

DS2: Business Digital Task

Student Name: | **Assessment:** DS2 | **Weighting:** 40%

Introduction

For this business digital task, I created a professional sales report using Microsoft Excel. I chose this task because sales tracking is a core activity in any business, and being able to present data clearly is an important skill for the workplace.

Why I Chose This Tool

I chose Microsoft Excel because it is widely used in business settings for managing and analysing data. Excel allows me to create tables, use formulas, and present information in a clear and organised format. It is also a tool I am developing confidence with during this course, making it a practical choice for demonstrating my progress.

What Information I Used

I created a fictional sales spreadsheet for a small business. The spreadsheet included the following information:

- Product names and categories
- Monthly sales figures for January to March
- Total and average sales calculated using SUM and AVERAGE formulas
- Colour formatting to highlight top-performing products

Changes I Made and How I Improved My Work

In my first draft, the spreadsheet only contained basic data with no formatting. After reviewing it, I made several improvements. I added bold headings to make the table easier to read, used colour fills to highlight important rows, and applied borders to separate sections clearly. I also corrected a formula error in the totals column that gave incorrect results. These changes made the document look more professional and ensured the data was accurate.

Conclusion

This task helped me understand how digital tools are used in real business situations. I feel more confident using Excel and I now understand the importance of accuracy and presentation when working with business data.