

BrightTech Repairs Summary

I made this digital summary to show the repair jobs from last month. I looked at all the weeks and added the numbers together. This made it easy to see how many repairs the shop done in total. I also found out which repair was the most common. I think this is easy to read because all the totals are in one place and you don't have to keep looking back at each week.

For Screen Replacements there was 12 jobs in week 1 then 9 jobs in week 2 then 14 jobs in week 3 and 10 jobs in week 4. When I added them all together it came to 45 repairs. This was the biggest number out of all the repair types. I was not surprised because lots of people drop their phones and crack the screen. It looks like this is the shop the repairs does the most.

For Battery Changes there was 8 jobs in week 1 then 7 jobs in week 2 then 9 jobs in week 3 and 6 jobs in week 4. When I added these together it came to 30 repairs. This was the second highest number. There was still lots of battery jobs but not as many as screen repairs. Some phones get old and the battery stops working good so people get it changed instead of buying a new phone.

For Water Damage Fixes there was 3 jobs in week 1 then 4 jobs in week 2 then 2 jobs in week 3 and 5 jobs in week 4. When I added these together it came to 14 repairs. This was the lowest total out of the three repair types. I think this is because not many people get their phones wet.

The repair that happened the most was Screen Replacements because there was 45 jobs. Battery Changes came second with 30 jobs. Water Damage Fixes was last with only 14 jobs. This shows that broken screens are the biggest problem for the shop. It also shows that battery problems happen quite a lot but not as much as broken screens.

This task was not too hard because all I had to do was add the numbers together and compare the totals. I checked my work to make sure I did not miss any numbers. I think I done the maths right and the totals match the data from each week. If I done this task again I would make it look a bit neater and spend more time checking for little mistakes. Overall I think this summary tells the manager what they needed to know and it is easy to understand.

Totals

Screen Replacements = 45

Battery Changes = 30

Water Damage Fixes = 14

Most common repair = Screen Replacements

Log

1. Why I chose my tool

I choose Microsoft Word because it is easy to use and simple to type my work. It let me write my summary and add the totals at the end. I also used the UWTSD Digital Skills page to help me use Word better.

2. What information I used

I used the repair data from the task.

I used:

Screen Replacements

Battery Changes

Water Damage Fixes

I added all the repair jobs together to find the totals and worked out which repair happend the most.

3. How I created my artefact

First I looked at all the repair data.

Then I added the numbers together for each repair type.

After that I typed a summary to explain what the totals ment.

Last I checked the maths to make sure it was right.

4. What changes I made

At first my writing was too short so I added more detail.

I made some headings bigger so it was easier to read.

I added the totals at the end so they was easy to find.

I checked my work and fixed some mistakes.

5. Feedback I used

My tutor said I should explain the results more.

A classmate said I should make the totals stand out more.

I changed my work after I got the feedback.

6. Final explanation

This work helps the manager see how many repairs was done and which repair happend the most.

It also shows that Microsoft Word can help businesses organise information in a simple way.