FEEDBACK TUTORIAL LETTER

2nd SEMESTER 2019

PRACTICAL ASSIGNMENT 2

BUSINESS APPLICATIONS 2B

BAP621S
BUSINESS APPLICATIONS 2B (BAP621S)

FEEDBACK TUTORIAL LETTER

VACATION SCHOOL 02 – 05 SEPTEMBER 2019

Dear Student

This feedback letter serves to give feedback on the last vacation school you have attended in September 2019.

Practical Assignment: 05 September 2019

It was an absolute pleasure to teach you this last vacation school of 2019. I have clearly indicated the display and accuracy marks to the different questions. In this tutorial letter I would like to point out some general mistakes that you should take care of.

I would like to encourage you to practice more and put in extra effort to improve and do much better in the exam. I am not very satisfied with the results, but I believe you can and will improve. It seemed that you know the layout/display for the different documents, but the SPEED and ACCURACY is a big concern for most of you.

Please take note of the following tips:

QUESTION 1 (Ms Access)

 Majority of you did well in this question but a few of you need some more practice. It is very important that you read the instructions carefully and make sure you execute exactly what the instruction requires you to do. In this case you were supposed to use the Northwind Traders Database – Orders and Order Detail table to create an Inner Joint that will display the Product ID from Order Details and the Employee and Ship Name that make use of New York only. Please see the results below.
### Query 1.1

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christina</td>
<td>Lee</td>
<td>Purchasing Manager</td>
</tr>
<tr>
<td>Francisco</td>
<td>Pérez-Olaeta</td>
<td>Purchasing Manager</td>
</tr>
<tr>
<td>Sven</td>
<td>Mortensen</td>
<td>Purchasing Manager</td>
</tr>
<tr>
<td>Roland</td>
<td>Wacker</td>
<td>Purchasing Manager</td>
</tr>
<tr>
<td>Peter</td>
<td>Kruschne</td>
<td>Purchasing Manager</td>
</tr>
<tr>
<td>John</td>
<td>Edwards</td>
<td>Purchasing Manager</td>
</tr>
<tr>
<td>Helena</td>
<td>Kupkova</td>
<td>Purchasing Manager</td>
</tr>
<tr>
<td>George</td>
<td>Li</td>
<td>Purchasing Manager</td>
</tr>
<tr>
<td>Michael</td>
<td>Entin</td>
<td>Purchasing Manager</td>
</tr>
<tr>
<td>John</td>
<td>Rodman</td>
<td>Purchasing Manager</td>
</tr>
<tr>
<td>Karen</td>
<td>Toh</td>
<td>Purchasing Manager</td>
</tr>
<tr>
<td>Amritansh</td>
<td>Raghav</td>
<td>Purchasing Manager</td>
</tr>
<tr>
<td>Soo Jung</td>
<td>Lee</td>
<td>Purchasing Manager</td>
</tr>
</tbody>
</table>

### Query 1.2

<table>
<thead>
<tr>
<th>Product</th>
<th>Employee</th>
<th>Ship Name</th>
<th>Ship City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northwind Traders Dried Pears</td>
<td>Jan Kotas</td>
<td>Christina Lee</td>
<td>New York</td>
</tr>
<tr>
<td>Northwind Traders Dried Apples</td>
<td>Jan Kotas</td>
<td>Christina Lee</td>
<td>New York</td>
</tr>
<tr>
<td>Northwind Traders Dried Plums</td>
<td>Jan Kotas</td>
<td>Christina Lee</td>
<td>New York</td>
</tr>
<tr>
<td>Northwind Traders Chocolate Biscuits Mix</td>
<td>Anne Hellung-Larsen</td>
<td>Christina Lee</td>
<td>New York</td>
</tr>
<tr>
<td>Northwind Traders Marmalade</td>
<td>Jan Kotas</td>
<td>Christina Lee</td>
<td>New York</td>
</tr>
<tr>
<td>Northwind Traders Long Grain Rice</td>
<td>Jan Kotas</td>
<td>Christina Lee</td>
<td>New York</td>
</tr>
<tr>
<td>Northwind Traders Gnocchi</td>
<td>Andrew Cencini</td>
<td>Christina Lee</td>
<td>New York</td>
</tr>
</tbody>
</table>
Report

<table>
<thead>
<tr>
<th>#</th>
<th>Invoice #</th>
<th>Order Date</th>
<th>Company</th>
<th>Sales Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>38</td>
<td>10/03/2006</td>
<td>Company BB</td>
<td>£13,800.00</td>
</tr>
<tr>
<td>2</td>
<td>41</td>
<td>24/03/2006</td>
<td>Company G</td>
<td>£13,800.00</td>
</tr>
<tr>
<td>3</td>
<td>47</td>
<td>08/04/2006</td>
<td>Company F</td>
<td>£4,200.00</td>
</tr>
<tr>
<td>4</td>
<td>46</td>
<td>05/04/2006</td>
<td>Company I</td>
<td>£3,690.00</td>
</tr>
<tr>
<td>5</td>
<td>58</td>
<td>22/04/2006</td>
<td>Company D</td>
<td>£3,520.00</td>
</tr>
<tr>
<td>6</td>
<td>79</td>
<td>23/06/2006</td>
<td>Company F</td>
<td>£2,490.00</td>
</tr>
<tr>
<td>7</td>
<td>77</td>
<td>05/06/2006</td>
<td>Company Z</td>
<td>£2,250.00</td>
</tr>
<tr>
<td>8</td>
<td>36</td>
<td>23/02/2006</td>
<td>Company C</td>
<td>£1,930.00</td>
</tr>
<tr>
<td>9</td>
<td>44</td>
<td>24/03/2006</td>
<td>Company A</td>
<td>£1,674.75</td>
</tr>
<tr>
<td>10</td>
<td>78</td>
<td>05/06/2006</td>
<td>Company CC</td>
<td>£1,560.00</td>
</tr>
</tbody>
</table>

11 September 2019

Feedback on the Report

All of you did well with the Report. Please adhere to the following tips concerning the Report:

2.1 The Header should be type in Uppercase in the centre position as requested. Read all your instructions carefully.

2.2 Make sure you insert the correct picture/logo, position the picture correctly – in this case top right side of the report.

2.3 Size of the picture should be not too big or too small.

2.4 Make sure you select the correct page numbering option. In this paper you were supposed to choose the page number which shows the current page and total number of pages in the centre position of the footer.

2.5 Make sure you insert the correct date format in the correct position as requested.
2.6 The Report must be printed in portrait form.

2.7 Please make sure you only print the first page of the report - you should only use the current page print option to print.

**Question 2 – Publisher**

4.1 You did well in this question. Please make sure you pay attention to all the detail that should be displayed on the Flyer.

4.2 Do not leave out any detail and make sure it is clear enough to be read.

4.3 Insert the correct image from Bing, position it correctly and resize it according to the instructions (not too big or too small).

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

Keep practicing because practice makes perfect and all the best for your exams.

*God Bless*

L Beukes
MARKER-TUTOR
FEEL THE BEAUTY!

JANINE’S JEWELRY SHOP

We’re a family-owned jewelry business that really cares about its customers. We’ve been around for nearly 25 years. Our fully trained staff can perform a full range or repair and cleaning services for all your jewelry. The services we offer include:

- Free jeweler inspection
- Free ring cleaning
- Engraving
- Pearl stringing
- Laser welding
- Ring sizing
- Chain repair
- Stone setting

Best of all, our repairs come with a two-year workmanship warranty, regardless of where you bought your jewelry or where the original owner purchased it.

Situated at the corner of Independence and Frans Indongo Street, Tel: 225544, Email: jjewelery@yahoo.com.na, website
Question 1

Retrieve the Database151. You will find the Northwind Traders Database and adhere to the instructions that follow:

INSTRUCTIONS

1. Under the grouping Supporting Objects:

1.1 Use Customers table and create a query that will display the First Name and Last name of the Purchasing Manager only.

1.2. Use Order Details and Orders to create an Inner Joint. Create a query that will display the Product ID from Order Details and the Employee and Ship Name that make use of New York only.

In the Northwind (Erongo Traders) database, use the Report for the Top Ten Biggest and format it as follows:

1. Create a header titled "Erongo Tracers" - Font Times New Roman, Size 20, Colour – Dark Green, Background – Maroon 2

2. Page number which shows the current page and total number of pages to the centre of the footer.

3. Insert the logo of Erongo Traders at the top right corner of the report. Find attached logo.

4. Insert Today's Date only in the left corner (Full Date)
Question 2
You are the office administrator for Janine's Jewellery Shop. It is your responsibility to
promote the Jewellery. Please create an informative yet attractive flyer with tear-offs,
using MS Publisher 2016.

FEEL THE BEAUTY!

Font: Cooper Black, size 24

Font: Castellar, u/c, 28, Color: Green,
Accent 1 (RGB 0,153,0) Darker 25%

Janine's Jewelry shop

We're a family-own jewelry business that really cares about its
customers. We've been around for nearly 25 years. Our fully
trained staff can perform a full range or repair and cleaning
services for all your jewelry.

The services we offer include:

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- Pearl stringing
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Best of all, our repairs come with a two-year
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purchased it.

Situated at the corner of Independence and Frans Indongo Street, Tel:
225544, Email: jewelry@yahoo.com.na - website

TEAR OFFS INFORMATION:
Janine January – 0814561231
(Font: Times New Roman, size 10)