



**NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**

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

**DEPARTMENT OF GOVERNANCE AND MANAGEMENT SCIENCES**

<b>QUALIFICATION:</b> Bachelor of Business and Information Administration	
<b>QUALIFICATION CODE:</b> 07BBIA	<b>LEVEL:</b> 5
<b>COURSE CODE:</b> BAP521S	<b>COURSE NAME:</b> Business Applications 1B
<b>SESSION:</b> November 2024	<b>PAPER:</b> Practical Paper
<b>DURATION:</b> 2 Hours	<b>MARKS:</b> 100

<b>FIRST OPPORTUNITY EXAMINATION PAPER</b>	
<b>EXAMINER(S)</b>	Ms Ester Vaino
<b>MODERATOR:</b>	Ms Lindie Tripodi

<b>INSTRUCTIONS</b>
<ol style="list-style-type: none"><li>1. Answer ALL the questions.</li><li>2. Read questions carefully before answering.</li><li>3. Make sure your name, surname, question number and the date appear in the Header and Footer.</li><li>4. Give special attention to the manuscript instructions.</li><li>5. Print all your questions and save all the questions in the folder on your desktop.</li></ol>

**QUESTION 1: MS ACCESS 2016****20 MARKS**

Create and edit the following Access Database in Design view using the instructions below. Type the document in Times New Romans, with a font size 12. Save the Table as STUDENTS with your name and surname in your student folder as provided.

1. In the Database, create a Table and save the Table as RESEARCH PROPOSAL with the instructions below:

Field Name	Data Type	Field Properties	Description
TITLE	Short text	255	
NAME	Short text	255	
SURNAME	Yes/No	255	
SUBMITTED	Short text	255	
GRADE	Short text	255	

2. Populate with the following records

TITLE	NAME	SURNAME	SUBMITTED	GRADE
Dr	Maria	Uugulu	Yes	Pass
Prof	Jackpelins	Muundjua	Yes	Excellent
Ms	Samueline	Mbaisa	No	Credit
Mr	Jeffrey	Haufiku	Yes	Pass
Dr	Johan	Coetzee	No	Excellent

3. Insert the records as given in the table above.
4. Copy the table and rename it RESEARCH FINAL (your Name and Surname).
5. Change the field NAME to FIRST NAME.
6. Sort the fieldname SURNAME according to ascending order.
7. Add Gridlines to the table.
8. Add the following: Ms Grietjie Palmer, Yes, Credit.
9. Create a report and include all the fields. The Report's layout should be Landscape. Insert a title: RESEARCH REPORT (your name and surname)
10. Print the final Table with the Report in A4-Landscape.

**QUESTION 2: TABLE OF CONTENTS****20 MARKS**

Type the following document according to the Paragraphs rules and type your Name and Student number in the header. Use font, Arial, font size 12, automatic black except where otherwise indicated. Insert page breaks to create 3 pages. Insert page numbers at the bottom, right hand corner. Remove the number for page 1.

**Cover Page**

GOVERNMENT TAX RELIEF  
 NAMIBIA REVENUE AGENCY (NAMRA)  
 WINDHOEK  
 YOUR NAME AND SURNAME

} Centre Horizontally & Vertically  
 d/s & Italics

**Page 2: Create aTable of Contents** (Use Automatic Table 2)

**Page 3: Type the contents below**

Title: NAMRA [*bold, font size 16*]

1. Background [*Modify Heading 1: bold & font size 14*]

By offering tax relief, the government aims to stimulate investment, enhance economic activity, and improve the overall quality of life for its citizens. Understanding Namibia's tax relief initiatives can provide valuable insight into how they contribute to the country's economic wealth. *run-on*

2. Taxpayer Benefit [*Heading 1*]

2.1 It focus on small and medium-sized enterprises  
 2.2 Incentives to support these businesses  
 2.3 Job creation and economic development

} [*Modify Heading 2: Italics*]

3. personal income [*Heading 1*]

Tax relief program in Namibia is aimed at individuals, particularly those in lower income brackets. The government seeks to increase disposable income, which can enhance consumer spending and stimulate economic growth. Income inequality and improving the standard of living for many Namibians. Inequality and improving the standard of living for many Namibians. Financial resources are distributed substantially to more people in higher income brackets than to those in lower brackets. This difference can widen the gap between the rich and the poor and create social and economic inequalities by reducing opportunities for upward mobility.

• All Headings to be typed in u/c



**QUESTION 3: MS POWERPOINT****30 MARKS**

Type the following **PowerPoint Presentation** using the information provided below. Follow the instructions carefully, use the Default font, size 12, except where indicated otherwise. Insert your name and student no in the Header and Save your question as **QUESTION 3**

- Use Restrospect type design theme for this Presentation.
- Ensure you have 4 slides.
- Print two slides per page.
- Insert your name and student number in the Header

1. **Slide 1:** insert a Title slide

**Title:** DIGITAL SECURITY [Font size 60, centre]

**Sub-title:** PROTECTING DIGITAL INFORMATION [Font Size 36, italics]

2. **Slide 2:** Insert a Comparison slide

Main Title: BEST PRACTICES [Bold, Size 48]

On the left, type:      **Advantages** [Size 20]  
                                  Protection of Sensitive Information  
                                  Prevents Data Theft and Loss  
                                  Ensure Data Privacy

On the Right, type      **Disadvantages** [Size 20]  
                                  High Costs  
                                  Complexity  
                                  False Sense of Security  
                                  Inconvenience

3. **Slide 3:** Insert Blank slide

Insert SmartArt, List, Vertical Box list

**Type the following:** USB (First Box); DVD (Second Box);  
 CD (Third Box)

4. **Slide 4:** Insert a Title and Content Slide

**Title:** BEST PRACTICES FOR DIGITAL SECURITY (Size 60)

**Type the following in the Title Box**

Use Strong Passwords.  
 Regularly update and use multi-factor authentication.  
 Keep Software Updated.  
 Patch vulnerabilities.  
 Encrypt Sensitive Data.  
 Protect data during storage and transmission.  
 Backup Data Regularly.

**QUESTION 4    TEMPLATES****MARKS: 30**

Open up the fax template (Blue steps fax cover) in MS Word and fill in the following details in the placeholders. Type your Name and Student number in the header and save the document as QUESTION 4. Please save the template on the folder you have created in your Templates folder. Print the template on A4-landscape.

Phone: 065 214369

Fax: 065 222 753

Website: www.yahoo.uk

To: professor Ben Mapani

Phone: 065 258 333

Fax: 065 2287123

Re: EXCURSION

From: Mr Simeon Ambuga

Phone: 061 206 4223

Fax: 061 206 5556

Pages: 4

Date: Today's date

} Insert in Footer

I'm writing to respectfully ask for permission to take Chemistry students on an academic field trip to Ongpolo Mine in Tsumeb. The objective of this outing is to furnish learners with pragmatic, experiential learning that supplements the abstract concepts acquired in the classroom.

sp.  
the

We would be very grateful for your approval and support of this educational endeavour.

Regards

SA