

## Business Artefact for VALLEY COFFEE CO.

### Weekly sales report

|               | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |    |
|---------------|--------|---------|-----------|----------|--------|----------|--------|----|
| Latte         | 6      | 7       | 5         | 9        | 8      | 5        | 2      | 42 |
| Cappuccino    | 5      | 6       | 6         | 8        | 7      | 4        | 2      | 38 |
| Americano     | 4      | 3       | 5         | 5        | 5      | 3        | 2      | 27 |
| Tea           | 5      | 4       | 6         | 7        | 6      | 3        | 2      | 33 |
| Hot Chocolate | 3      | 2       | 2         | 4        | 3      | 2        | 3      | 19 |

### Findings

**Best selling product** – Latte – **42**

**Lowest- selling product** – Hot Chocolate – **19**

### Tools

- I chose this method to create this artifact because it seems to me that Microsoft Word is one of the simplest and most accessible ways to share information. I decided to highlight both the products and the two products with the highest and lowest sales in bright colors for immediate identification.

- Word gives me the ability, first of all, to automatically correct mistakes, to have an easy and professional writing style with the help of some small tricks, which are essential for a paper.
- I used simple inserts, namely a Table which I adjusted as needed, the number of columns and rows, I adjusted the sizes but also matched the colors. For some aspects, I chose to highlight important things while also making it look nice.

## **Information**

- I used the information provided in the scenario and adjusted it so that I could find the necessary answer. By analyzing this information, I deduced that Latte was one of the best-selling products of the week, so it remains the customers' favorite, while the least sold is Hot Chocolate. Highlighting these aspects can help the business owner draw a conclusion about the café's sales, as well as later managing product stock, promotions, and business development.

## **Improvement**

- I made my work easy and relaxing with the help of the information I got about how to use the tools correctly, so that we can be efficient in work and more.
- I improved my knowledge of working with Microsoft tools by continuously doing research to achieve the desired result, but above all, every time I used them, I developed these skills for the better.