



**PAMIBIA 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: BAP521S	COURSE NAME: Business Applications 1A
SESSION: January 2020	PAPER: Practical Paper
DURATION: 2 Hours	MARKS: 100

SUPPLEMENTARY/SECOND OPPORTUNITY EXAMINATION QUESTION PAPER	
EXAMINER(S)	Deoni Olivier
MODERATOR:	Lindie Beukes

INSTRUCTIONS
<ol style="list-style-type: none">1. Answer ALL the questions.2. Read questions carefully before answering.3. Make sure your name, surname, question number and the date appear in the Header and Footer.4. Give special attention to the manuscript instructions.5. Print questions 1 and 2 and save all the questions in the folder on your desktop.

PERMISSIBLE MATERIALS

1. Pen, pencil, ruler and eraser

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

QUESTION 1**20 MARKS**

Use MS Word to complete the following questions. Please type each question on a new page and insert page numbers at the top (middle) of each page.

1.1 Inserting shapes and pictures**(8 Marks)**

- Insert at least 5 different shapes onto a word document.
- These 5 shapes should include the following (smiley, sun, rectangle, 5 point star and a cloud).
- Please make sure that these shapes have a width and a height of 2" each.
- Fill the inside of the shapes with a red standard colour.
- Save this document as Q1.1 (Your name and surname).

1.2 Inserting tables**(12 marks)**

Copy the following table in MS Word and then adhere to the additional instructions given below:

NUST SPRING GRADUATION		
Guests	Speakers	Media
Jason Mukongo	Angelina Jolie	NBC
Alice Buchane	Dwayne Johnson	MTV
Stephi Brink	Whitney Houston	ONE Africa
Jericho Mendoza	Antonio Banderaz	KykNet

- Merge and centre the main heading across all three columns.
- Change the font size of the main heading to 14 and bold it.
- Highlight the second row and change the background colour to dark Blue, Text 2, lighter 40%.
- Also change the second-row headings to bold and use a font size of 14.
- Add a row below Mr Mendoza and type " THE END", then merge and centre it horizontally and vertically.
- Save this document as Q1.2 (Your name and surname).

QUESTION 2: MS EXCEL 2016**MARKS: 40**

Create and edit the following Excel Workbook using the instructions below. Type all text/data in font Arial and font size 12 unless indicated differently. Save the workbook as "**Question 2 (Your Name)**" in your Exam folder on the desktop.

1. In cell A1 insert the title IT Solutions. (Bold and font size 14). (2)
2. Type the following information onto sheet 1 starting in cell A3 and complete the whole table accordingly. (7)

Supplier	Description	Item Code	Cost per Item	Tax Amount
Electronics Technology	Sound Cable	JG100	299	
IT Salt cc	Internet connection	JG101	450	
DJ Techs	Operating system display		499	
Microsoft	Cable installations		549	
Apple Investments	Plug n Play		1 499	
Express.com	Driver replacements		499	
Tax				15%

3. Merge and Centre Cells A1:E1. (1)
4. Autofill Column C from C4:C9. (1)
5. Apply the \$ (dollar) currency format with two decimal places to the cells D4:E9. (2)
6. Calculate the total tax for this company. (Use absolute referencing). (6)
7. Insert all borders to cells A3:E10. Auto fit column widths. (1)
8. Highlight and bold cells A3:E3, change to font size 12 and wrap text the cells. Change the pixels of A3:E3 to 40 pixels. (3)
9. Change the background colour of cells A3:E3 to Light Blue. (1)

10. Rename sheet 1 to IT. (1)
11. Change the tab colour of sheet 1 to Green. (1)

CHART:

1. Insert a new sheet and rename it Chart. (3)
 2. Use the information in sheet 1 (A3:D9) to create a 3-D Clustered Column Chart (Hint: use the first available chart in this group). (2)
 3. Move the chart to the Chart Sheet. (1)
 4. Change the tab colour of the Chart sheet to Light Green. (1)
 12. Change the chart to chart style 9. (1)
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QUESTION 3: MS POWERPOINT 2016**MARKS: 20**

Please create the following PowerPoint presentation using the information provided below. Follow the instructions carefully and make sure that you frequently save your work. Save this question as Question 3 (Your name and surname).

1. Use the Circuit theme for this presentation. (1)

2. Insert 4 slides in your presentation.
Slide 1: Title slide; Slide 2: title and content slide; Slide 3: title and content slide and slide 4: title and content slide. (2)

3. Insert the following content on each slide: (12)

Slide 1: Title: COMPUTERIZATION (Default font, Bold and font size 50)
(in the box below - type your name and surname)

Slide 2: Title: THE EFFECTIVENESS OF COMPUTERS (Default font & font size, bold and upper case)

Content box: (in bulleted form) (font size 30)

- Saves time
- Saves money
- Makes communication easier

Slide 3: Title: THE FUTURE OF COMPUTERS (Default font & font size, bold and Upper case)

Content box: Using Google Chrome find a picture that describes the title of this slide. Use the double frame, black picture style on this picture.

Slide 4: Title is THE END (bold, centred & font size 50). In the content box insert a smiley from the basic shapes section and centre it. Fill it with the sky blue, text 2, lighter 80% colour. Remove the text box.

4. Apply the fade transition to each slide in the presentation. The duration should be set on 01.00 and the slides should run automatically after every 3 seconds. (3)

5. Insert your name and surname in the footer of all the slides. (1)

QUESTION 4: MS TEMPLATES 2016**MARKS: 20**

Open the Interoffice Memo (Professional Design) in MS Word and fill in the following details in the placeholders. Please save the template in the folder you have created on the Desktop as Question 4 - Your Name and Surname.

Company Name: Ferreiras Nursery u/c

To: Blumenecke Florist

Re: Flowers Order - u/c

From: Eтуhole Pohamba

Date: 23 October 2019

cc: Kris Jenner

Type in the correct order

Comments:

We are having a Birthday party on the 28th of Oct. 2019 and would like to have fresh flowers. You can send me / quotation and cc: Belinda Rautenbach in as well.

I would like to order the following:

- 10x white daisies
 - 15x red roses
 - 10x sunflowers
- } s/s

on the day

stet.

I will make the payment as soon as possible, please just confirm if you have also received the payment. Let me know what time the delivery can be expected.

Last time I ordered the flowers got here and were in a very bad condition, I do hope this situation will not repeat itself.

del.

Regards



EP