



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

FACULTY OF COMMERCE; HUMAN SCIENCES AND EDUCATION

DEPARTMENT OF GOVERNANCE AND MANAGEMENT SCIENCES

QUALIFICATION: BACHELOR OF BUSINESS INFORMATION ADMINISTRATION	
QUALIFICATION CODE: 07BBIA	LEVEL: 7
COURSE CODE: BAP721S	COURSE NAME: BUSINESS APPLICATIONS 3B
SESSION: JANUARY 2023	PAPER: PRACTICAL
DURATION: 2 HOURS	MARKS: 100

SECOND OPPORTUNITY EXAMINATION – QUESTION PAPER	
EXAMINER(S)	MS. J.T. BOCK
MODERATOR:	MR. M. HAMATWI

INSTRUCTIONS
<ol style="list-style-type: none">1. Read the instructions carefully before answering the questions2. Answer ALL the questions.3. Write clearly and neatly.

THIS PAPER CONSISTS OF 7 PAGES (Including this front page)

QUESTION 1**MS WORD****MARKS: 20**

Type the following document as it appears. Font Tahoma 12.

SAVE AS: SPEAKER 1

Honourable Speaker of the National Assembly
Your Excellencies, members of the Diplomatic Corps
Members of the Media
Fellow Namibians

It is with a heavy heart that I address the nation today to talk about a matter that has become an issue of national concern. I am referring to the escalating brutality and violence directed against Namibian women and girls, by Namibian men.

Since the attainment of our independence, our country has won admiration, as a beacon of stability, peace and security. Our freedom was achieved through the sacrifices of both Namibian men and women.

It is, therefore, regrettable that hardly a day passes without reports of murder, rape, beatings or other forms of violence against Namibian women and girls by men. These SICKENING acts are taking place in almost all parts of the country, involving perpetrators and victims of all age groups.

As a result, the nation has become outraged and angry about the senseless killings and escalating violence.

We must remember, that Article 6 of the Namibian Constitution, states that the right to life shall be respected and protected. Men should, therefore, refrain from actions, that will disturb that peace and destroy, rather than build our country.

It is my hope, that the implementation of immediate measures, will add momentum to our efforts aimed at addressing gender-based violence, in our country.

Too many lives have been lost. Let's join hands, to make our country safer, FOR ALL, including women and girls!

I thank you.

Apply track changes as indicated in the following document and Save As: **SPEAKER 2. Compare the 2 documents. Apply the Accept/Reject changes as indicated with (A) and (R) SAVE the Compared document as SPEAKER FINAL**

Honourable **(R)**-Speaker of the National Assembly

Your Excellencies, members **(A)**-Members of the Diplomatic Corps

Members of the Media

Fellow Namibians

It is with a heavy heart that I address the nation today to talk about a matter that has become an issue of national concern. I am referring to the escalating **(A)** intensifying brutality **(A)** cruelty and violence directed against Namibian women and girls, by Namibian men.

Since the attainment of our independence, our country has won admiration, as a beacon **(A)** example of stability, peace and security. Our freedom was achieved through the sacrifices of both Namibian men and women.

It is, therefore, regrettable that hardly a day passes without reports of murder, rape, beatings or other forms of violence against Namibian women and girls by men. These SICKENING acts **(R)** performances **(R)** are taking place in almost all parts of the country, involving perpetrators **(R)** culprits **(A)** and victims of all age groups.

As a result, the nation has become outraged and angry about the senseless killings and escalating violence.

We must remember, that Article 6 of the Namibian Constitution, states that the right to life shall be respected and protected. Men should, therefore, refrain from actions, that will disturb that peace and destroy **(A)** abolish, rather than build our country.

It is my hope, that the implementation of immediate measures **(A)** actions, will add momentum to our efforts aimed at addressing gender-based violence, in our country.

Too many lives have been lost. Let's join hands, to make our country safer, FOR ALL, including women and girls!

I thank you.

INSERT YOUR NAME IN THE HEADER OF THE DIALOG FINAL DOCUMENT AND PRINT ONE COPY

QUESTION 2**MS PROJECT****MARKS 40**

Open MS Project and search for the Template named CREATE A BUDGET.
SAVE AS: EXAM followed by your student number.

Follow the instructions carefully and **save your work regularly**.

Gantt View

Format the Gantt Table: Font Arial Narrow, Italic, Size 11.

Resize the information on the page effectively to display the Gantt chart also. Format the individual Chart Bar of Jon to the colour Black every time it appears.

Change the Timescale. Show 3 Tiers, Size 50.

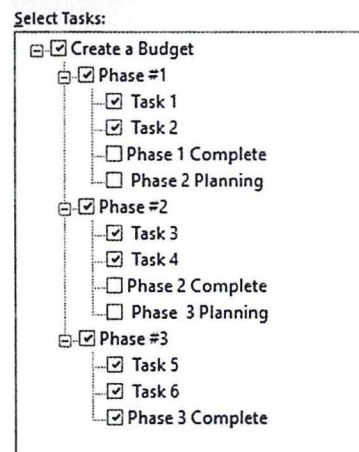
Insert a Footer: GANTT (Centred)

Insert a Header: Your name (Centred)

SAVE AS: GANTT, FIT TO ONE PAGE AND PRINT THE PAGE

Make sure the Table and the Chart is Cleary visible before printing

Add the following tasks to the Timeline to existing. Copy a Detailed Timeline, Full Size to a A4 Landscape Word Document. Make sure ALL information is visible.



SAVE AS: TIMELINE, PRINT 1 PAGE

Display the Task Sheet with the Task Sheet Summary in portrait orientation.

Insert a HEADER: Task Sheet Summary (Centred)

Insert a FOOTER: Your Name and Surname (Centred)

SAVE AS: TASK SHEET SUMMARY, PRINT ONE PAGE IN FULL SIZE.

Display the Progression of the project by indicating the tasks which finish dates has passed or it is not progressing as planned.

Chart: Style 7 and Table: Light Style 3

Add the following title to the Chart: LATE TASKS (u/c and bold)

Adjust table to display all content to fit without running over a second row.

SAVE WITH AN SUITABLE NAME AND PRINT 1 PAGE IN FULL SIZE

Display the following graphically in MS Word: A4 Landscape Sheet:

View the two Charts to represent the COST OVERVIEW of the project effectively.
Display both in Chart Style 7 and insert suitable Chart Titles (u/c and bold).

Both chart to displayed next to each other without changing any dimensions.

Find the Resource Stats Chart from the Resource Overview. Display in Quick Layout 5 with a suitable Chart Title (u/c and bold).

COPY and PASTE the Resource Stats Chart to a A4 Landscape Word Document.

Find the Cost Distribution Chart from Task Cost Overview. Change chart type to: Bar chart, Style 2.

COPY and PASTE the Cost Distribution chart to A4 Landscape Word Document.

Display both charts next to each other without changing any dimensions.

SAVE AS: REPORTS, PRINT 1 PAGE

INSERT THE SHEET NAME IN THE HEADER OF EACH SHEET. INSERT YOUR NAME AND SURNAME IN THE FOOTER OF EACH SHEET.

TOTAL PAGES TO PRINT: 5

QUESTION 3**MS EXCEL****MARKS: 40**

Insert the information below in an A4 Landscape Excel Sheet in Font Arial, 12. Insert the Main Heading in size 14, bold and the column Headings in size 12, bold and centered. Insert All Borders from below the Main Heading.

CLOTHING STORE

ITEM	TYPE	SOLD 2020	SOLD 2021	AVERAGE	%
Jeans	Casual	200	180		
T-Shirt	Sport	250	300		
Black Dress	Formal	80	65		
Short Pants	Sport	75	80		
White Shirt	Formal	50	60		
Short Dress	Casual	35	40		
Shoes	Sport	70	65		
Handbag	Formal	20	25		
Cap	Casual	55	70		
TOTAL					

SHEET 1

Create a Custom List to sort the Type of Clothing effectively in Ascending Order.

Insert the AVERAGE of items sold in 2020 and 2021.

Insert the TOTAL Sales for both years

In the 2020 column, indicate figures greater than 50 with a grey fill.

Display the 2021 figures with Colour Sets.

Display the % Total of the Averages in the appropriate column.

Display the sheet information effectively in a Clustered Chart, Chart Style 7

Add the following Chart Elements in u/c and bold:

Chart Title: **CLOTHING STORE SALES**

Primary Vertical Axis: **SOLD**

Primary Horizontal Axis: **ITEM**

Rename: ORIGINAL

**SAVE
REGULARLY !!!!**

The 2020 figures are increased by 100. Display a Summary (Name: 2020) from sheet ORIGINAL to reflect the influence on the Total Sales for 2020.

Rename: 2020

Create a Copy of ORIGINAL sheet and insert a Table.

Delete the Chart

From the Average Colum, Filter the numbers which are Below Average.

Apply a two-way sort – First by Item and then by Type.

Insert a Row Label: COUNT (bold). Count the Type Column

Insert a Bar of Pie Chart, Style 3 to display the information in this sheet

Rename: BELOW AVERAGE

Insert your name, student number and date in the Custom Header of each Sheet

Insert the Sheet Name in the Custom Footer of each Sheet

SAVE AND PRINT ALL 3 sheets

TOTAL 100