NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMERCE; HUMAN SCIENCES AND EDUCATION

DEPARTMENT OF GOVERNANCE & MANAGEMENT SCIENCES

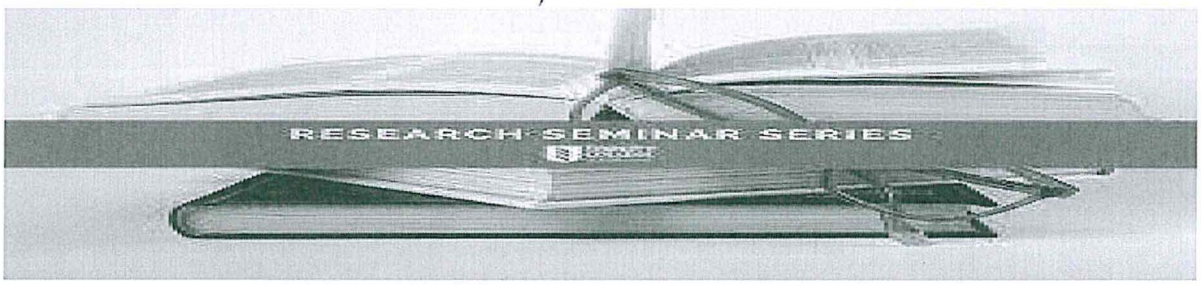
QUALIFICATION: Bachelor of Business and Information Administration	
QUALIFICATION CODE: 07BBIA	**LEVEL:** 6
COURSE: Business Applications 2A	**COURSE CODE:** BAP611S
DATE: July 2024	**SESSION:** Practical Paper
DURATION: 2 Hours	**MARKS:** 100

SECOND OPPORTUNITY - QUESTION PAPER	
EXAMINER(S)	**Ms L Beukes**
MODERATOR:	**Ms Petrina Witbeen**

INSTRUCTIONS

1. Answer ALL the questions.
2. Read all the questions carefully before answering.
3. Make sure your name, surname, question number and the date appear in the Header and Footer.

THIS TEST PAPER CONSISTS OF 4 PAGES (Excluding this front page)



Question 1 **Marks: 30**

Academic research seminars focus on instruction that is designed for the attendee or participant to gain specific knowledge within the academic area. As the project co-ordinator you have the responsibility to co-ordinate this project to organise the quarterly research seminar for the department. This event will take place on the 3rd August 2024. Please start planning least from the 1st July 2024.

NR	NAME OF TASK	TASK DURATION	RESOURCES
1.	Define the Seminar's Objectives	1 Day	Adelaide
2.	Book a Venue (NUST – Auditorium 1)	1 Day	Philemon
3.	Identify Target Audience	2 Days	Chris
4.	Develop Curriculum	2 Days	Chris
5.	Discuss the Budget and secure funding	2 Days	Philemon
6.	Gather Resources	2 Days	Adelaide
7.	Prepare Snacks and Beverages	3 Days	Adelaide
8	Schedule Sessions	2 Days	Chris
9.	Printing of Programmes	2 Days	Chris
10.	Media and Photographer	2 Days	Philemon
11	Prizes for Participants	1 Day	Chris
12.	Programme Facilitator	2 Days	Adelaide
13.	Confirm Participants	2 Days	Philemon
14.	Final check-ups and logistics	1 Days	Chris

1. The Milestones for this event will be the following:

   Deposit of 70 % to be paid for the:
   (a) Venue
   (b) Printing of Programmes
   (c) Prizes for Participants

   Full Payments to be made for the:
   (a) Snacks and Beverages
   (b) Photographer

2. Please add predecessors for each milestone.
3. Assign resources to the tasks as indicated above.
4. Insert your Name in the Header, save your document and print only page 1 (Autofit to 1).

Question 2 **Marks: 40**

As Office Administrator of Comfort Tours, type the following Main Document in font Arial, Font size 12 and make use of the information at the end of the document to create a standardised letter for your clients. Create a mailing list of all the clients in Excel spreadsheet. Merge the two documents together to create personalised letters.

Print the letter to **Ms R Nitzborn**, the Excel Spreadsheet as well as the Mail merged document.

Typist, the address below is the sender's address. Please type in the correct position.
Comfort Tours, PO Box 123, Swakopmund, NAMIBIA
Today's date

<<Name>>
<<Address>>
<<Town>>
<<Country>>

Dear <<Salutation>>

TOUR: << Adventure >>

Thank you for your questioning regarding our tours of the << Adventure >>. To ensure that you receive a true value-for-money package, the following points are brought to your attention.

2.We include <<Inclusive>> in your itinerary. 3. The tour price includes <<Special>> arrangements and entertainment.

1.Our agency guarantees centrally located hotels in most cities and towns. Taxi fares alone could cost you << Cost>>each way.

Please type in chronological order, D/S

Our Comfort Tours are renowned as the best value-for-money in <<Destination>>.

Yours faithfully

You are the Office Administrator who must also sign this letter. Please end off the letter properly.

Question 2 July 2024

Database for Excel:

NAME	ADDRESS	TOWN	COUNTRY	SALUTATION	ADVENTURE	COST	INCLUSIVE	SPECIAL	DESTINATION
Mr J Jacobs	PO Box 140	RUNDU	Namibia	Dear Mr Jacobs	Safari Tour	N$200,00	Hiking	Dinner	Tanzania
Mr P Petrus	PO Box 233	SWAKOPMUND	Namibia	Dear Mr Petrus	Phoptography Tour	N$500,00	Sightseeing	Breakfast	Holland
Ms A Tjivi	PO Box 440	WINDHOEK	Namibia	Dear Ms Tjivi	Tuscany Wine Tour	N$300,00	Excursions	Lunch	Italy
Ms J Karumbe	PO Box 220	OSHAKATI	Namibia	Dear Ms Karumbe	Rhine River Cruise	N$600,00	Exploring the city	Lunch	Germany
Ms R Nitzborn	PO Box 589	OKAHANDJA	Namibia	Dear Ms Nitzborn	British Island	N$700,00	Day tours	Breakfast	Europe

Instructions for Mailing List:

1. Type the spreadsheet in font Calibri, size 10.
2. Insert N$ for all the amounts add two decimals after the comma.
3. Column Headings – Font size 10, Bold, u/c
4. Records – font size 11.
5. Row Height: Column Headings 40 pixels
   Rest of Rows.30 pixels
6. Sort Town in ascending order.
7. Insert all borders.
8. Print excel spreadsheet in Landscape.

Question 3 — Marks: 30

In Ms Word, please **DRAW** the following **Table** and complete the information in the font Arial, size 12. You are the secretary of a company called **Namibia Connect Technologies**. As Office Administrator you are responsible for the purchasing and ordering of the products.

For this purpose, you have set up the following spreadsheet for the Finance Department:

Sales: **Namibia Connect Technologies**

Products	Quantity	Cost Price	Total Cost
Routers	160	360	
Switches	185	900	
Modems	130	540	
Motherboards	145	1800	
Mice	145	90	
Graphics Processing Unit	65	2700	
Keyboards	145	1080	
Touchpads	120	720	

Adhere to the following editing instructions for the table:

1. Draw the Table
2. Auto fit table to content.
3. Set row height to 0.3" and bold column headings.
4. Insert the correct formula to calculate the total cost for each product.
5. Insert a Total row at the end and calculate all the columns, and bold answers.
6. Sort Table according to Product in ascending order.
7. Convert Table to chart which only displays the:
   - Products
   - Total Cost
8. Pre-set the table: Grid Table 2, Dark Accent 1
9. **Format Chart:**
   9.1 Insert Chart Title: Namibia Connect Technologies (u/c, Bold, cent).
   9.2 Insert Gridlines.
   9.3 Select Style 4 for the chart.
   9.4 Insert Legend to the right.
10. Insert caption below the table: Table 1: **Namibia Connect Technologies** (Bold)
11. Insert your name and student number in the header and print one copy.