



DIGITAL SKILLS

ASSIGNMENTS TASK2

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Decision and INTERACTION LOG

Explanation:

1. Why I Choose Excel Tool

I chose Microsoft Excel because it is easy to use. It helps me organise information, use formulas, make charts, and show data clearly. Excel is a good tool for creating a stock list.

2. What information I used

I used a list of food items, their quantities, prices, and total costs. I also used low stock and high stock levels.

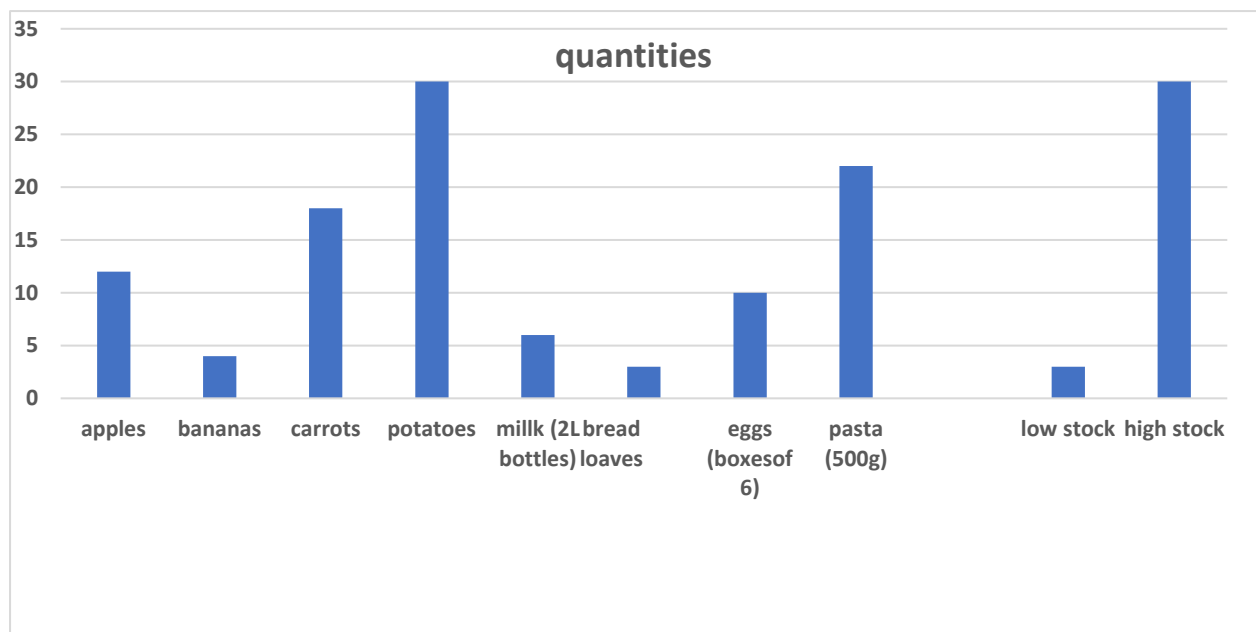
3. How I created my artefact:

I entered the data into Microsoft Excel. I made a table with the item names, quantities, prices, and costs. I used a formula to calculate the total cost. I used colours to show low and high stock. I also created a bar chart to show the quantities.

stock list current quantities

items	quantities	price	cost
apples	12	£2.45	£29.40
bananas	4	£1.10	£4.40
carrots	18	£1.25	£22.50
potatoes	30	£3.75	£82.50
milk (2L bottles)	6	£2.20	£13.20
bread loaves	3	£1.25	£3.75
eggs (boxes of 6)	10	£3.10	£31.00
pasta (500g)	22	£1.10	£24.20

low stock	3
high stock	30



Also, I created table a chart.

4. What changes I made:

I changed the table to make it clear and easy to read. I checked the numbers and fixed any mistakes. I added colours and a chart to improve my work.

5.Feedback I used:

I used the feedback to improve my spreadsheet. I made the table clearer, checked my formulas, and added a chart and colours to make the information easier to understand.

6.Final EXPLANATION:

My final artefact is a stock list made in Microsoft Excel. It shows the item names, quantities, prices, and costs. I used formulas, colours, and a bar chart to make the information clear and easy to understand.