



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

FACULTY OF COMMERCE, HUMAN SCIENCES AND EDUCATION

**DEPARTMENT OF GOVERNANCE SCIENCES, HOSPITALITY, TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING**

QUALIFICATION: Bachelor of Business and Information Administration	
QUALIFICATION CODE: 07BBIA	LEVEL: 5
COURSE CODE: BAP521S	COURSE NAME: Business Applications 1B
SESSION: November 2025	PAPER: Practical Paper
DURATION: 2 Hours	MARKS: 100

FIRST OPPORTUNITY EXAMINATION QUESTION PAPER	
EXAMINER(S)	Ms Ester Vaino
MODERATOR:	Ms Lindie Tripodi Ms Petrina Louw

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

THIS QUESTION PAPER CONSISTS OF 6 PAGES (INCLUDING THIS FRONT PAGE)

QUESTION 1**Marks 20**

Use the following information to create a Database in Ms Access 2024. Ensure you print your documents as instructed. Save as **Question 1** in your examination folder.

Create a Database and name it (**TEAMS**) and a Table in Design view and save it (**Members + your name**).

Record 1 Ms Juliet Dala Staff No. 15594 Department: Distance learning P/Bag 122 Oshakati	Record 2 Mr Kaunda Mwatokele Staff no: 15596 Department: Library PO Box 8546 Windhoek
Record 3 Prof Rachel Kalipi Staff No: 15522 Department: Arts PO Box 7885 Tsumeb	Record 4 Dr Grunne Kranz Staff No: 15536 Department: Science Studies P/Bag 002 Windhoek
Record 5 Mr Given Tjomboma Staff No: 15588 Department: Agriculture PO Box 4562 Windhoek	Record 6 Ms Mariah Carey Staff No: 15511 Department: Student Services PO Box 4596 Windhoek

FIELD NAMES: TITLE, FIRST NAME, LAST NAME, STAFF NUMBER, DEPARTMENT, POSTAL ADDRESS, TOWN.

* All data types are short text

*Print both Tables in A4 Landscape

1. Copy the above Table and name it (**Members Final + Your name**) and edit it according to the following instructions:
2. Mr Given Tjomboma resigned, and the following person was appointed: Ms Katcha Eimbeck, Staff no. 15500, Department of Agriculture, Private Bag 159 Windhoek.
3. Replace the field name "LAST NAME" with "SURNAME".
4. Sort Staff number to ascending order.
5. Add another record with the following details: Dr Jonas Nicodemus, Staff no: 15513, Department: Mechanical, PO Box 56 Swakomund.
6. Change row height to 30.
7. Insert black gridlines and print final table in landscape.

QUESTION 2: OFFICE MEMO TEMPLATE

[30]

Search for Interoffice Memo Template (Professional Design) and edit it accordingly. Use font Arial (Body), Font size 12, unless indicated otherwise. Follow all manuscript instructions and paragraph rules. Type your Name and Student number in the header and save the document as **Question 2** in your examination folder.

To: Your name and surname
From: Ms Susan Van Rensburg
Subject: Invitation to open a Business Account
CC: The director of Finance
Date: Use today's date
Company Name: BIA Bank (pty) Ltd (default font, default font size and u/c)

1. The application

You are requested with the accountant or the manager to provide the following details.

1.1 The details of the business that you are conducted, or the name and designation of the individual.

We have pleasure in inviting you to open current a banking account at our brach which was

recently inaugurated in town. If you decide to do so, our branch manager will follow / the procedure which is set out below:

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sp,
fun-on
/the

1.3 In the case of a partnership, a copy of the articles of partnership has to be submitted and clear instructions as to who will have signatory rights on the account.

1.2 The amount of the first deposit should be N\$50,000.00 at inception.

2. Specimen signature

Specimen signature of the signatures of people who are to endorse and sign cheques have to be provided.

3. Memorandum of Association

The Memorandum of Association and Articles of Association must be submitted to the consultant, as well as the Power of Attorney.

4. Our branch will upon request, furnish you with any further information you may require.

Typist: Type all headings in u/c
Justify the document
Type single line spacing
Type in chronological order.

QUESTION 3: MS EXCEL 2024**MARKS: 30**

Create and edit the following Excel Workbook using the instructions below. Type all text/data in font in Times New Roman, font size 12 unless indicated differently. Save the workbook as **Question 2** in your exam folder.

1. In cell A1 insert the title HomeCorp Windhoek. (Italics and font size 16).
2. Type the following information onto sheet 1 starting in cell A2 and complete the whole table accordingly.

Refrigerator Types	Description	Item Code	Cost per Item	Tax Amount
French Door	Two doors-top and bottom	DF555	15,990	
Side by Side	Two doors, opens from centre	DF556	15,400	
Top Freezer	Freezer - below refrigerator		13,499	
Bottom Freezer	Freezer - bottom of refrigerator		15,499	
Undercounter	Door open from the side		14,000	
Quad door	Four doors open from centre		19,999	
Tax				12%

3. Merge and Centre Cells A1:E1.
4. Autofill Column C from C5:C8.
5. Apply the \$ (dollar) currency format with two decimal places for all calculations.
6. Calculate the total tax amount for each refrigerator type.
7. Calculate the SUM and AVERAGE for the Cost per Item.
8. Insert all borders to cells A1:E12. Auto fit column widths.
9. Wrap text and bold cells A3:E3.
10. Change row height to 30 pixels from A1:E9

CHART:

1. Use the information in sheet 1 (B3:E8) to create a 3-D 100% Stacked Column Chart.
2. Move the chart to the bottom of the excel table.

3. Change Chart title to **DEFY**.
4. Change the chart to chart style 4.
5. Insert your name and student number in the header and print in Portrait.

QUESTION 4: TABLE**20 MARKS**

Type the following Table and apply the rules of the Table accordingly. Use Courier New, font size 12 for the document. Insert your name and student number in the header and save the document as **Question 4** in your examination folder.

Namra Implementation table u/c, bold, font size 14

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Day	Date	Time	Place	Venue	Done
Monday	12/08/2025	11:00	Otjinene	Police Office	Yes
Tuesday	15/08/2025	08:00	Gobabis	Municipality	No
Wednesday	18/08/2025	10:25	Witvlei	Shoprite	No
Thursday	19/08/2025	13:00	Kaapsfarm	Winkel	Yes
Friday	20/08/2025	09:30	Windhoek	Gym Hall	No

1. Highlight the first row and make it Bold and caps.
2. Autofit Table Contents and centre the entire table.
3. Highlight and apply shading to Row 4: White, Background 1, Darker 5%.
4. Delete Column 5