

BrightTech Repairs

Repair Type	Week 1	Week 2	Week 3	Week 4
Screen Replacement	12	9	14	10
Battery change	8	7	9	6
Water Damage Fix	3	4	2	5

Repair Type	Total Repairs
Screen Replacement	45
Battery change	30
Water Damage Fix	14

- **The most common repair type is Screen Replacement with 45 repairs.**

DS2 Log

Why I chose my tool?

I chose Microsoft word because it is easy to use and good for creating digital reports. The manager asked for a simple summary so Word was the best choice. It allowed me to add titles, tables and clear information (e.g numbers) in one document. I could organise the repair data efficiently so it was easy to read and understand. Word also made it simple to present the results in a professional way. I did not need advanced formulas or charts for this task. Using Word helped me create a document that was clear and organised for the manager to read quickly.

What Information I used from the scenario?

I used the information provided by Ms Nicholson in the email. The scenario gave repair data for four weeks and three different repair types. These were Screen Replacements, Battery Changes, and Water Damage Fixes. I used the figures for each repair type and added them together to calculate the monthly totals. I also used the instructions that

said the summary must show how many repairs were completed for each type and identify which repair type was the most common. This information helped me create the final summary and make sure I met the requirements.

How I created my word document ?

I first opened Microsoft Word and added a title at the top of the page. Next, I looked through the repair data and worked out the total number of repairs for each repair type. I added the figures together carefully to make sure my calculations were correct. After that, I added a table showing the repair numbers for each week so that the manager could see the weekly breakdown. Then I added another table to show the repair information clearly. I included the repair types and the totals for each one. Finally, I wrote a short statement explaining which repair type was the most common. I checked the document to make sure everything was easy to read.

What changes I made while working?

At first, I only included the monthly totals for each repair type. However, after looking at my work again, I realised it would be useful to show the weekly figures as well. I added a second table that showed the repair numbers for Week 1, Week 2, Week 3, and Week 4. This made the information more detailed and better to understand. I also changed the layout by adding headings. These changes helped make the document look more organised. These adjustments made sure that the manager could easily find and understand the information.

How I improved my work?

I improved my work by adding a weekly breakdown table instead of only showing the final totals. This gave more information and made the summary more useful. I also highlighted the most common repair type, which was Screen Replacement. This meant the manager could see the key result right away. The feedback suggested that including the weekly figures would make the report clearer, so I added them. Also, I checked all calculations to make sure they were correct. Finally, I checked the layout and made sure the tables were easy to read. These improvements made the final document clearer for BrightTech Repairs.

References

1. Microsoft Word Help and Learning

<https://support.microsoft.com/en-gb/word>

2. BBC Bitesize Software Applications Word Processing -

<https://www.bbc.co.uk/bitesize/guides/z8f82hv/revision/1>