



**PAMIBIA UNIVERSITY**  
OF SCIENCE AND TECHNOLOGY

**FACULTY OF COMMERCE, HUMAN SCIENCES AND EDUCATION**

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

<b>QUALIFICATION: BACHELOR OF BUSINESS &amp; INFORMATION ADMINISTRATION</b>	
<b>QUALIFICATION CODE: 07BBIA</b>	<b>LEVEL: 6</b>
<b>COURSE CODE: BAP611S</b>	<b>COURSE NAME: BUSINESS APPLICATIONS 2A</b>
<b>SESSION: JULY 2025</b>	<b>PAPER: PRACTICAL PAPER 2</b>
<b>DURATION: 2 HOURS</b>	<b>MARKS: 100</b>

<b>SECOND OPPORTUNITY EXAMINATION QUESTION PAPER</b>	
<b>EXAMINER(S)</b>	Ms Lindie Tripodi
<b>MODERATOR:</b>	Ms Petrina Louw

<b>INSTRUCTIONS</b>
1. Answer ALL the questions. 2. Read all the questions carefully before answering.

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




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**Question 1 – Project Planning**
**Marks: 30**

De Beers Namibia is organising its **Annual General Meeting (AGM)** to discuss key financial performance, sustainability initiatives, and future strategic plans. As the event coordinator, you are responsible for ensuring the successful execution of this high-profile corporate event. Event date: 16 August 2025. Start planning: 21 July 2025

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**Consider the following tasks:**

NR	NAME OF TASK	TASK DURATION	RESOURCES
1.	Booking the Venue	1 Day	Adelaide
2.	Arrangement for Catering	2Day	Philemon
3.	Technology (audio-visual equipment, live streaming)	2 Days	Chris
4.	Arrange for Security and Risk Management	2 Days	Chris
5.	Materials (reports, presentations)	2 Days	Philemon
6.	Stakeholder Communication & Invitations	2 Days	Adelaide
7.	Arrange for Meeting Facilitator	3 Days	Adelaide
8	Confirm Attendees	2 Days	Chris
9.	Arrange for Meeting Administrator	2 Days	Chris
10.	Final check-ups and logistics	2 Days	Philemon

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

**Deposit of 70 %** to be paid for the:

- (a) Venue
- (b) Catering
- (c) Security and Risk Management

**Full Payments** to be made for the:

- (a) Use of Technology
- (b) Communication and Invitations

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 page 2 in landscape orientation.

**Question 2****Marks: 30**

You are an administrative officer at NUST, responsible for sending personalized invitation letters to graduating students. Using the given information below complete the mail merge process. Type the following Main Document in font Comic Sans, size 12 and make use of the information at the end of the document to create a standardised letter for each student.

Print the letter for **Ms Emily White**, the Excel Spreadsheet as well as the Mail merged document.

Date: <Date>

Student Number: <Student Number>

Degree Programme: <Programme>

Dear <Full Name>

Congratulations! We are pleased to inform you that you have successfully completed your degree programme and are invited to attend the upcoming Graduation Ceremony. The details are as follows:

Date: <Date>

Time: <Time>

Venue: <Venue>

Please arrive at least 30 minutes before the scheduled time. Kindly confirm your attendance by 12th of May 2025.

We look forward to celebrating your achievement with you!

Best regards

Registrar  
Namibia University of Science & Technology

Student Nr	Full Name	Programme	Date	Time	Venue
2024001	John Doe	Computer Science	24 May 2025	10:00	Safari Hotel
2024002	Jane Smith	Office Management	24 May 2025	10:00	Safari Hotel
2024003	Michael Brown	Data Analytics	24 May 2025	2:00	Safari Hotel
2024004	Emily White	Business Administration	24 May 2025	2:00	Safari Hotel
2024005	David Johnson	BCom Accounting	24 May 2025	5:00	Safari Hotel

**Instructions for Mailing List:**

1. Type the spreadsheet in font Calibri, size 12.
2. Column Headings – Font size 14, Bold, u/c
3. Records – font size 12.
4. Row Height: Column Headings 40 pixels  
Rest of Rows.30 pixels
5. Sort Full Name in ascending order.
6. Insert all borders.
7. Print excel spreadsheet in Portrait.

**QUESTION 3****MARKS: 40**

Type the Pivot Table (**Pupkewitz Megatech**) below and adhere to the instructions that follow.

Date	Store Location	Product Name	Category	Sales Amount
1 Jan 2024	New York	Laptop	Electronics	1500
2 Jan 2024	Los Angeles	Phone	Electronics	900
3 Jan 2024	Chicago	Tablet	Electronics	600
4 Jan 2024	Houston	Monitor	Accessories	400
5 Jan 2024	Phoenix	Keyboard	Accessories	250
6 Jan 2024	Philadelphia	Mouse	Accessories	180
7 Jan 2024	San Antonio	Printer	Office	500
8 Jan 2024	San Diego	Desk	Office	350
9 Jan 2024	Dallas	Chair	Office	300
10 Jan 2024	San Jose	Headphones	Accessories	220
11 Jan 2024	Austin	Camera	Electronics	800
12 Jan 2024	Jacksonville	Smartwatch	Electronics	1200

**Instructions:**

1. Save the workbook as: Question 3 - Pivot Table
2. Rename sheet1 to Original
3. Copy the Original sheet, rename the new sheet as **Pupkewitz Megatech Store Sales**.
4. Insert 2 rows above the column headings.
5. Insert Main Heading in row 1 - **Pupkewitz Megatech Store Sales**  
(U/C, Bold, Merge & Centre, Algerian , size 18)
6. **Edit the table as follows:**
  - 6.1 Change the font of the entire table to Arial 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 55), Row Height for column heading 40 pixels.
  - 6.4 Resize columns headings and change the row height of the rest of the table to 35 pixels.
  - 6.5 Print formatted table in landscape.
7. **Pivot Table:**
  - 7.1 Select the **Original sheet** and create a PivotTable.

7.2 From the options: select Count of Store Location to be *displayed* in the Report.

8. **Add:**

Product Name and Sales Amount.

9. **Move:**

Columns - **Values**

Rows - **Category** and **Product Name**

Values - **Count of Store Location** and **Sum of Sales Amount**

Rename the sheet tab - **Report**

10. **Chart:**

10.1 Create a Stacked Column chart from the Report.

10.2 Insert the following Chart Elements:

Chart Title - Pupkewitz Megatech Store Sales (Bold, u/c, centre)

Axes: Primary Horizontal & Vertical

Data Labels - Inside End

Legend - Insert on the Right

Gridlines

10.3 Select Style **7** from the chart styles.

10.4 Make sure both the table and chart fit on one sheet and print in portrait.