NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMERCE; HUMAN SCIENCES AND EDUCATION

Department of Management

QUALIFICATION: Bachelor of Business and Information Administration	
QUALIFICATION CODE: 07BBIA	**LEVEL:** 6
COURSE: Business Applications 2A	**COURSE CODE:** BAP611S
DATE: July 2023	**SESSION:** Practical Paper
DURATION: 2 Hours	**MARKS:** 100

SECOND OPPORTUNITY - QUESTION PAPER	
EXAMINER(S)	Ms L Beukes
MODERATOR:	Ms S Klaassen

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 5 PAGES (Excluding this front page)

Question 1

The company Silk are planning to launch the new product Citrus Silky which consist of a Body Wash, shampoo, conditioner and serum. Silk is a smooth and soft product which is 100% pure organic aroma & ingredients, created to awaken your body and uplift your mind.

As the sole owner and office administrator in the Marketing Department, you have been tasked to co-ordinate the planning process. The event date is scheduled for Saturday, the 2nd of September 2023. Planning will start from the 7th of August 2023.

The Fundraising event team-building event is made up of the following tasks and resources:

NR	NAME OF TASK	TASK DURATION	RESOURCES
1.	Define Your Target Audience	2 Days	Helvi
2.	Book a Venue	1 Day	Sunet
3.	Design Flyers	3 Days	John
4.	Entertainment & Sound System	3 Days	Sunet
5	Gifts and Snacks	2 Days	Helvi
6.	Programme Design	2 Days	Sunet
7.	Media and Photographer	2 Days	John
8.	Programme Director	2 Days	Helvi
9.	Confirm guest list	2 Days	Sunet
10.	Final check-ups and logistics	1 Days	John

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

   Deposit of 50 % to be paid for the:
   (a) Venue
   (b) Design of the Flyers
   (c) Gifts

   Full Payments to be made for the:
   (a) Entertainment & Sound System
   (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 and 2.

Question 2	Marks: 20

Use MS Word to type the following template and table. Adhere to all the instructions.

1. Please open the MS Word template Retail Sale Flyer.
2. Replace SUNFLOWER with SUNFLOWER SALE
3. Delete Don't miss out on your chance to SAVE! and replace with We're All Golden Sunflowers Inside (u/c, bold, cent)
4. Delete all information on the left of the sunflower picture.
5. Use the draw table tool to create a table in the space you just cleared. Type the content in the font Calibri, font size 12, as shown in the template below.

Types	Quantity	Price	Total
Common	25	65	
Perennial	30	75	
Maximilian	50	85	
Pale-leaved	40	95	

6. **Formatting of table**:
    Column Headings – u/c, bold
    Autofit to content
    Insert caption below: Sunflower Prices

    Calculations:
    Total price of each sunflowers.
    Add a Total row at the bottom to calculate the totals of all the columns with the word TOTALS in cell A6

7. Delete Logo

8. Replace 'Sale prices good through Date'
    with
    Sale prices: 01 – 31 August 2023

9. Store Hours: 08:00 – 17:00

10. Delete the Time indicators.

11. Company Name: Scyscraper (u/c, bold, font size 14)
    Address: Sam Nujoma Drive
    City: Windhoek
    Tel: 061-211232
    Website: www.scyscraper.namibia
    Delete: 'Additional directions or other information'

Name of Student   June 2023

Question 3   **Marks: 30**

Type the following **Letter of Application** as the Main Document and standardised letter for your prospective companies. Use the table at the end of the question to create a mailing list. Merge the two documents to create personalised letters. Use font Comic Sans, size 12 to create the main letter.

Print only the letter for Bidvest, the Mailing List as well as the Mail merged document.

«Company», «Address» «Town» ◄——— Typist, please display correctly

Dear «Recipient»

APPLICATION LETTER

Are you looking for an effective and productive «Job Title» with «Number» years of hands-on experience in «Expertise»? Knowledge of the lat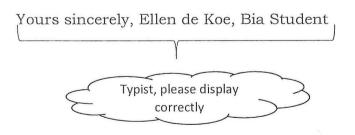est technology and Ms Office 2019? Excellent written and oral communication skills? A passion to learn and to increase his skills?

Insert Bullets, s/s

If so, then you need look no further. You will see from my enclosed resume that I meet all of these qualifications and more.

d/s

1. I would very much like to discuss opportunities with «Company». 2. To schedule an interview, please call me at «Phone». 3. The best time to reach me is between 10:00 and 16:00, but you can leave a voice message at any time, and I will return your call.

Thank you for taking the time to review my resume. I look forward to talking with you.

Yours sincerely, Ellen de Koe, Bia Student

Typist, please display correctly

Name of Student   June 2023

FIELD NAMES	RECORD 1	RECORD 2	RECORD 3	RECORD 4	RECORD 5
Company	Nampower	Namwater	Bank Windhoek	Paratus	Bidvest Namibia
Address	Private Bag 122	PO Box 120	Private Bag 311	Private Bag 1300	PO Box 121
Town	Windhoek	Okahandja	Swakopmund	Rundu	Gobabis
Recipient	Ms Bock	Mr Green	Ms Hoebes	Mr Angula	Ms Andreas
Job Title	Receptionist	Office Administrator	Personal Assistant	Office Manager	Event Coordinator
Number	10	12	8	6	5
Expertise	Front-desk duties	Office Management	Personal assistance	Supervisor	Events
Phone	0812223652	0812223652	0812223652	0812223652	0812223652

Instructions for Table:

1. Use Font Calibri, 12
2. Column Headings: Bold, u/c, size 12, Row Height: 35
3. All Borders
4. Rest of row: Row Height: 30
5. Print Mailing List in Landscape.

QUESTION 4	MARKS: 20
Retrieve Question 4 – Pivot Table (Property Porfolio) from your M-drive and adhere to the instructions that follow.	

Instructions:

1. Retrieve the following table in Excel and save the workbook as: Question 4 -Pivot Table
2. Rename sheet1 to Original
3. Copy Orinal table and rename the new sheet as Property Porfolio
4. Insert 2 rows above the column headings.
5. Insert Main Heading in row 1 - Property Porfolio and format:
   (U/C, Bold, Merge & Centre, Calibri, 18)

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 font size (12), bold, .
6.3 Align column headings in the middle of cell and centre position.
6.4 Fill Column Headings (White Background 1, Darker 15%) row height pixel 45
6.5 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 PivotTable Field List choose **Sum of Bedroom by location** to be displayed in the Report.
7.3 Move Location to Column Label and Bathroom and Bedroom to Row label with Type under value
7.4 Rename the sheet tab - Report

8. **Chart:**
8.1 Create a Column chart from the Report
8.2 Insert the following Chart Elements:
     Axes (Horizontal & Vertical Primary)
     Chart Title - Property Portfolio (Bold, u/c, Centred)
     Data Lables (Outside End)
     Gridlines - Primary Major Horizontal
     Legend - Insert on the right
8.3 Select Style 13 from the chart styles
8.4 Make sure both the table and chart fit on one sheet and print.