



PAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMERCE; HUMAN SCIENCE AND EDUCATION

Department of Management

QUALIFICATION: Bachelor of Business and Information Administration	
QUALIFICATION CODE: 07BBIA	LEVEL: 6
COURSE: Business Applications 2A	COURSE CODE: BAP611S
DATE: JULY 2022	SESSION: FACE-TO-FACE
DURATION: 2 Hours	MARKS: 100

SECOND OPPORTUNITY - QUESTION PAPER	
EXAMINER(S)	Ms L Beukes
MODERATOR:	Ms D Olivier

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 5 PAGES (Excluding this front page)

Question 1**Marks: 20**

Bank Windhoek is organising a Fundraising event for the Cancer Association which will be in a form of a Gala Dinner. Theme of the event is *"Your Health is your Wealth"*.

As the Office Administrator in the Marketing Department, you have been tasked to co-ordinate the planning process. The event date is scheduled for Saturday, the 2nd of July 2022. Planning will start from the 6th of June 2022.

The **Fundraising event** team-building event is made up of the following tasks and resources:

NR	NAME OF TASK	TASK DURATION	RESOURCES
1.	Book a Venue	1 Day	Bianca
2.	Design and send out Invitations	3 Days	Bianca
3.	Décor arrangements	1 Day	Hilma
4.	Entertainment & Sound System	3 Days	Carlos
5	Arrange for Catering	2 Days	Hilma
6.	Master of Ceremonies	2 Days	Carlos
7.	Media and Photographer	2 Days	Bianca
8.	Programme Design	2 Days	Carlos
9.	Confirm guest list and sponsors	2 Days	Hilma
10.	Final check-ups and logistics	1 Days	Carlos

1. The Milestones for this event will be the following:

Deposit of 60 % to be paid to:

- a) Venue
- b) Design and send out Invitations
- c) Décor

Full Payments to be made for the:

- a) Entertainment & Sound System
- b) Catering
- c) Photographer

2. Please add predecessors for each milestone.
3. Assign resources to the tasks as indicated above.
4. Insert your Name in the Header, save your document and print only page 1 and 2.

QUESTION 2 **MARKS: 20**

In Ms Word create the following form on one sheet. Adhere to typing rules and instructions given. Use the font Bookman Old. Please print two copies. One copy which displays the content controls and another copy which displays the completed form with your personal detail.

SURVEY ABOUT EDUCATIONAL CHOICES

U/C, Bold, Cent, font size 16

We want to appreciate your choices, and it is therefore important that you answer according to what is important to you. If you don't understand a question, you may leave the question blank. No material will be traceable to you as an individual.

or if none of the alternatives are right for you

This questionnaire contains questions about you and your criteria, expectations and plans related to educational choices. First-year students at all Namibian Universities and Colleges are invited to participate.

Your answers are important to the study! Thank you very much!

Use font size 12

1. I am a Male Female

Please insert checkbox at the beginning of each option

2. Year of birth: Insert Date-picker Use Full

3. I study at (name of University or College): Rich Text Control - Strong

4. Degree program: Rich Text Control - Strong

5. What were your first and second choice of programs in your application?

Choices: Insert dropdown list with your two options

6. Approximately when did you decide on this field of study?

- In primary school
- During lower secondary school
- During 1st year in upper secondary school
- After having studied something else.
- The decision emerged slowly over a long period of time
- I don't know

Please insert checkboxes at the beginning of each option

The choices you make today will determine your tomorrow!!

u/c, bold, cent, Arial font size 12, italic

Typist: Please insert in text box and use font size 11.

Question 3

Marks: 30

Type the following Main Document in font Times New Roman, Font size 12 and make use of the information at the end of the document to create a standardised letter for your clients. Create a mailing list of all the clients in Excel spreadsheet. Merge the two documents together to create personalised letters.

Print the letter to Ms J Karumbe, the Excel Spreadsheet as well as the Mail merged document.

Today's Date

≠

«NAME»

«ADDRESS»

«TOWN»

«COUNTRY»

≠

DISCOUNTS, Dear Client

→ Display Correctly

≠

I want to take a moment to thank you for your continued support of The Garden Shop! Were it not for loyal customers like you, we would not be celebrating our 10th anniversary on «DATE», we will be hosting a special May Madness Sale!

Bold Italic

3. If you buy for more than «AMOUNT» you will qualify for even more discounts.

In honour of the anniversary

- 1. Everything in the store is available at 10 % throughout the month. Selected specials will be offered for the day at higher discounts, such as:

Pumpkin seed, Sunflower seed, Peas, Corn, Carrots, Beans

→ Type underneath each other

- 2. «CUSTOMER» you can realise an even greater savings by bringing this letter with you when you shop.

with Bullets

- 4. Present your Loyalty Card to the cashier at the check-out point, to identify

Bold

yourself as a VIP Customer and receive an additional ^{30%} «DISCOUNT» off your total bill. Remember, The Garden Shop is your

Bold, Ital

One Stop Shop for all your spring planting needs!

Bold, u/c

Ms Gloria Shoopala is the General Manager of The Garden Shop

Typist: please type in chronological order.

FIELD NAMES	RECORD 1	RECORD 2	RECORD 3	RECORD 4
NAME	Mr J Jacobs	Ms J Karumbe	Ms A Kasevera	Mr P Paulus
ADDRESS	PO Box 140	PO Box 220	PO Box 440	PO Box 233
TOWN	Rundu	Oshakati	Windhoek	Swakopmund
COUNTRY	NAMIBIA	NAMIBIA	NAMIBIA	NAMIBIA
DATE	30 May 2022	30 May 2022	30 May 2022	30 May 2022
AMOUNT	\$5000.00	\$5600.00	\$6700.00	\$7800.00

Instructions for Excel Spreadsheet:

1. Type the spreadsheet in font Comic Sans, size 12.
2. Insert N\$ for all the amounts add two decimals after the comma.
3. Column Headings - Font size 14, Bold, u/c
4. Records - font size 12.
5. Row Height: Column Headings 40 pixels
Rest of Rows.30 pixels
6. Sort Surname in ascending order.
7. All Borders.
8. Print excel spreadsheet in Landscape.

Question 4Marks: 30

In Ms Word, please **DRAW** the following Table and complete the information in the font Calibri, size 12.

You are the secretary of a small company called NIMPAA (Namibia Institute for Private Assistants' Association). You are responsible for the record keeping of all the members and receiving their membership fees and calculate their salaries.



For this purpose, you have set up the following spreadsheet for the Finance Department:

Salary Scale: NIMPAA

Member Name	Wages per Hour	Days Working	Total Salary
Haufiku Sarah	150.00	20	
Ipinge Aina	175.00	15	
Aukongo Lihah	125.00	22	
Shikongo Launa	140.00	18	
Thomas Leena	85.00	19	
Van Zyl Retha	65.00	20	
Etunda Martha	120.00	16	
Kazapua Johanna	110.00	20	

Adhere to the following editing instructions for the table:

1. Draw the Table
2. Auto fit table to content.
3. Set row height to 0.3"
4. Insert the correct formula to calculate the salary for each employee.
5. Insert a Total row at the end and calculate all the columns.
6. Sort Table according to Member Name in ascending order.
7. Convert Table to chart which only displays the:
 - Member Name
 - Total Salary
8. Pre-set the table: Grid Table 2, Dark Accent 1
9. Insert caption below the table: Table 1: NIMPAA Salaries.
10. Insert your name and student number in the header and print one copy.