

Decision and Iteration Log

DS2 – Scenario 2

Project: Campus Print Hub – Student Price Guide

Introduction

For this task, I made a Student Price Guide for Campus Print Hub. The manager, M. Khan, wanted a simple price guide so students could see the services and prices.

I wanted my work to look nice but also be easy to read. I think this is important because students need to find prices quickly without getting confused.

1. Why I chose Microsoft Word

I chose Microsoft Word because I have used it before for my college work. I know some of the tools, and I feel comfortable using it.

Word lets me add tables, headings, colours and different text sizes. I decided to use a table because I think it is easier to understand when the services are on one side and the prices are on the other.

I also chose Word because I can change things easily if I make a mistake. If the manager wants to change a price in the future, the document can be updated.

I looked at Microsoft Support to learn more about using tables in Word.

2. What information I used

I used the information from the task my teacher gave me. It included the services available at Campus Print Hub and how much each service costs.

For printing, black and white A4 costs £0.10 per page, colour A4 costs £0.50 per page, and colour A3 costs £1.00 per page.

For binding, spiral binding costs £3.00 and comb binding costs £2.50.

The other services are laminating A4 for £1.50, laminating A3 for £2.50 and poster printing for £8.00.

I decided to put the services into three groups: Printing, Binding and Other Services. I think this helps students find what they are looking for.

I used the prices from the task because I wanted to make sure the information was correct.

3. What changes I made

When I started my price guide, I thought about how I wanted it to look. I wanted something simple and easy for students to understand.

I used a table instead of writing the services and prices in normal sentences. I think this was a good choice because everything looks more organised.

I added the title **CAMPUS PRINT HUB** at the top of the page. I also used blue for the main heading and the table headings.

I used grey headings to separate Printing, Binding and Other Services. I made the service names bold so they are easier to see.

I put the prices on the right side of the table because I think this makes them easier to find.

I also worked on the space between the headings and tables because I wanted the page to look tidy.

4. How I improved my work

I tried to improve my work by checking the prices, colours and table.

When I checked my first table, I noticed that I had written £2.00 for comb binding instead of £2.50. I needed to correct this because students must see the right price.

I also looked at how much space the table used on the page. I wanted the price guide to fit on one page because that was part of the task.

I used blue and grey because I think these colours look good together and help separate the information.

I also looked at Microsoft Support for advice about making Word documents easier to read.

I think the changes made my work clearer. Students can look at the different groups and find the price they need.

If I had more time, I would ask some students to look at my price guide and tell me if it is easy to understand.

Conclusion

Overall, I think Microsoft Word was a good choice for this task. I liked using the table because it helped me put the information in the right order.

I learned that colours, headings and tables can make a document easier to read. I also learned that checking prices is important because even a small mistake can give customers the wrong information.

I am happy with my Student Price Guide because I tried to make it simple, clear and useful for Campus Print Hub.

References

Microsoft Support (n.d.) *Insert a table in Word*. Available at:

<https://support.microsoft.com/en-gb/word/training/insert-a-table>

Microsoft Support (n.d.) *Make your Word documents accessible to people with disabilities*.

Available at: <https://support.microsoft.com/en-us/accessibility/word/make-your-word-documents-accessible-to-people-with-disabilities>