



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

FACULTY OF COMMERCE; HUMAN SCIENCES AND EDUCATION

Department of Governance and Management Sciences

QUALIFICATION: Bachelor of Business and Information Administration	
QUALIFICATION CODE: 07BBIA	LEVEL: 6
COURSE: Business Applications 2B	COURSE CODE: BAP621S
DATE: January 2024	SESSION: Practical Paper
DURATION: 2 Hours	MARKS: 100

SECOND OPPORTUNITY - 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. Make sure your name, surname, question number and the date appear in the Header and Footer.

THIS TEST PAPER CONSISTS OF 7 PAGES (Excluding this front page)

Question 1**Marks: 35**

Retrieve Question 1 with the Track Changes from your folder and adhere to the instructions. Ensure that you execute all the instructions and that you don't leave out any important information. Use normal margins and the font.

INSTRUCTIONS:

1. Change the font of the Document to Arial, font size 12, s/s.
2. Insert Capricorn Logo in the top right corner next to Word Art.
3. Insert d/s after all paragraph headings.
4. Adhere to all the typing rules.
5. **Use the following Heading styles for the Table of Content:**
Introduction: Heading 1 (Arial, Font size 12, Bold).
Paragraph Headings: 1, 2, 3, 4, 5 – Heading 2 (Arial, Font size 12, Bold).
6. Insert Page numbers except for the first page (Top of page – center).
7. Insert diagonal watermark: ORIGINAL (keep default font, transparent)
8. Use Automatic Table2 for the Table of Content.

Capricorn Tours

Date
331 Sam Nujoma Road
Klein Windhoek
WINDHOEK
Namibia

Commented [BL1]: Insert Word Art to create a letterhead: 1st column, last row

Introduction

We are thrilled to welcome you to Capricorn Tours. On behalf of the entire team, I want to express our excitement about having you join us.

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Here are a few details to help you prepare for your first day:

1. Start Date

Your first day of work will be on 01 January 2024 and we kindly request that you arrive at the Head Office at 08:00. Please reach out to Mr Green our HR officer at 061-232325 if you have any questions or need any assistance before your start date.

Commented [BL3]: Font: Times New Roman, size 12 and bold

Commented [BL4]: Font: Times New Roman, size 12 and bold

2. Orientation

We have a comprehensive orientation program planned for you, which will include an introduction to our company culture, policies, and procedures. This will help you get acclimated to your new role and surroundings.

Commented [BL5]: Font: Times New Roman, size 12 and bold

Commented [BL6]: Font: Times New Roman, size 12 and bold

3. Team Introduction

You will have the opportunity to meet your colleagues and team members on your first day. We encourage open communication and collaboration, so please don't hesitate to reach out to anyone if you have questions or need assistance.

Commented [BL7]: Insert Bullets, D/S

4. Employee Handbook

Along with this letter, we have enclosed our employee handbook. This handbook ~~comprises~~contains important information about our company policies and benefits. Please take some time to review it before your start date.

5. Parking/Transportation

If you need information about parking or public transportation options, please contact Mr Green, your HR officer for ~~support~~ assistance.

We believe that your *skills* and *experiences* align perfectly with our company's goals and vision, and we look forward to seeing the positive impact you will have on our team.

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Formatted: Font: (Default) Times New Roman, Italic

Once again, welcome to Capricorn Tours. We are delighted to have you on board and look forward to working together to achieve our shared success.

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If you have any questions or need further information before your start date, please feel free to reach out to our HR officer.

Yours sincerely, Marilyn Goagoses. Manager

Commented [BL10]: Display correctly

Commented [BL11R10]:

Question 2**TOTAL: 35**

Retrieve the following spreadsheet named “**Food Lovers Produce**” and adhere to the following instructions. Change font to Comic Sans and size 12.

INSTRUCTIONS:

1. Food Lovers Produce use a few outlets for their produces. A few of these outlets are in the Khomas area and a few in the Hardap area. The prices of the products differ slightly from the two areas. Insert another sheet for the total prices.

Rename the sheets as follows:

Sheet 1 – Khomas Food Lovers

Sheet 2 – Hardap Food Lovers

Sheet 3 – Total Prices

The General Manager needs the totals of these areas to make a crucial decision. As the Office Administrator, you are tasked to add the total prices of the two areas.

Copy sheet 2, Hardap Food Lovers to sheet 3. Delete all columns except Suppliers. Add another column and rename it as Total Prices. Please calculate the prices of both shops and insert it in the Total Prices sheet.

2. Formatting Sheet 3 (Total Prices):
 - 2.1 Insert two rows:
 - 1st Row – Insert Heading – **Food Lovers Produce** (u/c, Bold, font Comic Sans, size 16, merge & centre).
 - 2.2 Column Headings Comic Sans, Bold, Font size 14) with background color of White background 1, 15%.
 - 2.3 Please apply a custom number format for the numbers to show a comma separator for the Total Prices Colum and add two decimals.
 - 2.4. Apply a custom number format to show the N\$ currency sign on all the figures.
 - 2.5 Row Height:
 - Column Headings row height – 45 pixels
 - Rest of rows – 30 pixels
 - Insert all borders to the table.

Formatting for Filtering:

3. Copy Sheet 1, Khomas Food Lovers to a new workbook and rename the sheet as Original.
- 3.1 Change the font to Comic Sans, Font size 12.
- 3.2 Insert two-line spaces on top and add the heading – **Food Lovers Produce** in the first line (Merge and Centre, Bold, Font Size 16, Font Comic Sans).
- 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%
- 3.6 Apply a custom number format to show the N\$ currency sign on all the figures and add two decimals.

Filter:

4. Copy the Original sheet five times and do the following filtering and rename accordingly:
 - 4.1 Sheet 2 - Display the Product ID between 500 and 1000.
 - 4.2 Sheet 3 (Fruit) – Show all the fruits that contains the letter “o”.
 - 4.3 Sheet 4 (Suppliers) – Display all suppliers that ends with the letter “e”.
 - 4.4 Sheet 4 (Quantities) – Please display the quantities greater than 3.
 - 4.5 Sheet 5 (Price) – Please extract all prices per kilo above average.
5. Insert the header for each sheet.
6. Resize all columns to fit on one sheet.
7. Print all filtered sheets in portrait.

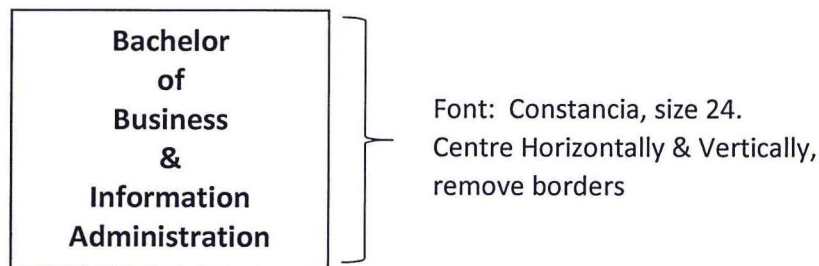
QUESTION 3 – PUBLISHER**[30]**

The following question is an Information Brochure of the Business and Information Administration section. Please design the Brochure according to the instructions below.

Insert Brochure – Under Informational Templates, Colour Band. Use the Orange Colour Scheme for this brochure.

**Page 1 - Front Page:
3rd Column to the Right:**

1. Insert Logo of the University NUST in the top right corner. Make sure that you centre it properly.
2. Delete picture, and replace Product/Service Information with the following:



3. Replace Telephone number with Tel: 2079111

**Page 1 - Front Page:
Middle Column:**

1. Delete Business name and information and replace with the following information below:



2. Delete Organisation and logo and replace with:
"NUST" logo below the address, centred position.
Resize logo – Height: 1.64cm, Width 1.9cm

Page 1 - Front Page:
1st Column to the Left:

1. Insert the image: 1 below in the top left corner.
Resize: Height: 1.91cm, Width: 2.77cm

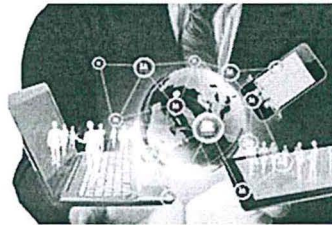


2. Delete Back Panel Heading and Information and replace with:



Font: Georgia, size 14. Centre,
remove borders

3. Insert the Image 2: (in folder) at the bottom in a center position.



Page 2 – Back Page – Delete all information in place holders and replace with the information below:

1st Column to the Left:

1. Insert Textbox (no borders) and type the following information (Font: Georgia, size 14)

This revised and newly introduced programme Bachelor of Business and Information Administration was approved in 2016 at Senate during the review of the Namibia University of Science and Technology Strategic Planning for 2014-2018.

The review of this programme was necessitated by the need to align the programme and resultant qualifications with the Namibia University of Science and Technology (NUST) curriculum model, the requirements of the National Qualifications Framework (NQF), and international requirements for Office Managers, including applicable software skills.

Middle Column:

1. On top in the center position type the following:

ABOUT THE FACULTY (Font Georgia size 22, cent)
2. Please delete all information. Insert textbox (no borders) and type the following information (Font: Georgia, size 14) Centre position.

CAREER OPPORTUNITIES → Bold

Graduates of this programme will be able to find employment in the public and private sectors as:

Personal Assistants (PA) Administrative Officers Front Desk Receptionists Event Coordinators/Planners Office Managers	}	Insert round bullets.
Medical Office Administration graduates may find employment as:		
Medical Office Assistants Medical Clinic Administrators Hospital Administrative Hospital Medical Receptionists Medical Billing Clerks Medical Record Clerks Patient Services Representative Health Information Administrator	}	Insert round bullets.

Last Column (to the right):

Delete all information and adhere to the instructions below:

1. In the centre position add textbox (no borders) and add the following text:
Use Font: Georgia, size 14, cent

AIM OF PROGRAMME → Bold

The Bachelor Business and Information Administration aims at equipping students with broad cognitive or intellectual skills, key transferable skills, and practical skills, which would enable students to operate effectively as office administrators in all sectors of the economy.

2. At the bottom insert textbox (remove borders) with the information below (Font: Georgia size 10):

Namibia University of Science & Technology
 13 Jackson Kaujeua Street
 Windhoek-west
 Namibia