



PAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMERCE, HUMAN SCIENCES AND EDUCATION

DEPARTMENT OF GOVERNANCE AND MANAGEMENT SCIENCES

QUALIFICATION: Bachelor of Business and Information Administration	
QUALIFICATION CODE: 07BBIA	LEVEL: 5
COURSE CODE: BAP511S	COURSE NAME: Business Applications 1A
SESSION: June 2024	PAPER: Practical Paper
DURATION: 2 Hours	MARKS: 100

FIRST OPPORTUNITY EXAMINATION QUESTION PAPER	
EXAMINER(S)	Ms Ester Vaino
MODERATOR:	Ms 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 date appear in the Header.4. Give special attention to the manuscript instructions.5. Print all your questions and save all the questions in the folder on your desktop.

THIS QUESTION PAPER CONSISTS OF 7 PAGES (INCLUDING THIS FRONT PAGE)

QUESTION 1**[20]****SPEED AND ACCURACY: 10 MINUTES**

Type the following passage in 1.5 Line spacing with two enters between paragraphs. Use the font Courier New, font size 12.

The passage allows for speed limits of 15, 20 and 25 w.p.m. The specific words per minute for this examination is **15 w.p.m.** Save your question as QUESTION 1.

Now more than ever, the events and effects of climate change are evident in Namibia.

Since the previous drought between the 2013 and 2019 seasons, rainfall have been erratic, and associated events such as disease and pest outbreaks, recurrent drought and floods is common in Namibia.

Therefore, it should be noted that each subsequent rainy season would be unique or may present different conditions that negatively affect agricultural production in the country. Bearing in mind the above, farmers need to learn from previous seasons for timeous planning and preparedness.

Both livestock and crop farmers are currently worried about the prevailing weather conditions. Some parts of the country received good early rainfall in October, whereas other parts received late rains. It is worth noting that this is not an attribute of a good rainy season as it was not well distributed, and rangeland productivity in some areas is still not optimal. In addition, there are little or no comfortable signs of relief for the remaining **[15 w.p.m.]** months of the season.

Even if the remaining months receive rain, it may not have an immediate improvement on rangeland productivity but will have a long-term advantage for soil rehydration or soil moisture

content [20 w.p.m.] which will be needed by plants after the dormancy period.

Farmers can now look at the most feasible options to withstand or minimize the consequences of drought conditions. These options include relocating, feeding, and selling livestock. When a farmer decides on any or all three options, there are some key [25 w.p.m.] considerations to ensure that the decision is economical and not counter-productive in the end.

QUESTION 2

[20]

Type the following **PARAGRAPHS** accurately according to the typing rules. Please use margins of 1" inch on both sides. Pay special attention to the manuscript instructions. Use the **Times New Roman** font and font size **12**, unless indicated otherwise

Military Training {u/c, bold & centre } Main Heading
 {Font: Arial, size 16 }
 ≠

1. Building Strength, Skill, and Discipline

Every soldier joining the army goes through the hard process of military training to enhance their training skills, discipline, resilience, and readiness.

3. Physical Fitness

Physical fitness is the foundation of military training, with recruits undergoing intense physical conditioning to build strength, endurance, and agility.

3.1 Through a combination of running, obstacle courses and strength training, recruits develop the physical stamina to withstand combat situations.

3.2 Additionally, emphasis is on mental toughness and perseverance, as recruits push their bodies beyond their limits to achieve peak performances.

2. Leadership Development and Teamwork

2.2 Recruits are the principles of leadership, communication, and decision-making, as well as the importance of integrity, accountability, and loyalty.

2.1 Leadership qualities fosters teamwork among service members, recognizing the **importance of effective leadership** for collaboration in mission success.

4. Adaptability

The Development of Adaptability and Resilience in service members is critical. Emphasis on physical fitness, endurance, and mental toughness training in tactical skills, combat readiness, and weapon proficiency as well as focus on leadership development, teamwork, and adaptability.

TYPIST:

- Type all Paragraph headings in Bold & u/c
- Type all Paragraphs in chronological order
- Justify the document

QUESTION 3: MS EXCEL**[30]**

Create the following table in MS EXCEL and edit it accordingly. Use the font Calibri 12. Insert your name and student number in the header on both sheets. Please adhere to all instructions. Save your question as QUESTION 3.

BACHELOR OF SCIENCE					
Year of Study	Student Name	Student Surname	Year of Graduation	Discipline	TOTAL
2019	Nandi	Ndaitwah	2022	BIOLOGY	4999
2019	Nahas	Angula		PHYSICS	2500
2018	Katrina	Hurricane		CHEMISTRY	12000
2018	Monika	Geingos		GEOPHYSICS	5,700
2020	Sadam	Amushelelo		CHEMISTRY	35000
2020	Job	Amupanda		BIOLOGY	40000
2017	Henry	Venaani		CHEMISTRY	4,800
AVERAGE					
TOTAL/SUM					

INSTRUCTIONS:

1. Merge and centre cells A1:F1. Change heading to bold and font size 16.
2. Highlight cell A2:F2, change to bold and wrap text.
3. Autofill the Year of Graduation from D3:D9.
4. Calculate the AVERAGE Cost per Year for the students.
5. Calculate the TOTAL SUM for the students.
6. Insert the \$-sign and 2 decimal places for all figures.
7. Insert all borders.
8. Autofit column widths.
9. Adjust the Row height for A1:F1 to 30 pixels and Row height for A3:F12 to 20 pixels.

CHART

1. Insert a new sheet and rename it BSC22.
2. Use the information in sheet 1 (A1:F12) to create a 100% Stacked Column Chart.
3. Move the chart to the Chart Sheet.
4. Insert a title: GRADUATION.
5. Your name surname_student number in the header of both excel and chart sheet, print separate in Portrait.

QUESTION 4: MS POWERPOINT**[20]**

Create a POWERPOINT PRESENTATION by using the information provided below. Please adhere to all instructions. Save it as QUESTION 4 with your name and student number in the header.

- Use the GALLERY DESIGN for this presentation.
- Please ensure that you have 4 slides.
- Print 2 SLIDES PER PAGE IN PORTRAIT.

1. **Slide 1: Insert a title slide**

Title: Type the following: MENTAL HEALTH (use the default font: Gill Sans MT (Headings), bold, size 66.)

Content Box: WINDHOEK WELLNESS CENTRE (Bold, centre, font size 20)

2. **Slide 2: Insert a title and content slide**

Title: Understanding Mental Health (u/c, bold, right align, font size 36).

Content Box: Type the passage below in (hollowed square bullets, font size 24).

- Metal Health refers to a person's emotional, psychological, and social well-being.
- It is essential for overall well-being, productivity, and quality of life.
- Genetics, brain chemistry, life experiences, and environmental factors all play a role in shaping mental health.

3. **Slide 3: Insert a Two content slide**

Title: Type the following heading: Signs and Symptoms (u/c, bold, font size 40)

Content Box:

Left side:

Emotional symptoms (bold, font size 24)

Persistent sadness, anxiety, irritability, mood swings, or feelings of hopelessness.

Behavioral symptoms (bold, font size 24)

Withdrawal from social activities, changes in appetite or sleep patterns, increased use of alcohol or drugs, or reckless behavior.

Right Side:

Cognitive symptoms (bold, font size 24)

Difficulty concentrating, memory problems, racing thoughts, or impaired decision-making.

Physical symptoms (bold, font size 24)

Fatigue, headaches, stomachaches, muscle tension, or other unexplained physical ailments.

4. **Slide 4: Insert a content with caption slide**

Content box: Type the following heading: Self-care (u/c, bold)

Type the following in the content box below, in star bullets: Self-care practices;
Seeking support; Building resilience; Raising awareness

On the right Content box, Insert a picture from google about self-care (height: 6cm;
weight: 7cm)