



FACULTY/COLLEGE	College of Business and Economics
SCHOOL	School of Accounting
DEPARTMENT	Department of Accountancy
CAMPUS(ES)	APK
MODULE NAME	Business Information Systems 2A
MODULE CODE	BIS2A01/BIS22A2
SEMESTER	First
ASSESSMENT OPPORTUNITY, MONTH AND YEAR	Final Summative Assessment Opportunity May 2019

ASSESSMENT DATE	22 May 2019	SESSION	08:30 – 10:30
ASSESSOR(S)	Mr N Strydom, Mr YM Ebrahim		
MODERATOR(S)	Mr J Wessels		
DURATION	2 hours (120 min)	TOTAL MARKS	100

NUMBER OF PAGES OF QUESTION PAPER (Including cover page)	8
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STUDENT NUMBER:															
INITIALS & SURNAME:															
IDENTITY NUMBER															
TELEPHONE NUMBER:															

For office use only











Question	Mark	Marker's Comment
1 PowerPoint 25 Marks		
2 Excel 50 Marks		
3 Word 25 Marks		
Total 100 Marks		



1. **DO STEP 1 FIRST AND WORK ONLY FROM THE DESKTOP.**
2. You **MUST** FIRST COPY YOUR FILES TO THE **DESKTOP** BEFORE YOU DO ANY OF THE QUESTIONS!
3. **DO NOT OPEN FILES DIRECTLY FROM THE NETWORK**, ONLY FROM THE DESKTOP!
4. IF WORK IS LOST BECAUSE A STUDENT WORKS DIRECTLY FROM THE NETWORK AND IGNORED STEPS 1, 2 AND 3 ABOVE, **NO EXTRA TIME** WILL BE ALLOWED!
5. SAVE YOUR WORK REGULARLY!
6. ALL QUESTIONS MUST BE DONE ON THE COMPUTER.
7. NO CALCULATORS OR USB FLASH DRIVES MAY BE USED.
8. ONLY BLACKBOARD IS USED FOR MARKING.
9. READ ALL THE INSTRUCTIONS CAREFULLY.
10. THIS PAPER MUST BE HANDED IN.

Step 1

Copy the following **files** from **Server\Lab number\BIS2A** to the **DESKTOP**:

 BMW.JPG
 BULLET.JPG
 CENTRE.PPTX
 INPUT.TXT
 LAO.PPTX
 LAO.XLSX
 LAO.DOCX
 LOGO.PNG
 ORIGINS.XLSX
 PORSCHE.JPG

Instructions:

1. Double-click on the **Server** icon on the Desktop.
2. Double-click on the folder with the name **BIS2A**.
3. Select all the files in the folder.
4. Press CTRL and C on your keyboard to copy the files. Then click on the Desktop, and press CTRL and V on your keyboard, to paste the files.
5. Close the current folder.
6. Locate the files on the Desktop.
7. Complete questions 1- 3 (in any order).

NB!!! **Do NOT select Send To Desktop as this will create a shortcut only and you will not be able to submit your work!!!**

Question 1

Microsoft Office PowerPoint 2016

25 Marks



No marks will be awarded if any of the following is inserted on the INCORRECT SLIDE NUMBER or in the INCORRECT FILE.

Do Step 1 first and then activate Microsoft Office PowerPoint 2016, open the file LAO.PPTX from the Desktop (NOT THE NETWORK) and do the following:

1. Insert the following picture on the **SLIDE MASTER** so that it appears on every slide in the Presentation:
 - Use the picture from the file **LOGO.PNG** [1]
 - Place the picture in the top left corner of the Slide Master [1]
 - The picture should be 4cm in height. The picture should not be distorted. [1]

NO MARKS will be awarded if the picture does NOT appear on the SLIDE MASTER or if it is inserted in the incorrect position!
2. Change the theme of the entire slide show to "View" [1]
3. Insert the entire contents of the presentation file **CENTRE.PPTX** into the presentation file **LAO.PPTX** after slide 5. Keep source formatting for the contents of **CENTRE.PPTX**. Do NOT use copy and paste. [2]
4. Create a Custom Slide Show to with the name "Johannesburg". Include only slides 6 and 7. [1]
5. Move to slide number 2 in the presentation and do the following:
 - Select the words "Johannesburg Convention Centre" and create a hyperlink to the Custom Slide Show created in the previous question. [1]
 - The ScreenTip text must be "**Venue**" [1]
 - Use the picture from the file **Bullet.JPG** as a bullet for all text on the slide. The bullet size should be 150% of text. [2]
6. Move to slide number 3 in the presentation and do the following:
 - Change the background style of slide 3 ONLY to "Style 7" [1]
7. Move to slide number 4 ("Statistics") and do the following:
 - Using the placeholder, insert a 3-D Pie Chart on the slide [2]
 - Use the following data for the chart: [2]

	Number of cars
Supercars	22
Vintage Cars	18
Off Road Cars	15
Flying Cars	2

- Change the Chart Style to "Style 9" [1]
- The legend of the chart must appear on the left [1]
- Centre align the heading "Statistics" [1]

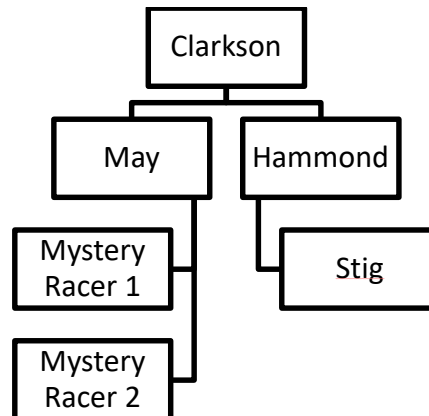
[QUESTION CONTINUES ON THE NEXT PAGE]

8. Use the placeholder on slide number 5 (Title: Event Coordinators) to create the following organisation chart:

➤ **Marks are only awarded up to the first incorrect level.**

➤ Total marks:

[4]



9. Apply the following changes to the Organisational Chart:

➤ Change the style of the Organisational Chart to **Sunset Scene**.

[1]

➤ Change the colour of the Organisational Chart to **Primary Colours Theme: Dark 2 Fill**

[1]

10. **Save the file with your surname, initials and student number as the name of the file,** [e.g. Smith JC 2004151748]. **CLOSE THE APPLICATION**. Upload and submit the file to Blackboard under Assessments – “LAO PowerPoint” for marking purposes. Do not forget to **attach** the file [Attach file] before clicking on the Submit button. (Refer to instructions at the end of the test paper).

Question 2

Microsoft Office Excel 2016

50 Marks



Marks will only be awarded if formulae and =Functions are 100% correct. Cell/range references must be used for all calculations (where applicable).

Do Step 1 first then activate Microsoft Office Excel 2013, open the file LAO.XLSX from Desktop (NOT THE NETWORK) and do the following:

1. Select worksheet **VEHICLE SALES** and do the following:
 - Insert a new column in front of the existing column A. [1]
 - Use the **=CONCATENATE** function and **cell references** to combine the **Make** and **Model** of the vehicles in the list in cell **A4** (The new column A you inserted in the point above). Remember to include a space in between the Make and Model. Copy the function for the entire range **A4:A15**. The Make must appear first. Adjust the column width if necessary to AutoFit selection. [2]
2. Select worksheet **BUDGETS** and do the following:
 - Use **cell/sheet references** to insert the **Concatenated Make and Model** in the range **A4:A15**. The concatenated Makes and Models must be obtained from the worksheet **VEHICLE SALES**. Do NOT use copy and paste. [No marks will be awarded if cell/sheet references are not used]. [2]
 - Use the **=VLOOKUP** function and **cell/sheet references** to insert the **Origins** of the Makes in the range **H4:H15**. The **Origins** can be found on the workbook **ORIGINS**. Do NOT use copy and paste to insert this. [No marks will be awarded if the =VLOOKUP function and sheet/cell references are not used]. [3]
 - Use a **formula** and **cell references** to calculate the **Sales for the month (Excl. VAT)** in the range **E4:E15**. [No marks will be awarded if a formula and cell references are not used]. [2]
 - Use a **formula** and **cell references** to calculate the **VAT Payable on the Sales for the YEAR** in the range **F4:F15**. Use a VAT rate of 15%. [No marks will be awarded if a formula and cell references are not used]. [2]
 - Use a **formula** and **cell references** to calculate the **Commission Payable** in the range **G4:G15**. The **Commission Payable** is equal to 2% of the Annual Sales including VAT. [No marks will be awarded if a formula and cell references are not used]. [2]
 - Use a **function** and **cell references** to calculate the **TOTALS** for each column in the range **C16:G16**. [No marks will be awarded if a function and cell references are not used]. [2]
 - Insert a **Top and Double Bottom Border** to the range **C16:G16**. [No marks will be awarded if a function and cell references are not used]. [1]
 - Use a **function** and **cell references** to calculate the **AVERAGE** expected units to be sold for all the makes combined in cell **B18**. Remove the Currency (R Symbol) from this cell and apply Bold. [No marks will be awarded if a function and cell references are not used]. [3]
3. Select worksheet **VEHICLE SALES** and do the following:

Use the **=IF function** and **relative cell references** to insert the following next to each item in the **range E4:E15**:

If the **Average Price** is greater than or equal to R950 000, insert the text "**Rare**", if the **Average Price** is greater than R500 000, insert the text "**Luxury**", if the **Average Price** is smaller than or equal to R500 000, insert the text "**Common**". [3]
4. A Vehicle Company has two companies, WEWANTCARS Pty Ltd and WEMAKECARS Pty Ltd. Open the file **Input.txt** in Excel by browsing for all file types and do the following:

- Use the text import wizard to split the text file into the following columns: [3]
 - Account Number
 - Company
 - Category Number
 - Amount

The delimiter that was used was “#”.

- Remove all the , and “ using the find and replace function. [2]
- Remove Blank Columns C and E. [1]
- Move and Copy the worksheet into the LAO.xlsx workbook. Place at the end of the workbook and rename the worksheet to “Financials”. [1]
- Select the range **A1:E649** and create a **PivotTable on a new worksheet**. [1]
- Rename the worksheet with the PivotTable to **AFS Pivot**. [1]
- Add the following fields to the report:
 - Company under FILTERS [1]
 - Sum of Amount under VALUES [1]
 - Category Number under ROWS [1]

- Apply a **REPORT FILTER** to show **WEWANTCARS PTY LTD**’s trial balance only. [1]

5. Select worksheet **AMORTISATION** and do the following:

- (a) Use an **=Function** and **cell references** to calculate the monthly instalment for the repayment of the loan in cell **B10 and B11**. Payments must be done at the end of each period. [4]
- (b) Use cell references to insert the PV amounts of the loan in cells **B7 and B8**. [2]
- (c) Create an amortisation table in the range **A16:E75** according to the headings in the range **A15:E15**. If the amortisation table was done correctly, the balance in cell **E75** should equal the residual value. Make use of **formulas** and a **combination of absolute and relative cell references** where applicable. Remember that all the values have to be monthly values. **Account for the change in interest rate only at the end of month 25**. [8]

You have to make use of the **=SUM** function for the closing balance at the end of each month in column **E**.

6. **Save the file with your surname, initials and student number as the name of the file**, [e.g. Smith JC 2004151748]. **CLOSE THE APPLICATION**. Upload and submit the file to Ulink under “LAO – Excel” for marking purposes. Do not forget to **attach** the file [Attach file] before clicking on the *Submit* button. (Refer to instructions at the end of the paper).

Question 3



Microsoft Office Word 2016

25 Marks



Do Step 1 first then activate Microsoft Office Word 2016, open the file LAO.DOCX from the Desktop (NOT THE NETWORK) and do the following:

1. On page 1, in the table given, insert a new column to the left of the "Porsche 911 Turbo" column. Type the words "BMW 850i" in the first row of the new column. The price before VAT for the BMW 850i is R2 199 000. **[Hint: Type the amount 2199000 in the second row of the new column].** [2]
2. Using **formulas**, calculate all the values shown in the table below as "?". No formulas should be visible, and the use of a calculator is not allowed. (No marks will be awarded if formulas were not used).
 - VAT @ 15% is calculated by multiplying the Price before VAT by 15% [2]
 - CO2 levy @ 1% is calculated by multiplying the VAT by 1% [2]
 - The total purchase price is the sum of Price before VAT, the VAT amount, and the CO2 levy. [2]
 - Merge the cells of the last row together, and type the words "Terms and Conditions Apply". [1]
 - Change the before and after spacing of the entire table to 6 pt. [1]

	BMW 850i	Porsche 911 Turbo
Price before VAT (R)	2199000	2599000
VAT @ 15%	?	?
CO2 levy @ 1%	?	?
Delivery fee	5500	5500
TOTAL PURCHASE PRICE (R)	?	?
Picture		
Terms and Conditions Apply		





3. Apply the following formatting to the table. Marks will be awarded as follows:
 - Centre align ALL values under BMW 850i and Porsche 911 Turbo columns [1]
 - Centre align "BMW 850i" and "Porsche 911 Turbo" headings, and apply bold. [1]
 - Change the colour of both headings to red. [1]
 - Unless otherwise specified, make use of the font *Calibri* [1]
 - Graphics:
 - Add the picture called **BMW.JPG** to the correct cell [1]
 - Add the picture called **PORSCHE.JPG** to the correct cell [1]
 - Change the text wrapping of the pictures to ***In Line with Text*** [1]
 - Both pictures should have a width of 4 cm and should not be distorted [1]
4. Insert a page break directly after the table. [1]

5. On page 2, set the following tab stops:
- Left tab at 2 cm [1]
 - Right tab at 9 cm [1]
 - Decimal tab at 14 cm [1]
 - Type the text as shown below. Marks will be awarded for the following:
 - 1.5 Line Spacing [1]
 - Apply bold and underline to the main and column headings [1]
 - Correct use of single underline (not line tool or borders) [1]

<u>Car</u>	<u>Country of origin</u>	<u>Price</u>
Lamborghini Gallardo	Italy	R1 599 000
Bentley Continental	England	R2 299 000
Birkin S3	South Africa	R1 299 000

6. **Save the file with your surname, initials and student number as the name of the file,** [e.g. Smith JC 2004151748]. **CLOSE THE APPLICATION**. Upload and submit the file to Blackboard under Assessments – “LAO Word” for marking purposes. Do not forget to **attach** the file [*Attach file*] before clicking on the *Submit* button. (Refer to instructions at the end of the test paper).

Please hand in this Exam paper.

-  Ensure that the front page is completed and that you have uploaded, attached AND submitted all three files in the correct place.
-  No marks can be awarded for files that are not uploaded, attached and submitted.
-  No second opportunity will be granted if files are not uploaded, attached and submitted.
-  If you are unsure, ask an assistant to help you.