



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

<b>ASSESSMENT DATE</b>	16 July 2019	<b>SESSION</b>	15:00 – 17:00
<b>ASSESSOR(S)</b>	Mr N Strydom, Mr YM Ebrahim		
<b>MODERATOR(S)</b>	Mr J Wessels		
<b>DURATION</b>	2 hours (120 min)	<b>TOTAL MARKS</b>	100

<b>NUMBER OF PAGES OF QUESTION PAPER (Including cover page)</b>	8
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<b>STUDENT NUMBER:</b>															
<b>INITIALS &amp; SURNAME:</b>															
<b>IDENTITY NUMBER</b>															
<b>TELEPHONE NUMBER:</b>															

*For office use only*

Question	Mark	Comment
1 PowerPoint 25 Marks		
2 Excel 45 Marks		
3 Word 30 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!

## Step 1

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

- SAO.XLSX
- SAO.DOCX
- SAO.PPTX
- ECONOMY.PPTX
- YEARS OF SERVICE.XLSX
- CABINET LOGO.GIF
- JUNK.JPG
- CAR WASH LOGO.JPG

### **Instructions:**

1. Double-click on the **Server** icon on the desktop
2. Double-click on the folder with the name **BIS**
3. Select all the files in the folder
4. **Copy** all the files in the folder to the Desktop.
5. Close the current folder.
6. 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



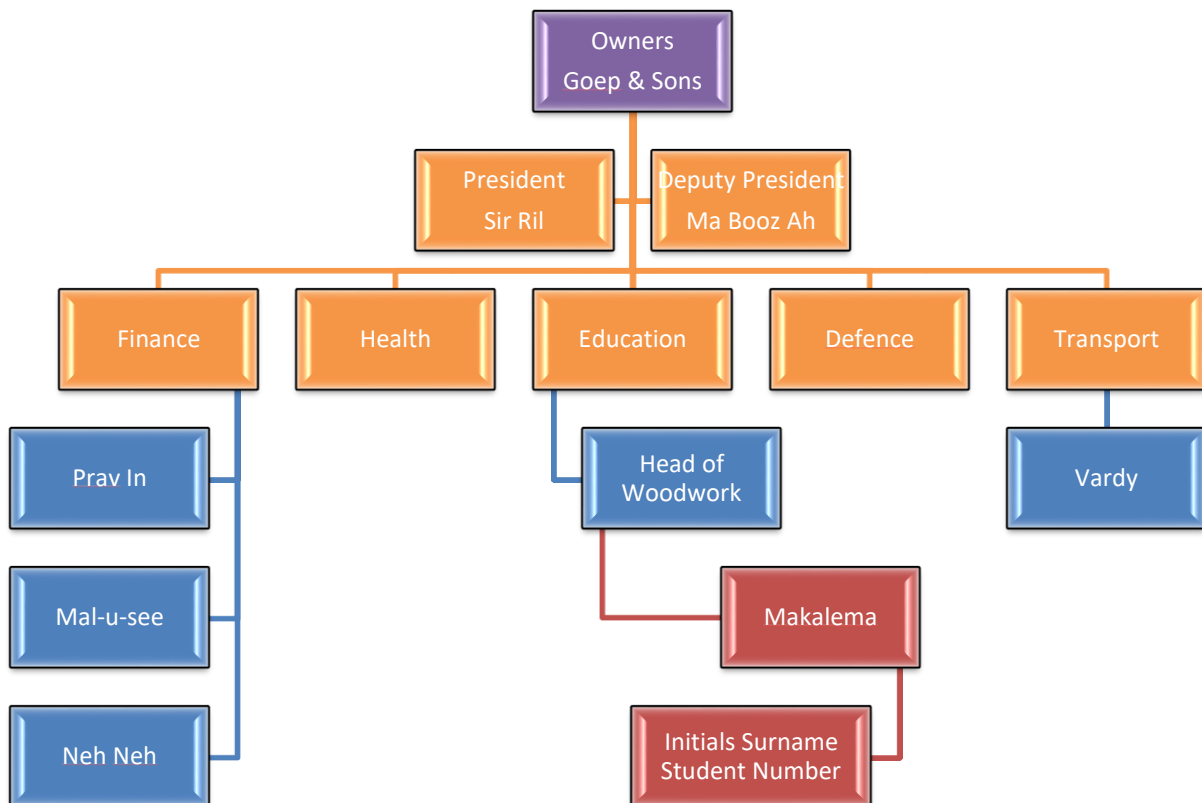
**No marks will be awarded if any of the following is inserted on the INCORRECT SLIDE NUMBER or in the INCORRECT FILE.**

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

1. Type your initials, surname and student number in the subtitle placeholder on slide number 1. [1]
2. Insert the following picture on the **SLIDE MASTER** so that it appears on every slide in the presentation:
  - Use the picture from the file **Cabinet Logo.jpg** [1]
  - Place the picture in the **top** right hand corner [1]
  - Change the size to 3.0 cm Height (Do not distort the picture) [1]
  - Flip the picture horizontally [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!**

3. Create the following Organizational Chart on Slide 2:



- Marks will be awarded as follows:
  - Deputy President [1]
  - Finance Sector [2]
  - Education Sector [2]
  - Transport Sector [2]
  - Initials and Surname [1]
  - Change the color scheme to **Colorful Range – Accent Colors** [1]
  - Apply the following SmartArt Style: **Cartoon** [1]

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4. Change the *Background Style* of **ONLY** slide 3 to – Style 8 [1]
- Select the last slide in the presentation (slide number 3: Title: *Terminal*) and do the following:
- Insert the picture from the file **JUNK.JPG** in the centre of the slide [1]
  - Resize the picture to 10 cm height [1]
  - **Middle** AND **Centre** align the picture on the slide [1]
  - Add the **Float in** animation to the picture [1]
  - Select the picture and create a hyperlink to the following website: [www.cabinetshufflers.co.za](http://www.cabinetshufflers.co.za) [2]
  - The Screen Tip text must be **Website** [1]
5. Insert the contents of the presentation file **ECONOMY.PPTX** into the presentation file **SAO.PPTX** at the end of slide 3. Keep the source formatting for the contents of the file **ECONOMY.PPTX** file design. [2]
6. **Save the file with your surname, initials and student number as the name of the file**, [eg Smith JC 2004151748]. **CLOSE THE APPLICATION**. Upload and submit the file to Ulink under **Assessments** 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

45 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 2016, open the file SAO.XLSX from the Desktop (NOT THE NETWORK) and do the following:**

1. Select worksheet **SALARIES** 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 **Initials** and **Surnames** of the staff members in the list from cell **A5** (*The new column A you inserted in the point above*). Remember to include a space in between the initials and surnames. Copy the function for the entire range **A5:A56**. The initials must appear first. Adjust the column width if necessary to AutoFit selection. [1]
3. Select worksheet **BONUSES** and do the following:
  - ❖ Use **cell/sheet references** to insert the **Concatenated Initials and Surnames** in the range **A4:A55**. The concatenated initials and surnames must be obtained from the worksheet **SALARIES**. 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 **Years of Service** number in the range **G4:G55**. The **Years of Service** can be found on the workbook **YEARS OF SERVICE**. 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 **Gross Annual Salary** in the range **D4:D55**. **[No marks will be awarded if a formula and cell references are not used]**. [2]
  - ❖ Use a **formula** and **cell references** to calculate the **Tax Payable on Gross Annual Salary** in the range **E4:E55**. Use a tax rate of 28%. **[No marks will be awarded if a formula and cell references are not used]**. [2]
  - ❖ Use a **formula** and **cell references** to calculate the **Net Bonus Payable** in the range **F4:F55**. The **Net bonus payable** is equal to one month's salary after the deduction of tax payable and must be based on the **annual** salary less taxation. **[No marks will be awarded if a formula and cell references are not used]**. [2]
4. Select worksheet **SALARIES** and do the following:
 

Use the **=IF function** and **relative cell references** to insert the following next to each item in the **range J5:J52**:

If the **Net monthly salary** is greater than or equal to R26 000, leave the cell blank, if the **Net monthly salary** is greater than R22 000, insert the text **"Review"**, if the **Net monthly salary** is smaller than or equal to R22 000, insert the text **"Increase"**. **[Blank cells must still contain the =Function]**. [3]
5. Select worksheet **PIVOT** and do the following:
  - ❖ Select the range **A1:E649** and create a **PivotTable on a new worksheet**. [2]
  - ❖ Rename the worksheet with the PivotTable to **PivotSummary**. [1]
  - ❖ Add the following fields to the report:
    - Company under **FILTERS** [2]
    - Sum of Amount under **VALUES** [2]
    - Category Description under **ROWS** [2]
  - ❖ Apply a **REPORT FILTER** to show **IMMUNOPRO LTD's** trial balance only. [2]
  - ❖ Apply a filter to the **ROWS** in the PivotTable to only show *Trade Debtors* and *Trade Creditors*. [2]
  - ❖ Insert a 3D-Pie PivotChart. [2]
  - ❖ Move the PivotChart to a chart sheet and rename the chart sheet to **PivotPie**. [2]
  - ❖ Insert Data Labels to show percentages and position at Outside End [2]

6. 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) 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 at the end of month 25. [6]
- You have to make use of the **=SUM** function for the closing balance at the end of each month in column **E**.
7. **Save the file with your surname, initials and student number as the name of the file**, [eg Smith JC 2004151748]. **CLOSE THE APPLICATION**. Upload and submit the file to Ulink under Assessments 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

30 Marks

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

1. Just below the heading: **Budgets for the Months May and June 2018**, do the following and then create the Budget:
  - Create the following tab stops:
    - Right tab at 9 cm [1]
    - Right tab at 13 cm [1]
  - Change your line spacing to:
    - Single Line Spacing [1]
  - Use the underline button for the lines above Profit / Loss [1]

**Budget for the Months May and June 2019**


	May	June
Income	5 000	2 000
Expenses	(3 500)	(500)
Profit / Loss	1 500	1 500

2. Recreate the following table in Microsoft Word 2016 underneath your Budget.  
Marks will be awarded as follows:
  - Create the table with the right amount of **columns AND rows** [2]

VAT Registration number: 555444666

Date: 06/05/2018

Document number: CW0106



Customer Name:

Needa Karwarsh

UJ Car Wash Services

University Road and Kingsway

(011) 559 0000

082 559 0000

info@ujcarwash.co.za

Item	Description	Quantity	Unit Price	Net Price
1	Full Car Wash and Shine	2	50	?
2	Waxing and Buffing	1	80	?
Total				?

- Remove the required cells left of the *Total* row [2]
- Unless otherwise specified, make use of the font *Arial Narrow* [1]
- Document Number
  - Correct Use of Tab Stop in cell [2]
  - Bold & Italics applied [1]
- Invoice
  - Alignment of text [1]
  - Blue Shading [1]
  - Font: Arial Black; Font Size 14; Colour **Red** [1]

- Logo:
    - Add the picture called **Car Wash Logo.JPG** to the correct cell [2]
    - Change the text wrapping of the picture to **square** [2]
  - UJ Car Wash Services cell:
    - Change font of "UJ Car Wash Services" ONLY to *Calibri* [1]
    - Change the font colour of "UJ Car Wash Services" ONLY to **Dark Blue** [1]
    - Apply **Bold** to "UJ Car Wash Services" text ONLY [1]
    - Make use of the correct symbols (1 mark per correct symbol) [4]
  - Quantity, Unit Price and Net Price values:
    - Apply correct alignment of all values under these *columns*. [1]
    - Make use of **formulas** to calculate **ALL 3** values in the *Net Price column* [3]  
(No marks will be awarded if formulas weren't used)
5. Save the file with your surname, initials and student number as the name of the file, [eg Smith JC 2004151748].  
**CLOSE THE APPLICATION!** Upload and submit the file to Ulink under Assessments 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).
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## Please hand in this test 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.