



**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: JUNE 2024	SESSION: 1
DURATION: 2 HOURS	MARKS: 100

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

THIS QUESTION PAPER CONSISTS OF 6 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: WELLNESS 1

Heading of doc
U/C, BOLD, Size 14

Employee Wellness

Employee wellness is about keeping workers healthy and happy. When employees feel good physically and mentally, they can work better. Companies can help by offering wellness programs. These programs might include things like gym memberships, healthy snacks in the office, or workshops on stress management. When employees take care of themselves, they're more likely to be productive and stay with the company longer.

One important aspect of employee wellness is physical health. This means encouraging workers to move around and stay active. Sitting for long hours can be bad for health, so it's good for employees to take breaks and stretch. Some companies have exercise classes or walking groups for employees to join. By promoting physical health, companies can reduce the risk of health problems and increase energy levels among employees.

Mental wellness is also crucial for employees. Stress and anxiety can affect work performance. Companies can support mental health by providing resources like counseling services or mindfulness workshops. Encouraging open communication and creating a positive work environment can also help employees feel supported. When employees feel mentally well, they can focus better and handle challenges effectively.

Overall, employee wellness is about caring for the whole person. It involves promoting physical health, supporting mental well-being, and creating a positive work environment. When companies invest in employee wellness, they benefit from happier, healthier, and more productive workers. This leads to a better workplace for everyone.

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

EMPLOYEE ~~WELLNESS WELFARE~~ (R)

Employee wellness is about keeping workers healthy and happy. When employees feel good physically and mentally, they can work better. Companies can help by offering wellness programs. These programs might include things like gym memberships, healthy meals ~~snacks~~ (A) in the office, or workshops on stress management. When employees take care of themselves, they're more likely to be productive and stay with the company longer.

One important aspect of employee wellness is physical health. This means encouraging workers to move around and stay active. Sitting for long hours can be bad for health, so it's good for employees to take breaks and stretch. Some companies have exercise classes or walking groups for employees to join. By ~~promoting~~ encouraging (A) physical health, companies can reduce the risk of health problems and increase energy levels among employees.

Mental health wellness (A) is also crucial for employees. Stress and anxiety can affect work performance. Companies can support mental health by ~~availing~~ providing (A) resources like counseling services or mindfulness workshops. Encouraging open communication and creating a positive work environment can also help employees feel supported. When employees feel mentally well, they can concentrate ~~focus~~ (R) better and handle challenges effectively.

Overall, employee wellness is about caring for the whole person. It involves promoting physical health, supporting mental well-being, and creating a positive work environment.

When companies invest in employee mental health wellness (A), they benefit from happier, healthier, and more ~~productive~~ creative (R) workers. This leads to a better workplace for everyone.

Apply the Accept (A) and Reject (R) changes as indicated.
Compare Document 1 and Document 2 and save the compared
document as WELLNESS FINAL
PRINT WELLNESS 2 and WELLNESS FINAL

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

Open MS Project and search for the Template named NEW PRODUCT LAUNCH.

SAVE AS: EXAM

(1)

Follow the instructions carefully and save your work regularly.

2 (a) Gantt View

Format the Gantt Chart to Gantt Style, Presentation Orange Style: Font Comic Sans MS, Size 10. **(3)**

Resize the information on the page effectively to display the Gantt chart. Format the individual Chart Bars of all Engineering, Manufacturing, Marketing, Sales, Product Support, Field Service, Product Manager to Colour Blue. **(3)**

Change the Timescale. Show 2 Tiers, Size 200. **(1)**

Copy the rows in the range of 0-20 and paste the Gantt Chart View in a Word Document. **(2)**

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

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

- ✓ Phase 1 Planning
- ✓ Phase 1: Determine partners needed
- ✓ Phase 2: Initiation
- ✓ Phase 2: Marketing
- ✓ Phase 3: Execution
- ✓ Phase 3: Create Press Releases
- ✓ Phase 4: Release to Manufacture
- ✓ Phase 4: Manufacturing

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 Resource Sheet Summary in Landscape **(1)**

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

Save as: Resource Sheet Summary

Fit information on 1 page and PRINT

2 (d) Display the Critical Tasks of the project

- Change the Pie Chart to Bar of Pie, Style 6 (2)
- Format the Table Medium Style 1 Accent 4 (1)
- Copy and Paste in a Word Document Landscape (1)
- Insert a footer and name it as: Critical Task (1)

PRINT

2 (e) Display the Resource Overview of the Project

- Apply Quick Layout 4 to both charts (1)
- Apply Chart Style 2 to both charts (2)
- Insert appropriate Chart Titles for both charts (u/c and bold) (2)
- Copy both charts to EXCEL (1)
- Insert a footer and name it as: EXCEL (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 1: Identify the launch team - \$300 (1)
- Phase 1: Identify Channel - \$400 (1)

Insert a footer and name it as: Fixed Costs (1)

PRINT only the first page

2 (G) Display the % complete for selected tasks

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

- Phase 1: Planning – 100% (1)
- Highlight the completed tasks (1)

Print only the first two pages (pages that reflected the completed tasks)

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

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 and bold. Type the column headings in size 12, bold and centered. Insert All Borders from below the main heading. (4)

SNEAKER SALES

ITEM	PRICE 2022	PRICE 2023	TOTAL	TOTAL %
Adidas	1200	12100		
Nike	1000	1200		
Puma	650	850		
Vans	850	900		
Converse	700	700		
Reebok	500	550		
Adidas	1200	1300		
Jordan	1800	1950		
Filla	400	500		
Salomon	2000	2000		
Jordan	2500	2500		
Puma	650	850		

SHEET 1

Insert the TOTAL Sales for both years. (2)

Display the % Total in the appropriate column. (1)

Insert a row heading AVERAGE (u/c and bold) and calculate the average of items sold in 2022, 2023 as well as for the Total sales. (2)

Reduce decimals of the Average and Total figures to (2) (3)

In the 2023 column, indicate the figures above average with green fill with dark green text. (1)

Display the 2022 figures with Icon Sets. (1)

Display the ITEMS and PRICES information effectively in a 3-D Pie Chart, Chart Style 6, Quick Layout 1. (2)

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

Chart Title: 2022/2023 PRICES u/c and bold. (1)

Rename: ORIGINAL (1)

**SAVE
REGULARLY!!!!**

Display a Scenario Summary (Name: PRICES 2023) from sheet ORIGINAL to reflect the influence on the Average for 2023, if prices are to increase by 100. (4)

Rename: PRICES 2023 (1)

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

Count the ITEM Column. (1)

Rename: TABLE (1)

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

Apply color sets to the 2022 and 2023 Price Columns (2)

Create a Custom List to sort the ITEMS effectively in Ascending Order. (2)

Insert a Stacked Column Chart, Style 8 to display the information in this sheet. (2)

Add the following Axis Titles:

- Horizontal Axis: BRANDS
- Vertical Axis: PRICE

Chart Title: SNEAKER SALES u/c and bold. (2)

Rename: CUSTOM SORT (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