

BrightTech Repairs – Last months repair summary

REPAIR TYPE	WEEK 1	WEEK 2	WEEK 3	WEEK 4	TOTAL
SCREEN REPLACEMENT	12	9	14	10	45
BATTERY CHANGE	8	7	9	6	30
WATER DAMAGE FIX	3	4	2	5	14

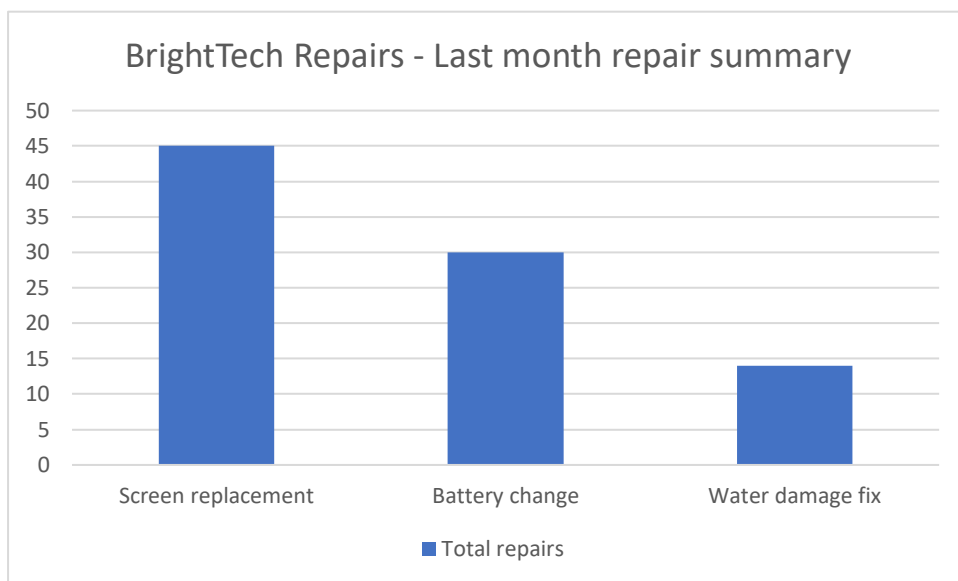
Total Repairs

Screen replacements = 45

Battery change = 30

Water damage fix = 14

Screen replacement is the most common as it has been changed 45 times which is the highest number in the table.



Log

I used Microsoft Word to create my digital artefact as I found it easy to use tables and charts. Using word also allows me to make the document clear, simple and easy to read.

I used the repair information that is provided and I entered the amount of fixes for screen replacements, battery changes and water damage fixes for a month. Then I added the totals up. The totals were 45, 30 and 14.

After I calculated the totals, I was able to find the most common repair type. Screen replacements were the most common as it had the highest total of 45 repairs. I added this information to the table.

I added a column chart to make my work easier to understand. This shows the total number of each repair type. The chart is more convenient because it is quicker to compare the repair totals.

I made some changes to improve my work while creating the document. I added a clear title and used a table which keeps the information organised. I ensured that all the calculations are correct.

Overall, my digital artefact shows the repair totals for each type while finding the common repair and presenting in a clear format as the manager requested.