



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

FACULTY OF MANAGEMENT SCIENCES

DEPARTMENT OF MANAGEMENT

QUALIFICATION: Bachelor of Business and Information Administration	
QUALIFICATION CODE: 07BBIA	LEVEL: 5
COURSE CODE: BAP721S	COURSE NAME: Business Applications 3 (PAPER 1)
SESSION: November 2019	PAPER: Theoretical Paper
DURATION: 2 Hours	MARKS: 100

FIRST OPPORTUNITY EXAMINATION QUESTION PAPER	
EXAMINER(S)	Ms. S. du Plessis
MODERATOR:	Ms. Z. du Plessis

INSTRUCTIONS
<ol style="list-style-type: none">1. Answer ALL the questions.2. Write clearly and neatly.3. Number the answers clearly.

PERMISSIBLE MATERIALS

1. Examination Paper
2. Examination Script

THIS QUESTION PAPER CONSISTS OF 6 PAGES (Excluding this front page)

QUESTION 1**MS WORD****MARKS: 20**

Type the following document as it appears. Font Arial 12.
SAVE AS: SPEECH 1

**Preceding Officer and Rector of the Polytechnic of Namibia, Prof Tjivikua,
 Honourable Ministers of Government and Honourable Members of Parliament,
 Members of the Council of the Polytechnic, Faculty and Staff Members of
 Polytechnic of Namibia, Distinguished Guests, Dear Graduates, Ladies and
 Gentlemen**

**Bold, Enter x3
 after**

Let me first extend my heartiest congratulation to all the graduates who are to receive awards this morning.

Today we have come to recognise and celebrate the successful completion of your studies at the Polytechnic of Namibia. I especially recognise the families of the graduates.

It's been said, behind every graduate stands very proud - and very relieved parents. Graduates, your friends, families, guardians and sponsors, all in their distinctive variations have been there for you. Let's take a moment to thank them.

An occasion of this nature provides, me, as Chairperson of Council, an opportunity to give a brief account of what the institution has accomplished in the year, we also need to tell you about our shortcomings as well as about the challenges we face as we go into the future.

2013 was a unique period of the Polytechnic of Namibia to that of a university of Science and Technology. Consequently, for the better part of the year, the institution was preoccupied with the development of the strategic and transformation plan for transitioning to the Namibia University of Science and Technology (NUST).

Please allow me to blow our trumpet loudly when I say that our planning process was meticulous and professionally executed and it makes the Polytechnic community proud of itself!

Apply track changes as indicated in the following document and Save As: SPEECH 2. Compare the 2 documents. Apply the Accept/Reject changes as indicated with (A= Accept) and (R = Reject) SAVE the Compared document as SPEECH FINAL

Preceding (**R** deletion)- Former (**R** insertion) Officer and Rector of the Polytechnic of Namibia, Prof Tjivikua, Honourable Ministers of Government (**A**) and Honourable Members of Parliament, Members of the Council of the Polytechnic, Faculty and Staff Members of Polytechnic of Namibia, Distinguished Guests, Dear Graduates, Ladies and Gentlemen

Let me first extend my heartiest- (**A**) sincerest congratulation to all the graduates who are to receive awards this morning.

Today we have come to recognise and celebrate the successful completion of your studies at the Polytechnic of Namibia. I especially- (**A**) particularly recognise the families of the graduates.

It's been said, behind every graduate stands very proud - and very relieved parents. Graduates, your friends, families, guardians and sponsors, all in their distinctive variations- (**A**) discrepancies have been there for you. Let's take a moment to thank them.

An occasion of this nature provides, me, as Chairperson of Council, an opportunity to give a brief account- (**R**) version (**R**) of what the institution has accomplished in the year- we (**A**) We also need to tell you about our shortcomings as well as about the challenges we face as we go into the future.

2013 was a unique period of the Polytechnic of Namibia to that of a ~~university~~-University (**A**) of Science and Technology. ~~Consequently~~ (**A**) Subsequently, for the better part of the year, the ~~institution~~ (**A**) Institution was preoccupied with the development of the strategic and transformation plan for transitioning to the Namibia University of Science and Technology (NUST).

Please allow me to blow our trumpet loudly when I say that our planning process was meticulous (**A**) particular and professionally executed and it makes the Polytechnic community proud of itself!

**INSERT YOUR NAME IN THE HEADER OF THE SPEECH FINAL
DOCUMENT AND PRINT ONE COPY**

QUESTION 2**MS PROJECT****MARKS 40**

Open MS Project and search for the Template named EARNED VALUE.
SAVE AS: EXAM

Follow the instructions carefully and **save your work regularly**.

Gantt View

Format the Gantt Table: Font Comic Sans MS, Bold Italic, Size 10.

Resize the information on the page effectively to display the Gantt chart also. Format the individual Chart Bar of Sonia to the colour Black.

Change the Timescale. Show 2 Tiers, Size 60.
Insert a Footer: GANTT

SAVE AS: GANTT, PRINT 1 PAGE

Make sure the Table and the Chart is Cleary visible before printing

Add the following tasks to the Timeline. Copy a Detailed Timeline, Full Size to a A4 Landscape Word Document. Make sure ALL information is visible.

Project Schedule, Phase #1, Task 1, Task 2, Phase #2, Phase 2 complete, Phase 3 Planning, Phase #3, Task 5, Task 6, Phase 3 complete.

SAVE AS: TIMELINE, PRINT 1 PAGE

Display the Gantt Tracking with the Summary Table of the Task Sheet.

Insert a FOOTER: Task Sheet Summary

SAVE AS: TASK SHEET SUMMARY, PRINT 1 PAGE

Display the Progression of the project by indicating the tasks which finish dates has passed or it is not progressing as planned.

Chart: Style 3 and Table: Medium Style 1

SAVE WITH AN SUITABLE NAME AND PRINT 1 PAGE

Display the following graphically in MS Excel: A4 Landscape Sheet

2 Charts to represent the COST OVERVIEW of the project effectively. Display both in Chart Style 5 and insert suitable Chart Titles (u/c and bold).

Resource Stats Report from the Resource Overview. Display in Quick Layout 8 with a suitable Chart Title (u/c and bold).

The Cost Distribution Chart from Task Cost Overview. Chart type: Pie of Pie, Style 7.

SAVE AS: EXCEL, PRINT 1 PAGE

INSERT YOUR NAME IN THE HEADER OF EACH SHEET
INSERT THE SHEET NAME IN THE FOOTER OF EACH SHEET
TOTAL PAGES TO PRINT: 5

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

Insert the information below in an A4 Landscape Excel Sheet in Font Arial, 12. Insert the Main Heading in size 14, bold and the column Headings in size 12, bold and centered. Insert All Borders from below the Main Heading.

CLOTHING STORE

ITEM	TYPE	SOLD 2018	SOLD 2019	AVERAGE	%
Jeans	Casual	200	180		
T-Shirt	Sport	250	300		
Black Dress	Formal	80	65		
Short Pants	Sport	75	80		
White Shirt	Formal	50	60		
Short Dress	Casual	35	40		
Shoes	Sport	70	65		
Handbag	Formal	20	25		
Cap	Casual	55	70		
TOTAL					

SHEET 1

Create a Custom List to sort the Type of Clothing effectively in Ascending Order.

Insert the AVERAGE of items sold in 2018 and 2019.

Insert the TOTAL Sales for both years

In the 2018 column, indicate figures greater than 50 with a grey fill.

Display the 2019 figures with Colour Sets.

Display the % Total of the Averages in the appropriate column.

Display the sheet information effectively in a Clustered Chart, Chart Style 7

Add the following Chart Elements in u/c and bold:

Chart Title: **CLOTHING STORE SALES**

Primary Vertical Axis: **SOLD**

Primary Horizontal Axis: **ITEM**

Rename: **ORIGINAL**

**SAVE
REGULARLY !!!!**

The 2018 figures are increased by 100. Display a Summary (Name: 2018) from sheet ORIGINAL to reflect the influence on the Total Sales for 2018.

Rename: 2018

Create a Copy of ORIGINAL sheet and insert a Table.

Delete the Chart

From the Average Column, Filter the numbers which are Below Average.

Apply a two-way sort – First by Item and then by Type.

Insert a Row Label: COUNT (bold). Count the Type Column

Insert a Bar or Pie Chart, Style 3 to display the information in this sheet

Rename: BELOW AVERAGE

Insert your name in the Custom Header of each Sheet
Insert the Sheet Name in the Custom Footer of each Sheet
SAVE AND PRINT ALL 3 sheets

TOTAL 100



NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY
Faculty of Management Sciences
Department of Management
Section Business and Information Administration

QUALIFICATION: Bachelor of Business and Information Administration	
QUALIFICATION CODE: 07BBIA	LEVEL: 7
COURSE Business Applications 3 (PAPER 1)	COURSE CODE: BAP721S
DATE: November 2019	SESSION: 1
DURATION: 2 Hours	MARKS: 100

FIRST OPPORTUNITY EXAMINATION MEMORANDUM	
EXAMINER(S)	Ms du Plessis
MODERATOR:	Ms Z du Plessis

THIS MEMORANDUM CONSISTS OF 9 PAGES
(Excluding this front page)

NAME OF STUDENT

Preceding Officer and Rector of the Polytechnic of Namibia, Prof Tjivikua, Honourable Ministers and Honourable Members of Parliament, Members of the Council of the Polytechnic, Faculty and Staff Members of Polytechnic of Namibia, Distinguished Guests, Dear Graduates, Ladies and Gentlemen

} Bold

Par ✓

≠ ✓

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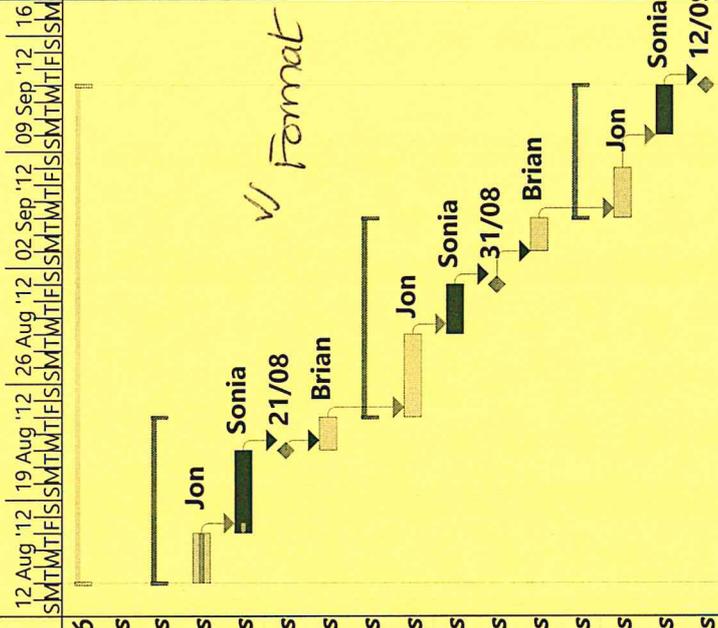
Changes 11

Display 3

Accuracy 6

= 20

W Timescale



ID	Task Mode	Task Name	Duration	Start	Finish	Predef Resource Names	Work
0		Project Schedule	22 days	Tue 14/08/12	Wed 12/09/12		176 hrs
1		Phase #1	8 days	Tue 14/08/12	Thu 23/08/12		64 hrs
2		Task 1	3 days	Tue 14/08/12	Thu 16/08/12	Jon	24 hrs
3		Task 2	3 days	Fri 17/08/12	Tue 21/08/12	Sonia	24 hrs
4		Phase 1 Complete	0 days	Tue 21/08/12	Tue 21/08/12	Brian	0 hrs
5		Phase 2 Plannir	2 days	Wed 22/08/12	Thu 23/08/12	Brian	16 hrs
6		Phase #2	8 days	Fri 24/08/12	Tue 04/09/12		64 hrs
7		Task 3	3 days	Fri 24/08/12	Tue 28/08/12	Jon	24 hrs
8		Task 4	3 days	Wed 29/08/12	Fri 31/08/12	Sonia	24 hrs
9		Phase 2 Complete	0 days	Fri 31/08/12	Fri 31/08/12	Brian	0 hrs
10		Phase 3 Planni	2 days	Mon 03/09/12	Tue 04/09/12	Brian	16 hrs
11		Phase #3	6 days	Wed 05/09/12	Wed 12/09/12		48 hrs
12		Task 5	3 days	Wed 05/09/12	Fri 07/09/12	Jon	24 hrs
13		Task 6	3 days	Mon 10/09/12	Wed 12/09/12	Sonia	24 hrs
14		Phase 3 Complete	0 days	Wed 12/09/12	Wed 12/09/12	Brian	0 hrs

Project: Project Schedule
Date: Fri 18/10/19

GANTT

Start
Tue 14/08/12

Project Schedule
Tue 14/08/12 - Wed
12/09/12

Phase #1
Tue 14/08/12 - Thu
23/08/12

Task 1 Task 2
Tue 14/08/12 Fri 17/08/12 - Tue
- Thu 21/08/12
16/08/12

Phase #2
Fri 24/08/12 - Tue
04/09/12

Phase #3
Wed 05/09/12 - Wed
12/09/12

Phase 3 Task 5
Plannin Wed
9 05/09/12 -
Mon Fri 07/09/12
03/09/12 - Tue

Task 6
Mon
10/09/12 -
Wed
12/09/12

Phase 2
Complete
Fri 31/08/12

Phase 3
Complete
Wed 12/09/12

Finish
Wed 12/09/12

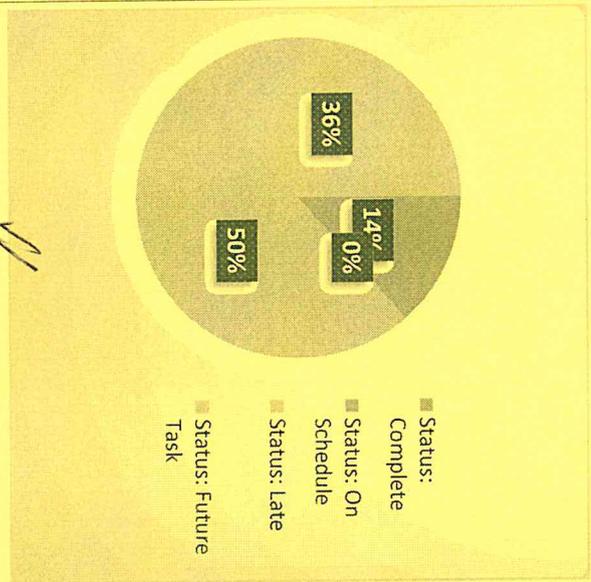
Resize ✓

W

W

LATE TASKS

Tasks that are late as compared to the status date. A task is late if its finish date has passed or it is not progressing as planned.

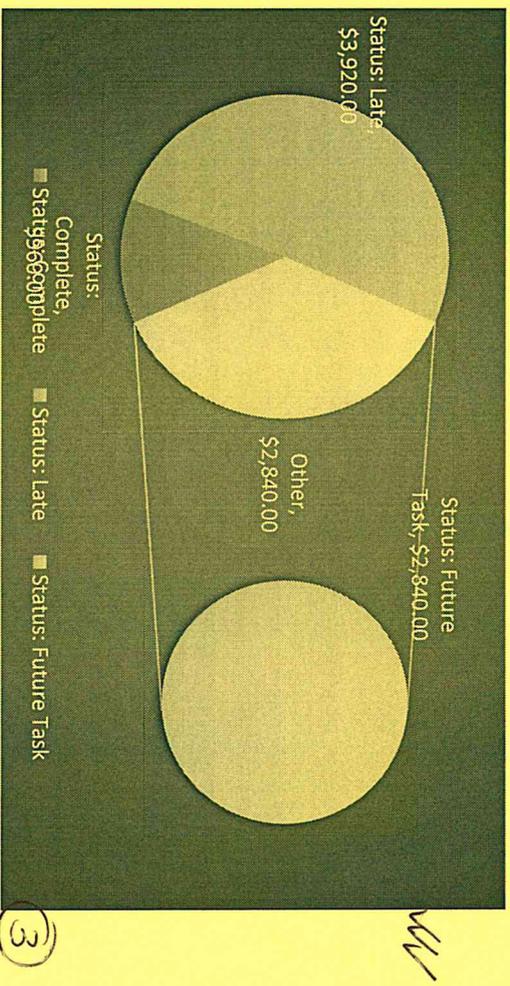
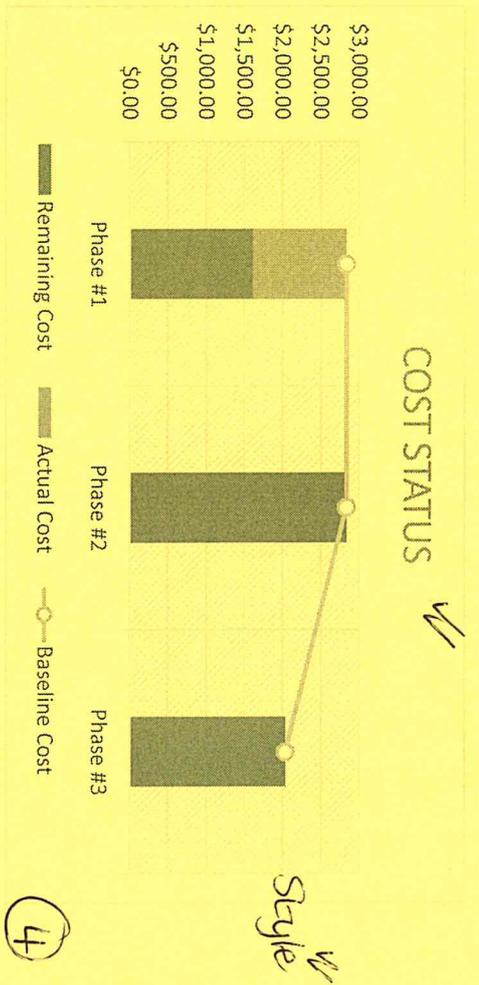
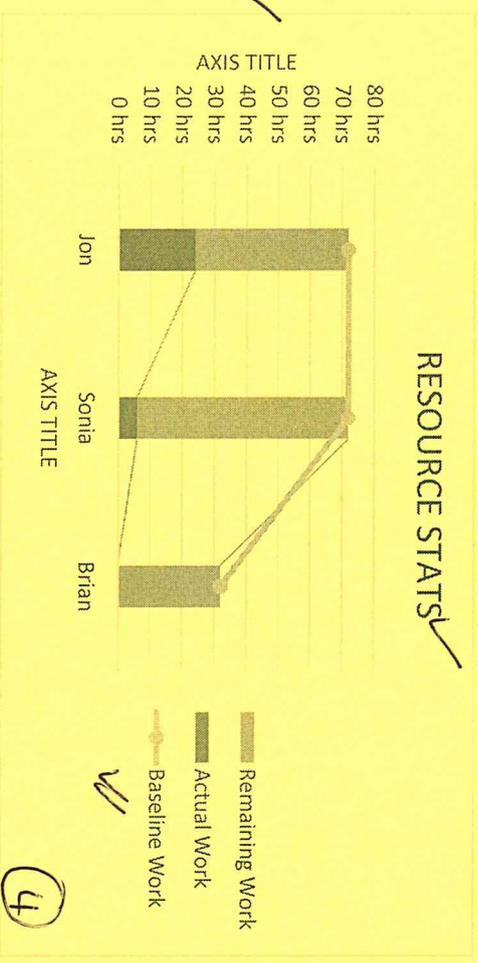
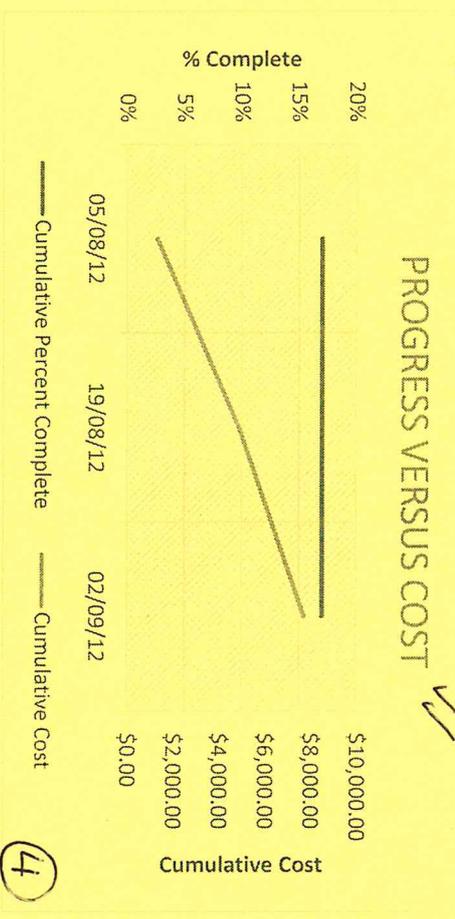


Name	Start	Finish	% Complete	Remaining Work	Resource Names
Task 2	Fri 17/08/12	Tue 21/08/12	25%	18 hrs	Sonia
Phase 1 Complete	Tue 21/08/12	Tue 21/08/12	0%	0 hrs	Brian
Phase 2 Planning	Wed 22/08/12	Thu 23/08/12	0%	16 hrs	Brian
Task 3	Fri 24/08/12	Tue 28/08/12	0%	24 hrs	Jon
Task 4	Wed 29/08/12	Fri 31/08/12	0%	24 hrs	Sonia

Correct Sheet ✓

NAME OF STUDENT						
ID	Task Mode	Task Name	Duration	Start	Finish	
0		Project Schedule	22 days	Tue 14/08/12	Wed 12/09/12	
1		Phase #1	8 days	Tue 14/08/12	Thu 23/08/12	
2		Task 1	3 days	Tue 14/08/12	Thu 16/08/12	
3		Task 2	3 days	Fri 17/08/12	Tue 21/08/12	✓
4		Phase 1 Complete	0 days	Tue 21/08/12	Tue 21/08/12	
5		Phase 2 Planning	2 days	Wed 22/08/12	Thu 23/08/12	
6		Phase #2	8 days	Fri 24/08/12	Tue 04/09/12	
7		Task 3	3 days	Fri 24/08/12	Tue 28/08/12	
8		Task 4	3 days	Wed 29/08/12	Fri 31/08/12	
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10		Phase 3 Planning	2 days	Mon 03/09/12	Tue 04/09/12	
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12		Task 5	3 days	Wed 05/09/12	Fri 07/09/12	
13		Task 6	3 days	Mon 10/09/12	Wed 12/09/12	
14		Phase 3 Complete	0 days	Wed 12/09/12	Wed 12/09/12	
TASK SHEET SUMMARY ✓						

Style ✓



EXCEL

TOTAL OF QUESTION = 40

75

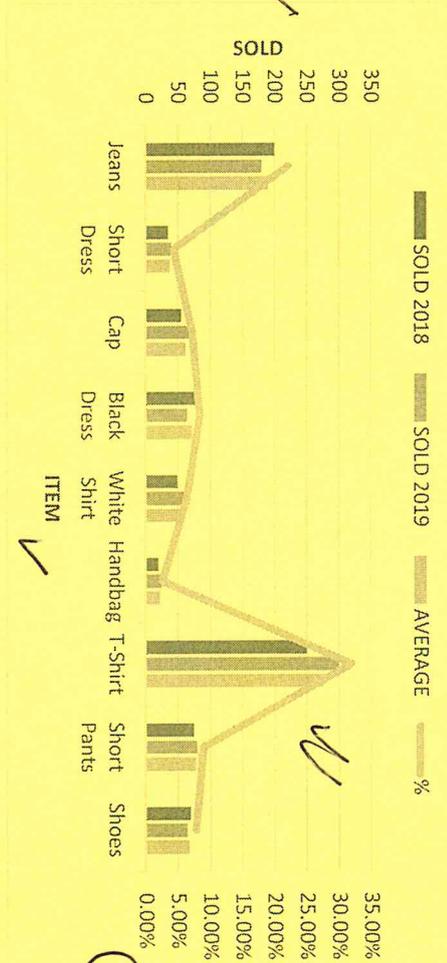
CLOTHING STORE

Custom Sort

ITEM	TYPE	SOLD 2018	SOLD 2019	AVERAGE	%
Jeans	Casual	200	180	190	22.09%
Short Dress	Casual	35	40	38	4.36%
Cap	Casual	55	70	63	7.27%
Black Dress	Formal	80	65	73	8.43%
White Shirt	Formal	50	60	55	6.40%
Handbag	Formal	20	25	23	2.62%
T-Shirt	Sport	250	300	275	31.98%
Short Pants	Sport	75	80	78	9.01%
Shoes	Sport	70	65	68	7.85%
TOTAL		835	885		

Accuracy

CLOTHING STORE SALES



Type + size

ORIGINAL

20

NAME OF STUDENT

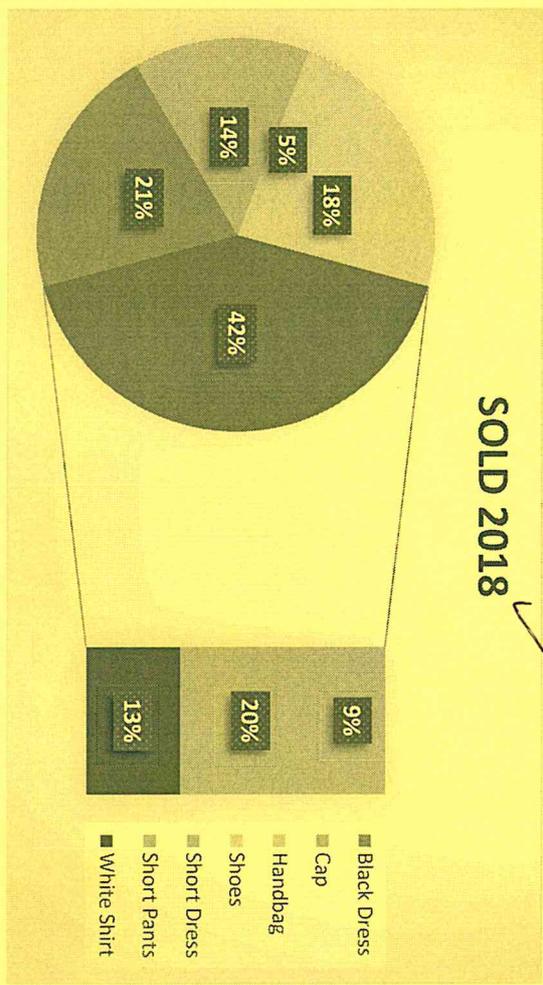
CLOTHING STORE

Sort Below Average ✓

ITEM	TYPE	SOLD 2018	SOLD 2019	AVERAGE	%
Black Dress	Formal	80	65	73	8.43%
Cap	Casual	55	70	63	7.27%
Handbag	Formal	20	25	23	2.62%
Shoes	Sport	70	65	68	7.85%
Short Dress	Casual	35	40	38	4.36%
Short Pants	Sport	75	80	78	9.01%
White Shirt	Formal	50	60	55	6.40%
COUNT ✓		7			

Sort Type + Item ✓

SOLD 2018 ✓



Type ✓

Style ✓

to

BELOW AVERAGE

Scenario Summary		
Current Values:		2018
Changing Cells:		
\$C\$4	200	300
\$C\$5	35	135
\$C\$6	55	155
\$C\$7	250	350
\$C\$8	75	175
\$C\$9	70	170
\$C\$10	80	180
\$C\$11	50	150
\$C\$12	20	120
Result Cells:		
\$C\$13	835	1735

Notes: Current Values column represents values of changing cells at time Scenario Summary Report was created. Changing cells for each scenario are highlighted in gray.

TO

TOTAL OF QUESTION : 40