∏AMIBIA U∏IVERSITY
OF SCIE∏CE A∏D TECH∏OLOGY

Faculty of Commerce. Human Sciences and Educatior

Department of Management

Section: Business and Information Administration

QUALIFICATION: Bachelor of Business and Information Administration	
QUALIFICATION CODE: 07BBIA	LEVEL: 5
COURSE: BUSINESS APPLICATIONS 1A	COURSE CODE: BAP511S
DATE: JULY 2022	SESSION: PRACTICAL
DURATION: 2 HOURS	MARKS: 100

SECOND OPPORTUNITY EXAMINATION QUESTION PAPER	
EXAMINER(S)	MS D OLIVIER
MODERATOR:	MS L BEUKES

THIS QUESTION PAPER CONSISTS OF 6 PAGES (INCLUDING THIS FRONT PAGE)

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.

QUESTION 1   **MARKS: 20**

Open up MS Word 2016 and type the following Paragraphs according to the correct paragraph rules and adhering to manuscript instructions. Use the font Book Antiqua for this document, with a font size of 12, unless indicated differently.

Main Heading: Taking Technology to the next level [bold, centered, font size 16 & italics. copy to bottom of document]

In a market reliant on data-intensive machine applications, / higher speeds and low [high] latency [stet] of 5G is required for / effective use of autonomous robotics technology, (weerables) [spel.] and reality|virtual. [trs]

Typist: Arrange paragraphs in the correct order. [/—]

2. Eve/changing Trends

/ increasing capabilities of smart devices and / factories that make them won't just impact competition within [outside] a set industry. As competition shifts from product|based [/— ; stet] to system-based, formerly clear industry boundaries will be blurred. Traditional manufacturing [bold all underlined words] companies may soon find they are competing as part of a much broader automation industry, for example. It is (importatnt) [spel] to keep up with the ever-changing trends of (tech.) [in full] [spel.]

1. (Chaning) [spel.] market conditions

Unlike previous jumps in levels of technology in industry, 5G won't funda mentally [/#] redesign / production line. But what it will do is offer|manufacturers an opportunity to build smart [/#] [sp. caps] factories that can adapt to changing [continuously] market conditions.

* Insert

/ low latency of 5G is set to revolutionize / healthcare industry, most notably in / operating theatre. Experienced surgeons can advise: [more junior colleagues via a video connection; or could even operate / surgical device remotely.] [insert round ts/s bullets]

~~You could be forgiven for thinking this sounds unlikely, yet it's already happened.~~ [del.]

4.   Autonomous technology and ~~travel agreements~~ [transportation] [del.]

/ improvements to network latency will give applications and devices / ability to communicate in close-to real-time. This should ease / autonomous vehicles|safety concerns of, providing them / [trs] ability to constantly (comunicte) [spel.] with / ever-changing environment around them.

"Improved connectivity is needed to truly utilize the data and add business value".

Typist: Indent this paragraph on 1,25" left and right!

✱ 3. Healthcare

Note: All paragraph headings should be typed in upper case

QUESTION 2		MARKS: 30

Using Microsoft Excel 2016 create a spreadsheet using the information below. Please make use of the font Times New Roman for the worksheet, unless indicated differently. Use the normal default margins for this document. Adjust the width of all the columns to make sure nothing is cut off when printing the worksheet.

1. Create the following spreadsheet in a new work book. (1)

	Strategic Planning Centre	
Windhoek Centres	Population	Calculated Costs
Khomasdal	19	N$10000
Dorado Park	20	N$15000
Pionierspark		N$12000
Kleine Kuppe		
		N$18000

2. Left align cell A1. (1)

4. Format cell A1 to bold and font size 20. (2)

5. Format cells A2:C2 to bold and font size 14. Change the font colour of cells A2:C2 to Blue. (2)

6. Autofill cells B5:B7. (1)

7. Insert Cimbabasia in cell A7. (1)

8. Change the font size of all text entered to font size 14, except the Main Heading Strategic Planning Centre and the cells A2:C2. (1)

9. Insert the amount of N$16000 in the cell C6. (1)

10. Rename sheet 1 to PLAN. Change the tab colour of sheet 1 to light blue. (2)

11. Insert all borders to cells A1:C7. Auto fit column widths. (2)

CHART:

1. Insert a new sheet and rename it Chart. Change the tab colour to red. (2)

2. Use the information in sheet 1 to create a Clustered Colum Chart in sheet 2. (2)
(Note only use A2:B7)

3. Change the chart title to Strategic Planning 2022. (1)

4. Please select the chart style 6 for your chart. (1)

5. Save the Excel workbook on your Desktop folder as Question 2 - Name and surname.

6. Print both sheets in A-4 Portrait.

QUESTION 3   **MARKS: 30**

Open a blank PowerPoint presentation and use the information provided below to create a new presentation. Print 2 slides per page in A4 portrait.

1. Use the **Wisp design** theme with a Blue Warm variant colour for this presentation. (Use this theme's default font for all the slides).

2. On the 1st Title slide type the topic: **Creating A Healthy Work Environment** (Bold & font size 54).

3. Sub Topic: By followed by your name and surname. (Default font and font size)
   Example: by Anton Anderson

4. Then insert a Title and content slide. Type the following heading: **The work environment** (centred, uppercase, bold and font size 40). Then type the following text in the context box:

   A happy, healthy and comfortable work environment is important for your staff – and can be achieved without spending a fortune. It boosts productivity and morale while acknowledging the time spent in an office. From **Google Chrome** insert a picture of an office, centre your picture and format it with the soft edge rectangle picture style as well as a height of 2" and a width of 2".

5. Duplicate the previous slide and change the topic to: **Productive Employees** (centred, bold and font size 40). Change your text to: People who enjoy their jobs are likely to engage more thoroughly with their work. Then insert a **Smiley face** from your basic shapes.

6. Insert a Content with Caption slide. The title is: **Get Healthy** (centred, bold and font size 40). In the content box type the following: Particularly if your environment is office-based, your employees may lead a sedentary lifestyle which could lead to long-term illness. So encourage fitness in the work environment. Then in the caption box insert the following table and center it:

Good Food	Bad Food
Fruit	Fast foods
Vegetables	Sweets

7. Apply a **shape** transition to your whole presentation.

8. Make sure to set your whole presentation in such a way that it will **automatically** play after 5seconds.

9. Save your PowerPoint presentation as **Question 3** and your name and surname, then close the presentation .

QUESTION 4　　　　　　　　　　　　　　　　　　　　　　　**20 MARKS**

Please type the following question of E-learning and Internet in MS Word. Please print your document and make sure your name and surname is in the header.

1. What is the Internet? (3)

2. What are ISPs? (2)

3. Name 4 ISPs found here in Namibia: (4)

4. What are Network Protocols? (2)

5. There are many different protocols. List 3 examples of Network protocols, (write abbreviations in full). (3)

6. Briefly describe how to access the internet? (3)

7. Explain what a web browser is and then list 3 types of web browsers. (3)