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Scenario 1: Green Leaf Grocers

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To :John li, shop supervisor

Subject : Stock levels at Green Leaf Grocers

This digital artefact purpose is to show which items need restocking.

Table with items we stock.

- **The green colour in the table represents the items we have high stocks of.**
- **The blue colour in the table represents items that need to be ordered soon.**
- **The red colour in the table represents items we have low stocks of and need to be ordered immediately.**

Apples	12
Banana	4
Carrots	18
Potatoes	30
Milk 2L Bottles	6
Bread loaves	3
Eggs (boxes of 6)	10
Pasta (500g)	22

Conclusion.

There are three items that need restocking immediately. They are **Bread Loaves, Milk 2L Bottles and bananas**. There are also items that will soon need restocking **such as Apples and Eggs (Boxes of 6)**

My Log

For scenario 1 I decided to use Microsoft word. I used it because it allowed me to write down all information about scenario 1 and create a simple table for the purpose of showing the store manager which stocks were running low. The artefact also shows all items that are stocked and items that had a satisfactory level of stock.

When creating my artefact, I began by reading the scenario I had chosen thoroughly. Once I read the scenario I decided to note down all valuable information related to scenario 1. This included which items were stocked along with the quantity. This allowed me to see what items were running low along with all the items stocked. I then went through the checklist to check what was the requirements to pass this task

Once I had all the relevant information, I decided on what tool I would be using to create my digital tool, this was Microsoft word. I watched a video on YouTube called **Ms word charts for Beginners- make graph in word -step by step**. Prior to watching this video, I was unaware that I could create a table or a chart on Microsoft word. I thought this was only possible on Microsoft excel. I found the video particularly useful and it gave me the confidence to make my own table on Microsoft word. Having the table improved my work. The video also explained how to edit a chart and add colour to it. I found this useful as I wanted my work to be clear and colour coordinated and simple to follow. Another reason I found this video beneficial is because it was made in 2026 which tells me it is new and it is referring to the most updated version of Microsoft word.

I also watched **The basic of working with charts Microsoft office word** on YouTube. I found this video useful as it had a step-by-step guide to create charts and tables. My task required me to make a table, so this video was relevant for the scenario I have picked.

then I decided to note down the steps I would take and made a paper version of my artefact. By having everything first on paper, it was easier to write notes and add and take away things as I go. At first, I wanted to use Microsoft excel, I thought it would great for creating charts, however I found Microsoft word more suited for this task as it gave me the ability to create a simple table and write all information related to scenario 1.

I made a few changes to my artefact. At first, it was just information on a word document, then to improve my artefact and bring clarity I decided to use bold writing for

headings and essential information. I made a colour coordinated table with an explanation of what each colour represents. I underlined headlines and changed font sizes headlines.

I chose this layout because my artefact is intended for a professional (store manager.) The table is clear and will help the manager easily follow what items are running low and will give the manager an insight of all items stocked.

Once I had finished my artefact, I looked for some feedback, and I was told it might be a good idea to include a table of contents I found that useful and I implemented onto my work.

What my artefact shows is here are three items that need restocking immediately. They are **Bread Loaves, Milk 2L Bottles and bananas**. There are also items that will soon need restocking **such as Apples and Eggs (Boxes of 6)**.

Using Microsoft word made writing convenient and making a table was not difficult, which is why I chose to use Microsoft word.

Reference

- Bradley H (2026) Ms word charts for beginners-make graphs in word -step by step. Available at: YouTube (Accessed) 19/07/2026
- The basic of working with charts Microsoft office word (Microsoft 365) IT on demand (2024) Available at: YouTube (Accessed) 19/07/2026