namibia university
OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMERCE; HUMAN SCIENCES AND EDUCATION

DEPARTMENT OF GOVERNANCE AND MANAGEMENT SCIENCES

QUALIFICATION: BACHELOR OF BUSINESS INFORMATION ADMINISTRATION	
QUALIFICATION CODE: 07BBIA	LEVEL: 6
COURSE CODE: BAP621S	COURSE NAME: BUSINESS APPLICATIONS 2B
SESSION: JANUARY 2023	PAPER: PRACTICAL
DURATION: 2 HOURS	MARKS: 100

SECOND OPPORTUNITY EXAMINATION – QUESTION PAPER	
EXAMINER(S)	MS. L. BEUKES
MODERATOR:	MS. S. KLAASSEN

INSTRUCTIONS
1. Read the instructions carefully before answering the questions
2. Answer ALL the questions.
3. Write clearly and neatly.

THIS PAPER CONSISTS OF 4 PAGES (Including this front page)

Question 1 **Marks: 35**

Type the following document neatly on A4-Portrait paper. Ensure that you execute all the instructions at the end of the second page. Use normal margins, font Arial, font size 12, and the correct line spacing.

Typist:
Main Heading: Virtual Offices
Use the Word Art description Black, Text 1, Outline
Background1, Hard Shadow Background 1, u/c, cent

2.What Is a Virtual Office?

A virtual office gives businesses a physical address and office-related services without the overhead of a long lease and administrative staff. 2.1 With a virtual office, employees can work from anywhere but still have things like:

a mailing address,

phone answering services,
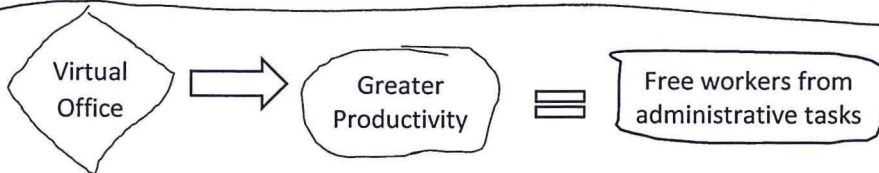
meeting rooms, and

videoconferencing.

Insert round Bullets, s/s

1.The virtual office

u/c

Location is becoming less ~~important~~essential to organizations as work is becoming something you do, not someplace you go.

Just as there are varying degrees of virtuality, there is also a variety of mobile and remote work environments to understand ⟵——— **insert 1ˢᵗ reference**

Virtual Office ⟹ Greater Productivity ▤ Free workers from administrative tasks

3.Advantages and Disadvantages of a Virtual Office
The appeal of a virtual office to users is twofold.

3.1Advantages

(margin note: DLS between numbers)

3.1.1 ~~First, the~~ mMonthly cost of a virtual office is far less than that of a traditional office. 3.1.3 No waiting for a lease to expire or incurring the cost of a broken lease.

3.1.2 ~~Virtual offices has none of the~~ No maintenance and upkeep costs, nor does it need to be staffed.

3.2 Disadvantages

3.2.1 Some of the services that a virtual office arrangement offers require pre-planning to utilize.

~~For example, many packages come with limited use of conference rooms or limited teleconferencing and videoconferencing services.~~

3.2.3 Users may find the lack of flexibility limiting and inconvenient.

3.2.4 There is also the potential for distractions that come with working from home ~~and therefore some workers might not be as productive when operating in a virtual office environment~~ which influence productivity ← **insert 2ⁿᵈ reference**

3.2.2 Virtual offices also may have restricted access on nights and weekends*. *Insert Footnote*

(margin note: Insert Drop Cap, Bold)

With a virtual office, employees can work from anywhere but still have things like a mailing address, phone answering services, meeting rooms, and videoconferencing.

INSTRUCTIONS

1. Type paragraphs in chronological order.
2. Use drawing tool to insert the correct shapes (Diamond, Oval & Rounded Rectangle)
3. Footnote – "Not applicable to all virtual office users" (Bold, Italics, 10)
4. Insert Picture Watermark – use picture with trees (Scale 100%, washout)
5. Insert Page numbers (excluding 1st page).

Table of Content Information:
6. Heading 1 - Paragraph Headings 1, 2, 3 (Font size 14)
   Heading 2 - Paragraph Headings 3.1. 3.2 (Font size 13)

Please insert the following references:

7. Use the two links in the given folders to insert the references)
8. Insert Reference List.
9. Insert a Table of Content (Automatic Table 2).

Question 2	TOTAL: 30

Retrieve the ProfsFinancial and adhere to the instructions that follow:

INSTRUCTIONS

1. In the Database ProfsFinancial use the table Sales M to create a simple query that will display the Client First Name, Product Name, and Investment Amount.

2. Use the table Products to create an action query that will display the products that use mutual funds.

3. Use the tables Products & Sales M to create a joint table. Please delete the current link by right-click on the link and press delete. Create a new link with Commission. Create a query that will display the clients who received commission of 60 from the suppliers of Laurier only.

Under Reports use Reps1 to format the report.

3. Create a header titled AGM Report - Font Lucida Sans, Size 20, Bold, u/c, Colour - Blue Green, Theme - Slice.

4. Page number which shows the current page and total number of pages – bottom right corner.

5. Insert Today's Date only in the top right corner. (Full Date).

6. Insert AGM Logo from the folder next to the title in the top left corner.

7. Insert your name & student number in the header.

8. Go to layout view and resize all columns to fit perfectly.

9. Print all queries as well as the report.

QUESTION 3 – PUBLISHER [35]

The following question is an Invitation that contain information about a virtual baby shower. Please design the Invitation Card according to the instructions below.

Insert Baby Shower Card – Under Built It Templates, Invitation Cards, Baby Shower 5.
Colour Scheme: Teal
Font: Comic Sans
Page Size: Quarter-Sheet Top Fold

Page 1 –Top Front Cover

BABY SHOWER INVITATION– Font: Curlz MT, 24

Page 2
Delete top part – 1st block
2nd Block – type the info below in Colonna MT, 16, cent:

> HONORING
>
> LAUREN HAUKONGO
>
> &
>
> BABY RODGER

Page 3
1st Place holder: Type the following in Font: Informal Roman, 10, u/c, cent.
Please join us for a virtual baby shower to celebrate little Rodger

2nd Place holder: Font Comic Sans, 10, Bold, Cent
Contact person: 0813331717

3rd Place holder: Type information below, Font: Comic Sans, 8, cent. Please bold date and time.

> Lauren will be opening gifts via Facebook live on
>
> Saturday, *12 November 2022*, at *16:00*
>
> Please text Lauren for a direct link & details how to join.

Last Place holder: Font: Calibri, 11, cent, Bold Mailing Address.

> Mailing Address:
>
> Lauren Haukongo, 27 Beethoven Street, Windhoek-Wes
>
> Registry: Baby Company & Amazon

Page 4: Back of Invite

Please use online picture to insert a picture of "Baby in pram clip art" – center position.