



**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**

<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> December 2025	<b>PAPER:</b> PRACTICAL PAPER 2
<b>DURATION:</b> 2 Hours	<b>MARKS:</b> 100

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

<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>

**THIS MEMORANDUM CONSISTS OF 5 PAGES (INCLUDING THIS FRONT PAGE)**

**QUESTION 1: TABLE OF CONTENTS**

**30 MARKS**

Type the following Table of Contents and adhere to the Paragraphs rules. Use font Arial, font size 12 except where otherwise indicated. Save Document as **QUESTION 1**. Insert page breaks to create 3 pages. Insert page numbers at the bottom, right hand corner. Remove the number for page 1.

**Cover Page**

HUMAN CAPITAL POLICY  
PART-TIME EMPLOYEES  
SABELA SECONDARY SCHOOL  
2025

} d/s  
} Bold  
} Center horizontally and vertically

**Page 2: Create a Table of Contents (Automatic Table 2)**

**Page 3: Type the contents below**

PART-TIME EMPLOYEES (*Modify Heading 1: Century Gothic font, font size 14*)

3. Key Responsibilities (Heading 2)

- Teaching specific subjects;
- Assisting with administrative tasks;
- Supporting sports and cultural programs;
- Providing counselling;
- Supervising students during after-school.

} *Heading 3: Italics*

2. Contribution to School Effectiveness (*Heading 2*)

The contribution of part-time <sup>3</sup>significant <sup>2</sup>employees, as they bring expertise and adaptability that enhance both teaching and learning environments. By reducing the workload on full-time staff and <sup>1</sup>adressing specialized areas, they help schools maintain a high standard of education and student support.

trs.  
sp.

1. Role of Part-Time Employees (*Heading 2: u/c and italics*)

Part-time employees play an important role in supporting the smooth <sup>operating</sup> functioning of secondary schools. They are often hired to fill staffing gaps, provide specialized skills, or assist during peak workloads such as examination periods or **extracurricular activities**. Their flexibility allows schools to meet the diverse needs without the long-term commitments associated with full-time employment.

stet.

1. All headings to be typed in u/c and automatic black.
2. Name and student number in the header
3. Adhere to all paragraph rules.

**QUESTION 2: MS EXCEL****[20]**

Design the following table in MS EXCEL and edit it accordingly. Use the font Times New Roman, Font size 12. Please adhere to all instructions. Insert your name and student number in the header. Save your work as QUESTION 2.

Government Budget Allocation (u/c)				
The State	Ministries/Agencies	Salaries	Entertainment	Travel Budget
Speaker	National Assembly	75,000.00	6,000.00	9,000.00
Cabinet Secretary	Home Affairs	19,100.00	3,000.00	7,200.00
Members	Diplomatic Core	25,200.00	7,200.00	9,500.00
Tinten-Palace	NAMRA	55,300.00	6,000.00	12,000.00
NHE	Legal Advisor	95,000.00	5,000.00	20,000.00
TAX	7%			

**Instructions:**

1. Merge across A1:E1 and increase the font to size 14.
2. Wrap text cells A2:E2 and change to italics.
3. Change row height of A1:E8 to 30 pixels.
4. Calculate the Total Sum and 7% Tax of the Salaries Column.
5. Bold all calculations.
6. Insert all borders from A1:E8.

**Chart**

1. Use the information in sheet 1 (B2:E9) to create a 2D Clustered Column Chart.
2. Move the Chart to the bottom of the Spreadsheet.
3. Print the excel sheet and chart in PORTRAIT.
4. Insert Chart Title **BUDGET ALLOCATION**

**QUESTION 3: MS TEMPLATES 2016**

**30 MARKS**

Open the Fax Template (Pin Stripes Fax Cover) in Ms Word and fill in the following details in the placeholders. Save the template in the folder as Question 4-Your Name and Surname.

1. Type your name and student number on top of the placeholder for the LOGO.
2. In the place holder provided for the LOGO, type MEDICS
3. The following are the details for the Sender:  
Dr Salvador Perez, Fax: +264 64 225000, Tel:+264 64 225051, Date: 30 October 2025
4. Subject: URGENT APPOINTMENT
5. The recipient's details are: Mr Boma Shipanga, Fax: +264 224466, Tel: +264 224468
6. Sender's Company details are: Tel: 064-225100, Address: PO Box 555, Tsumeb,  
Website: [www.medics.com](http://www.medics.com), street address, 125 Santa Clara, Tsumeb.
7. No. of pages "1"

**Follow the instructions below to type the letter in proper style.**

Comment: Your health Is Important to Us.

We are writing to remind you of your upcoming appointment with the specialist on 12/11/2025. Please arrive a few minutes early to allow for check-in and preparation.

The reasons why you should not miss this appointment:

1. Your mental health is an important part of your overall well-being, and timely care ensures you receive the best possible support.
2. This appointment will give you the opportunity to discuss your concerns and explore strategies that can help improve your daily life.

We kindly encourage you to keep this appointment as scheduled. Should you need to reschedule, please contact us as soon as possible. We look forward to supporting you in your journey to better health.

**NOTE: Type the document in Times New Roman, Font size 12**

*bold.*

*in full.*

*bold*

*ital.*

**QUESTION 4: POWERPOINT****[20]**

Use the information below and create a PowerPoint presentation. Adhere to the instructions given below. Insert your name and student number in the header. Save the document as QUESTION 4 in your examination folder.

- Insert the WISP DESIGN THEME and Background Style 1 for this presentation.

**SLIDE 1: TITLE SLIDE**

**Title:** RESEARCH PROPOSAL [Default Font: Century Gothic (Headings), Font size 36]

Content Box: Your name and student number

**SLIDE 2: TITLE AND CONTENT**

**Title:** INDEX

**Sub-title:** (To be typed in Star Bullets, d/s)

Main Heading or Title: Not longer than 12 words

Background of the Study: Familiarize reader with concepts to understand the proposal.

Statement of the Problem: Should be clear and concise and describe the research problem.

Research Objectives: They should be SMART to suggest recommendations.

Hypothesis: Is formulated from Theoretical and Empirical background.

**SLIDE 3: CONTENT WITH CAPTION SLIDE**

**Title:** DISPLAYED RESULTS

**Caption:** Insert a Stacked line chart.

**SLIDE 4:** Insert a Title only slide

**Title:** THANK YOU (Default font and default size)