



NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY
Faculty of Management Sciences
Department of Management
Section Business and Information Administration

QUALIFICATION: Bachelor of Business and Information Administration	
QUALIFICATION CODE: 07BBIA	LEVEL: 7
COURSE: Business Applications 3 (PAPER 1)	COURSE CODE: BAP721S
DATE: January 2020	SESSION: 1
DURATION: 2 Hours	MARKS: 100

SECOND OPPORTUNITY/SUPPLEMENTARY EXAMINATION QUESTION PAPER	
EXAMINER(S)	Ms du Plessis
MODERATOR:	Ms Z du Plessis

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

INSTRUCTIONS

1. Answer ALL the questions.
2. Write clearly and neatly.
3. Number the answers clearly.

PERMISSIBLE MATERIALS

1. Examination paper.
2. Examination script.

QUESTION 1**MS WORD****MARKS: 20**

Type the following document as it appears. Font Tahoma 12.
SAVE AS: DIALOG 1

Honourable Speaker of the National Assembly
Your Excellencies, members of the Diplomatic Corps
Members of the Media
Fellow Namibians

It is with a heavy heart that I address the nation today to talk about a matter that has become an issue of national concern. I am referring to the escalating brutality and violence directed against Namibian women and girls, by Namibian men.

Since the attainment of our independence, our country has won admiration, as a beacon of stability, peace and security. Our freedom was achieved through the sacrifices of both Namibian men and women.

It is, therefore, regrettable that hardly a day passes without reports of murder, rape, beatings or other forms of violence against Namibian women and girls by men. These SICKENING acts are taking place in almost all parts of the country, involving perpetrators and victims of all age groups.

As a result, the nation has become outraged and angry about the senseless killings and escalating violence.

We must remember, that Article 6 of the Namibian Constitution, states that the right to life shall be respected and protected. Men should, therefore, refrain from actions, that will disturb that peace and destroy, rather than build our country.

It is my hope, that the implementation of immediate measures, will add momentum to our efforts aimed at addressing gender-based violence, in our country.

Too many lives have been lost. Let's join hands, to make our country safer, FOR ALL, including women and girls!

I thank you.

Apply track changes as indicated in the following document and Save As: DIALOG 2. Compare the 2 documents. Apply the Accept/Reject changes as indicated with **(A)** and **(R)** SAVE the Compared document as DIALOG FINAL

Honourable **(R)**-Speaker of the National Assembly
 Your Excellencies, members **(A)**-Members of the Diplomatic Corps
 Members of the Media
 Fellow Namibians

It is with a heavy heart that I address the nation today to talk about a matter that has become an issue of national concern. I am referring to the escalating **(A)** intensifying brutality **(A)** cruelty and violence directed against Namibian women and girls, by Namibian men.

Since the attainment of our independence, our country has won admiration, as a beacon **(A)** example of stability, peace and security. Our freedom was achieved through the sacrifices of both Namibian men and women.

It is, therefore, regrettable that hardly a day passes without reports of murder, rape, beatings or other forms of violence against Namibian women and girls by men. These SICKENING acts **(R)** performances **(R)** are taking place in almost all parts of the country, involving perpetrators culprits and victims of all age groups.

As a result, the nation has become outraged and angry about the senseless killings and escalating violence.

We must remember, that Article 6 of the Namibian Constitution, states that the right to life shall be respected and protected. Men should, therefore, refrain from actions, that will disturb that peace and destroy **(A)** abolish, rather than build our country.

It is my hope, that the implementation of immediate measures **(A)** actions, will add momentum to our efforts aimed at addressing gender-based violence, in our country.

Too many lives have been lost. Let's join hands, to make our country safer, FOR ALL, including women and girls!

I thank you.

**INSERT YOUR NAME IN THE HEADER OF THE DIALOG FINAL
DOCUMENT AND PRINT ONE COPY**

QUESTION 2**MS PROJECT****MARKS 40**

Open MS Project and search for the Template named STARTUP BUSINESS PLAN
SAVE AS: EXAM

Follow the instructions carefully and save your work regularly.

Gantt View

Format the Gantt Chart to Gantt Style, Scheduling Styles: Second Option.

Timescale Options: Show 2 Tiers, Size 55

SAVE AS: GANTT

PRINT: 1 PAGE

Add the following Existing Tasks to the Timeline:

- New Business
- Phase 1 – Strategic Plan
- Self-Assessment
- Define Business vision
- Identify available skills
- Decide whether to proceed
- Define the Opportunity

Copy the Detailed Timeline, Full size to an A4 Landscape Word Document. Make sure the information is clearly readable.

SAVE AS: TIMELINE

PRINT: 1 PAGE

Display the Task Sheet, Entry Table to indicate the Gantt Tracking Process

SAVE AS: ENTRY TABLE

PRINT: 1 PAGE

Display the Overallocated Resources of the Project effectively.

Change both Charts to Quick Layout 2 and apply suitable Chart Titles (u/c, bold)

SAVE AS: RESOURCES

PRINT: 1 PAGE

Illustrate the following in MS Excel (A4 Landscape) as per instruction.
Make sure the illustrations fit on ONE sheet.

1. Work Overview (2 Charts)

Resource Stats: Quick Layout 8, insert suitable Chart Title u/c and bold

Remaining Availability: 3D Area Chart Type, Quick Layout 1, insert suitable Chart Title u/c and bold

2. Shapes that display % Work Complete, Remaining Work Hours and Actual Work Hours.

3. Chart to represent the Milestones as part of the Project Progression.
Chart type: Clustered Column, Quick Layout 1, insert suitable Chart Title u/c and bold

SAVE AS: EXCEL

PRINT: 1 PAGE

INSERT YOUR NAME IN THE HEADER OF EACH PAGE
INSERT THE SHEET NAME IN THE FOOTER OF EACH PAGE
TOTAL PAGES TO PRINT: 5

QUESTION 3**MS EXCEL****MARKS: 40**

Create a A4 Landscape sheet in Excel and insert the data below.
Font Arial 12. Insert the Main Heading in size 14, bold and the columns headings centered and in bold. Save As: MOTORS

Follow the instructions carefully.

PUKEWITZ MOTORS

MAKE	TYPE	NUMBER SOLD	2017	2018
TOYOTA	SUV	60	400000	410000
FORD	BAKKIE	50	350000	360000
NISSAN	SEDAN	100	280000	290000
FORD	SUV	120	380000	385000
MAZDA	BAKKIE	65	320000	330000
NISSAN	SEDAN	95	240000	250000
TOYOTA	BAKKIE	130	380000	400000
MAZDA	SUV	45	360000	390000
TOYOTA	SEDAN	85	300000	330000

Sheet 1

Insert the figures with currency and 2 decimals.

Create a Custom List to sort the vehicles according to their types (Ascending).

Insert a Row Label AVERAGE (bold)

Display the Averages of the Number Sold (no decimals), 2017 and 2018. Insert the answers in Bold.

Insert a Chart to display the information.

Change the Chart Type to Line Chart with Markers

Insert Chart Title: MOTORS SOLD

Insert Axes Titles (Bold):

Vertical: PRICE

Horizontal: MAKE

SAVE REGULARLY

Display the Number Sold column with Icon Sets

Display the 2018 prices greater than 380000 with a Light Red fill with dark red text.

Display the 2017 prices with Data Bars.

Rename this sheet: ORIGINAL

Display a summary (Name: NUMBER SOLD) that reflects the influence on the Average number of vehicles sold if these numbers were increased by 5.

Rename: NUMBER SOLD

Create a copy of sheet ORIGINAL and create a TABLE

Delete the Chart

The 2017 vehicle prices are increased with \$5000.

Create a Scenario from this sheet to reflect the difference in the 2017 average figure.

Rename: INCREASE 2017

Filter the 2017 vehicles that were sold Above Average price.

Apply a two-way sort Ascending: First by Make and then by Number Sold.

Rename: ABOVE AVERAGE

Insert your name in the Header of ALL 4 sheets
Insert the Sheet name in the Footer of ALL 4 sheets
SAVE and PRINT ALL 4 sheets