FEEDBACK TUTORIAL LETTER

2nd SEMESTER 2019

PRACTICAL ASSIGNMENT 1

BUSINESS APPLICATIONS 1B

BAP521S
BUSINESS APPLICATIONS 1B

FEEDBACK TUTORIAL LETTER

Dear Student

This letter simply serves to give you feedback on the first Business Applications 1B test you wrote on 25 July 2019.

I would like to thank those who made the effort and sacrifice to attend this vacation school as I would not want anyone to miss out on important information given throughout this week.

It is essential that you keep on practising these next few weeks before the next vacation and email, sms, call or Whatsapp me if you have any questions or would like me to clarify something for you. You really need to put in the extra time and effort these last few months before the examinations and to ensure that you are ready for the 2nd year.

I have included some general comments on the different questions from your test.

Comments regarding your practical test:

QUESTION 1: SPEED TEST

Well done, I picked up that your speed and accuracy has improved. However, you still need to ensure that you are typing with the correct fingers and adhering to paragraph rules and instructions.

QUESTION 2: TABLES IN MS WORD

- Make sure to type the document according to table and paragraph rules. Follow all instructions.
- Proofread the document before you print.
QUESTION 3: MS WORD – TABLE OF CONTENTS

- Please ensure that your document has numbers on all the pages, except the first page. Note where the page numbers should be placed.
- Each document containing numbered paragraphs should be put on a hanging.
- Note the enters after a main heading and between paragraphs.

QUESTION 4: MS ACCESS

- Don’t forget to put the correct name of the table at the top of your document.
- Proofread the document before printing.
- Make sure your printout the requested documents and in the correct layout.

QUESTION 5: MS WORD - TEMPLATES

Please have a look at the Memorandum of the Business Fax (Equity theme) below. This is quite easy to just add in the information, (you have easily scored marks in this question) but please make sure you add your name in the footer as well and adhere to the template rules.

If you have any questions regarding the marking of your assignments, please do not hesitate to contact me.

Regards

Ms Deoni Olivier
MARKER-TUTOR
QUESTION 1

The only way you can really protect your computer work fully is to make duplicate copies, known as backup. You can replace hardware and software, you can move to a new location, you can hire new employees, your company can start over with a new manager if it must but, if you lose your data and have no backup, your business will come crashing to a halt.

Although hard disks are very reliable, they can break down or be accidentally reformatted. Disk recovery utilities can help with software problems, but, if the breakdown is hardware-based, it could be very expensive. The services of a disk recovery agency may be required, and it may not be possible to save the data files.

The universal rule for backing up computer data is to do it whenever you have done more work than you would care to do again. A general rule of thumb is to back up all data weekly and completely back up your system once a month to catch any changes you have made to your system setup. As an extra precaution, is always back up before you remove the computer's cover to install hardware.

We are sometimes negligent with these types of important things and don't take care in actually doing them. In the end we pay a hard price for it. Make it a priority to follow these suggestions to the point.
<table>
<thead>
<tr>
<th>ARTIST NAME</th>
<th>SONG ITEM</th>
<th>YEAR COMPOSED</th>
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<tbody>
<tr>
<td>Lauren Daigle</td>
<td>You Say</td>
<td>2018</td>
</tr>
<tr>
<td>Tasha Cobbs</td>
<td>Overflow</td>
<td>2016</td>
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<tr>
<td>Kari Jobe</td>
<td>Forever</td>
<td>2013</td>
</tr>
<tr>
<td>Dedrick Haddon</td>
<td>Never look back</td>
<td>2010</td>
</tr>
</tbody>
</table>
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SEASONS OF LIFE .......................................................... 7

1. Winter ...................................................................... 7
   1.1 Cold and inactive times ....................................... 7
   1.2 June and July ...................................................... 7

2. Summer ..................................................................... 7
   2.1 Warm and fun activities ....................................... 7
   2.2 November, December and January....................... 7
SEASONS OF LIFE

1. Winter
   1.1 Cold and inactive times
   1.2 June and July

2. Summer
   2.1 Warm and fun activities
   2.2 November, December and January

\[ D = \frac{b}{a} \]
\[ \int_a^b f(x) \, dx = 20 \]
<table>
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<tr>
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<th>Serial_Number</th>
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<td>Acer</td>
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\[
\Delta = 10 \\
A = 14 \quad J = \frac{20}{20}
\]
QUESTIONS:

52 Steenbok Street, PioniersPark
Windhoek, 9000
061 452 762
061 452 746
www.worldventures@ol.na

Fax

To: Snow White
From: Cinderella
Fax: 061 262 212
Phone: 061 262 233
Pages: 5
Date: 12 November 2018
Re: TRAVEL VOUCHER
c: Red Riding Hood

x Urgent □ For Review □ Please Comment □ Please Reply □ Please Recycle

Comments:

We are delighted to inform you that you have qualified to receive a World Venture voucher to the value of N$20 000. It has been sent to your postal address. The voucher should be used within 1 year.

Please confirm your receipt of the voucher.

\[ A = 14 \] \[ D = 6 \] \[ 20 = 20 \]