



PAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMERCE, HUMAN SCIENCES AND EDUCATION

DEPARTMENT OF GOVERNANCE AND MANAGEMENT SCIENCES

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

SECOND OPPORTUNITY EXAMINATION QUESTION PAPER	
EXAMINER(S)	Ms Ester Vaino
MODERATOR:	Ms Lindie Beukes

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: TABLE OF CONTENTS

20 MARKS

Type the following document according to the Paragraphs rules and type your Name and Student number in the header. Save Document as **QUESTION 1**. Use font, Times New Roman, font size 12 except where otherwise indicated. Insert page breaks to create 3 pages. Insert page numbers at the bottom, right hand corner. Remove the number for page 1.

Cover Page

NAMIBIA UNIVERSITY OF SCIENCE & TECHNOLOGY
MARY GOLD HOTEL
GRADUATION 2024
YOUR NAME AND SURNAME

1.5 l/s
Bold & Font size 14
Center horizontally and vertically

Page 2: Create a Table of Contents (Automatic Table 2)

Page 3: Type the contents below

Title: INTRODUCTION: CLASS OF 2024 (*Modify Heading 1: Font: Algerian, Size 14*)

3. Perseverance (Heading 2)

Perseverance enables students to push through academic challenges
Setbacks, and failures, help them to stay committed
Dedication fuels the consistent efforts

s/s & bullets

1. Discipline (*Modify Heading 2 to Bold & italics*)

Discipline is the cornerstone for students to achieve a qualification. It requires consistent effort, time management, and a commitment to learning, even when faced with challenges or distractions.

2. CAREER PATHS (*Heading 2*)

Graduates today have a diverse range of career paths available to them, thanks to the dynamic and evolving job market. Equipped with the knowledge and skills gained during their studies, they can explore traditional fields or venture into emerging industries driven by technology, innovation, and globalization. Whether pursuing careers in business, healthcare, education, technology, or creative arts, graduates have the flexibility to align their passions with professional opportunities.

All headings to be typed in U/c

QUESTION 2: MS EXCEL**[20]**

Design the following table in MS EXCEL and edit it accordingly. Use the font Arial 12. Please adhere to all instructions. Insert your name and student number in the header. Save your document as QUESTION 2.

PRIMARY SCHOOLS					
Khomas Region	Name of School	Budget Allocated	Spending June 2024	Spending July 2024	Sum
January	Khomas Primary	50000	26000	5000	
February	People's Primary	50100	35000	7000	
March	Suiderhof Primary	50200	17200	4500	
April	Amazing Kids	50300	16000	9000	
May	Mandume Primary	50400	22000	17000	
MINIMUM					
AVERAGE					

Instructions:

1. Merge and centre cells A1:F1. Change the row height to 35 pixels
2. Highlight cells A2:F2 and wrap text.
3. Bold A1 and Change the Row height of cell A2:F10 to 30 pixels.
4. Calculate the TOTAL SUM for June 2024 and July 2024 spending for each Primary School.
5. Calculate the MINIMUM June 2024 spending and AVERAGE of July 2024 spending.
6. Insert all borders.
8. Insert \$ with two decimal places to all calculations.

Chart

1. Use the information in sheet 1 (B2:F7) to create a Clustered Column Chart.
3. Move the Chart to the bottom of the Spreadsheet.
4. Insert a title: **BUDGET SUBMITTED**.
5. Print the sheet in PORTRAIT.

QUESTION 3: MEMO TEMPLATE

[20]

Design the following Memo Template (Professional Design) and edit it accordingly. Use the font Arial 12. Please adhere to all instructions. Insert your name and student number in the header. Save your document as QUESTION 3.

To: All Staff Members
From: The Executive Committee
Subject: SAUSSA GAMES
CC: Mr Gabriel Mbokoma
Date: Use today's date
Company Name: Virgin Active (u/c, font size 20)

Dear Team,

I am excited to inform you that our university will be participating in the upcoming Southern African University Staff Sports Association (SAUSSA) Games.

The games are scheduled to take place on 30 to 31 October 2024. This is a prestigious event where staff members from universities across Southern Africa come together to compete in various sports and build camaraderie. u/c

1. PARTICIPATION

It is a great opportunity for staff members to promote teamwork (and showcase their athletic abilities). All Full-time, Part-time and those employed on a contract basis can take place. We encourage all interested staff to participate, either as players, supporters, or volunteers. insert *

2. DISCIPLINES

- 2.1 Soccer & Volleyball
 - 2.2 Volleyball & Darts
 - 2.3 Athletics & Tennis
- } s/s

Your active participation is highly encouraged to make this event a success

Best regards,

The Registrar

QUESTION 4: MS POWERPOINT**[20]**

Create a POWERPOINT PRESENTATION by using the information provided below. Use the default font type of the presentation. Please adhere to all instructions. Save the presentation as QUESTION 4 with your name and student number in the header.

- Use the Circuit Design for this presentation.
- Use Default font for all presentations
- Please ensure that you have 4 slides.
- Background Style 1
- Print 2 SLIDES PER PAGE IN PORTRAIT.

1. Slide 1: Insert a title slide

Title: Type the following: CULTURAL FESTIVAL (bold, size 66.)

Content Box: NUST CULTURAL FESTIVAL (centre, font size 20)

2. Slide 2: Insert a title and content slide

Title: CELEBRATING DIVERSITY (font size 36).

Content Box: Type the passage below in (star bullets, font size 24).

Honouring Diverse Cultures

Customs and Rituals

Community Ties

Reflect on Values (*Use the default line spacing on the slide*)

3. Slide 3: Insert a Two content slide

Title: Type the following heading: UNITED COMMUNITY (left align, font size 40)

Content Box:

Left side: Type the following underneath each other

Crafts; Arts; Spiritual expression; Cultural exchange (Calibri, size 24)

Right Side: Type the following underneath each other

Unacceptance; Hatred; Reinforcement; Resentment (Calibri, Size 24)

4. Slide 4: Insert a content with caption slide

Content box: AIM (bold, size 60)

To unite and interact.

To appreciate different People.

To accept different cultures.

To show care for fellow human being.

Use the default font and size

On the right Content box, Insert a picture from google of any cultural group in Namibia (height: 4cm; width: 4cm).

QUESTION 5: MS DATABASE**[20]**

Create a Datababase (KATUTURA CLINIC) and a Table (Staff_Your name). Document to be typed in font Calibri, Font size 12. Please adhere to all instructions. Save it as QUESTION 5 with your name and student number in the header.

Records 1-6 are as follows:

Record 1 Dr John Travolta Senior Doctor Department: Maternity PO Box 258 Windhoek	Record 2 Ms Jessica Radio Surgeon Department: Radiography PO Box 4747 Windhoek
Record 3 Mr March Da Costa Superintendent Department: Clinics P/Bag 123 Katutura	Record 4 Ms Tracey Nghifimule Medical Practitioner Department: Emergency PO Box 852 Khomasdal
Record 5 Mr Lifasi Schultz Trainer Department: HR PO Box 9514 Windhoek	Record 6 Dr Daniel Tjimuku Dentist Department: Dentistry P/Bag 78965 Windhoek

Fields: TITLE, FIRST NAME, SURNAME, RANK, DEPARTMENT, POSTAL ADDRESS AND TOWN.
Data Types: all Short Text.

1. Replace the field Rank with Status.
2. Mr Lifasi got promoted and is now a Manager.
3. Sort Surnames in Descending order.
4. Add black gridlines and a light grey alternate background.
5. Print the amended Table in A-4 landscape.