



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

**FACULTY OF COMMERCE, HUMAN SCIENCES & EDUCATION
DEPARTMENT: GOVERNANCE AND MANAGEMENT SCIENCES
SECTION: BUSINESS & INFORMATION ADMINISTRATION**

QUALIFICATION: BACHELOR OF BUSINESS AND INFORMATION ADMINISTRATION	
QUALIFICATION CODE: 07BBIA	LEVEL: 7
COURSE: BUSINESS APPLICATIONS 3	COURSE CODE: BAP721S
DATE: NOVEMBER 2024	SESSION: 1 (Practical Paper)
DURATION: 2 HOURS	MARKS: 100

FIRST OPPORTUNITY QUESTION PAPER	
EXAMINER(S)	Mrs. P. Louw
MODERATOR:	Dr. J.T.C Bock

THIS QUESTION PAPER CONSISTS OF 7 PAGES
(Excluding this front page)

INSTRUCTIONS

1. Answer ALL the questions.
2. Read all the questions carefully before answering.
3. Make sure your name, surname and student number appear in the Header.
4. Make sure the sheet names appear in the Footer.
5. Give special attention to the manuscript instructions.

Type the following document as it appears. Use Font Arial 12, 1.5-line spacing throughout the document. JUSTIFY the document

SAVE AS: ORIGINAL

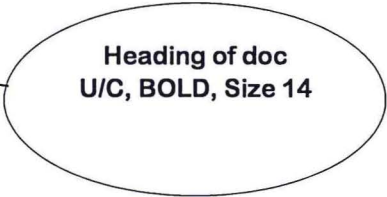
The integration of technology in administrative roles has significantly transformed the way organisations operate. Administrative tasks that once required manual labor, such as scheduling, filing, and record-keeping, are now automated through advanced software systems. Tools like cloud computing, email management systems, and project management software have streamlined the workflow, reducing the time and effort spent on routine tasks. This allows administrative professionals to focus on more strategic activities that contribute to the overall success of the organisation.

Communication has also greatly benefited from technological advancements. Administrative roles now rely on digital platforms for efficient communication, both within the organisation and with external stakeholders. Emails, instant messaging systems, and video conferencing tools have made it easier to maintain seamless communication across departments and offices, even in remote or hybrid work environments. This not only enhances collaboration but also ensures that information flows efficiently across the organisation.

Moreover, technology has improved data management and security in administrative roles. The use of database management systems and cloud storage allows for secure, organised, and easily accessible data. Administrators can quickly retrieve documents, track performance metrics, and generate reports with a few clicks. Additionally, security protocols like encryption and multi-factor authentication help protect sensitive information, ensuring that confidential data remains secure from unauthorised access.

Lastly, technology has played a pivotal role in enhancing decision-making processes in administrative roles. With the help of data analytics tools, administrators can gather and analyse large amounts of information to make informed decisions. This data-driven approach enables them to identify trends, assess risks, and optimise operational efficiency. Technology not only aids in the day-to-day functioning of administrative roles but also equips professionals with the tools needed for long-term strategic planning.

Technology Integration in Administrative Roles



**Heading of doc
U/C, BOLD, Size 14**

Apply the track changes as indicated on the next page and Save As: REVISED

Technology ~~Integration~~ Incorporation (R) in Administrative Roles

The integration of technology in administrative roles has significantly ~~transformed~~ changed (A) the way organisations operate. Administrative tasks that once required manual labor, such as scheduling, filing, and record-keeping, are now automated through advanced software systems. Tools like cloud computing, email management systems, and project management software have streamlined the workflow, reducing the time and effort spent on routine tasks. ~~This allows administrative professionals to focus on more strategic activities that contribute to the overall success of the organisation.~~ (A)

Communication has also greatly benefited from technological ~~advancements~~ developments (R). Administrative roles now rely on digital platforms for efficient communication, both within the organisation and with external stakeholders. Emails, instant messaging systems, and video conferencing tools have made it easier to maintain seamless communication across departments and offices, even in remote or hybrid work environments. This not only enhances ~~collaboration~~ teamwork (R) but also ensures that information flows efficiently across the organisation.

Moreover, technology has improved data management and security in administrative roles. The use of database management systems and cloud storage allows for secure, organised, and easily accessible data. Administrators can quickly retrieve documents, track performance metrics, and generate reports with a few clicks. Additionally Furthermore, (A) security protocols like encryption and multi-factor authentication help protect sensitive information, ensuring that confidential data remains secure from unauthorised access.

Lastly, technology has played a ~~pivotal~~ critical **(A)** role in enhancing decision-making processes in administrative roles. With the help of data analytics tools, administrators can gather and analyse large amounts of information to make informed decisions. This data-driven approach enables them to identify trends, assess risks, and optimise operational efficiency. Technology not only ~~aids~~ supports **(R)**, in the day-to-day functioning of administrative roles but also equips professionals with the tools needed for long-term strategic planning.

**Apply the Accept (A) and Reject (R) changes as indicated.
Compare Document 1 and Document 2 and save the compared
document as FINAL
PRINT DOCUMENTS 2 & 3 (REVISED & FINAL)**

**Please insert the file name
in the footer and your
student name and number
in the header**

Open MS Project and search for the Template named COMMERCIAL CONSTRUCTION.

SAVE AS: EXAM (1)

Follow the instructions carefully and save your work regularly.

2 (A) Gantt View

- Format Chart: Scheduling Style 7 (1)
- Format Table: Arial Narrow, Size 10 (2)
- Timescale: Weeks (1)
 - 3 Tiers, size 85 % (2)
- Format the individual Chart Bars of the following to Colour Red: (3)
 - G.C. Project Management [25%], G.C. Scheduler
 - Plumbing Contractor Management
 - Electric Contractor
- Copy the rows in the range of 0-21 and paste the Gantt Chart View in a Word Document (Portrait). (2)
- Insert a Footer and name it as: GANTT (1)

Save as Gantt and PRINT

Resize the information on the page effectively to display the Gantt chart.

2 (B) Add the following tasks to the Timeline. (8)

- ✓ Long Lead Procurement
- ✓ Install Storm Drainage
- ✓ Steel Erection
- ✓ Form and Pour Concrete – Floors and Roofs
- ✓ Carpentry Work
- ✓ Install Exterior Masonry Work
- ✓ Roofing
- ✓ Building Finishes
- ✓ Copy a Detailed Timeline, Full Size to an A4 Landscape Word Document. Make sure ALL information is visible. (2)

Insert a Footer and name it as: TIMELINE

Save as Timeline and PRINT

2 (C) Display the Task Sheet Summary in Landscape (1)

Insert a footer and name it as: Task Sheet Summary (1)

Save as: Task Sheet Summary and PRINT ONLY the FIRST PAGE

2 (D) Display the Resource Overview of the Project

- Apply Quick Layout 3 to both charts (1)
- Apply Chart Style 6 to both charts (1)
- Insert appropriate Chart Titles for both charts (u/c and bold) (1)
- Apply Table Style Medium 1 Accent 2 to the table (1)
- Copy and Paste Report in EXCEL (Landscape)
- Insert a footer and name it as: EXCEL (1)
- Fit everything to 1 page

Save as EXCEL and PRINT

Please resize the columns where necessary and ensure your student number, name and sheet name are included on all the pages

QUESTION 3**MS EXCEL****MARKS: 50**

Insert the information below in an A4 Landscape Excel Sheet in Font Arial, 12. Insert the main heading in size 14 and bold. Type the column headings in size 12, bold and centered. Insert All Borders from below the main heading. **(4)**

MAKE-UP

BRAND	ITEM	SOLD 2015	SOLD 2016	AVERAGE	% TOTAL
MAC Cosmetics	Lipstick	200	180		
L'Oréal Paris	Mascara	250	300		
Maybelline	Foundation	80	65		
Estée Lauder	Concealer	75	80		
Dior Beauty	Lipstick	50	60		
NARS	Blush	35	40		
Fenty Beauty	Setting Spray	70	65		
Chanel	Foundation	20	25		
Clinique	Mascara	80	65		
Huda Beauty	Eyeshadow	55	70		
TOTAL					

SHEET 1

- Create a Custom List to sort the BRAND effectively in Ascending Order. **(1)**
- Insert the AVERAGE of items sold in 2015 and 2016. **(1)**
- Insert the TOTAL Sales for both years. **(2)**
- In the 2015 column, indicate figures greater than 80 with a yellow fill with dark yellow text. **(1)**
- Display the 2016 figures with icon sets. **(1)**
- Display the % Total of the Averages in the appropriate column. **(5)**
- Display the sheet information effectively in a Clustered Column Chart, Chart Style 3. **(2)**
- Add the following Chart Elements:
- Chart Title: MAKE-UP (u/c and bold.) **(1)**
- Primary Vertical Axis: SOLD. **(1)**
- Primary Horizontal Axis: ITEM. **(1)**
- Rename: ORIGINAL **(1)**

Sheet 2

Display a Scenario Summary (Name: 2016) from sheet ORIGINAL to reflect the influence on the Total Sales for 2016, if prices are to increase by 100. **(4)**

Rename: 2016 **(1)**

Sheet 3

- Create a Copy of the ORIGINAL sheet and insert a Table. (1)
- Add Table Style Light 17. (1)
- Delete the Chart & Total Row. (1)
- Apply a two-way sort – First by Brand and then by ITEM (Descending). (2)
- In the 2016 column, indicate figures less than 60 with red text. (2)
- Apply data bars for the Total % column. (1)
- Apply colour scales to the Average column. (1)
- Count the ITEM Column. (1)
- **Rename: TABLE** (1)

Sheet 4

- Create a Copy of the ORIGINAL sheet and Delete the Chart. (1)
- From the Average Colum, Filter the numbers which are Above Average. (1)
- **Rename: FILTER** (1)

Insert your name in the Header of each Sheet

Insert the Sheet Name in the Footer of each Sheet

SAVE AND PRINT ALL 4 sheets

TOTAL: 100