



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

FACULTY OF COMMERCE; HUMAN SCIENCE 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: November 2023	SESSION: Practical Paper
DURATION: 2 Hours	MARKS: 100

FIRST 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 8 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 Comic Sans, font size 12, s/s.
2. Adhere to all the typing rules.
3. **Use the following Heading styles for the Table of Content:**
Introduction: Heading 1 (Comic Sans, Black, Font size 16, Bold)
Paragraph Headings 1, 2, 3 and 4 – Heading 2 (Comic Sans, Black, and Font size 14, Bold)
Paragraph Headings 4.1, 4.2 and 4.3 – Heading 3 (Comic Sans, Black, Font size 12)
4. Insert Page numbers except for the first page (Top of page – center)
5. Insert diagonal watermark: ORIGINAL (keep default font, transparent)
6. Use Automatic Table2 for the Table of Content.
7. Insert Networld Computer Logo in the top right corner (Find logo in the same folder as the link).
8. Insert Reference List

Networkworld Computers CC

Hacking is the act of identifying and then exploiting weaknesses in a computer system or network, usually to gain unauthorized access to personal or organizational data.

Introduction

Hacking is not always a nasty-malicious activity, but the term has mostly negative connotations due to its association with cybercrime.

1. Hacking for Different Reasons

As discussed in previous chapters, there are more than one reason why hackers do what they do. Most hackers will attempt to access systems for a challenge, out of curiosity, or for more malicious reasons.

3. Nessus

The only true way to defend your system is to look at it through the eyes of your enemy, the intruder. A number of automated utilities can probe your networks to look for common exposures and vulnerabilities. One of the foremost freeware tools is a package called Nessus.

2. Maximize the Access

A skilled burglar-intruder appreciates principles of strategy and will not rush into a system without careful preparation and planning. These rootkits will do everything from installing Trojan programs to modifying logs.

4. The Five Phases of Hacking

Contrary to popular opinion and the sensationalized Hollywood image of the hacker, even the boldest intruders will not rush in to a site without careful preparation. Skilled intruders will assemble a number of strategic and tactical attack maps by which they can acquire information on a target system or network.

4.1 Creating an Attack Map

When preparing to post-mount any attack, it is always advisable to know the terrain.

4.2 Building an Execution Plan

When building an attack execution plan, one must take into account the following factors:

A vulnerable service must be presently running and accept connections from the rest of the Internet.

Exploits used must not entail any form of denial of service (DoS), which would give away the attack.

Commented [BL1]: Use Word Art to create a letter head for this article:
Fill: Gray, Accent Color 3, Sharp Bevel
Font: Calibri, Size 28, u/c, bold

Commented [BL2]: Insert Drop Cap, 2 lines, bold

Commented [BL3]: Insert reference link for this journal article:
<https://www.sciencedirect.com/science/article/pii/S2667345223000238>

Commented [BL4]: Insert double line space between numbers

Commented [BL5]: Insert bullets.d/s

4.3 Defacing Web Sites

Once a hacker has access to a site, he may perform any number of actions. A common perception of hackers is that they are after some form of sensitive data, such as proprietary information, credit card numbers, or other personal information that can be used for identity theft.

Question 2**TOTAL: 35**

Retrieve the following spreadsheet named "Namibia Repair Services" and adhere to the following instructions. Change font to Arial and size 12.

In front of you, you have Sheet 1 and Sheet 2

INSTRUCTIONS:

1. Namibia Repair Services is a new Motor Spares company in Windhoek. Two new repair branches were opened recently, one in Swakopmund and one in Windhoek. The prices of the products differ slightly from the two branches.
2. As the Office Administrator, you are tasked to combined the total prices of the two branches. Insert another sheet which will be for the totals.

Rename the following sheets:

Sheet 1 - Windhoek Motor Spares

Sheet 2 - Swakop Motor Spares

Sheet 3 - Totals

Copy sheet 1, Windhoek Motor Spares to sheet 3. Delete all columns except Suppliers. Add another column and rename it as Total Prices. Please calculate the prices of both Motor Spares (Windhoek & Swakop) and insert it in the Total Prices sheet.

3. Formatting Sheet 3 (Totals):
 - 3.1 Insert two rows:
1st Row – Insert Heading – Namibia Repair Services (u/c, Bold, font Arial Black, size 16, merge & centre).
 - 3.2 Column Headings (Arial, Bold, Font size 14) with background color of White background 1, 15%.
 - 3.3 Please apply a custom number format for the numbers to show a comma separator for the Total Prices Colum and add two decimals.
 - 3.4. Apply a custom number format to show the N\$ currency sign on all the figures.

- 3.5 Row Height:
Column Headings row height – 40 pixels
Rest of rows – 30 pixels
Insert all borders to the table.

Formatting for Filtering:

4. Copy Sheet 2, Swakop Motor Spares to a new workbook and rename the sheet as Original.
- 4.1 Change the font to Arial, Font size 12.
- 4.2 Insert two-line spaces on top and add the heading – Namibia Repair Services in the first line (Merge and Centre, Bold, Font Size 16, Font Arial).
- 4.3 Insert All Borders (excluding the Main headings)
- 4.4 Row Height:
Column Headings - 45 pixels
Rest of table – 30 pixels
- 4.5 Column Headings - bold the column headings and insert background color – White Background 1, Darker 15%
- 4.6 Apply a custom number format to show the N\$ currency sign on all the figures and add two decimals.

Filters:


5. Copy the Original sheet five times and do the following filtering and rename accordingly:
- 5.1 Sheet 2 (Suppliers) - Display the items which begins with the letter T.
- 5.2 Sheet 3 (Date of Payment) – Show only the dates between 15 September 2022 to 15 February 2023.
- 5.3 Sheet 4 (Payments)– Please show all cash payments.
- 5.4 Sheet 5 (Product) – Please display all products which contains the letter “u”.
- 5.5 Sheet 6 (Amount) - Display the prices less than 450.
6. Insert the header for each sheet.
7. Resize all columns to fit on one sheet.
8. Print all filtered sheets in portrait.

Question 3

Marks: 30

You are the owner of your own small business. Please create an informative, attractive flyer with tear-offs to insert contacts, using Ms Publisher 2016.

INSTRUCTIONS:

1. Use the flyer template Modular under the category Events.
2. Use colour scheme: Apex.
3. Please follow all instructions carefully to ensure an attractive Flyer.
4. Replace **Product/Service Information** with Hadassah Oil Launch (u/c, bold, default font).
5. Insert the crown logo  next to the heading Hadassah Oil Launch from the folder "Hadassah Oil" and resize to fit – 0.19cm" (Height).
6. Replace **Business Name** with "**LexisNexis**" use default font and font size.
7. Delete all spaces and place holders except **Organization** and **Business Tagline or Motto** in the template and adhere to all the instructions.
8. Insert the following pic on the top right: resize 7.11cm (Height).



9. Use a textbox to insert the following information on the left of the Hadassah Healing Oils picture. Use Diagonal Gradient – Accent 4 Shape Style to format the textbox.

OSHAKATI SEMINAR	←	Font: Eras Bod ITC, 14, Cent
SATURDAY	}	←
20 November 2023		
with	}	←
Lechi Wheeler		

10. Insert a textbox under the info in nr 9 with the following text:

WHAT IS ESSENTIAL OILS?
Essential oils are concentrated plant extracts from steamed distillation called pressing or resin tapping.

← Font: Georgia, size 12, cent
No borders

11. Insert a textbox below the information in nr 10 with the following text:

What is Essential Oils Suitable For? → Bold

Essential oils work on every system in your body. They are used not only for symptomatic treatment like (pain, migraine, sleep aid, mood balance, immunity, fungus, stress, high blood pressure, etc.) but also work deeper into the cellular structures. Many people believe they are great as add-on therapy, but when you look at them in their original design and function, they are the core therapy working on all three levels of the human being (spirit, soul, and body). They deprogram and reprogram miswritten cellular programs and memories. They are working far deeper than symptomatically. Thus, they work on the program written in the DNA, and we formulate our blends to work symptomatically and treat more profound into the specific disease program.

Formatting Textbox:

- Shape Style: Linear Up Gradient – Accent 2.
- Type text in font Calibri, size 11.
- Ensure that textbox is properly centred.
- Resize Textbox: Height – 5.91cm
- Width – 15.1cm

12. Add three (3) textboxes next to each other at the bottom above the tear-offs.

12.1 Textbox 1 – Height 2.13cm, Width – 3.22cm (no borders)

Insert the following information:

- Venue (u/c, bold, font: Georgia, size 12, cent)
- Roof Top Venue, 18 Wagner Street, Pioneerspark (u/c, bold, font: Georgia, size 10, cent)

12.2 Textbox 2 – Height 2.02cm, Width – 2.93cm (no borders)

Insert the following information:

Time: (u/c, Bold, Font: Georgia, size 12, cent)

09:00—16:00 (Font: Georgia, size 10, cent)

12.3 Textbox 3 – Height 1.93cm, Width – 3.89cm (no borders)

Insert the following information:

Price: (u/c, Bold, Font: Georgia, size 12, cent)

N\$250 per person (Font: Georgia, size 10, cent)

13. Delete  and replace with  (logo in folder).

Replace “***Business Tagline or Motto***” with

“***Your name is oil poured forth***”(Font: Georgia, font size 10, bold, italic)

14. Insert image of Hadassah Bottle Oil in the bottom right corner (find image in folder).

Height – 3.69cm

Width - 1.34cm

15. Insert your full Name and student number in the tear-offs.

16. Print your flyer.