



**PAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

**FACULTY OF COMMERCE, HUMAN SCIENCES & EDUCATION
DEPARTMENT OF GOVERNANCE AND SCIENCES, HOSPITALITY, TECHNICAL AND
VOCATIONAL EDUCATION AND TRAINING**

QUALIFICATION: BACHELOR OF BUSINESS AND INFORMATION ADMINISTRATION	
QUALIFICATION CODE: 07BBIA	LEVEL: 7
COURSE: BUSINESS APPLICATIONS 3	COURSE CODE: BAP721S
DATE: NOVEMBER 2025	SESSION: PAPER 1
DURATION: 2 Hours	MARKS: 100

FIRST OPPORTUNITY QUESTION PAPER	
EXAMINER(S)	Mrs. P. Louw
MODERATOR:	Dr. J.T.C Bock

INSTRUCTIONS
<ol style="list-style-type: none">1. Answer ALL the questions.2. Read the questions carefully before answering.3. Make sure your name, surname and student number appear in the Header.4. Make sure the sheet names appear in the Footer.5. Give special attention to the manuscript instructions.

THIS QUESTION PAPER CONSISTS OF 7 PAGES (EXCLUDING THIS FRONT PAGE)

Type the following document as it appears. Font Times New Roman, Size 12. Use 1.5-line spacing throughout the document. JUSTIFY the content

SAVE AS: ORIGINAL

**Heading of doc
BOLD, Size 14**

CELLPHONE ADDICTION

Cellphone addiction, sometimes called “nomophobia” (fear of being without a phone), is becoming a serious issue today. Smartphones help us stay connected and make life easier, but many people use them too much. Some spend hours checking messages, scrolling through social media or playing games without even noticing the time passing. This constant use can turn into a habit that is hard to control much like other addictions.

Cellphone addiction affects both personal and social life. Many people spend more time on their phones than with family or friends, which can weaken relationships and make them feel lonely. In schools and workplaces, phones often cause distractions, which lower focus and productivity. Too much screen time can also cause sleep problems, because the light from the phone makes it harder to rest properly, leaving people tired the next day.

This addiction also affects mental health. Spending too much time on social media can cause stress, anxiety or low self-confidence because people keep comparing themselves with others. Many feel nervous or uncomfortable when they don’t have their phones with them. Young people are especially at risk as they often use their phones to escape feelings of boredom, stress or loneliness, but this can make them even more dependent.

The good news is that cellphone addiction can be controlled. Simple steps like limiting screen time, using apps that track phone use or setting “no phone” times during meals or before bed can help. Parents, teachers and employers can also encourage healthier habits by promoting face-to-face communication. Cellphones are useful tools for learning and connecting, but it is important to use them wisely so they improve life instead of controlling it.

Another effective way to manage cellphone addiction is to replace excessive phone use with alternative activities. Engaging in hobbies such as reading, sports, art or spending time outdoors can reduce dependence on screens. Building strong social connections in real life rather than online also helps people feel more fulfilled and less reliant on their phones for

entertainment or comfort. Over time, practicing mindfulness and being aware of phone habits can lead to a healthier and a more balanced relationship with technology.

Apply the track changes as indicated below and Save As: REVISED

CELLPHONE ADDICTION

Cellphone addiction, sometimes called “nomophobia” (fear of being without a phone), is becoming a serious ~~issue~~ concern **(R)** today. Smartphones help us stay connected and make life easier, but many people use them too much. Some spend hours checking messages, scrolling through social media or playing games without even noticing the time passing. This ~~constant~~ endless **(A)** use can turn into a habit that is hard to control much like other addictions.

Cellphone addiction affects both personal and social life. Many people spend more time on their phones than with family or friends, which can weaken relationships and make them feel ~~lonely~~ secluded **(A)**. In schools and workplaces, phones often cause distractions, which lower focus and productivity. Too much screen time can also cause sleep problems, because the light from the phone makes it harder to rest properly, leaving people tired the next day.

This addiction also affects mental health. Spending too much time on social media can cause stress, anxiety or low self-confidence because people keep comparing themselves with others. Many feel ~~nervous~~ anxious **(R)** or uncomfortable when they don't have their phones with them. Young people are especially at risk as they often use their phones to escape feelings of boredom, stress or loneliness, but this can make them even more dependent.

The good news is that cellphone addiction can be controlled. Simple steps like ~~limiting~~ restricting **(R)** screen time, using apps that track phone use or setting “no phone” times during meals or before bed can help. Parents, teachers and employers can also encourage healthier habits by ~~promoting~~ encouraging **(A)** face-to-face communication. Cellphones are

useful tools for learning and connecting, but it is important to use them wisely so they improve life instead of controlling it.

Another effective way to ~~manage~~ deal with **(R)** cellphone addiction is to replace excessive phone use with alternative activities. Engaging in hobbies such as reading, sports, art or spending time outdoors can reduce dependence on screens. Building strong social connections in real life rather than online also helps people feel more fulfilled and less reliant on their phones for entertainment or comfort. Over time, practicing mindfulness and being aware of phone habits can lead to a healthier and a more ~~balanced~~ sensible **(A)** relationship with technology.

**Apply the track changes: Accept (A) and Reject (R) changes as indicated.
Compare Document 1 and Document 2 and save the compared document as FINAL
PRINT THE REVISED & FINAL DOCUMENTS**

**Please insert the file name in
the footer and your student
name and number in the
header**

**Open MS Project and search for the Template named START-UP BUSINESS PLAN.
SAVE AS: EXAM**

Follow the instructions carefully and save your work regularly.

2 (A) Gantt View

- Format the Gantt Chart to Gantt Style, Scheduling Style: Second Option, Font Arial Narrow, Size 11 **(3)**
- Timescale: 3 Tiers, size 95 % **(1)**
- Format the following individual Chart Bars with colour red **(3)**
 - ✓ Business Advisor, Manager
 - ✓ Owners
 - ✓ Accountant
- Copy the range 0-20 and paste it in a Word Document (landscape) **(1)**
- Insert a Footer and name it as: GANTT

Save as Gantt and PRINT

2 (B) TIMELINE

- Add the following tasks to the timeline **(8)**
 - ✓ New Business
 - ✓ Phase 1 – Strategic Plan
 - ✓ Define the Opportunity
 - ✓ Phase 2: Define the Business Opportunity
 - ✓ Define the market
 - ✓ Identify needed materials and supply
 - ✓ Phase 3: Plan of Action
 - ✓ Develop 5-year business plan
- Copy a Detailed Timeline to an A4 Landscape Word Document. Make sure ALL information is visible. **(2)**
- Insert a Footer and name it as: TIMELINE

Save as Timeline and PRINT

2 (C) Resource Sheet Summary

- Display the Resource Sheet Summary **(2)**

Save as: Resource Sheet Summary and Print

2 (D) Display the Resource Overview Report

- Apply Quick Layout 5 to both charts (2)
- Apply Chart Style 2 to both charts (2)
- Insert appropriate Chart Titles for both charts (1)
- Apply Table Style Medium 1 Accent 6 to the table (1)
- Fit report on 1 page and print in landscape (1)
- Insert a footer and name it as: Resource Overview

Save as: Resource Overview and Print

2 (E) Display the Fixed Costs Table of the Selected Tasks

- As the Financial Advisor, you are tasked to add the fixed costs as follows:
 - ✓ Phase 1 Strategic Plan: N\$300 (1)
 - ✓ Define the Business Opportunity: N\$500 (1)
- Change orientation to landscape and print only the first page (page that reflects the fixed costs) (1)
- Insert a footer and name it as: Fixed Costs

Save as: Fixed Costs and Print

Ensure that your name & student number appear in the header and the respective sheet name in the footer

QUESTION 3**MS EXCEL****MARKS: 50**

Insert the information below in an A4 Landscape Excel Sheet in Font Arial, 12. Insert the Main Heading in size 14 and bold. Type the column Headings in size 12, bold and centered. Insert All Borders from below the Main Heading. **(4)**

BLOOMING BEAUTIES

ROSE TYPE	COLOR	QUANTITY	UNIT PRICE	TOTAL COST
Polyantha	Yellow	10	2	20
Hybrid Tea	Red	20	3	60
Floribunda	Pink	15	2.5	37.5
Grandiflora	Yellow	10	4	40
Climbing	White	12	3.5	42
Shrub	Orange	8	2.8	22.4
Miniature	Mixed	25	1.5	37.5
English	Peach	6	5	30
Polyantha	Light Pink	10	2	20
Miniature	White	10	3.5	40
Groundcover	Red	18	2.2	39.6
Wild Rose	White	5	3.2	16
Floribunda	Peach	15	3.5	38

SHEET 1

- Right Align off the figures. **(1)**
- Insert Currency (N\$) and 2 decimals to all figure columns. **(2)**
- Apply a two-way sort – First by Type and then by Colour (Ascending). **(2)**
- Insert a Row Heading (AVERAGE U/C & BOLD). **(1)**
- Calculate the AVERAGES of all FIGURE columns. **(3)**
- Decrease decimals to two figures for all figure columns. **(1)**
- Display the quantities with data bars. **(1)**
- For the Unit Price, indicate the figures less than N\$3.50 with light red fill with dark red text. **(2)**
- Display the TYPES and TOTAL COST information effectively in a Pie Chart. **(1)**
- Add the following Chart Elements: **(3)**
 - Chart Style 5, quick layout 4
 - Chart Title: TOTAL COST U/C & Bold)
 - Display legend on the right-hand side

Rename: ORIGINAL

Sheet 2

- Create a Copy of the ORIGINAL sheet and insert a Table. (1)
- Apply Table Style Orange Medium Style 3. (1)
- Delete the Chart & Average Row. (1)
- Create a Custom Sort List for the Colour in Descending. (1)
- Apply icon sets to the Total Cost Column (1)
- Display figures below average for the Total Cost column (1)
- Count the Colour Column and bold it. (1)

Rename: TABLE

Sheet 3

Display a Scenario Summary (Name: Total Cost) from sheet ORIGINAL to reflect the influence on the Average for 2022, if prices are to decrease by N\$10.00. (5)

Rename: TOTAL COST

Sheet 4

- Create a Copy of the TABLE sheet (1)
- Insert a Clustered Column Chart, Style 8 to display the information in the sheet. (1)
- Insert a Chart Title (Blooming Beauties U/C & BOLD) (1)
- Apply quick layout 9 (1)
- Insert the Axis titles as follows: (2)
 - Primary Vertical: PRICES
 - Primary Horizontal: TYPES OF ROSES
- Insert data labels – Outside End (1)

Rename: CHART

Insert your name in the Header of each Sheet

Insert the Sheet Name in the Footer of each Sheet

SAVE AND PRINT ALL 4 sheets

TOTAL: 100