



**NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**

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

**DEPARTMENT: GOVERNANCE AND MANAGEMENT SCIENCES**

**SECTION: BUSINESS & INFORMATION ADMINISTRATION**

<b>QUALIFICATION: Bachelor of Business and Information Administration</b>	
<b>QUALIFICATION CODE: 07BBIA</b>	<b>LEVEL: 7</b>
<b>COURSE: Business Applications 3</b>	<b>COURSE CODE: BAP721S</b>
<b>DATE: November 2023</b>	<b>SESSION: 1</b>
<b>DURATION: 2 Hours</b>	<b>MARKS: 100</b>

<b>FIRST OPPORTUNITY QUESTION PAPER</b>	
<b>EXAMINER(S)</b>	<b>Ms P. Witbeen &amp; Mr. K. Wadi</b>
<b>MODERATOR:</b>	<b>Dr. J.T.C Bock</b>

**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.

**Type the following document as it appears. Font Arial 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) (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 (R) 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**

**INSERT YOUR NAME IN THE HEADER OF ALL THREE DOCUMENTS AND PRINT ALL THREE DOCUMENTS.**

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

Open MS Project and search for the Template named RESIDENTIAL CONSTRUCTION.

SAVE AS: EXAM (1)

Follow the instructions carefully and save your work regularly.

**2 (a) Gantt View**

Format the Gantt Chart to Gantt Style, Scheduling Styles, Second Option: Font Comic Sans MS, Size 10. (2)

Resize the information on the page effectively to display the Gantt chart. Format the individual Chart Bar of General Contractor to the colour Black. (2)

Change the Timescale. Show 2 Tiers, Size 60.  
Insert a Footer and name it as: GANTT (center) (3)

**SAVE AS: GANTT, PRINT 1 PAGE – PRINT ONLY THE FIRST PAGE**

**Make sure the Table and the Chart is Clearly visible before printing**

**2 (b) Add the following tasks to the Timeline.** (10)

- ✓ General Conditions
- ✓ Framing
- ✓ Utility Rough-B97Ins and Complete Concrete
- ✓ Paint and Wallpaper
- ✓ Interior Finishes
- ✓ Drywall
- ✓ Final Acceptance

Copy a Detailed Timeline, Full Size to an A4 Landscape Word Document. Make sure ALL information is visible.

**SAVE AS: TIMELINE, PRINT 1 PAGE**

**2 (c) Display the Gantt Tracking with the Summary Table of the Task Sheet in Landscape.** (3)

Insert a footer and name it as: Task Sheet Summary (center)

**SAVE AS: TASK SHEET SUMMARY, PRINT 1 PAGE – PRINT ONLY THE FIRST PAGE**

**2 (d) Display the Critical Tasks of the project** (5)

Chart: Style 3 and Table: Light Style 2 Accent 1

**SAVE AS CRITICAL TASKS in the Footer (center) AND PRINT 1 PAGE - PRINT ONLY THE FIRST PAGE**

**2 (e) Display the following graphically in MS Excel: A4 Landscape Sheet**

2 Charts to represent the COST OVERVIEW of the project effectively. Display both in Chart Style 5 and insert suitable Chart Titles (u/c and bold). Change the page layout to fit all the content on 1 page. Insert a Footer and Rename the Sheet to Cost Overview (Center) (6)

Resource Stats Report from the Resource Overview. Display in Quick Layout 6 with a suitable Chart Title (u/c and bold). Please remove the graph on the left-hand side (Work Status) and only display the Resource Status Report. Change the page layout to fit all the content on 1 page. Insert a Footer and Rename the Sheet to Resource Overview (Center) (4)

The Overallocated Resources. Chart type: Line Graph, Style 8. Display only the overallocated resources chart and delete the one on your left-hand side (work status). Insert a Footer and Rename the Sheet to Overallocated Resources (Center) (4)

**SAVE AS: EXCEL, PRINT 1 PAGE**

**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.

**DESIGNER HANDBAGS**

<b>ITEM</b>	<b>COLOUR</b>	<b>SOLD 2020</b>	<b>SOLD 2021</b>	<b>AVERAGE</b>	<b>%</b>
David Jones	Black	200	180		
DKNY	Red	250	300		
Louis Vuitton	Black	80	65		
Fenn	Pink	75	80		
Gucci.	Blue	50	60		
Chanel	Red	35	40		
Tom Ford	Blue	70	65		
Dior	Pink	20	25		
Prada	Black	55	70		
<b>TOTAL</b>					

**SHEET 1**

Create a Custom List to sort the Colour of Handbags effectively in Ascending Order. (2)

Insert the AVERAGE of items sold in 2020 and 2021. (2)

Insert the TOTAL Sales for both years. (2)

In the 2020 column, indicate figures greater than 50 with a red fill. (2)

Display the 2021 figures with Colour Sets. (1)

Display the % Total of the Averages in the appropriate column. (1)

Display the sheet information effectively in a Clustered Chart, Chart Style 7. (1)

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

Chart Title: DESIGNER HANDBAGS u/c and bold (2)

Primary Vertical Axis Title: SOLD (2)

Primary Horizontal Axis Title: ITEM (2)

Legend: On top, below the chart tile (1)

Rename: ORIGINAL (1)

The 2020 figures are increased by 100. (2)





Display a Scenario Summary (Name: Sold 2020) from sheet ORIGINAL to reflect the influence on the Total Sales for 2020. (2)

**Rename: Sold 2020** (1)

Create a Copy of the ORIGINAL sheet and insert a Table. (2)

Delete the Chart (1)

From the Average Colum, Filter the numbers which are Below Average. (2)

Apply a two-way sort – First by Item and then by Colour (Ascending). (4)

Insert a Row Label: COUNT (bold). Count the Type Column. (2)

Insert a Pie Chart, Style 6 to display the information in this sheet. (2)

Chart Title: DESIGNER HANDBAGS u/c and bold. (2)

**Rename: BELOW AVERAGE** (1)

**Insert your name in the Header of each Sheet**

**Insert the Sheet Name in the Footer of each Sheet**

**SAVE AND PRINT ALL 3 sheets**

**TOTAL: 100**