

**NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**

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

**DEPARTMENT OF MANAGEMENT**

<b>QUALIFICATION: BACHELOR OF BUSINESS AND INFORMATION ADMINISTRATION</b>	
<b>QUALIFICATION CODE:</b> 07BBIA	<b>LEVEL:</b> 5
<b>COURSE CODE:</b> BAP521S	<b>COURSE NAME:</b> BUSINESS APPLICATIONS 1B
<b>SESSION:</b> NOVEMBER 2023	<b>PAPER:</b> PRACTICAL PAPER
<b>DURATION:</b> 2 HOURS	<b>MARKS:</b> 100

<b>FIRST OPPORTUNITY EXAMINATION - QUESTION PAPER</b>	
<b>EXAMINER(S)</b>	Ms. S. Klaassen
<b>MODERATOR:</b>	Ms. L. Beukes

<b>INSTRUCTIONS</b>
<ol style="list-style-type: none"><li>1. Answer ALL the questions.</li><li>2. Start each question on a new document and print on a separate A-4 sheet</li></ol>

**THIS QUESTION PAPER CONSISTS OF 9 PAGES (Including this front page)**

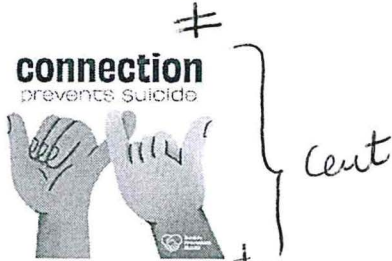
QUESTION 1: PARAGRAPHS

[20]

Type the following PARAGRAPHS according to the display rules. Pay attention to all manuscript instructions. Use the hanging format for paragraphs. Use margins of 1" on both sides. Use font, Arial, font size 12. Save your document as question 1, your name and student number.

Suicide Prevention

*u/c, bold, font size 16, cent*



*Search for a Suicide Prevention Picture on Google Chrome, similar to the one on the left on and insert it under the topic. Format the picture to 1" left and right.*

A public/comprehensive health approach to suicide prevention can decrease risk. /trs

Suicide is a serious public health problem that can have long-lasting effects on individuals, families, and communities. The good news is that suicide is preventable. *bold /# /und*

1. Strategies to Prevent Suicide *u/c, bold*

1.1 Strengthen economic support *u/c, und*

1.1.1 Improve household financial security.

1.1.2 Stabilize housing.

1.2 Create protective environments *u/c, und*

1.2.1 Reduce access to lethal means among persons at risk of suicide. */sp*

1.2.2 Create healthy organizational policies and culture.

1.2.3 Reduce substance use through gender-based community-based policies and practices. *trs*

- 1.3 Improve access and delivery of suicide care      *w/c, und*
- 1.3.1 Cover mental health condisions in health insurance policies.      */sp.*
- 1.3.2 Increase provider availability in underserved areas.
- 1.3.3 Provide rapid and remote access to help.
- 1.3.4 Create safer <sup>*self control*</sup> suicide care through systems change.      */stet*

**QUESTION 2: EXCEL**

**[30]**

Create a SPREAD SHEET with the following information. Follow all instructions. Use font Calibri, 12. Save your document as QUESTION 2.

Excelsior Motor Limited (PTY) / u/c				
Comparative Export Figures for 2022 and 2023 /u/c				
Country	Saloon and Cars Estate		Sport Cars/Racing Cars	
	2021	2022	2021	2021
Germany	10560	9899	357	291
France	8288	8190	168	150
Holland	870	68	761	75
Italy	780	768	65	54
Belgium	525	583	52	48
Norway	221	45	186	40
Sweden	350	300	268	155
TOTAL				
AVERAGE				

1. Merge and centre cells: A1:E1. Bold and font size 16. Row Height 40.
2. Merge and centre cells: B1:E1. Bold and font size 14. Row Height 30.
3. Merge and centre cells: A3:A4. Font size 14.
4. Merge and centre cells: B2:B3 and B4:B5. Font size 14. Row Height 30.
5. Centre the years in italics. Row height 20.
6. Calculate the totals for every column.
7. Calculate the averages to 2 decimal places for every column.
8. Bold all Calculations.
9. Row Height from A5:E13 should be 20 pixels and Column Width, 15 pixels.
10. Insert borders.
11. Insert a new sheet and rename it CHART. Highlight cells A3:D13 and insert a 3D Clustered CHART. Change the Chart title to EXPORT FIGURES. Change the chart to chart style 3.
12. Move the chart to the Chart sheet.
13. Print one copy of the Excel sheet and one copy of the Chart in portrait.

### QUESTION 3: DATA BASE

[30]

Create a DATA BASE with the following information. Follow all instructions. Save your document as CLIENTS and your name.

- All data types are SHORT TEXT
- PRIMARY KEY: First Name.

RECORD	TITLE	FIRST NAME	SECOND NAME	ADDRESS	CITY	COUNTRY
1	Mr	Katriena	Tjongarero	P/Bag 56	Kombat	Namibia
2	Mr	Blanche	De Koe	PO Box 178	Karasburg	Namibia
3	Mrs	Waylene	Volkwyn	PO Box 79	Gideon	Namibia
4	Mrs	Veronica	Vermeulen	PO Box 89	Outjo	Namibia
5	Mrs	Alfonsina	Nangolo	PO Box 498	Noordoewer	Namibia
6	Ms	Denise	Malgas	P/Bag 15	Okahandja	Namibia
7	Dr	Aurelia	Nobrega	P/Bag 78	Keetmanshoop	Namibia

1. Make a copy of the table and name it CLIENTS FINAL and your name.
2. Change the font of the Table to ARIAL, font size 12 and ITALICS.
3. Change the ROW HEIGHT to 30.
4. Change the field SECOND NAME to SURNAME.
5. Add another field: POSITION and complete the records.

RECORD	POSITION
1	Senior Advisor
2	Junior Advisor
3	Secretary
4	Secretary
5	Sales Representative
6	Sales Representative
7	Advisor

6. Add another client: Prof John Swartz, PO Box 123, Windhoek, Namibia, Director.

7. The first name of Mr de Koe is wrong, change it to Barend.
8. The title of Katrina should be changed to Ms.
9. Sort the surnames in the ascending order.
10. Add black gridlines.
11. Auto fit all columns to show information clearly.
12. Create a REPORT on the final table and name it REPORT with your name.
13. Print the original table, the copy and the report in LANDSCAPE.

## QUESTION 4: POWER POINT

[20]

Create the following PowerPoint presentation by using the information provided below. Follow the instructions carefully. Save our work as: QUESTION 4.

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- Use the WISP DESIGN slide and style 1.
- Use the default font.
- Follow all instructions.

### SLIDE 1: TITLE AND CONTENT SLIDE

**Main Heading:** CYBER SECURITY

u/c, bold, font Algerian,  
size 60



*Search for "Security Picture" on google Chrome similar to the one on the left and insert it under the above information.*

Centre the picture, Format to fit in space.



## SLIDE 2: TITLE AND CONTENT SLIDE

**Main Heading:** STAY PROTECTED

*u/c, bold font size 48*

**Sub Title:** With so much happening in our lives online,  
it's essential to stay safe as you surf the Internet.

These measures are relevant for your laptops,  
tablets, phones, and desktop computers:

*Type in single with  
double line-spacing in  
between  
Font size 36*

## SLIDE 3: COMPARISON SLIDE

**MAIN HEADING:** MEASURES

*u/c, bold, font size 48*

HINT <i>u/c, bold</i>	DESCRIPTION <i>u/c, bold</i>
Keep your software up to date	Minimizing potential hacking
Use a password generator	Update passwords regularly
Multi-factor authentication is a must	Generate two-steps verification codes
Avoid public WIFI	Public WIFI is trouble
Regularly backup your data	Follow the 3-2-1 backup rule

*Use the  
default  
font and  
font  
size*

- ❖ Please type your name and surname in the footer in font size 20.
- ❖ Print ALL slide in landscape.