



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

**FACULTY OF COMMERCE, HUMAN SCIENCES & EDUCATION
DEPARTMENT OF GOVERNANCE AND SCIENCES, HOSPITALITY, TECHNICAL AND
VOCATIONAL EDUCATION AND TRAINING**

QUALIFICATION: BACHELOR OF BUSINESS AND INFORMATION ADMINISTRATION	
QUALIFICATION CODE: 07BBIA	LEVEL: 7
COURSE: BUSINESS APPLICATIONS 3	COURSE CODE: BAP721S
DATE: JUNE 2025	SESSION: PAPER 1
DURATION: 2 Hours	MARKS: 100

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

INSTRUCTIONS
<ol style="list-style-type: none">1. Answer ALL the questions.2. Read 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.

THIS QUESTION PAPER CONSISTS OF 7 PAGES (EXCLUDING THIS FRONT PAGE)

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

SAVE AS: ORIGINAL

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

The Impact of Social Media on Our Lives

Social media has changed the way we communicate, interact, and access information. Platforms like Facebook, Instagram, Twitter, and TikTok allow people to connect instantly with friends, family, and even strangers from around the world. This has made it easier to share experiences, stay in touch, and discover new ideas. However, while social media brings people closer together, it can also create challenges, such as reducing face-to-face interactions and making people feel isolated.

One of the key impacts of social media is how it shapes our opinions and decisions. Many people rely on social platforms for news, product recommendations, and updates on global events. While this can be helpful, it can also lead to the spread of misinformation. False or misleading content can circulate quickly, causing confusion and affecting how people think about important topics like health, politics, and social issues.

Social media also influences how we see ourselves and others. The constant exposure to edited photos and carefully curated lives can lead to feelings of inadequacy or low self-esteem. People often compare their lives to what they see online, even though social media doesn't always show the full picture. This pressure to present a perfect image can affect mental health, especially among young people.

Despite its challenges, social media can have a positive impact when used wisely. It offers opportunities for learning, creativity, and self-expression. Many people use it to raise awareness about important causes, share helpful information, or build supportive online communities. Finding a healthy balance between staying connected and managing screen time is essential to ensure that social media remains a useful tool rather than a source of stress.

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

THE ~~IMPACT~~ EFFECT (R) OF SOCIAL MEDIA ON OUR LIVES

Social media has ~~changed~~ transformed (A) the way we communicate, interact, and access information. Platforms like Facebook, Instagram, Twitter, and TikTok allow people to connect instantly with friends, family, and even strangers from around the world. This has made it easier to share experiences, stay in touch, and discover new ideas. However, while social media brings people closer together, it can also create problems ~~challenges~~ (R), such as reducing face-to-face interactions and making people feel isolated.

One of the key impacts of social media is how it shapes our opinions and decisions. Many people ~~rely~~ depend (A) on social platforms for news, product recommendations, and updates on global events. While this can be helpful, it can also lead to the spread of misinformation. False or ~~misleading~~ deceptive (A) content can circulate quickly, causing confusion and affecting how people think about important topics like health, politics, and social issues.

Social media also ~~influences~~ impacts (R) how we see ourselves and others. The constant exposure to edited photos and carefully curated lives can lead to feelings of inadequacy or low self-esteem. People often compare their lives to what they see online, even though social media doesn't always show the full picture. This pressure to present a perfect image can affect mental health, especially among young people. To deal with the negative impact of social media, set healthy boundaries, limit screen time, and focus on following positive, reliable content. (A)

Despite its challenges, social media can have a positive impact when used *wisely* correctly **(R)**. It offers opportunities for learning, creativity, and self-expression. Many people use it to raise awareness about important causes, share helpful information, or build supportive online communities. Finding a healthy balance between staying connected and managing screen time is essential to ensure that social media remains a useful tool rather than a source of stress.

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

**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 CREATE A BUDGET.
SAVE AS: EXAM

Follow the instructions carefully and save your work regularly.

2 (A) Gantt View

- Format the Gantt Chart to Gantt Style, Orange Presentation Style, Font Arial, Size 10 **(3)**
 - Timescale: 2 Tiers, size 95 % **(1)**
 - Format the following individual Chart Bars with colour red **(2)**
 - ✓ Sonia, Airfare, Lodging
 - ✓ Airfare, Lodging, Sonia
 - Insert a Footer and name it as: GANTT
 - Fit everything on 1-page and print in landscape **(2)**
- Save as Gantt and PRINT**

2 (B) TIMELINE

- Add the following tasks to the timeline **(8)**
 - ✓ Phase #1
 - ✓ Task 1
 - ✓ Phase #2
 - ✓ Task 4
 - ✓ Phase 3 Planning
 - ✓ Phase #3
 - ✓ Task 5
 - ✓ Task 6
- Copy a Detailed Timeline 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) Task Sheet Summary

- Display the Task Sheet Summary in Landscape. **(2)**
- Save as: Task Sheet Summary and Print**

2 (D) Display the Cost Overview Report

- Apply Quick Layout 4 to both charts **(2)**
- Apply Chart Style 6 to both charts **(2)**

- Apply Chart Style 6 to both charts (2)
- Insert appropriate Chart Titles for both charts (1)
- Apply Table Style Medium 1 Accent 5 to the table (1)
- Copy and Paste Report in a Word Document (Landscape) (1)

- Insert a footer and name it as: Cost Overview

Save as: Cost Overview and Print

2 (E) Display the Fixed Costs Table of the Selected Tasks

- As the Financial Advisor, you are tasked to add the fixed costs as follows:
 - ✓ Phase #1: N\$300 (1)
 - ✓ Phase #2: N\$500 (1)
- Change orientation to landscape and fit everything on 1-page (1)
- Insert a footer and name it as: Fixed Costs

Save as: Fixed Costs and Print

**Ensure that your name & student number appear in the header and the
respective sheet name in the footer**

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)**

COMPUTER BRANDS

BRAND	COLOUR	PRICE 2022	PRICE 2023	TOTAL	NUMBER SOLD
Acer	Black	15000	16000		30
Dell	Silver	17000	17000		15
HP	Grey	13000	14000		50
Lenovo	Black	15000	16000		20
Apple	White	20000	20000		70
Samsung	Grey	18000	19000		15
ASUS	Silver	6000	6000		18
Sony	Black	7000	7000		3
Toshiba	Silver	3000	3500		5
Fujitsu	Grey	4000	4200		8
Huawei	White	5000	5500		3

SHEET 1

- Insert Currency (\$) and 2 decimals to all figure columns. **(2)**
- Calculate the TOTAL of the 2 Price columns **(1)**
- Apply a two-way sort – First by Brand and then by Colour (Ascending). **(2)**
- Insert a Row Heading (AVERAGE U/C & BOLD) **(1)**
- Calculate the AVERAGES of all FIGURE columns. **(2)**
- In the 2023 Price column, indicate the figures below average with green fill with dark green text. **(2)**
- Display the 2022 figures with Data bars. **(1)**
- Display the BRANDS and PRICES information effectively in a Clustered Column Chart, Chart Style 8. **(2)**
- Add the following Chart Elements:
- Chart Title: 2022/2023 PRICES (U/C & Bold). **(1)**

Rename: ORIGINAL **(1)**

Sheet 2

- Create a Copy of the ORIGINAL sheet and insert a Table. **(1)**
- Apply Table Style Blue Medium Style 6. **(1)**
- Delete the Chart & Average Row. **(1)**

- Create a Custom Sort List for the Brands in Descending. (1)
- Apply Colour Scales for the Total column. (1)
- Apply icon sets to the Number Sold. (1)
- Count the Colour Column and bold it. (1)
- Display the figures greater than 20000 with a light red fill and dark red text for Total Prices. (2)

Rename: TABLE (1)

Sheet 3

Display a Scenario Summary (Name: PRICES 2022) from sheet ORIGINAL to reflect the influence on the Average for 2022, if prices are to decrease by 500. (4)

Rename: PRICES 2022 (1)

Sheet 4

- Create a Copy of the TABLE sheet and clear all formatting. (1)
- Insert a 3-D Clustered Bar Chart, Style 2 to display the information in this sheet. (2)
- Insert the legend on the bottom. (1)
- Insert a Chart Title (COMPUTERS U/C & BOLD) (1)

Rename: BAR (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