



**NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**

**FACULTY OF COMMERCE; HUMAN SCIENCE AND EDUCATION**

**Department of Governance & Management Science**

<b>QUALIFICATION: Bachelor of Business and Information Administration</b>	
<b>QUALIFICATION CODE: 07BBIA</b>	<b>LEVEL: 6</b>
<b>COURSE: Business Applications 2B</b>	<b>COURSE CODE: BAP621S</b>
<b>DATE: January 2025</b>	<b>SESSION: Practical Paper</b>
<b>DURATION: 2 Hours</b>	<b>MARKS: 100</b>

<b>SECOND OPPORTUNITY - QUESTION PAPER</b>	
<b>EXAMINER(S)</b>	<b>Ms L Tripodi</b>
<b>MODERATOR:</b>	<b>Ms P Louw</b>

<b>INSTRUCTIONS</b>
<ol style="list-style-type: none"><li>1. Answer ALL the questions.</li><li>2. Read all the questions carefully before answering.</li><li>3. Make sure your name, surname, question number and the date appear in the Header and Footer.</li></ol>

**THIS TEST PAPER CONSISTS OF 6 PAGES (Excluding this front page)**

## Question 1

**Marks: 40**

Retrieve Question 1 with the Track Changes from your folder and adhere to the instructions. Type document in Calibri, font size 12, s/s. Insert page numbers except for the first page (Bottom of page – center). Insert diagonal watermark: CONFIDENTIAL (u/c, font: default). Use Automatic Table2 for the TOC. Insert Reference List.

Students, please ensure that you pay attention to the layout of the document by aligning the numbering correctly.

### Innovation Development

#### 1. The Status of Innovation Development

Innovation Development is a ~~orderly~~ systematic investigation into and study of materials, sources, and topics in order to establish facts and reach new conclusions. It is a fundamental aspect of human progress and is integral to the development and growth of knowledge across all disciplines.

#### 2. Intellectual Advancement

At its core, innovation is about discovering new information and expanding our understanding of the world.

##### 2.1 Discovering Topics

By systematically discovering new topics, researchers can uncover new insights and contribute to the body of knowledge in a particular field.

##### 2.2 Conceptual Development

This advancement of knowledge is crucial for the development of new theories, concepts, and practices.

Whether it's uncovering the secrets of the universe in astrophysics or understanding human behaviour in psychology, research fuels intellectual growth and curiosity.

#### 3. Data-driven Decisions

Innovation plays a critical role in informed decision-making, particularly in policy-making and business strategy. By providing evidence-based information, research helps policymakers understand the potential impacts of their decisions and create policies that are beneficial for the public.

~~In the business world, market research allows companies to understand consumer behaviour, identify market trends, and make strategic decisions that enhance their competitiveness. Without research, decisions would be based on assumptions and speculation, leading to potentially disastrous outcomes.~~

**Commented [TL1]:** Insert Word Art with the following detail:  
Fill: Black Text Colour 1; Outline White Background Colour 1; Hard Shadow Blue, Accent Colour 5, font size 30

**Commented [TL2]:** Insert as Heading 1, Black, font size 14

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**Commented [TL3]:** Use the following link to insert the in-text citation reference:  
[https://www.researchgate.net/publication/332246566\\_Book\\_Review\\_Creswell\\_J\\_W\\_2014\\_Research\\_Design\\_Qualitative\\_Quantitative\\_and\\_Mixed\\_Methods\\_Approaches\\_4th\\_ed\\_Thousand\\_Oaks\\_CA\\_Sage](https://www.researchgate.net/publication/332246566_Book_Review_Creswell_J_W_2014_Research_Design_Qualitative_Quantitative_and_Mixed_Methods_Approaches_4th_ed_Thousand_Oaks_CA_Sage)

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**Commented [TL8]:** Insert as Heading 1, Black, font size 14

**Commented [TL9]:** Type in bold and underline

4. **Social Impact of Research** Research has a profound impact on society as a whole. It addresses critical issues such as health, education, and the environment, leading to improvements in the quality of life. ~~For example, research in public health helps in understanding and controlling diseases, leading to healthier populations.~~ Educational research informs teaching methods and learning processes, enhancing educational outcomes. ~~Environmental research contributes to understanding climate change and finding sustainable solutions to environmental challenges.~~ The benefits of research extend beyond the individual to society at large, making it an essential tool for social progress.

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Commented [TL11]: Insert new paragraph

#### 5. **Personal and Career Growth**

Engaging in research also offers significant personal and professional benefits. For individuals, research develops critical thinking and analytical skills, enhances problem-solving abilities, and fosters a sense of curiosity and exploration.

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#### 6. **Innovation and Technological Development**

##### Innovation      Transformation

Innovation is the backbone of Transformation. It provides the foundation for developing new technologies, products, and processes that can improve the quality of life.

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Commented [TL17]: Insert the Equal Equation Shape, height 0.23" and width 0.59"

Commented [TL18]: Insert Oval, height 0.36" Text: Calibri size 11

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##### 6.1 **Recognise Challenges**

Through investigation, scientists and engineers can identify problems and create solutions that lead to technological advancements. For instance, research in medicine has led to the development of life-saving drugs and medical procedures.

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##### 6.2 **Devices and Applications**

1. **Statistical Analysis Software**
2. **Data Management Software**
3. **Digital Recorders**
4. **Drones**
5. **Wearable Technology**

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#### 7. **Knowledge Management and Preservation**

Innovation ensures that valuable knowledge is documented and preserved for future generations. By recording findings and results, ~~researchers create a repository of information that can be accessed and built upon by others.~~ This documentation is vital for maintaining the continuity of knowledge and ensuring that insights are not lost over time. It also provides a reference point for future research, allowing new generations of researchers to learn from past work and avoid duplicating efforts.

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#### 108. Conclusion

Innovation is a powerful tool that drives human progress. Its importance is evident in the advancement of knowledge, innovation, informed decision-making, societal benefits, personal and professional development, preservation of knowledge, and economic growth.

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**Question 2**

**TOTAL: 40**

Retrieve the Spreadsheet named "**Weight Loss**" and adhere to the following instructions.

Sheet 1 – Weight in June

Sheet 2 – Weight in August

**INSTRUCTIONS:**

1. The participants of the "**Kyknet**" show "**The Biggest Loser**" are having their first weigh-in show. These participants are part of this programme for the last 6 months. We would like to calculate their weight for the of June and August together.
2. Open another sheet, sheet 3 and rename it as **Total Weight**. Copy the sheet of Weight in June to sheet 3. Delete the columns for Hobby & Towns. Please calculate the weight for both months for each participant and insert the results in the Total Weight sheet.
2. Formatting - **Total Weight** sheet:
  - 2.1 Insert two rows:  
1<sup>st</sup> Row – Insert Heading – Total Weight (u/c, Bold, font Calibri, size 16, merge & centre)
  - 2.2 Row Height:  
Column Headings row height – 40 pixels  
Rest of rows – 30 pixels
  - 2.3 Column Headings (Calibri, Bold, Font size 14) with background color of White background 1, 15%.

**Formatting:**

3. Copy the Sheet named Weight in June from the workbook to a new workbook and rename the sheet as Original.
  - 3.1 Change the font to Arial, Font size 12.
  - 3.2 Insert two-line space on top and add the heading – Total Weight in the first line (Merge and Centre, Bold, Font Size 16, Font Arial).
  - 3.3 Insert All Borders (excluding the Main headings)

**3.4 Row Height:**

Column Headings - 40 pixels.

Rest of table – 35 pixels.

- 3.5 Column Headings - bold the column headings and insert background color – White Background 1, Darker 15%.

**Filter:**

4. Copy the Original sheet four times and do the following filtering with the renaming accordingly:
  - 4.1 Sheet 1 - Display the first names that contains the letter “o”.
  - 4.2 Sheet 2 – Show only the participants whose hobby does not contains an “e”.
  - 4.3 Display all the towns that starts with the letter “k”
  - 4.4 Sheet 3 – Please display the weight in Junes of the participants between 55 and 60.
5. Insert the header for each sheet.
6. Print all filtered sheets in portrait.

**QUESTION 3 – PUBLISHER**

**[30]**

Create the following **Academic Achievement Ceremony** invitation card for some special guests. Please adhere to the instructions below.

Under the Built It Templates, select Greeting Card, Occasions & Events, Anniversary 1.  
 Colour Scheme: Mist  
 Font: Georgia  
 Page Size: Quarter-Sheet Top Fold

**Page 1 –Top Front Cover**

Delete default picture and replace with “**Class of 2024**” picture in folder. Resize to 5.4cm, centre position. In the space below, delete the words Best Wishes and replace with - “**Celebrating Success**” (font: Georgia, 14cm, centre)

**Page 2 (top inside)**

Delete top part – insert the following content:  
 Celebrating Academic Excellence!! (Font: Aparajita, size 24, cent)

1<sup>st</sup> and 2<sup>nd</sup> block. Insert graduation picture (saved in folder).



**Page 3**

**1<sup>st</sup> Place holder:** Delete content  
**2<sup>nd</sup> Place holder:** Delete content and replace with the following:



**Page 4: Back of Invite**

Insert in textbox: "Yesterday’s Students, Today’s Graduates, Tomorrow’s Leaders!". Type in font: Agency FB, 18, underneath each other, center position,

Please delete **DBTS** and replace with your name and student number in brackets in a centered position.