NAMIBIA 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: July 2024	**PAPER:** Practical Paper
DURATION: 2 Hours	**MARKS:** 100

SPECIAL EXAMINATION QUESTION PAPER	
EXAMINER(S)	Ms Ester Vaino
MODERATOR:	Ms Lindie Beukes

INSTRUCTIONS
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 all your questions and save all the questions in the folder on your desktop.

THIS QUESTION PAPER CONSISTS OF 6 PAGES (INCLUDING THIS FRONT PAGE)

QUESTION 1 [20]

Copyright is a legal device that provides the creator of a work of art or literature, or a work that conveys information or ideas, the right to control how the work is used. It applies to all types of original expression such as sculpture, photography, videos, computer software and graphic designs.

A copyright automatically comes into existence the moment an author fixes words in some tangible form - the moment a book or article is typed, handwritten or dictated. However, it is wise to place a valid copyright notice on all published works and to register these works shortly after publication.

There is no such thing as an international copyright that will automatically protect an author's writings throughout the entire world. Protection **(15 w.p.m.)** against unauthorised use in a particular country depends on the national laws of that country. However, most countries do offer protection to foreign works under certain conditions, and these conditions have been simplified by international copyright **(20 w.p.m.)** treatiesand conventions.

QUESTION 2   **MARKS: 20**

Type the following paragraphs correctly according to the typing rules. Please type in the font Times New Roman and use a font size of 12, unless indicated otherwise.
Use default margins and give attention to the manuscript signs as well as the layout of the document.

new technology (bold & u/c; centre; font size 16)

2. Scanners

The majority are packaged with software that allows you to convert reams of press releases, court documents, or other printed materials into searchable, editable text for archiving or to save typing them all over again.

1.   Global web

For many years, people have processed text and numbers on computers. But using a computer now involves using graphics more and more. These days, you may print off personalized birthday and invitation cards, share a child's artwork on the Internet, and email vacation or baby photos to family members.

Scanners are one of the most versatile peripherals you can add can for getting existing graphical images onto your personal computer.

3. Signals

It is advised that all scanners function essentially in the same way. Light reflected from the original source is converted into an electronic signal using a light-sensitive gadget, much to the one used by a camcorder to "see" images.

4. Limitations

While hand or picture scanners can be useful when starting out with computer graphics or desktop publishing, their capacity to scan large images is usually restricted, and they are not well suited for scanning full-page originals. Due of their size, they are ideal for scanning small images, including line drawings, signatures, tiny photos, and logos.

EMBRACE IT   (bold, font size 16, centre)

- Type the paragraphs in the correct order.
- Type the paragraph headings in bold and upper case.
- Justify the document.

QUESTION 3: TABULATION   **[20]**

Insert a table and type the following information correctly according to the rules for tables. Use font, Tahoma, font size 12 unless indicated otherwise. Follow the manuscript instructions. Save your document as QUESTION 2

Coca-Cola Games — (bold, italics)
                       (Font size 16)

Available Sport Codes			
Code	Male	Female	Total
Rugby	5	10	15
Volleyball	10	9	19
Tennis	4	4	8
Soccer	16	16	32
Netball	0	10	10
TOTAL	35	49	84

u/c & bold

1.   Centre the first row.
2.   Delete 3rd row.
3.   Shade the last row, light grey.
4.   Change the font size of the 1st row to size 14.
5.   change the Row Height to 0.7"

QUESTION 4: EXCEL [20]

Create a SPREAD SHEET with the following information. Follow all instructions.
Use font Calibri, 12. Insert your name and student number in the header of both
documents. Save your document as QUESTION 4.

2024 GRADUATIONS			
CATEGORY	NAME OF STUDENT	SPONSOR	PRICE
Communications	Julia Sem	CRAN	2 000.00
English	Harvey Davids	NEW ERA	2 500.00
Computer Science	Jonathan Butler	MTC	3 500.00
Engineering	Mariah Carey	NAMPORT	4 500.00
Hospitality Management	Louren Job	NWR	2 000.00
Marketing	Sam Nujoma	TBA	3 000.00

INSTRUCTIONS:

1. Merge and centre cells A1:D1.
2. Change heading in Cell A1:D1 to bold and font size 16.
3. Highlight cell A2:D2 and change to bold. Adjust Row Height to 40 pixels.
3. Adjust Row Height from A3:D3 to 20 pixels.
4. Replace "SPONSOR" with the word "DONATION"
5. Insert All Borders.

CHART

1. Use the information in sheet 1 B2:D8 and insert a 2D Stacked Column Chart.
2. Move chart to a new sheet and rename the sheet Chart.
3. Choose style 2 for the chart.
4. Insert a Title to the chart: 2024 ACADEMIC WARDS (centre, u/c, bold).
5. Print both documents in PORTRAIT on separate sheets.

QUESTION 5 [20]

5.1 Which of the following is an example of a web browser? (2)

a) DHCP
b) Google
c) Google Chrome
d) Yahoo

5.2 How do you log into your e-learning platform? (2)

a) Username and password
b) Student number only
c) Library pin and password1
d) None of the above

5.3 E-learning can be accessed 24 hours a day, 7 days a week. (2)

a) True
b) False

5.4 What does LMS stand for? (2)

a) Library Management Services
b) Learning Moodle Systems
c) Learning Management Systems
d) Literacy Management Services

5.5 Which of the following are examples of (LMS)? (2)

a) Moodle
b) TalentLMS
c) BlackBoard
d) All of the above

5.6 What does "ISP" stand for? (2)

a) Internet Service Provider
b) Internet Source Provider
c) Internet Service Point
d) Internet Service Platform

5.7 What does "WWW" stand for? (2)
a) World Weather Watch
b) World Wide Web
c) Worldwide Weather
d) Web World Watch