



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

**FACULTY OF COMMERCE; HUMAN SCIENCE AND EDUCATION
DEPARTMENT OF GOVERNANCE & MANAGEMENT SCIENCES**

QUALIFICATION: BACHELOR OF BUSINESS AND INFORMATION ADMINISTRATION	
QUALIFICATION CODE: 07BBIA	LEVEL: 6
COURSE CODE: BAP611S	COURSE NAME: BUSINESS APPLICATIONS 2A
SESSION: JUNE 2024	PAPER: PRACTICALS
DURATION: 2 HOURS	MARKS: 100

FIRST OPPORTUNITY EXAMINATION QUESTION PAPER	
EXAMINER(S)	MS L BEUKES
MODERATOR:	MS P WITBEEN

INSTRUCTIONS
<ol style="list-style-type: none">1. Answer ALL the questions.2. Read all the questions carefully before answering.3. Number the answers clearly

THIS QUESTION PAPER CONSISTS OF 6 PAGES (Including this front page)



Question 1

Health Harmony Medical Centre is about to open their doors in Klein Windhoek. As the new Office Administrator, you have been appointed as the co-ordinator for this very important project.

The event date is scheduled for Saturday, the 28th of September 2024. Planning will start from the 2nd of September 2024.

The Launching of this big event is made up of the following tasks and resources:

NR	NAME OF TASK	TASK DURATION	RESOURCES
1.	Develop a Business Plan	2 Days	Krestina
2.	Select a Location/Venue	1 Day	Gizelle
3.	Obtain Necessary Licenses and Permits:	2 Days	Peter
4.	Marketing and Branding	2 Days	Peter
5.	Invite local stakeholders	3 Days	Gizelle
6.	Entertainment & Sound System	2 Days	Krestina
7.	Catering (Refreshments for Guests).	2 Days	Krestina
8.	Programme Design & Printing	1 Days	Gizelle
9.	Photographer & Media release	1 Days	Gizelle
10.	Programme Director	1 Days	Peter
11.	Confirm guest list	1 Day	Krestina
12.	Final check-ups and logistics	1 Days	Peter

1.

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

Deposit of 50 % to be paid for the:

- (a) Venue
- (b) Marketing & Branding
- (c) Programme Design & Printing

Full Payments to be made for the:

- (a) Photographer & Media release
- (b) Programme Director

- 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 to fit (1 page only).

QUESTION 2 **MARKS: 30**

In Ms Word create the following form on one sheet. Adhere to typing rules and instructions Given on the next page. Use the font Arial, size 12. Please print one copy which displays the content controls and information added.

General Admission Registration (u/c, bold, font Arial Black, size 18, cent)

Personal Information (u/c, bold, font size 12, cent)

Name:.....
 Last Name:.....
 Email:.....

Gender: Male Female

Phone:.....
 Date of Birth:.....
 Do you require parking? Yes No

Dietary restrictions? **→ Bold**

- None
- Vegetarian
- Gluten Allergy
- Lactose Allergy
- Nut Allergy
- Shellfish Allergy

Insert Check Boxes on the left of the different options.

What is your room preference: Single Room
 Shared Room
 No Room Needed

Insert Drop Down List

What activities will you attend: Award Gala Dinner
 Luncheon
 Town Hall

Insert Drop Down List

Are you registering for yourself or someone else?
 Myself
 Someone Else

Insert checkboxes on the left of each option

Additional Information: → u/c, bold, centre, size 12

If registering for someone else, please provide their name and relationship to you:

Name:.....
 Relationship:.....

Insert Content controls: Use the font Emphasis to format

Any special accommodations needed: Yes No → Insert checkboxes

Insert textbox

Terms and Conditions: (bold)

By submitting this registration form, I agree to abide by the rules and regulations set forth by the organizers of the event/program.

I understand that my registration is subject to approval and may be rejected if incomplete or inaccurate information is provided

Question 2 (Form)

INSTRUCTIONS:

1. Delete dotted lines and insert content controls, and format as indicated below in brackets. Please replace dotted lines with the details as indicated below.

Name: Your name (Subtle Emphasis)

Last Name: Your surname (Subtle Emphasis)

Email: Your email address (Intense Emphasis)

Gender: Your gender

Phone: 0815557896 (Strong)

Date of Birth: Today's date (Full Date)

Do you require parking? Your choice

What is your room preference: Your choice.

What activities will you attend: Your choice.

Are you registering for yourself or someone else? Your choice.

2. Additional information:
Name: Name of classmate
Relationship: Fellow Student
3. Terms and Conditions: Tick both boxes.

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QUESTION 3

MARKS: 30

Retrieve the following Sales Journal of Fire Equipment. Adhere to the instructions to complete the Journal.

Service Date	Fire Equipment	Code	Quantity	Cost Price	Rating	Units Sold	Sale Price	If Functon
02/04/2024	CO2 Aluminium	FR10	20	107.00	34B	96		
09/04/2024	ATFF Stored Pressure+A1:l11	FR11	50	186.63	75B	101		
16/04/2024	Class F (Deep Fats)	CF1	60	257.16	TBA	106		
23/04/2024	Dry Power Stored Pressure	DF2	25	138.61	13A	85		
30/04/2024	Dry Power Stored Pressure	DF3	90	86.54	27A	45		
06/05/2024	Dry Power Stored Pressure	DF4	20	111.18	55A	75		
13/05/2024	ATFF Stored Pressure	AF1	65	65.34	5A	58		
20/05/2024	ATFF Stored Pressure	AF2	90	112.65	13A	52		
27/05/2024	ATFF Stored Pressure	AF3	90	115.50	21A	75		
10/06/2024	Water Stored Pressure	WS1	60	83.81	13A	65		
	SumIf Function							
	TOTAL							

INSTRUCTIONS:

1. Insert three rows on top of the table.
2. Top row: Insert the heading Fire Equipment (u/c, Arial, font size 16, bold, merge & centre)
Row 2: Insert April 2024 (Arial, font size 12, bold, merge & centre)
3. Use the Sum Function to calculate the Sale Price (Quantity x Cost Price).
4. Use the correct formula to calculate the Cost Price of the Dry Power Stored Pressure only.
Insert the answer in E18.
5. Use the If-Function to calculate the Sale Price of the Fire Equipment.
If the sale price is smaller than 5500 the equipment must be sold on promotion.
6. Insert the correct formula to calculate the total sum of the Sale Price. Insert answer in H19.
7. Change the Date to a full date and centre position.
8. Bold the column headings, all calculated answers and the answers for the IF function.
9. Increase the row height:
Column Headings: 50 Pixels
Rest of the table: 30 Pixels
10. Change the font of the entire table to Calibri and font size to 12.
11. Merge and Centre and right-align the following cells:
Cell A16 & B16 as well as A17 & B17.
12. Print final copy on landscape.

QUESTION 4**MARKS: 20**

Retrieve Question 4 – Pivot Table (List of Holidays) from your M-drive and adhere to the instructions that follow.

Instructions:

1. Retrieve the following table in Excel and save the workbook as: Question 4 -Pivot Table
2. Rename sheet1 to Original
3. Make a copy of table in Original and rename the new sheet as **Student Analysis**
4. Insert 2 rows above the column headings.
5. Insert Main Heading in row 1 -**Student Analysis**
(Merge & Centre, Arial Black, 14, u/c)

6. **Edit the table as follows:**
 - 6.1 Change the font of the entire table to Calibri font size 12.
 - 6.2 Change the column headings to font size (12), bold, u/c
 - 6.3 Fill Column Headings (White Background 1, Darker 15%) row height 40 pixels
 - 6.4 Resize columns headings and change the row height of the rest of the table to 30 pixels.
 - 6.5 Print table in landscape.

7. **Pivot Table:**
 - 7.1 Select the **Original sheet** and create a PivotTable.
 - 7.2 From the PivotTable Field List choose **Count of Student by Status to be displayed** in the Report. Add Gender & Programme to the list.
 - 7.3 Move **Gender** to Column Label and **Programme and Status** to row label.
Move Count of Students to Values.
 - 7.4 Rename the sheet tab - **Report**

8. **Chart:**
 - 8.1 Create a Pie chart from the Report.
 - 8.2 Insert the following Chart Elements:
 - Chart Title - Student Analysis (Bold, u/c, centre)
 - Data Lables - Data Callout
 - Legend - Insert on the left
 - 8.3 Select Style 4 from the chart styles.
 - 8.4 Make sure both the table and chart fit on one sheet and print in portrait.