



NAMI BIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMERCE, HUMAN SCIENCES & EDUCATION

DEPARTMENT: GOVERNANCE AND MANAGEMENT SCIENCES

SECTION: BUSINESS & INFORMATION ADMINISTRATION

QUALIFICATION: Bachelor of Business and Information Administration	
QUALIFICATION CODE: 07BBIA	LEVEL: 7
COURSE: Business Applications 3	COURSE CODE: BAP721S
DATE: January 2024	SESSION: 1
DURATION: 2 Hours	MARKS: 100

SECOND OPPORTUNITY QUESTION PAPER	
EXAMINER(S)	Ms P. Witbeen & Mr. K. Wadi
MODERATOR:	Dr. J.T.C. Bock

THIS QUESTION PAPER CONSISTS OF 8 PAGES

(Excluding this front page)

INSTRUCTIONS

1. Answer ALL the questions.
2. Produce neat work.
3. Number the answers clearly.

PERMISSIBLE MATERIALS

1. Examination Paper

QUESTION 1

MARKS: 20

Type the following document as it appears. Use Font Times New Roman 12. SAVE the document as: ADVERT 1

The growth of advertising as an economic and social force stands as one of the most remarkable developments in recent years. One reason why more advertising messages are disseminated per person today than was the case a decade ago is that there are more new products than ever and an increasingly competitive business climate.

People who criticise advertising in its current form argue that advertisements create false wants and encourage the production and consumption of things that are incompatible with the fulfilment of genuine and urgent human needs.

It is branded as an irrational system which appeals to emotions which have nothing to do with the goods on offer. Advertisements usually suggest that private acquisition is the only avenue to social success and happiness.

On the other hand, those who defend advertising say that it has brought many benefits to society by raising the standard of living by encouraging the sales of mass-produced goods, thus stimulating production and creating employment and prosperity.

In any case, all advertising has to do with money. It is an INVESTMENT of a tangible asset in order to obtain a commensurate return. The process, therefore, requires a study of marketing research and, of course, selling techniques.

The main aims of advertising are to get people to identify the product, to catalogue its attributes, to surround it with the correct emotional aura, to inform people of its virtues, to remind them of its existence, to persuade them that it merits use and to reinforce their favourable predispositions against forgetfulness.

ADVERTISING ←

**Heading of doc
Bold, Und, size 14**

**APPLY THE TRACK CHANGES INDICATED ON THE NEXT PAGE AND SAVE
AS: ADVERT 2**

The ~~growth~~(A) development of advertising as an economic and social force stands as one of the most remarkable ~~developments~~ (A) expansions in recent years. One reason why more advertising messages are disseminated per person today than was the case a decade ago is that there are more new products than ever and an increasingly competitive business (R) climate.

People who criticise advertising in its current form argue that advertisements create false ~~wants~~ (A) needs and encourage the production and consumption of things that are ~~incompatible~~ (A) unsuited with the fulfilment of genuine and urgent human needs.

It is ~~branded~~ (R) registered (R) as an irrational system which appeals to emotions which have nothing to do with the goods on offer. Advertisements usually suggest that ~~private acquisition~~ (A) procurement is the only avenue to social ~~success~~(A) achievement and happiness.

On the other hand, those who defend advertising say that it has brought many ~~benefits~~ (R) to society by raising the standard of living by ~~encouraging~~ (A) promising the sales of mass-produced goods, thus stimulating production and creating employment and ~~prosperity~~ (R).

In any case, all advertising has to do with money. It is an INVESTMENT of a ~~tangible~~(A) concrete asset in order to obtain a ~~commensurate~~ (R) equal (R) return. The process, therefore, requires a study of marketing research and, of course, selling techniques.

The main aims of advertising are to get people to identify the product, to catalogue its ~~attributes~~ (A) qualities, to surround it with the correct emotional aura, to inform people of its ~~virtues~~(A) merits, to remind them of its existence, to persuade them that it merits use and to reinforce their favourable ~~predispositions~~ (R) against forgetfulness.

**Apply the Accept (A) and Reject (R) changes as indicated.
Compare Advert 1 and Advert 2 and save the compared
document as ADVERT FINAL**

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. [2]

Resize the information on the page effectively to display the Gantt chart.
Format the individual Chart Bar of Jon to the colour Black every time it appears. [1]

Change the Timescale. Show 3 Tiers, Size 50. [2]

Insert a Footer: GANTT (Centred) [1]

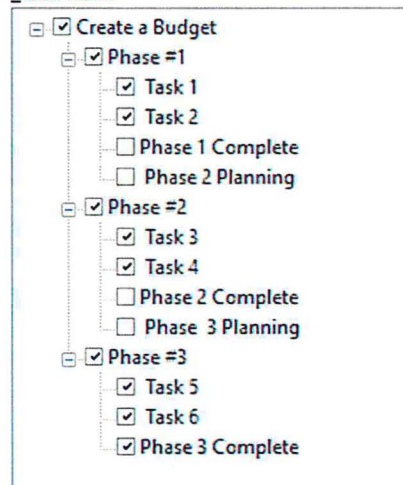
Insert a Header: Your name (Centred) [1]

SAVE AS: GANTT, FIT TO ONE PAGE AND PRINT THE PAGE [1]

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.

Select Tasks:



SAVE AS: TIMELINE, PRINT 1 PAGE

[5]

Display the Task Sheet with the Task Sheet Summary in portrait orientation. [2]

Insert a HEADER: Task Sheet Summary (Centred) [1]

Insert a FOOTER: Your Name and Surname (Centred) [1]

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

Display the Progression of the project by indicating the tasks which finish dates have passed or it is not progressing as planned. [2]

Chart: Style 7 and Table: Light Style 3 [2]

Add the following title to the Chart: LATE TASKS (u/c and bold) [2]

Adjust the table to display all content to fit without running over a second row. [1]

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

Display the following graphically in MS Word: A4 Landscape Sheet: [16]

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 charts 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 an A4 Landscape Word Document.

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

SAVE AS: REPORTS, PRINT 1 PAGE

<p>INSERT THE SHEET NAME IN THE HEADER OF EACH SHEET. INSERT YOUR NAME AND SURNAME IN THE FOOTER OF EACH SHEET.</p> <p>TOTAL PAGES TO PRINT: 5</p>

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

1.

a. Open a blank Excel Workbook and recreate the table below.

[10]

	A	B	C	D	E	F	G	H	I	J	K	L
1	Student ID	Stud. Name	Math	English	History	Physics	Biology	Average	Highest	Total	Revised Marks	Compensation
2	1001	James Roux	67	88	44	100	84	77	100	383	388	5
3	1002	Andrew John	87	76	67	63	33	65	87	326	331	
4	1003	Peter Franks	54	94	94	96	46	77	96	384	389	
5	1004	Linda Simon	97	68	36	44	78	65	97	323	328	
6	1005	Edward Harris	66	90	89	69	58	74	90	372	377	
7	1006	Lou Band	89	45	63	24	93	63	93	314	319	
8	1007	Sarah Jones	34	67	84	57	78	64	84	320	325	
9	1008	Kevin Mars	52	34	82	43	34	49	82	245	250	
10	1009	Taryn Lin	77	83	67	88	78	79	88	393	398	
11	1010	Guy Weel	56	69	88	45	45	61	88	303	308	
12												

- b. Save your file as Q1. [1]
- c. Change the font to Times New Roman size 12.5. [1]
- d. Bold and italicise all the field headings (Stud. Name to Total). [2]
- e. Centre align all the subject headings and marks. [1]
- f. Insert a new row 1 and in A1 type "STUDENT MARKS". Bold, double underline and merge and centre. [1]
- g. Rename the sheet to Main_Sheet. PRINT (should fit on 1 page). [1]
- h. Create a duplicate and rename the duplicate "Computations". [2]
- i. On the Computations sheet calculate the Average marks, Highest marks and Total marks of each student. All answers should have no decimal places. [4]
- j. In cell K2, type "Revised Marks", bold and italicise the field title. [1]
- k. In Column K, use absolute cell referencing to develop a formula to compensate all student Totals with the 5 Marks in L3. [3]
- l. Merge and centre cells A13 and B13. Write "Subject Totals". [1]
- m. Calculate Individual subject totals in row 13 and bold. [2]
- n. Print on a landscape. [1]
- o. Create a Scenario "Maths Top-up", to indicate the effect on the Total Maths mark if Maths marks are increased with 10 marks. [4]
- p. Rename the scenario sheet "Only_Maths". Print out the scenario displaying the changing cells and result cells. [2]
- q. Select all the student names and subject marks (with the field headings) and create a Clustered Column Chart, Style 8. Save and print the chart only. [3]

Insert your name in the header of each sheet and the sheet name in the footer of each sheet.
SAVE AND PRINT ALL SHEETS

TOTAL: 100 Marks