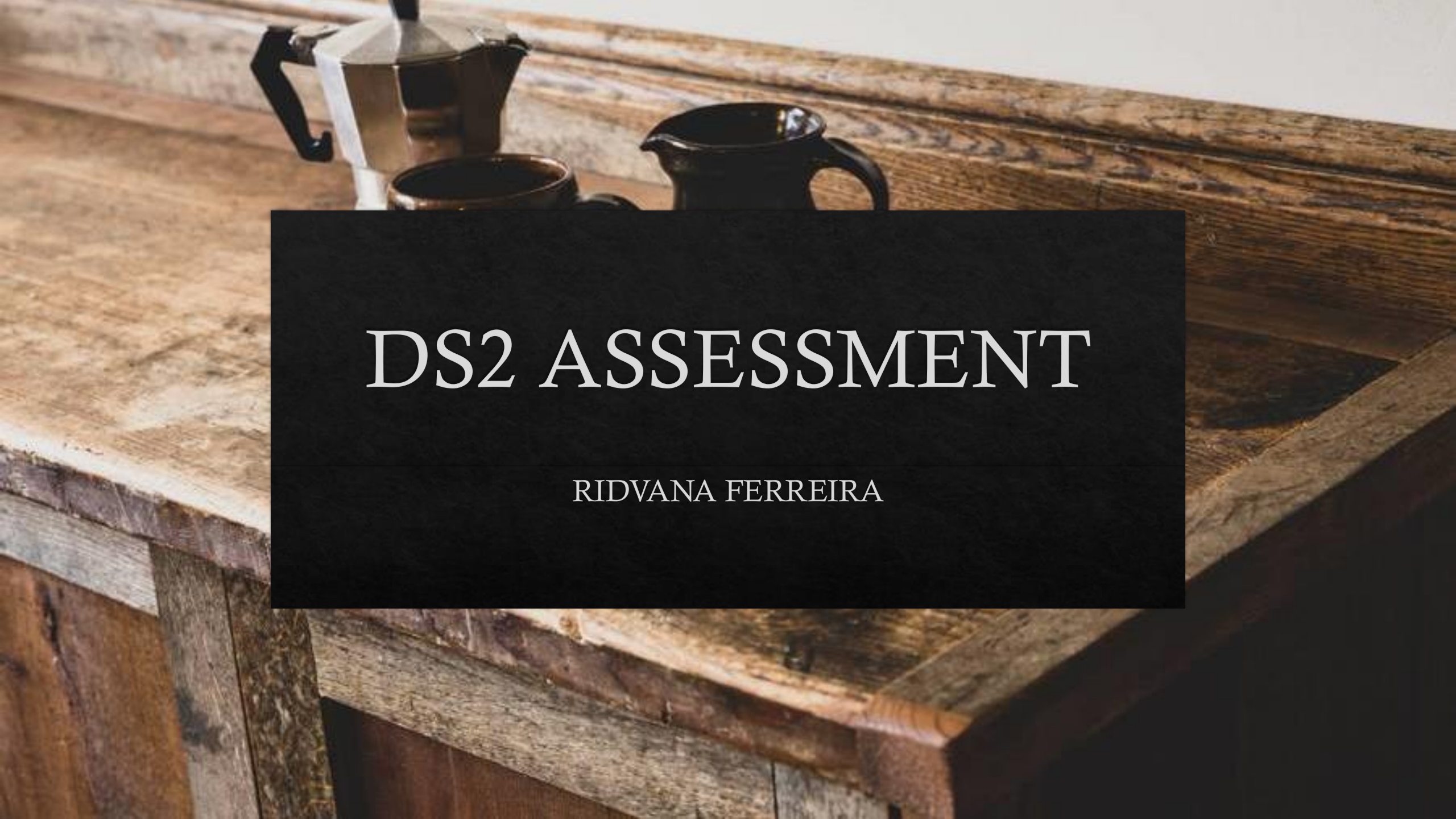


A rustic wooden table with a silver moka pot and two dark ceramic cups. The table is made of thick, weathered wooden planks. The moka pot is silver with a black handle and a white filter. The cups are dark brown or black. The background is a plain, light-colored wall.

DS2 ASSESSMENT

RIDVANA FERREIRA



Valley Coffee co.

- ◇ Weekly sales report
- ◇ Prepared for Mr A. Habib, owner
- ◇ Week, Monday - Sunday

Introduction

Valley Coffee Co. is a small local café owned by Mr A. Habib. This report was created to help the owner understand the sales performance of his products during one week of trading. The data was provided by Mr Habib via email and covers five products sold across seven days, from Monday to Sunday. The aim of this report is to clearly identify which product sold the most and which product sold the least during that week



Weekly sales data

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

Total of cups sold by product

Latte: 42

Cappuccino: 38

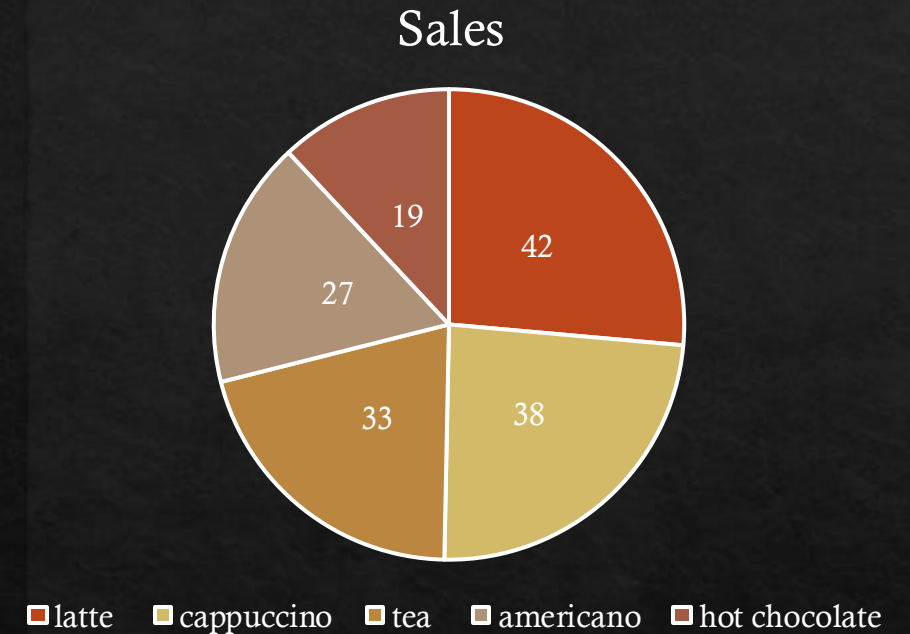
Tea: 33

Americano: 27

Hot Chocolate: 19

Most Sold Product: Latte 42 cups sold

Least Sold Product: Hot Chocolate 19 cups sold





Conclusion

Based on the weekly sales data, Latte was the best-selling product at Valley Coffee Co. with 42 cups sold. Hot Chocolate was the least sold product with only 19 cups. Mr Habib should ensure that Latte ingredients are always well stocked. He may also consider promoting Hot Chocolate to increase its sales, for example by offering a discount or a meal deal.

DS2 Reflective Log Student: Ridvana Ferreira **Scenario:** Valley Coffee Co. – Weekly Sales Report **Tool Used:** Microsoft PowerPoint

Why I Chose My Tool

For this task, I chose Microsoft PowerPoint as my digital artefact tool. Because the scenario required me to present weekly sales data clearly to a small café owner, Mr Habib, so he could quickly identify which product sold the most and which sold the least.

PowerPoint is well suited to this type of task because it allows information to be organised across multiple slides, combining text, images, tables, and charts in a structured and visual way.

And for the graphic I chose a Pie chart because it seems easy to read and understand in my point of view

I considered using Excel, but I felt PowerPoint gave me more flexibility in terms of layout and design. It also allowed me to guide Mr Habib through the information step by step, which made the report easier to follow.

I'm more familiar with PowerPoint because I used to study Tourism and back then we had to make a lot of PowerPoint with holiday packs for clients as part of our assignments

What Information I Used

The information I used came directly from the email sent by Mr Habib. The email contained daily sales figures for five products — Latte, Cappuccino, Americano, Tea, and Hot Chocolate — across seven days, from Monday to Sunday. I included all this data in my artefact to make sure nothing was missing. I calculated the weekly total for each product by adding up the daily figures:

- Latte: 42 cups
- Cappuccino: 38 cups
- Tea: 33 cups
- Americano: 27 cups
- Hot Chocolate: 19 cups

These totals were used in both the sales table and the pie chart. Including a full data table alongside the chart meant that Mr Habib could see the detailed daily figures as well as the overall weekly picture.

What Decisions I Made

I organised the presentation across multiple slides to guide Mr Habib through the information in a logical order. I started with a cover slide, followed by an introduction explaining the purpose of the report. I then included a full data table showing the daily and weekly figures for each product.

After the table, I added a slide with a pie chart to show the total sales by product visually, alongside a clear statement of the most sold and least sold products. I chose a pie chart because I felt it was the simplest and most familiar type of chart for this scenario.

Since Mr Habib is a small business owner and not a data analyst, I wanted to use a visual that anyone could understand briefly without needing any technical knowledge. The presentation ended with a conclusion slide summarising the findings and offering two practical recommendations.

How I Improved My Work

After reviewing my presentation, I noticed that the pie chart did not display the numerical values on each segment, which made it harder to read the exact figures. I added data labels to the chart so that the numbers were clearly visible directly on the chart. I also noticed that one of my slides had placeholder text left over from the PowerPoint template, which looked unprofessional.

I removed this to make the presentation cleaner and more suitable for a business setting. These small changes improved the overall clarity and professionalism of my artefact and made it easier for Mr Habib to read and understand the information.

A photograph of an older man with grey hair, wearing a dark blue suit jacket over a light blue button-down shirt. He is sitting on a wooden stool in a cafe or restaurant setting. He is looking off to the side with a thoughtful expression, holding a small object in his hands. The background shows a cafe interior with shelves of pastries, hanging pendant lights, and a chalkboard menu. A large black rectangular overlay covers the left side of the image, containing the text 'Thank you' in a white serif font.

Thank you