



PAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY
FACULTY OF COMMERCE, HUMAN SCIENCES AND EDUCATION

**DEPARTMENT OF GOVERNANCE AND SCIENCES, HOSPITALITY, TECHNICAL AND
VOCATIONAL EDUCATION AND TRAINING**

QUALIFICATION: BACHELOR OF BUSINESS INFORMATION AND ADMINISTRATION	
QUALIFICATION CODE: 07BBIA	LEVEL: 5
COURSE CODE: BAP511S	COURSE NAME: BUSINESS APPLICATIONS 1A
SESSION: JUNE 2025	PAPER: PRACTICAL (PAPER 1)
DURATION: 2 HOURS	MARKS: 100

FIRST OPPORTUNITY EXAMINATION QUESTION PAPER	
EXAMINER(S)	Ms. E. Vaino Ms H. Shivute
MODERATOR:	Ms. L. Tripodi

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

THIS QUESTION PAPER CONSISTS OF 7 PAGES (Including this front page)

QUESTION 1**SPEED AND ACCURACY TEST: 10 MINUTES**

- Type the following accuracy test in 1.5 line spacing. Enter twice between different paragraphs.
- The speed and accuracy test has to be typed in Courier New, with font size 12.
- This passage allows for speed limits of 15 - 25 w.p.m.

Etosha Pan, extremely flat salt pan, northern Namibia, covering an area of approximately 4,800 square kilometer at an elevation of about 1,030 meter. This enormous expanse of salt, glimmering green in the dry season, is the largest of its kind in Africa.

It was first discovered by Europeans when Sir Francis Galton and Charles Andersson sighted it in 1851. There is geological evidence that the Kunene River of Angola formerly flowed southward into the pan, forming a huge lake. Later the river changed its ward to the Atlantic Ocean, and the lake, deprived of its inflow, shrank in size, the water evaporating to form the salt pan, or salina.

There are lone salt springs on the pan that have built up little hillocks of clay and salt used by animals as salt licks. The pan is fed by a number of nearly parallel channels (*oshanas*) extending north into Angola [15 w.p.m.] that in the monsoon season from December to March fill parts of Etosha and surrounding areas with rainwater pools.

The Etosha Pan is the centre of Etosha National Park, and has one of the largest accumulations of big-game species in the world, including lions, elephants, rhinoceros, elands, zebras, and [20 w.p.m.] springbok.

Abundant bird life includes flamingos, vultures, hawks, eagles, ostriches, guinea fowl, and geese. The eastern portion of Etosha National Park has a tree-savanna type of vegetation, a deciduous tree that is locally used for furniture and cabinetwork. Wild fig, date palms and moringa [25 w.p.m] trees are typical of the more arid thorn-shrub savanna of the western part of the park. The German colonial fort of Namutoni, destroyed in 1904, and reconstructed between 1905 and 1907, at the eastern end of the pan, resembles a fort of the French Foreign Legion. It has been restored for use as a tourist camp for Etosha National Park.

QUESTION 2. PARAGRAPH**[20]**

Type the following **PARAGRAPHS** accurately according to the typing rules. Please use margins of 1" inch on both sides. Pay special attention to the manuscript instructions. Use the **Arial font** and font size **12**, unless instructed otherwise.

Heavy Rains in Namibia: Impact and Response

{Main heading!}
u/c, size 16 }

1. The heavy rains

Namibia, a predominantly arid country in Southern Africa, has recently experienced unusually heavy rains across several regions. While rainfall is generally welcomed in this drought-prone nation.

bold

4. Emergency response

Response teams, in collaboration with the Namibian Police and local authorities, have been deployed

to assist with evacuations and to provide aid to displaced families.

run-on

2. affected regions

The following regions have been affected by heavy floods: the northern, central, and eastern parts of the country. Roads and bridges have been damaged, and several communities have been cut off.

light

stat

3. Informal settlements

3.1 In agricultural regions, the rainfall has brought a mixed impact. While farmers welcomed the water for crop and livestock production, some have reported losses due to water logged fields, delayed harvesting, and erosion of fertile soil.

trs.

3.2 The Ministry of Agriculture has indicated that it will monitor the situation closely and provide support where necessary.

spel

The Namibia Meteorological Service has issued warnings:

Bold

continued rainfall in coming weeks.
residents to take precautionary measures.
Do not cross riverbeds when water is flowing.

bullets
o/s

TYPIST:

- Type all paragraph headings in u/c and bold
- Justify the document
- Type all paragraphs in chronological order

QUESTION 3: EXCEL**[30]**

Create a spreadsheet in Microsoft Excel, using the information below. Use Times New Roman, font size 12. Type your Name and Student number in the header and save the document as QUESTION 3.

NAMIBIA PREMIER LEAGUE			
	STADIUM	SCHEDULED MATCHES	GAMES WON
African Stars	Khomasdal Stadium	Stars vs Orlando	3
Black Africa	Orwetoveni	Black Africa vs Arrows	4
Tigers FC	Independence Avenue	Tigers vs Blue Waters	
Orlando Pirates	Sam Nuuyoma Stadium	Chula Chula vs Orlando	
Chula Chula	Oshakati Stadium	Arrows vs African Stars	
Eleven Arrows	Unam Stadium	Tigers vs Chula Chula	
Blue Waters	Kuisebmond Stadium	Oshakati City vs Arrows	
Oshakati City	Mondesa Stadium	Tigers vs Black Africa	

1. Merge and centre cells: A1:D1. Bold and font size 18.
2. Highlight B2:D2, italics and wrap text.
3. Insert the name TEAMS in cell B2.
4. Autofill series in Cells D4:D10.
5. Increase Row heights to 25 pixels in cells A3:D10 and insert all borders.
6. Autofit all columns widths so that all the information shows clearly.
7. Insert a new sheet and rename it CHART. Use the information in cells A2:D10 and insert a 2D Pie Chart.
8. Move the chart to the Chart sheet.
9. Change the Chart title to QUALIFIERS. Change the chart to chart style 4.
10. Print one copy of the Excel sheet and one copy of the Chart in portrait.

QUESTION 4: MS POWERPOINT 2025**MARKS: 20**

Create the following PowerPoint presentation using the information provided below. Follow the instructions carefully and make sure that you constantly save your work.

INSTRUCTIONS:

- Type using the default font and font size unless instructed otherwise
- Save this presentation in your Z-drive.
- Insert your name in the header on each slide.
- Print two slides per page.

1. Use Droplet Design theme for this presentation.

2. **Slide 1:** Insert a Title Slide and type the information as provided.

Title: COMPUTER FORENSIC (Font: Broadway, Font size 38, Bold)

In the Content box below, type: SPECIAL FEATURE followed by your name and Surname in u/c.

3. **Slide 2:** Insert a Title and content slide.

Title: THE SCOPE OF COMPUTER FORENSIC (Bold, Size 32)

Content box: (Star bullets)

- ❖ The Importance of Computer Forensics
- ❖ The Process and Computer Media
- ❖ Computer and Peripherals and Software

4. **Slide 3:** Insert a Two content slide

Title: FORENSIC LAB INVESTIGATIONS (Size 36)

On the Left Content Box: (Arrow bullets)


- Preserve the media.
- Extract evidence.
- Analyse computer media.
- Document results.

On the Right Content Box: (Arrow bullets)

- Visited websites.
- Attempts to conceal.
- Deleted or overwritten files.
- Data from RAM.

4. **Slide 4: Title: COMPUTER FORENSIC TOOLS**, in the content box on the left, type:

Hard disc replication
Examination hardware
Disc replication



Bold

On the left Box, insert a picture of a Desktop Computer (height: 14 cm; width 10cm).

5. Save and print your presentation.