

DS2 SCENARIO 1 – GREENLEAF GROCERS**DIGITAL ARTEFACT:**

<i>GREENLEAF GROCERS INVENTORY</i>						
ITEM	CURRENT QUANTITY	MIN THRESHOLD	MAX THRESHOLD	STOCK STATUS	ACTION REQUIRED	
Apples	12	10	25	Good	None	
Bananas	4	10	25	Low Stock	Order More	
Carrots	18	10	25	Good	None	
Potatoes	30	10	25	High Stock	Apply Discount	
Milk (2L Bottles)	6	8	20	Low Stock	Order More	
Bread Loaves	3	8	20	Low Stock	Order More	
Eggs (Boxes of 6)	10	12	30	Low Stock	Order More	
Pasta (500g)	22	10	25	Good	None	

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ITEM	CURRENT QUANTITY
Potatoes	30
Pasta (500g)	22
Carrots	18
Apples	12
Eggs (Boxes of 6)	10
Milk (2L Bottles)	6
Bananas	4
Bread Loaves	3

1. Why did I choose the tool? - I decided to use 'Microsoft Excel' to complete my digital artefact. I used this for various reasons; mainly because I believed it was the most suitable tool for this task. Excel is great for numbers, tables, charts and has a lot of advantages such as creating functions for a table. By creating 'IF' statements, I was able to generate data faster and accurately. I decided to add multiple 'IF' statements not only to test my abilities but also to take advantage of the Excel platform. Businesses in general can benefit from this platform when it comes to data organisation, so this helped me make my choice.

2. What information I used? - The information used for this task was taken from DS2 Scenario 1 'GreenLeaf Grocers', from the Moodle platform at UWTSD. This is where I was able to find out about the current quantity of some of their key items that are for sale at 'GreenLeaf Grocers'. The stock list current quantities are displayed below:

- Apples - 12
- Bananas - 4
- Carrots - 18

- Potatoes - 30
- Milk (2L bottles) - 6
- Bread Loaves - 3
- Eggs (boxes of 6) - 10
- Pasta (500g) - 22

3. How I created my artefact & what changes I made as I worked? - First, I opened Microsoft Excel and input the data provided from my reference; I put the data into rows and columns on Excel. After inputting the data, I converted it into a table format. For more clarity, I added extra content into the table to gain a better understanding of why we should order more or not take action. The headings in my table were, **Items, Current Quantity, Min Threshold, Max Threshold, Stock Status & Action Required**. Once the table was created, I used a simple 'IF' statement formula to process my results based on a certain criterion.

Whilst completing this task I decided to add some colour to my table to resemble what I think the business would look like. Considering the name 'GreenLeaf Grocers', I thought it would be a good idea to make the table green.

Reference List:

Data I used - University of Wales Trinity Saint David (2026) 'Choosing a Scenario', DS2 Assessment Business Digital Task: Assessment Information and Help. Available at: <https://moodle.uwtsd.ac.uk/mod/hvp/view.php?id=743568> (Accessed: 10 July 2026).

Help using Microsoft Excel - STRATVERT, K., 2023. *Excel Charts and Graphs Tutorial*. Available from: <https://www.youtube.com/watch?v=eHtZrIb0oWY> (Accessed 16 July 2026).

4. How I improved my work? - At first, I was struggling so I watched a video from YouTube about understanding how to use tables and inserting bar charts in Microsoft Excel. After watching the video on YouTube from Stratvert K, I added a bar chart with the same data; giving another point of view with the same data but only showing the item and the current quantity. For my first 'IF' statement, I used the following formula: **=IF(B3>C3, "Good", "Low Stock")**. The issue with this statement was that it didn't compensate for if any of the items were high in stock. So, to improve this I amended the statement to this: **=IF(B3>D3, "High Stock", IF(B3>C3, "Good", "Low Stock"))**.

5. Feedback I used? - After Showing my first attempt to my tutor, a suggestion was made to add colours to my table to brighten and make it more appealing to the eye rather than sticking to dull colours. Adding a bar chart was another suggestion from my tutor as this would make things clearer for the supervisor of GreenLeaf Grocers.

6. Final summary/explanation - In this task I was acting as a Junior Assistant for GreenLeaf Grocers. After receiving a request by the shop supervisor John Li, I created a digital summary which displays the key items for sale at GreenLeaf Grocers. The bar chart and table that I created was done using Microsoft Excel. It was suitable for the job due to its nature to input tables easy and generate bar charts based on the same data; it's also a digital tool meaning I could send my summary back to John Li via email. It was important to identify which products were low in stock, high in stock and items that will need to be ordered soon.

I made sure I included several sections in my table to highlight these factors. I believe that organisation in business is vital for business success and using Microsoft Excel was a huge advantage for this task. This demonstrates one of many scenarios in which digital tools will be necessary in business and how understanding how to use these tools will benefit a business and pay dividends in the future. I am confident with my data analysis and believe that the digital artefact I have created will be useful for ordering more items at GreenLeaf Grocers.