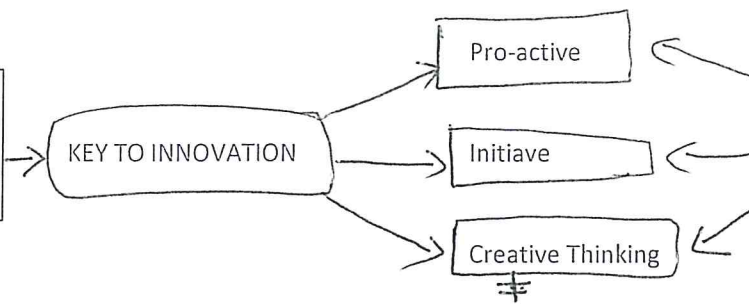
5. Recognize the Global Technological Tidal Wave and Ride it!

NP
Heading 1

As technology replaces human functions in our jobs, we are faced with a serious choice - become the master of technology or it will master you! Learn to integrate cellular, e-mail, network and database solutions. The transition to the 21st Century should be seen as challenging and motivating at the same time.

Insert 2nd Reference
Journal Article

Insert Shapes- Oval
Shape Outline: Subtle
Effect Gray, Accent 3
Shape Outline: 2¼ pt



Insert Shapes- Rectangle
Shape Outline: Subtle
Effect Gray, Accent 3
Shape Outline: 2¼ pt
Text: Bold

INSTRUCTIONS

1. DC stands for Drop Caps – please type in 2 lines only.
2. Insert Footnote – “Time is the new currency” (Bold, Italics, 10)
3. Insert Watermark – “Innovation” (Diagonal, u/c, Arial, semi-transparent)

Please insert the following references:

1. Website, Author is Andy Robinson, 2015, Title: Act Like A Business Owner To Advance Your Career. Page: Work It Daily. URL: <https://www.workitdaily.com/business-owner-advance-career>
2. Journal Article, Authors: Bourgeois, D & Bourgeois, D.T. 2015, Title: Networking and Communication, Journal name: Press Books
3. Insert a Table of Content (Automatic Table 2)
4. Insert a Reference List.

Question 2**TOTAL: 30**

Retrieve the Spreadsheet named “**Total Revenue**” and adhere to the following instructions.

1. Insert a new sheet and copy the sheet of **Namibian Regions**. Rename this new sheet to **Total Revenue**.
2. Delete all the columns except **Region** and add another column for **Total**.
3. Calculate the Total Revenue for both Namibia and South African Regions.
4. Format the table as follows:
 - 4.1 Change the font to Calibri, Font size 12.
 - 4.2 Main Heading – Merge and Centre, Uppercase, Bold, Font Size 16, Font Calibri.
 - 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 Sales sheet.
5. Copy the sheet **Namibian Regions** 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 Insert All Borders
 - 6.3 Change the Row Height to 32 pixels and bold the column headings.
 - 6.4 Add the currency N\$ to the total column, and two decimals.
 - 6.5 Copy the Original sheet to four new sheets and rename it as: **Region, Products, Revenue, and Unit Price** and filter these sheets as follows:
 - 6.5.1 Region – Display only the Erongo Region.
 - 6.5.2 Products - Display only Electronic and Metal.
 - 6.5.3 Revenue – Display all the figures Greater than N\$890.00 .
 - 6.5.4 Unit Price – Display only unit price between 55 and 60.
 - 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 NUST for the Marketing Department. Please use the Event Marker Template in MS Publisher 2016 to design the following flyer for the upcoming workshop. Use the Tuscony scheme color for the background. This flyer must be informative and attractive with tear-offs.



Insert NUST Logo in centered position

▶ One day seminar

Font: Copper Black, 10, Black

NUST Business School

Use word Art: Gradient Fill—Red, Outline, White. Type underneath the Logo

Presents ▶ Font: Calibri, 10, Bold, Italics, cent

The X Factor of Excellence } Font: Britannic, Bold, 20, u/c, Black, Move underneath Presents

In this highly rated workshop you will learn:

- 1. The value of working together with respect for each other’s abilities and responsibilities.
- 2. How to establish current secretarial capabilities, determine skills levels and development needs.
- 3. How to determine delegation limits and embark on planned responsibility development.
- 4. What it means to share a vision for joint success.

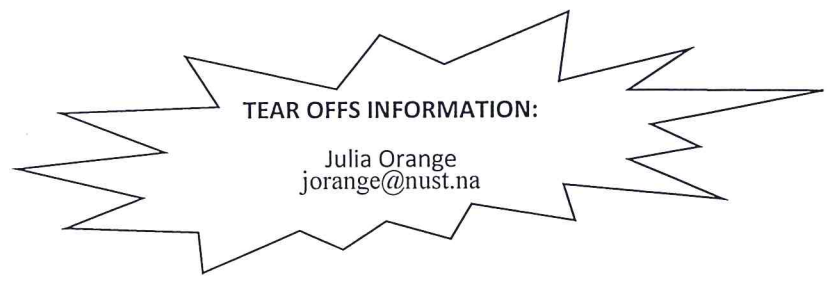
Insert Image Centre position: Scroll Vertical big enough for content to fit.
Use bullets and type text in Calibri, 12 . D/S between bullets.

Date: 16 November 2019, Time : 09: 00—13:00,
Venue: Auditorium 1

Typist:
Type information in a text box with no lines in a centered position. Font: Calibri, 10, s/s

Send an email to the detail below to book your seat and confirm your attendance.

Insert on top of the tear offs.



“THE WILL TO WIN,
THE DESIRE TO SUCCEED,
THE URGE TO REACH YOUR FULL POTENTIAL...

THESE ARE THE KEYS THAT WILL UNLOCK THE DOOR TO PERSONAL EXCELLENCE.

Font: Bodoni MT, 20, Black, Centered



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THIS QUESTION PAPER CONSISTS OF 12 PAGES (Including this front page)

✓ Table of Contents

- 1. Become the Boss without becoming bossy.....2
- 2. Create space and freedom for them to think.....2
- 3. Empower Yourself2
 - 3.1 Apologies afterwards instead of asking permission first.2
 - 3.2 Take over the controls of the office.2
- 4. Behave like a Business and you will become one.2
- 5. Recognise the Global Technological.....3

✓

2/2

INNOVATION

PROFESSIONALS ✓

✓ Today's Office Administrators have the opportunity to move up to world class by mastering some simple strategies .

1. ✓ Become the Boss without becoming bossy.

Any administrative task your boss gets involved in is usually a mess - after all, that's why they're a boss and you're an administrator.

2. ✓ Create space and freedom for them to think.

Managers need creative space to strategically plan their next moves and a certain amount of "free time" to think¹.

✓ *Don't allow the diary to become so clogged with engagements that become a mechanical robot, stumbling from meeting to meeting without a sense of positive constructive progress.*

- ✓ 3. Empower Yourself

3.1 ✓ D.S.11 Apologies afterwards instead of asking permission first.

3.2 Take over the controls of the office.

- ✓ 4. Behave like a Business and you will become one.

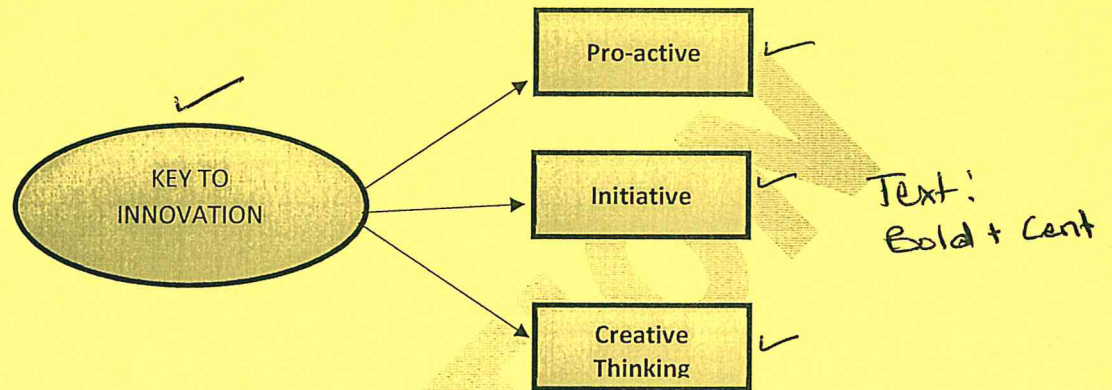
Imagine you are an outside consulting firm providing secretarial and administrative assistance on an emergency project basis to your boss. List the *services* you would sell to your boss and then provide them anyway (Robinson, 2015).

✓ _____
¹ Time is the new currency

Bold, Ital, 10

✓ 5. Recognise the Global Technological

Tidal Wave and Ride it! Learn to integrate cellular, e-mail, network and database solutions (Bourgeois, 2015). The transition to the 21st Century should be seen as challenging and motivating at the same time.



✓ **A**s technology replaces human functions in our jobs, we are faced with a serious choice - become the master of technology or it will master you!

Watermark: Arial ✓
Semi-Transparent ✓
4/4, Arial ✓

$$\left. \begin{array}{l} D = 25 \\ A = 15 \end{array} \right\} 40$$

✓ References

✓ Bourgeois, D. (2015). Networking and Communication. *Press Books*, 82-92.

✓ Robinson, A. (2015). Act Like A Business Owner To Advance Your Career. *Work It Daily*. From <https://www.workitdaily.com/business-owner-advance-career>

w/m

INNOVATION

TOTAL REVENUE

TOTAL REVENUE

✓ Merge + Centre, u/c, 16

REGION	TOTAL ✓
Khomas	N\$268.00
Erongo	N\$811.00
Kunene	N\$1,439.00
Omaheke	N\$541.00
Karas	N\$1,204.00
Khomas	N\$1,187.00
Erongo	N\$881.00
Kunene	N\$1,224.00
Omaheke	N\$1,227.00
Karas	N\$562.00
Khomas	N\$343.00
Erongo	N\$668.00
Kunene	N\$777.00
Omaheke	N\$1,106.00
Karas	N\$1,327.00
Khomas	N\$1,006.00
Erongo	N\$1,119.00
Kunene	N\$1,871.00
Omaheke	N\$246.00
Karas	N\$690.00
Khomas	N\$1,356.00
Erongo	N\$1,820.00
Kunene	N\$642.00
Erongo	N\$690.00
Karas	N\$1,332.00

✓ Bold
Background

Font: Calibri, 12 ✓
 Borders ✓
 Row Height - 32 ✓
 N\$ ✓
 Decimals ✓
 Correct Totals ✓

$$\frac{10}{10}$$

ORIGINAL

REGION	TOWN	PRODUCTS	TOTAL REVENUE	UNIT PRICE
Khomas	Windhoek	Fruit	N\$123.00	25
Erongo	Swakop	Vegetables	N\$456.00	23
Kunene	Opuwo	Electronics	N\$789.00	60
Omaheke	Gobabis	Wooden	N\$321.00	65
Karas	Keetmanshoop	Iron	N\$654.00	45
Khomas	Windhoek	Fruit	N\$987.00	25
Erongo	Walvisbay	Diamonds	N\$231.00	80
Kunene	Opuwo	Electronics	N\$564.00	60
Omaheke	Gobabis	Wooden	N\$897.00	65
Karas	Karasburg	Iron	N\$112.00	45
Khomas	Windhoek	Fruit	N\$223.00	25
Erongo	Swakopmund	Vegetables	N\$334.00	23
Kunene	Otjo	Metal	N\$445.00	55
Omaheke	Gobabis	Wooden	N\$556.00	65
Karas	Keetmanshoop	Iron	N\$667.00	45
Khomas	Windhoek	Fruit	N\$778.00	25
Erongo	Swakopmund	Vegetables	N\$889.00	23
Kunene	Otjo	Metal	N\$991.00	55
Omaheke	Gobabis	Wooden	N\$123.00	65
Karas	Karasburg	Iron	N\$345.00	45
Khomas	Windhoek	Fruit	N\$678.00	25
Erongo	Walvisbay	Diamonds	N\$910.00	80
Kunene	Opuwo	Metal	N\$321.00	55
Erongo	Swakopmund	Vegetables	N\$345.00	23
Karas	Keetmanshoop	Iron	N\$876.00	45

NO MARKS

REGION

REGION	TOWN	PRODUCTS	TOTAL REVENUE	UNIT PRICE
Erongo ✓	Swakop	Vegetables	N\$456	23
Erongo ✓	Walvisbay	Diamonds	N\$231	80
Erongo ✓	Swakopmund	Vegetables	N\$334	23
Erongo ✓	Swakopmund	Vegetables	N\$889	23
Erongo ✓	Walvisbay	Diamonds	N\$910	80
Erongo ✓	Swakopmund	Vegetables	N\$345	23

Region: Erongo

6
—
6

PRODUCTS

REGION	TOWN	PRODUCTS	TOTAL REVENUE	UNIT PRICE
Kunene	Opuwo	Electronics ✓	N\$789	60
Kunene	Opuwo	Electronics ✓	N\$564	60
Kunene	Otjo	Metal ✓	N\$445	55
Kunene	Otjo	Metal ✓	N\$991	55
Kunene	Opuwo	Metal ✓	N\$321	55

Electronic & Metal

515

REVENUE

REGION	TOWN	PRODUCTS	TOTAL REVENUE	UNIT PRICE
Khomas	Windhoek	Fruit	N\$987.00 ✓	25
Omaheke	Gobabis	Wooden	N\$897.00 ✓	65
Kunene	Otjo	Metal	N\$991.00 ✓	55
Erongo	Walvisbay	Diamonds	N\$910.00 ✓	80

Greater than N\$890.00

4
—
4

UNIT PRICE

REGION	TOWN	PRODUCTS	TOTAL REVENUE	UNIT PRICE
Kunene	Opuwo	Electronics	789	60 ✓
Kunene	Opuwo	Electronics	564	60 ✓
Kunene	Otjo	Metal	445	55 ✓
Kunene	Otjo	Metal	991	55 ✓
Kunene	Opuwo	Metal	321	55 ✓

Between 55 and 60

515



▶ ONE DAY SEMINAR

✓ Cent
✓ Size

NUST BUSINESS SCHOOL

✓ Position

✓ WA

PRESENTS

✓

THE X FACTOR OF EXCELLENCE

✓ Position

✓ Font, Size 20

✓ scroll

In this highly rated workshop you will learn:

✓ Bullets

- The value of working together with respect for each other's abilities and responsibilities.
- How to establish current secretarial capabilities, determine skills levels and development needs.
- How to determine delegation limits and embark on planned responsibility development.
- What it means to share a vision for joint success.

✓ A/S

✓ Font 20
cent

**"THE WILL TO WIN,
THE DESIRE TO SUCCEED,
THE URGE TO REACH
YOUR FULL POTENTIAL..."**

**THESE ARE
THE KEYS**

**THAT WILL UNLOCK THE
DOOR TO PERSONAL
EXCELLENCE**

Layout ✓

✓ Date: 16 November 2019

Time : 09:00—13:00

Venue: Auditorium 1

D = 20 } 30
A = 10

✓ Send an email to the detail below to book your seat and confirm your attendance.

Julia Orange
jorange@nust.na

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}} Tear offs.