



**NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**

**FACULTY OF COMMERCE, HUMAN SCIENCES AND EDUCATION**

**DEPARTMENT OF GOVERNANCE AND MANAGEMENT SCIENCES**

<b>QUALIFICATION:</b> Bachelor of Business and Information Administration	
<b>QUALIFICATION CODE:</b> 07BBIA	<b>LEVEL:</b> 5
<b>COURSE CODE:</b> BAP521S	<b>COURSE NAME:</b> Business Applications 1B
<b>SESSION:</b> January 2024	<b>PAPER:</b> Practical Paper
<b>DURATION:</b> 2 Hours	<b>MARKS:</b> 100

<b>SECOND OPPORTUNITY - QUESTION PAPER</b>	
<b>EXAMINER(S)</b>	Ms Ester Vaino Ms Shirley Klaassen
<b>MODERATOR:</b>	Ms Lindie Beukes

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

**QUESTION 1: SPEED AND ACCURACY****MARKS: 20**

Type the following Speede and Accuracy Test with default margins, in 1.5 line spacing. Please make sure to enter twice between different paragraphs.

The speed and accuracy test has to be typed in Courier New, with font size 12.

The passage allows for speed limits of 15, 20 and 25 w.p.m. The specific words per minute for this examination is **20 w.p.m.**

An Internet service provider is the company that handles your local connection to the Internet. It may be an international company with links all over the world, or a friendly local firm based just across town. Whichever you decide to go with, it is best to shop around. Prices vary greatly as service providers are participating in a competitive market. For any given kind of service, there are usually several providers available and several price structures.

You will need a service provider who will allow you to connect to the Internet cheaply, using a local call. Charges can mount up, so get the best deal you can. Try to discover how busy the service is, especially at peak times. Some providers are too popular for the number of machines (**15 w.p.m.**) they have. If you can get a free trial, you will best be able to gauge their support and other services offered. Most Internet access providers charge either a per-minute rate, a flat monthly fee for a specified number of hours, or a flat monthly fee (**20 w.p.m.**) for unlimited use.

Make sure you have exhausted all the possibilities before making your final decision. Don't get talked into deals you are not comfortable with or have not listened to a second opinion. At the end of the day you are the one with the (**25 w.p.m.**) bargaining power, because the customer is always right.

**QUESTION 2: MS POWERPOINT 2023****30 MARKS**

Create the following PowerPoint presentation using the information provided below. Follow the instructions carefully and make sure that you constantly save your work. Save this presentation.

1. Use the Circuit theme, Background Style 1 for this presentation.
2. **Slide 1** - Insert a title slide and follow the instructions below:  
**Title:** My Namibia (Font: Engravers MT, font size 48, bold, centre, u/c).  
 Write your name and surname in the left corner of the box below the title (Font: Engravers font, font size size 28, bold and u/c). Insert an online picture of a wild animal found in Namibia and place it at the bottom right corner of your slide (Height of picture: 8.32 cm, width of picture, 12cm).
3. **Slide 2:** Insert a Title and content Slide and follow the instructions below:  
**Title:** Tourist Attraction (Font: Imprint MT Shadow, font size 36, centre, bold, u/c)  
**Content box:** Type the following - Etosha National Park, The Fish River Canyon, The Skeleton Coast (Font: Abadi, font size 40, Star bullets,)
4. **Slide 3:** Insert a Title and content Slide and follow the instructions below:  
**Title:** Why do Tourist Visit Namibia (Font: Eras Medium ITC, font size 36, centre, bold,u/c)  
**Content:** Type the following [Vast and beautiful wilderness, Sandy plains, Dramatic views and unspoiled nature, Different cultures, Peace and stability] (Font: Abadi font size 32, Arrow bullets)
5. **Slide 4:** Insert a Content with caption slide and follow the instructions below:  
**Title:** ATLANTIC OCEAN (Font: Default font, font size 32, u/c).
  - In the content box on the left, type the following passage in Default font, default size [Known as the Skeleton Coast, as 'The land God made in anger' by the bushmen of the interior. Atlantic Coast of Namibia is home to over a thousand shipwrecks].
  - In the box on the right, insert an Oval Shape under basic shapes and type: **NAMIBIA, OUR MOTHERLAND** (Font: Aptos Black, font size 20, theme colour black, shape fill, White, Background, Darker 15%)
6. Save and print your presentation, with 1 slide per page. Write your name\_student number on each page on at the bottom of the page.



**QUESTION 3: MS TEMPLATES 2016**

**20 MARKS**

Open the Business Letter (Sales Stripes Design Theme) in MS Word and fill in the following details in the placeholders. Save the template in the folder as Question 3 - Your Name and Surname.

1. In the place holders provided in the header, replace with the following details: Maria Shikongo, Address, PO Box 213, Windhoek, 9000, Tel: 061 2072100, Email address: mshikongo@nust.na
2. Enter today's date.
3. The recipient's name: Dr Nikodemus Angula
4. Recipient's Company Name: The Angula Trust
5. Recipient's Address: 21 Long Street, Klein Windhoek, Namibia *u/c*
6. Salutation: Dear Dr Angula
7. Subject heading: Application for Funding *u/c, bold*
8. Follow the instructions below and type the letter in proper style.

~~I hope this letter finds you in good health and high spirits.~~

Delete

I am writing to express my sincere interest in applying for funding opportunities available through support students, as I am deeply comited to my academic and personal development. I believe that your assistance would greatly benefit me in achieving my educational goals as follows:

*trs*

sp.

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1.2 I have consistently demonstrated a strong dedication to my studies, with high CA marks. I am passionate about in my chosen field and aspire to make a positive impact in future.

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1.1 I am pursuing an Honors Degree in Business Information and Administration.

stet

1.3 I am seeking financial assistance in the amount of N\$30 000.00 to help cover my tuition fees and other educational expenses. This funding would relieve a significant financial burden on my family.

bold & und.

≠

Your support will contribute to my personal growth and empower me to pursue my educational career aspirations.

Sincerely  
Maria Shikongo

}

Display correctly

*and community*

**QUESTION 4: MS EXCEL 2016****MARKS: 30**

Create and edit the following Excel Workbook using the instructions below. Type all text/data in font Arial and font size 12 unless indicated differently. Save the workbook as "**Question 4 (Your Name)**" in your Exam folder on the desktop.

- In cell A1 insert the title Technical Solutions. (Bold, font size 14, u/c).
- Type the following information on sheet 1 starting in cell A3 and complete the table accordingly.

Supplier	Description	Item Code	Cost per Item	Tax Amount
Electronics Technology	HDMI Cable	JG100	299	
Telecom	Internet connection	JG101	450	
Namibia Online	Operating system display		499	
Paratus Telecom	Cable installations		549	
African.com	Plug n Play		1 499	
Express.com	Driver replacements		499	
Tax				15%

- Merge and Centre Cells A1:E1.
- Autofill Column C from C4:C9.
- Apply the \$ (dollar) currency format with two demical places to the cells D4:D9.
- Calculate the total tax for this company. (Use absolute referencing).
- Insert all borders to cells and Auto fit column widths.
- Highlight and bold Column headings and wrap text the cell A3:E3.
- Centre Cells A3:E3 Horizontally and Vertically.
- Change Row heights to 35 pixels.
- Change Main heading font to Algerian, fontise 16.

**CHART:**

1. Insert a new sheet and rename it Chart.
2. Use the information in sheet 1 (B3:E9) to create a 3-D Clustered Column Chart (Hint: use the first available chart in this group).
3. Move the chart to the Chart Sheet.
4. Change Chart Title to Technical Solutions (Font size 12, bold, u/c).
5. Change the chart to chart style 9.