namibia university
OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMERCE, HUMAN SCIENCES & EDUCATION

DEPARTMENT: GOVERNANCE AND MANAGEMENT SCIENCES

SECTION: BUSINESS & INFORMATION ADMINISTRATION

QUALIFICATION: BACHELOR OF BUSINESS AND INFORMATION ADMINISTRATION	
QUALIFICATION CODE: 07BBIA	LEVEL: 7
COURSE: BUSINESS APPLICATIONS 3	COURSE CODE: BAP721S
DATE: JULY 2024	SESSION: 2
DURATION: 2 Hours	MARKS: 100

SECOND OPPORTUNITY QUESTION PAPER	
EXAMINER(S)	Ms P. Witbeen
MODERATOR:	Dr. J.T.C Bock

THIS QUESTION PAPER CONSISTS OF 7 PAGES

(Excluding this front page)

INSTRUCTIONS

1. Answer ALL the questions.
2. Read all the questions carefully before answering.
3. Make sure your name and surname, question number and the date appears in the Header and Footer.
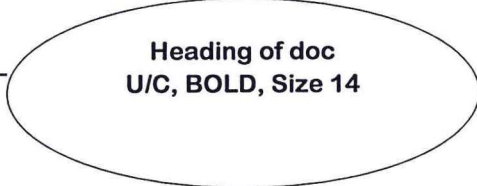4. Give special attention to the manuscript instructions.

QUESTION 1	MS WORD	MARKS: 20

Type the following document as it appears. Font Arial 12. Use 1.5 line spacing throughout the document.

SAVE AS: STRESS 1

Stress Management ◄――――――――――― Heading of doc
U/C, BOLD, Size 14

Stress management means finding ways to deal with the pressure and worries in life. Everyone feels stressed sometimes, but it's important to know how to handle it. One way to manage stress is by taking breaks and doing activities you enjoy. This could be anything from reading a book to going for a walk. Finding time for relaxation helps to calm the mind and reduce stress.

Another way to manage stress is by staying organized. Keeping track of tasks and making to-do lists can help you feel more in control. Breaking big tasks into smaller steps can make them feel less overwhelming. When you have a plan, it's easier to tackle challenges and feel less stressed about them.

Talking to someone you trust can also be helpful in managing stress. Sharing your feelings with a friend, family member, or counselor can provide support and perspective. They might offer advice or simply listen, which can make you feel better. Knowing that you're not alone can ease stress and help you cope with difficult situations.

Lastly, taking care of your body is important for stress management. Eating healthily, getting enough sleep, and exercising regularly can all help reduce stress. Physical activity releases endorphins, which are chemicals in the brain that improve mood and reduce stress. By looking after yourself physically, you can better handle the challenges that come your way.

Apply the track changes as indicated on the next page and Save As: STRESS 2.

STRESS MANAGEMENT

<u>Anxiety</u> ~~Stress~~ **(R)** management means finding ways to deal with the pressure and worries in life. Everyone feels stressed sometimes, but it's important to know how to handle it. One way to manage stress is by taking breaks and doing activities you enjoy. This could be anything from reading a book to going for a walk. Finding time for <u>recreation</u> ~~relaxation~~ **(A)** helps to calm the mind and reduce stress.

<u>One more</u> ~~Another~~ **(R)** way to manage stress is by staying organized. Keeping track of tasks and making to-do lists can help you feel more in control. Breaking big tasks into smaller steps can make them feel less overwhelming. When you have a plan, it's easier to <u>handle</u> ~~tackle~~ **(A)** challenges and feel less stressed about them.

Talking to someone you trust can also be helpful in managing stress. Sharing your feelings with a friend, family member, or counselor can provide support and perspective. They might offer <u>guidance</u> ~~advice~~ **(R)** or simply listen, which can make you feel better. Knowing that you're not alone can ease stress and help you <u>deal</u> ~~cope~~ **(R)** with difficult situations.

Lastly, <u>a healthy body</u> ~~taking care of your body~~ **(A)** is important for stress management. Eating healthily, getting enough sleep, and exercising regularly can all help reduce stress. Physical activity releases endorphins, which are chemicals in the brain that improve mood and reduce stress. By looking after yourself physically, you can better handle the challenges that come your way. <u>Effective stress management also improves your mental wellbeing</u>. **(A)**

> **Apply the Accept (A) and Reject (R) changes as indicated.**
> **Compare Document 1 and Document 2 and save the compared document as STRESS FINAL**
> <u>**PRINT STRESS 2 and STRESS FINAL**</u>

Please insert the file name in the footer and your student name and number in the header

2

QUESTION 2	MS PROJECT	MARKS 40

Open MS Project and search for the Template named START-UP BUSINESS PLAN.
SAVE AS: EXAM (1)

Follow the instructions carefully and save your work regularly.

2 (a) Gantt View

Format the Gantt Chart to Gantt Style, Scheduling Style, Second Option: Font Arial, Size 10.
(3)

Resize the information on the page effectively to display the Gantt chart. Format the individual Chart Bars of Owners to Colour Green (2)

Change the Timescale. Show 2 Tiers, Size 60. (1)

Copy the rows in the range of 0-30 and paste the Gantt Chart View in a Word Document (Landscape). (2)

Insert a Footer and name it as: GANTT (1)
PRINT

2 (b) Add the following tasks to the Timeline. (10)

- ✓ Phase 1 Strategic Plan
- ✓ Phase 1: Define the opportunity
- ✓ Phase 2: Define the business opportunity
- ✓ Phase 2: Implement market analysis plan
- ✓ Phase 3: Plan for action
- ✓ Phase 3: Develop detailed 5-year business plan
- ✓ Phase 4: Proceed with start-up plan
- ✓ Start up the business

Copy a Detailed Timeline, Full Size to an A4 Landscape Word Document. Make sure ALL information is visible.

SAVE AS: TIMELINE, **PRINT 1 PAGE**

2 (c) Display the Task Sheet Summary in Landscape (1)

Insert a footer and name it as: Task Sheet Summary (1)

Save as: Resource Sheet Summary

Print only the first page

2 (d) Display the Overallocated Resources of the project

Format both charts to Chart Style 5 for both charts	(2)
Insert a footer and name it as: Overallocated	(1)

PRINT

2 (e) Display the Work Overview of the Project

Apply Quick Layout 2 to all charts	(2)
Apply Chart Style 3 to all charts	(2)
Insert appropriate Chart Titles for all the charts (u/c and bold)	(4)
Copy and paste report in Word Document, Landscape	(1)
Insert a footer and name it as: Work Overview	(1)

PRINT

2 (f) Display the Fixed costs of selected tasks

As the Financial Advisor, you are tasked to add the fixed costs as follows:

• Phase 2: Define the Market - $500	(1)
• Phase 2: Identify Competition - $400	(1)
Insert a footer and name it as: Fixed Costs	(1)

PRINT only the 3rd page (where the changes are reflected)

2 (g) Display the % complete for selected tasks

Track the project plan by adjusting the % complete for the following tasks:

• Phase 3: Plan for Action – 100%	(1)
• Highlight the completed tasks	(1)

Print only pages 4-5 (pages that reflected the completed tasks)

> **Please resize the columns where necessary and ensure your student number, name and sheet name are included on all the pages**

Insert the information below in an A4 Landscape Excel Sheet in Font Arial, 12. Insert the Main Heading in size 14 and bold. Type the column Headings in size 12, bold and centered. Insert All Borders from below the Main Heading. **(2)**

BUILDING MATERIALS

ITEMS	PRICE 2012	PRICE 2017	TOTAL	QUANTITY
Thatch	2500	3000		3
Fabric	1000	1500		15
Wood	1800	2000		10
Bricks	3000	3500		800
Sand	1300	1900		5 cubic
Stones	500	950		3 cubic
Plastic	1200	1500		18
Cement	1800	2500		30
Steel	950	1800		15
Metal	5000	4000		20
Aluminum	6000	5500		25

SHEET 1

Calculate the TOTAL Sales for both years. **(2)**

Insert a Row Heading Average (u/c and bold) and calculate the Average for all the figure columns. **(3)**

Round off to the nearest number and reduce the decimals to ZERO. **(2)**

In the 2017 column, indicate the figures below average with yellow fill with dark yellow text. **(2)**

Display the 2012 figures with Colour Sets. **(1)**

Sort the ITEMS in Ascending order. **(1)**

Display the ITEMS and PRICES information effectively in a Clustered Column Chart, Chart Style 8. **(2)**

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

Chart Title: 2012/20217 PRICES. **(1)**

Rename: ORIGINAL **(1)**

Create a Copy of the ORIGINAL sheet and insert a Table. (1)

Apply Table Style Medium Style 6. (1)

Delete the Chart & Average Row. (1)

Apply a two-way sort – First by Item and then by Total (Descending). (2)

Apply data bars for the Total column. (1)

Apply icon sets to the Quantity column. (1)

Count the ITEM Quantity. (1)

Display the figures greater than 3000 with a light red fill for 2017 Prices. (1)

Rename: TABLE (1)

Display a Scenario Summary (Name: PRICES 2012) from sheet ORIGINAL to reflect the influence on the Average for 2012, if prices are to decrease by 500. (4)

Rename: PRICES 2012 (1)

Create a Copy of the TABLE sheet and clear all formatting. (1)

Insert a Pie Chart, Style 8 to display the information in this sheet. (1)

Chart Title: PRICES u/c and bold. (1)

Insert the legend on the right. (1)

Delete the COUNT Row. (1)

Display the Total % for the 2012 and 2017 Price Columns and add a Row Heading Total % (u/c and bold). (2)

Rename: PIE (1)

Insert your name in the Header of each Sheet

Insert the Sheet Name in the Footer of each Sheet

SAVE AND PRINT ALL 4 sheets

TOTAL: 100