

DS2: Decision & Iteration Log

1. Why I chose my tool:

I chose Excel specifically for my digital tool, as I wanted to challenge and familiarise myself with this program as I understand it is used widely within the business sector. Whilst in school, I was quite competent using Excel. However, I have not used this program for a very long time, so I wanted to polish up my skills and get the full understanding before confidently stepping into a business role.

2. What information I used:

Once I had decided on which tool and scenario I wanted to use, I did a lot of research on how to use Excel, starting right at the basics. I did this by watching YouTube videos from (BM Tech Tutorials, 2026) and (Menard, 2022, 01:25) which gave me the knowledge to construct pivot tables and create comparison charts. I also found it helpful to read through the transcript from each video. Once I felt confident with this information, I opened Excel and compiled the list of dog grooming services along with the weekly numbers to work out which service was most popular. Once the information was set out clearly, it was a lot easier to format the data correctly.

3. How I created my Digital Artefact:

- Firstly, I compiled all the information I had (grooming services, weeks, popularity number of each week) into a data table, entering said data into individual cells using rows and columns.
- Once I was happy with the layout, I highlighted the entire data range, then clicked on the insert tab on the Excel ribbon and chose Pivot table. This then generated my data into a Pivot table, which I then placed into a new worksheet.
- I then dragged the service name into the rows area, the weeks were dragged into the columns area, and the count into the values area. This was done by selecting the pivot table fields pane, which can be found on the right-hand side of the screen.
- I then created a comparison chart. I did this by highlighting the pivot table, selecting the Insert Tab, and clicked on 'Insert column/bar'. I then selected a clustered column as it seemed to fit the format correctly, rather than a pie chart.
- Using this chart allows the manager to see clearly which of their services are most popular over the total of four weeks.

4. What changes I made:

- I changed my tables quite a few times, as I wanted to be completely confident in doing so, and understanding the method behind it.
- I worked out how to make the cells larger, so my writing wasn't on top of each other. This proved to make it look neater and more professional.
- Originally, I had the names of the data the same size and in the same font, but it was hard to differentiate which name was for which part of specific data. I emphasised the size and boldness on the horizontal and vertical axis, as well as the main header.
- I wasn't happy with the colour choice of the bars which Excel provided, so I opted for darker blues and greys, as they seem more formal. Also, to provide accessibility access, if I had kept the bars on the chart red and green, it would be difficult for someone who suffers from being colourblind to work out what they were looking at.
- I changed the gap between the bars, as in the original layout they were incredibly close together, which made it seem very disorganised.
- One of the main changes I made, was I went back and looked for different methods of working out the formula, and understanding why I was working out the formula as none of it made sense. I wanted to be confident in the method I was using, and to understand why I was putting certain things in certain places. Whilst watching another YouTube video (Solteferi, 2025, 19:53) I learnt what a parenthesis was and what it was used for!
- Once I was completely confident in what I had produced, I saved the final draft, which then led me to write this log to explain my work.

5. Feedback I used:

I was constantly back and forth talking amongst other students, and to my lecturer, asking advice and to confirm if we all had the same understanding of Excel. Once I knew I was on the right path, we compared what we found easier, and what deemed to be more difficult. It was a good chance to proof-read and go over what I had created. I am confident that my piece of work would help the owner at Happy Paws Dog Grooming Service understand and see clearly which service is the most popular at their business.

References:

- BM Tech Tutorials. (2026). *How To Make Bar Graph In Microsoft Excel (2026 Full Guide)* (Online Video)
Available at: <https://youtu.be/LYPUCtpXEKE?si=LlvfkQDLHgyYZB3I>
(Accessed: 13 October 2026).
- Menard, C. (2022). *Excel Year-Over-Year and Period-Over-Period Analysis With PivotTables*. (Online Video)
Available at: <https://youtu.be/WGTy6GKcB3Y?si=MRsctQSujfC6HAO>
(Accessed: 13 October 2026).
- Solteferi. (2025). *Excel Tutorial For Beginners: Learn The Right Way*. (Online Video)
Available at: https://youtu.be/wgDICf_r5OA?si=GKxxvyFV0Zz9ch5w
(Accessed: 14 October 2026).