

**NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**

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

<b>QUALIFICATION: BACHELOR OF BUSINESS AND INFORMATION ADMINISTRATION</b>	
<b>QUALIFICATION CODE: 07BBIA</b>	<b>LEVEL: 7</b>
<b>COURSE: BUSINESS APPLICATIONS 3</b>	<b>COURSE CODE: BAP721S</b>
<b>DATE: JULY 2025</b>	<b>SESSION: PAPER 2</b>
<b>DURATION: 2 Hours</b>	<b>MARKS: 100</b>

<b>SECOND OPPORTUNITY QUESTION PAPER</b>	
<b>EXAMINER(S)</b>	<b>Mrs. P. Louw</b>
<b>MODERATOR:</b>	<b>Dr. J.T.C Bock</b>

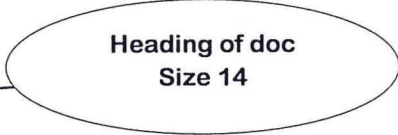
<b>INSTRUCTIONS</b>
<ol style="list-style-type: none"><li>1. Answer <b>ALL</b> the questions.</li><li>2. Read the questions carefully before answering.</li><li>3. Make sure your name, surname and student number appear in the Header.</li><li>4. Make sure the sheet names appear in the Footer.</li><li>5. Give special attention to the manuscript instructions.</li></ol>

**THIS QUESTION PAPER CONSISTS OF 6 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

**UNDERSTANDING WORK-LIFE BALANCE**



**Heading of doc  
Size 14**

Work-life balance means having enough time for both your job and your personal life. It is about managing your work responsibilities while still enjoying time with family, friends, hobbies, and rest. A good balance helps people feel happy, healthy, and satisfied with life.

Many people struggle with work-life balance because jobs can be demanding. Some work long hours or bring work home, which makes it hard to relax. Technology also makes it easy to stay connected to work even after office hours. This can lead to stress and burnout.

Having a healthy work-life balance is important for your mental and physical health. When people work too much without taking breaks, they may feel tired, stressed, or even get sick. Taking time to rest and enjoy life can improve focus, creativity, and energy at work. Employers can help by offering flexible work hours, remote work options, and encouraging breaks. When companies support work-life balance, their employees are usually happier and more productive. They are also more likely to stay with the company for a longer time.

Employees can also take steps to improve their work life balance by setting boundaries, like not checking emails after work, and making time for activities that bring joy. It also helps to plan your day, so work tasks and personal time are both given attention. Spending time with loved ones, exercising, and sleeping well are all important parts of a balanced life. The key is to find what makes you feel happy and healthy in both your work and personal life. By taking care of both work and personal needs, people can live a fuller and more meaningful life.

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

## UNDERSTANDING (A) WORK-LIFE BALANCE

Work-life balance means having enough time for both your job career (R), and your personal life. It is about managing your work responsibilities while still enjoying time with family, friends, hobbies, and rest. A good balance helps people feel happy, healthy and satisfied with life.

Many individuals find it difficult to maintain a healthy work-life balance due to the demanding nature of their jobs. Some work ~~long~~ extended (A) hours or bring work home, which makes it hard to relax. Technology also makes it easy to stay connected to work even after office hours. This can ~~lead to~~ result in (R), stress and burnout.

Having a healthy work-life balance is ~~important~~ vital (R), for your mental and physical health. When people work ~~too much~~ excessively (A) without taking breaks, they may feel tired, stressed, or even get sick. Taking time to rest and enjoy life can improve focus, creativity and energy at work. Employers can help by offering flexible work hours, remote work options and encouraging breaks. When companies support work-life balance, their employees are usually happier and more productive. They are also more likely to stay with the company for a longer time.

Employees can also take steps to ~~improve~~ enhance (R), their work life balance by setting boundaries, like not checking emails after work, and making time for activities that bring joy. It also helps to plan your day, so work tasks and personal time are both given attention. Spending time with loved ones, exercising, and sleeping well are all important parts of a balanced life. The ~~key goal~~ (A) is to find what makes you feel happy and healthy in both your work and personal life. By taking care of both work and personal needs, people can live a fuller and more meaningful life.

**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 name and student number in the header

**Open MS Project and search for the Template named EARNED VALUE.  
SAVE AS: EXAM**

Follow the instructions carefully and save your work regularly.

**2 (A) Gantt View**

- Format the Gantt Chart to Gantt Style, Scheduling Style, Second Option: Font Arial, Size 10. **(3)**
- Timescale: 2 Tiers, size 95 % **(2)**
- Format the individual Chart Bar of Sonia to the colour Red. **(3)**
- Fit everything on 1-page and print in Portrait. **(2)**
- Insert a Footer and name it as: GANTT

**Save as Gantt and PRINT**

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

- ✓ Phase #1
- ✓ Task 2
- ✓ 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)**

**Save As: Timeline and Print**

**2 (C) Display the Resource Sheet Summary** **(1)**

- Fit information on 1 page **(1)**
- Insert a footer and name it as: Resource Sheet Summary

**Save as: Resource Sheet Summary and PRINT**

**2 (D) Display the Task Cost Overview Report of the Project**

- Format both Charts to Style 6 (2)
- Insert appropriate chart titles for both charts (2)
- Apply Table Style Light 2 Accent 4 to the table (1)
- Copy and Paste Report in MS WORD(Landscape) (1)
- Insert a footer and name it as: Task Cost Overview

**Save as Task Cost Overview and Print**

**2 (E) Display the % complete for selected tasks**

Track the project plan by adjusting the % complete for the following tasks:

- Phase #1 – 100% (1)
- Highlight the completed tasks (1)

**Save as Completed Tasks 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)**

**PETTY'S DESIGNER PERFUMES**

<b>SCENT</b>	<b>INSPIRED BY</b>	<b>PRICE</b>	<b>UNITS SOLD</b>
Sauvage	Christian Dior	950	60
One Million	Paco Rabanne	550	10
Good Girl	Carolina Herrera	1050	5
Chanel No. 5	Chanel	1200	15
Invictus	Paco Rabanne	1500	50
Armani Si	Giorgio Armani	700	15
Boss	Hugo Boss	890	20
Aventus	Creed	350	5
D&G Light Blue	Dolce & Gabbana	1300	10
Fantasy	Britney Spears	360	8
Issey Miyake	Issy Miyake	450	18
Olympea	Paco Rabanne	600	60

**SHEET 1**

- Count the Scent Column **(1)**
- Sort the SCENT Column in Ascending Order **(1)**
- Calculate the TOTAL for the PRICE and the UNITS SOLD columns **(2)**
- Insert a column heading % TOTAL (U/C, BOLD and Centre) **(1)**
- Calculate the % TOTAL for the UNITS SOLD **(2)**
- Display the UNITS SOLD with data bars **(1)**
- Display the PRICES with icon sets **(1)**
- In the Price column, indicate the figures above average. **(3)**
- Display the Scent and Prices in a Pie Chart **(2)**
- Add the following Chart Elements **(3)**
  - ✓ Chart Style 5
  - ✓ Insert Data Labels on the Inside End
  - ✓ Move Legend to the right side

**Rename: ORIGINAL **(1)****

**SHEET 2**

- Copy the ORIGINAL Sheet and insert a Table **(1)**
- Apply Table Style Medium, Plum Style 6. **(1)**

- Delete the Chart (1)
  - Apply colour scales to the % Total Column (1)
  - Create a Custom List for the INSPIRED BY column in Descending Order (1)
  - Display the figures less than 10 with a yellow fill with dark yellow text for the UNITS SOLD Column (1)
- Rename: TABLE (1)**

**SHEET 3**

Display a Scenario Summary (Name: UNITS SOLD) from the ORIGINAL sheet to reflect the influence on the Total Units Sold, if it increases by 10. (4)

**Rename: UNITS SOLD (1)**

**SHEET 4**

- Copy the Table Sheet (1)
- Insert the 3-D Clustered Column Chart displaying the scents and the units sold (2)
- Add the following Chart Elements (2)
  - ✓ Quick layout 2
  - ✓ Chart Style 3

**Rename: Chart (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**

**Resize all columns and rows appropriately**

**TOTAL: 100**