

**DS2: Scenario 1****GreenLeafGrocers****Current Stock Quantities:**

| Item Name         | Quantity of Item | Colour | Stock Level   |
|-------------------|------------------|--------|---------------|
| Apples            | 12               |        | Low           |
| Bananas           | 4                |        | Need to order |
| Carrots           | 18               |        | High          |
| Potatoes          | 30               |        |               |
| Milk (2L Bottles) | 6                |        |               |
| Bread Loaves      | 3                |        |               |
| Eggs (Boxes of 6) | 10               |        |               |
| Pasta (500g)      | 22               |        |               |

In this scenario I have decided to use a Word document to create a simple table to organise GreenLeaf Grocers current stock quantity list. I chose to use Word as it will allow me to both create the artefact and draft my report without needing to constantly switch back and forth between applications. I also like how simple and straightforward it is to create a table on Word, as all one needs to do is go to the Insert tab along the top of the screen and create a table with a customisable number of columns and rows. After creating an initial table template, I then went ahead and changed the cell fill colour and outline colour to something that was purely based on my personal preference. However, the colours used in the 'Quantity' column with numerical value were selected according to the key that is next to the table. The colours correspond to the stock level, so it is clearer to the viewer on which products need replenishing. The flexibility of the application as well as easy customisation are the main factors of why I chose to use Word to complete this assignment.

I have chosen a table to present this data as it will slightly enhance the data instead of just copying and having the exact same effect as listing the stock figures. This is shown by the colour coding of the quantity results as well as having headers for each column to make it clearer to the reader/viewer. "A table of results with the primary outcome clearly labeled and prominently featured may be the most appropriate graphical element."

This is from a chapter of a book which I will reference below, which shows the importance of using tables and how they can sometimes be the most appropriate form of visualising data. Sometimes a flashy fancy graph can be too confusing for the reader, and a simple graph is all that is needed to convey the message across. "A table lays down your results, unadorned, for the readers—and, most importantly, scientific peers—to judge." Quoted from a dissertation on a comparison between graphs and tables also brings up the idea that a table allows more judgement and perspective for the reader compared to graphs and other depictions. As a result, I decided to use a table format to present GreenLeaf Grocers stock quantities.

There was one change I had made to this task and that was the colour key to indicate if stock levels were high or low. I ended up deciding to use a mild red, yellow and green colour scheme to make it easier for the business as these colours usually indicate the same idea I am trying to get across. For example, green is seen as okay, red is seen as urgent. I chose a size 12 font as that is the standard, so it is in line with regular sizing. I did not choose any particular order for the items, as it did not seem necessary to me. This is because stock numbers change all the time in any random order. The table I created above uses contrasting colours, a readable font size, and colour coding to help make it clearer to see and as a result, help the business make decisions on stock ordering easier.

Overall, I think that using a table helps organise numerical data and presents it in a simple manner that is easy to read by a business manager. Colour coding the cells will also help save time for the business owner as low stock will be easier to spot because of the extra organisation I have completed. Creating a table compared to other graphs will help keep the layout simple and not deter from the essential information which is the focus of stock lists.

#### **Reference Links:**

<https://academic.oup.com/book/58841/chapter/489872231>

<https://sites.stat.columbia.edu/gelman/research/published/tables5.pdf>