



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

FACULTY OF COMMERCE, HUMAN SCIENCES AND EDUCATION

**DEPARTMENT OF GOVERNANCE AND SCIENCES, HOSPITALITY, TECHNICAL AND
VOCATIONAL EDUCATION AND TRAINING**

QUALIFICATION: BACHELOR OF BUSINESS & INFORMATION ADMINISTRATION	
QUALIFICATION CODE: 07BBIA	LEVEL: 6
COURSE CODE: BAP611S	COURSE NAME: BUSINESS APPLICATIONS 2A
SESSION: JUNE 2025	PAPER: PRACTICAL PAPER 1
DURATION: 2 HOURS	MARKS: 100

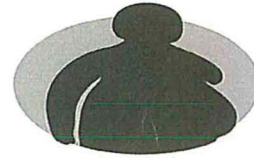
FIRST OPPORTUNITY EXAMINATION QUESTION PAPER	
EXAMINER(S)	Ms Lindie Tripodi
MODERATOR:	Ms Petrina Louw

INSTRUCTIONS
<ol style="list-style-type: none">1. Answer ALL the questions.2. Read all the questions carefully before answering.

THIS QUESTION PAPER CONSISTS OF 5 PAGES (Including this front page)



OBESITY AWARENESS CONFERENCE



Question 1

Marks: 20

With its strong corporate social responsibility initiatives, MTC has supported health awareness campaigns in the past. They could partner with health organisations to promote an obesity awareness conference.

The event will take place on the 28th of June 2025. Start with the preparations on the 29th of May 2025. As the event planner, you are responsible for organising of this very important conference

NR	NAME OF TASK	TASK DURATION	RESOURCES
1.	Conduct a Needs Assessment	2 Days	Anzelle
2.	Book a Venue	1 Day	Aune
3.	Design Social Media Campaigns	3 Days	John
4.	Develop Educational Materials	3 Days	Aune
5	Arrange for Gifts and Snacks	2 Days	Anzelle
6.	Programme Design	2 Days	Aune
7.	Engage Local Influencers	2 Days	John
8.	Partner with Local Organisations	2 Days	Aune
9.	Programme Director	2 Days	Anzelle
10.	Confirm guest list	2 Days	Aune
11.	Final check-ups and logistics	1 Days	John

1. Create the following milestones for this event:

Deposit of 50 % to be paid for the:

- (a) Venue
- (b) Design Social Media Campaigns
- (c) Gifts and Snacks

Full Payments to be made for the:

- (a) Development of the Educational Materials
- (b) Local Influencers

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 and 2 in landscape.

QUESTION 2	MARKS: 30
In Ms Word create the following form on one sheet. Adhere to typing rules and instructions Given on the next page. Use the font Arial, size 12.	

Ai In Education Conference 2025 → Font: Aptos, size 18, bold, u/c, cent
 Attendee Registration Form → Font: Times New Roman, size 12, bold, cent

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Thank you for your interest in attending the AI in Education Conference 2025. Please complete the form below to register.

Personal Information → u/c, bold, font: Arial, size 12

d/s	Full Name: Plain Text Control - Strong	Replace content controls with the following information: Full name: Your own name and surname Designation: Student Institution: NUST Country: Namibia
	Designation/Job Title: Plain Text Control - Strong	
	Institution/Organization: Plain Text Control Emphasis	
	Country: Rich Text Control – Intense Emphasis	

Conference Participation → u/c, bold

1. **Attendance Mode (select one):**
 - In-Person
 - Virtual (Online)
 - Hybrid

Insert Check Boxes on the left of the different options.

2. **Which sessions are you interested in?**
 - AI in Personalised Learning
 - Ethical Considerations of AI in Education
 - AI-Powered Assessment and Feedback
 - Future Trends of AI in Education

Insert Check Boxes on the left of the different options.

Agreement & Consent → u/c, bold, cent

By submitting this form, I confirm that the information provided is accurate. I agree to comply with the event’s guidelines and privacy policies.

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Signature (Full Name and Surname): → Insert rich content control (Strong) and replace with your title, initial and surname.

Date: _____ → Delete the line and replace with full date (today’s date)

Question 3

Question 3

Marks: 25

Retrieve the MS Word Template from your templates in Ms Word and adhere to all instructions.

1. Open the MS Word template "Circle Flyer."
2. Replace "EVENT NAME" with Summer Sale Extravaganza (Font: Aptos, font size 36, U/C, Bold, Cent). Type each word in separate line (Centre Horizontally).
3. Use the drawing tool and draw the following table in the space below the main heading. Type the content in font: Calibri, Size 10.

Item	Unit Price	Quantity	Total Price
Laptop	560	3	
Headphones	40	7	
Smartphone	300	4	
Tablet	250	3	

Instructions for Table:

- 3.1 Type column headings in u/c and bold.
- 3.2 Use the correct formula and calculate the Total Price of each item (Unit Price x Quantity).
- 3.3 Insert a row at the end. Type the word Total in (u/c, bold) and calculate the total of the Unit Price, Quantity and Total columns.
- 3.4 Autofit table to content.
- 3.5 Distribute rows evenly.
- 3.6 Centre table.
4. Delete "Add Key Event Info Here" and replace with "Take Note!" (bold, cent)
Delete the text and replace with the following. No Textbox:

TAKE NOTE! →

Font: Candara, Size 20, Bold, Cent

The Summer Sale Extravaganza is the ultimate event of the season, offering incredible discounts on the latest tech gadgets and accessories.

Type in two lines, cent position. Type "Summer Sale Extravaganza" in bold, s/s. Type the rest of the sentence (Font: Comic Sans, Size: 10).

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Date: 15 August 2025
Location: Ongwediva Sports Field
Time: 08:00 – 17:00

bold, s/s

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Don't miss out on discounts of up to 50% off - experience the future of technology!

Type in one line, bold, italics, centre.

QUESTION 4**MARKS: 25**

Retrieve Question 4 – Pivot Table from your X-drive and adhere to the instructions that follows.

Instructions:

1. Retrieve the following table in Excel and save the workbook as: Question 4 -Pivot Table
2. Rename sheet1 to Original
3. Copy the Original sheet, and rename the new sheet as **ABC Retail Store**
4. Insert 2 rows above the column headings.
5. Insert Main Heading in row 1 - **ABC Retail Store**
(U/C, Bold, Merge & Centre, Arial Black, 20)
6. **Edit the table as follows:**
 - 6.1 Change the font of the entire table to Calibri font size 12.
 - 6.2 Change the column headings to bold, u/c
 - 6.3 Fill the background of the Column Headings (White Background 1, Darker 15%, row height pixel 50)
 - 6.4 Resize columns headings and change the row height of the rest of the table to 30 pixels.
7. **Pivot Table:**
 - 7.1 Select the **Original sheet** and create a PivotTable.
 - 7.2 From the options, select Sum of Sales Amount by Region to be *displayed* in the Report.
8. **Add:**
Region, Item, Unit Price and Sales Amount.
9. **Move:**
Regions - Columns
Item and Values - Rows
Sum of Unit Price and Sum of Sales Amount - Values
10. Rename the sheet tab - **Report**
11. **Chart:**
 - 11.1 Create a Pie chart from the Report.
 - 11.2 Insert the following Chart Elements:
Chart Title (at the bottom)- ABC RETAIL STORE - 2025 (Bold, u/c, centre)
Data Labels - Inside
Legend - Insert on the left
 - 11.3 Make sure both the table and chart fit on one sheet and print in portrait.