



PAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMERCE, HUMAN SCIENCES AND EDUCATION

DEPARTMENT OF MANAGEMENT

QUALIFICATION: BACHELOR OF BUSINESS AND INFORMATION ADMINISTRATION	
QUALIFICATION CODE: 07BBIA	LEVEL: 5
COURSE CODE: BAP511S	COURSE NAME: BUSINESS APPLICATIONS 1A
SESSION: JUNE 2023	PAPER: PRACTICAL (PAPER 1)
DURATION: 2 HOURS	MARKS: 100

FIRST OPPORTUNITY EXAMINATION QUESTION PAPER	
EXAMINER(S)	Ms. S. Klaassen
MODERATOR:	Ms. L. Beukes

INSTRUCTIONS
<ol style="list-style-type: none">1. Answer ALL the questions.2. Start each question on a new document and print on a separate A-4 sheet

THIS QUESTION PAPER CONSISTS OF 9 PAGES (Including this front page)

QUESTION 1: SPEED AND ACCURACY TEST

[20]

Type the following speed test in 1.5 line-spacing with two enters between paragraphs. Margins 1" on both sides. Use Courier New, font size 12. Required speed: 15 w.p.m. Save your document as QUESTION 1.

Etosha Pan, extremely flat salt pan, northern Namibia, covering an area of approximately 4,800 square kilometer at an elevation of about 1,030 meter. This enormous expanse of salt, glimmering green in the dry season, is the largest of its kind in Africa. It was first discovered by Europeans when Sir Francis Galton and Charles Andersson sighted it in 1851. There is geological evidence that the Kunene River of Angola formerly flowed southward into the pan, forming a huge lake. Later the river changed its course westward to the Atlantic Ocean, and the lake, deprived of its inflow, shrank in size, the water evaporating to form the salt pan, or salina.

There are lone salt springs on the pan that have built up little hillocks of clay and salt used by animals as salt licks. The pan is fed by a number of nearly parallel channels (*oshanas*) extending north into Angola [15 w.p.m.] that in the monsoon season from December to March fill parts of Etosha and surrounding areas with rainwater pools.

The Etosha Pan is the centre of Etosha National Park, and has one of the largest accumulations of big-game species in the world, including lions, elephants, rhinoceros, elands, zebras, and [20 w.p.m.] springbok.

Abundant bird life includes flamingos, vultures, hawks, eagles, ostriches, guinea fowl, and geese. The eastern portion of Etosha

National Park has a tree-savanna type of vegetation, a deciduous tree that is locally used for furniture and cabinetwork. Wild fig, date palms and moringa [25 w.p.m] trees are typical of the more arid thorn-shrub savanna of the western part of the park. The German colonial fort of Namutoni, destroyed in 1904, and reconstructed between 1905 and 1907, at the eastern end of the pan, resembles a fort of the French Foreign Legion. It has been restored for use as a tourist camp for Etosha National Park.

QUESTION 2: PARAGRAPHS

[20]

Type the following PARAGRAPHS according to the display rules. Pay attention to all manuscript instructions. Use the hanging format for paragraphs. Use margins of 1" on both sides. Use font, Arial, font size 12. Save your document as QUESTION 2.

Desertification - an issue for livelihood improvement /u/c, bold, font size 14

1. Desertification is somehow a misleading term: To some, it suggests land that the deserts world's are spreading, extending their sands over more l/trs and more fertile land. 2. However, desertification is more like a skin land disease. Patches of degraded land erupt separately, sometimes as far as 1/spel thousands of kilometres away from the nearest desert. Gradually the 1/stet NP patches spread and join together, creating desert-like conditions. 3.

Namibia has been identified as the most arid country in sub-saharan land Africa. In 1994 it was estimated that Namibia loses over N\$200 million of bold potential income each year as a result of desertification. land

4. Desertification in Namibia, as anywhere else, refers to the land's land loss of the ability to support life - through lower productivity or agricultural lital lands due to the following factors: 4.1 Policies and regulations governing people-people will only manage something sustainably, which they own # and control. The people who bear the brunt of desertification and who best land understand the fragile environments in which they live must fully participate del in the decisions that will shape their lives. 4.2 Population growth and land, ita

economic high expectations l/trs

As / population grows, people will demand more land to live on, which can NP result in overgrazing and over utilization of natural resources. They have high expectations and want to reap more from the land.

QUESTION 3: EXCEL

[20]

Create a SPREAD SHEET with the following information. Follow all instructions. Use font Calibri, 12. Save your document as QUESTION 3.

NAMIBIAN JSE SHARE PRICES			
Equity Funds	Buy	Sell	Annual Fee - %
Investec Managed Fund	300	125	1.00
Old Mutual Growth Fund	800	420	1.00
Firstmet Money Market Fund	500	300	1.00
Anglorand Growth Fund	1000	600	0.75
Sanlam Growth Fund	300	270	0.80
TOTAL			
AVERAGE			

INSTRUCTIONS

1. Merge and centre cells A1:D1. Change heading to bold and font size 16. Adjust row height to 40 pixels.
2. Highlight cells A2:D2 and change to bold and centre. Adjust Row Height to 40 pixels.
3. Highlight cells A1:D2 and middle align. Font size 14.
4. Row Height for the rest of the document, 20 pixels.
5. Autofit all columns.
6. Calculate the TOTALS for each column.
7. Calculate the AVERAGE for all columns.
8. Insert Grid lines.

CHART

1. Use the information in sheet 1 - A1:D9 to create a 2D Stacked Column Chart.
2. Insert a Title to the chart: TERM 1: JANUARY - MARCH 2023
3. Choose style 10 for the chart.
4. Insert a new sheet and rename it JSE and move chart to this sheet.
5. Type your name and student number in the header.
6. Print both documents in PORTRAIT.

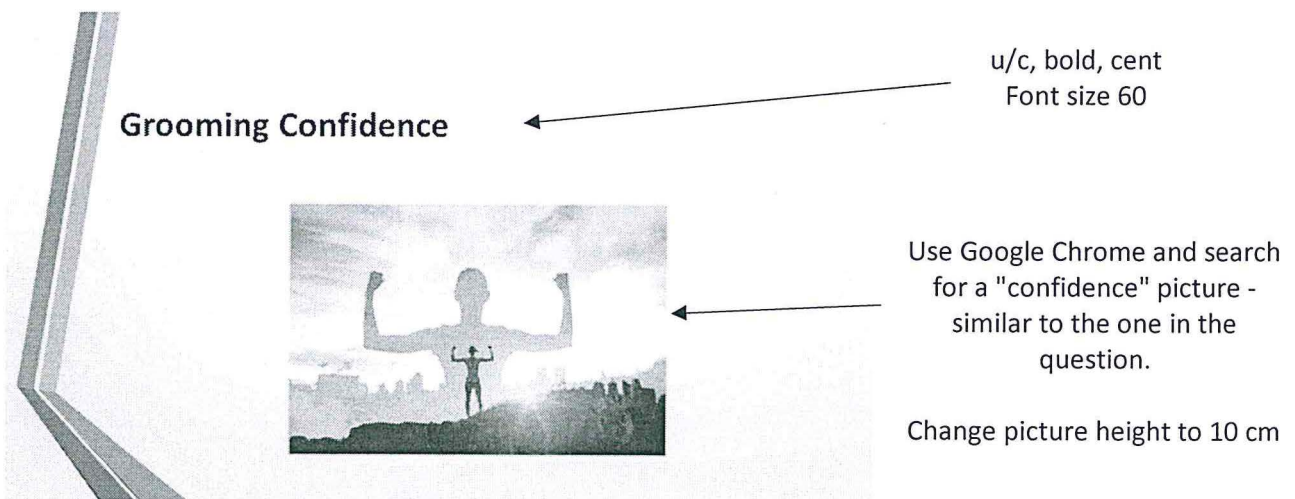
QUESTION 4: POWER POINT

[20]

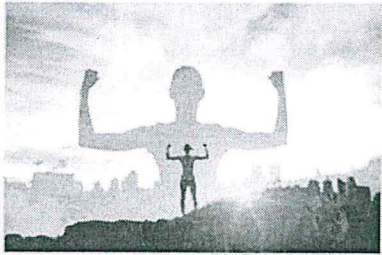
Create the following PowerPoint presentation by using the information provided below. Follow the instructions carefully. Save our work as: QUESTION 4.

1. Use the PARALLAX DESIGN for this presentation.
2. Use font Calibri for all the slides
3. Please ensure that you have 4 slides.
4. Make sure that you follow all instructions.
5. Type your name in the footer of each slide, in font size 18 and print 2 slides per page in portrait.

SLIDE 1: TITLE AND CONTENT



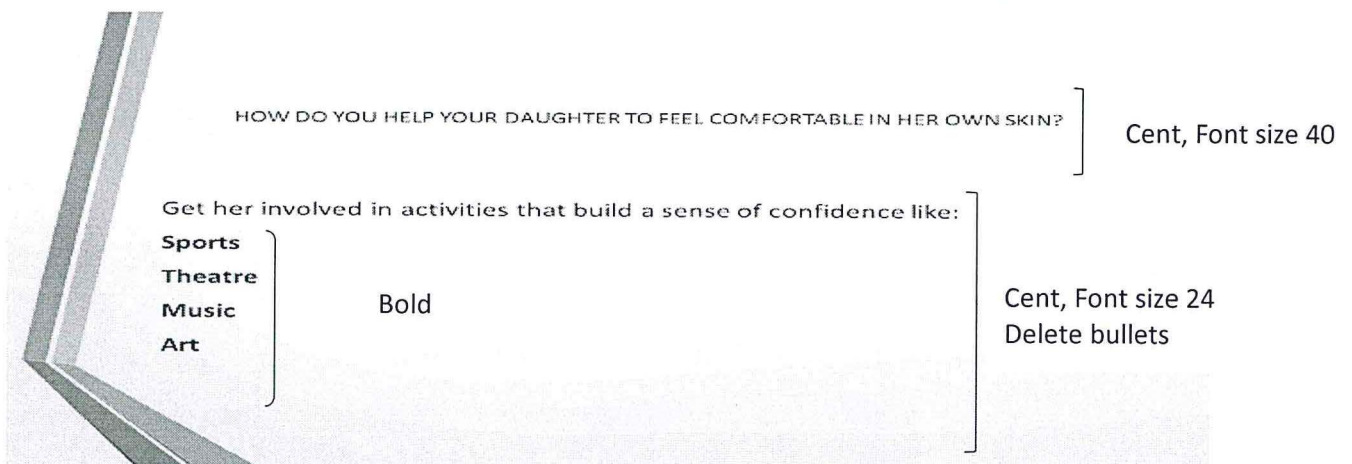
Grooming Confidence ← u/c, bold, cent
Font size 60



← Use Google Chrome and search for a "confidence" picture - similar to the one in the question.

Change picture height to 10 cm

SLIDE 2: TITLE AND CONTENT



HOW DO YOU HELP YOUR DAUGHTER TO FEEL COMFORTABLE IN HER OWN SKIN? } Cent, Font size 40

Get her involved in activities that build a sense of confidence like: }

- Sports**
- Theatre**
- Music**
- Art**

Bold } Cent, Font size 24
Delete bullets

SLIDE 3: TITLE AND COMPARISON

*EXPRESS HERSELF THROUGH CREATIVITY
AND ACTIVITY RATHER THAN THROUGH APPEARANCE* Cent, font size 36

- Model body acceptance
- Start team sports early
- Help her wear a 'Media Filter'
- Don't raise a pleaser

- * Let her own her style
- * Dads should not treat their girls as fragile, helpless princesses
- * Love her unconditionally

Bold, font size 18
Keep the bullets


SLIDE 4: PICTURE AND CAPTION

Search for "Love" from Google chrome and insert a similar picture. Resize to fit in the caption block.

Cent, font size 28

Society dictates that petite is best

Stereotype puts us all under enormous pressure
Raise your daughter with a healthy body image
and solid self-esteem



Cent, font size 20

Name: _____ Student nr: _____

QUESTION 5: **[20]**

Answer the following question on E-Learning, Internet and E-mailing clearly and legibly and hand it in together with all the other questions.

5.1 E-Learning is the way to go for the future, however it also has its disadvantages. Argue this statement by giving 3 advantages and 3 disadvantages of E-Learning. [6]

Advantages	Disadvantages

5.2 What is an Internet Service Provider? Name 2 internet providers known to you, in Namibia [4]

2.2 Writing a professional E-mail is very important for the image of an individual and business alike. Name FIVE E-mail etiquette rules that one should take in mind when writing an e-mail. [5]

2.3 Write the following abbreviations in full:

[5]

HTTP

URL

IP

FTP

LMS
