

Valley Coffee CO.

Weekly Sales Report

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Module : Digital Skills

Assessment : Business Digital
Artefact

Tool used : Microsoft PowerPoint

Presentation subtitle



Sales Summary

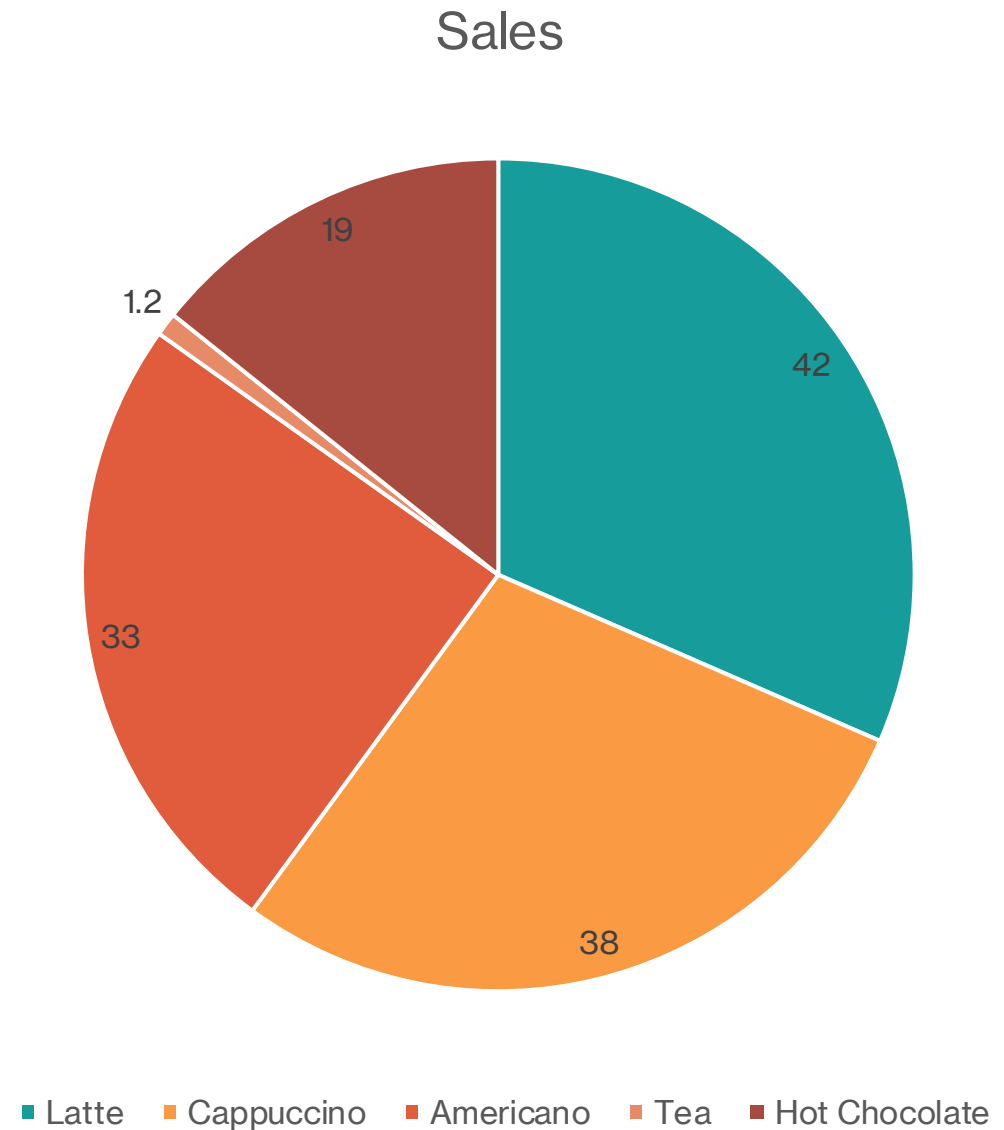
Valley Coffee Co. - Last Week's Sale

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Latte	6	7	5	9	8	5	2
Cappucino	5	6	6	8	7	4	2
Americano	4	3	5	5	5	3	2
Tea	5	4	6	7	6	3	2
Hot Chocolate	3	2	2	4	3	2	3

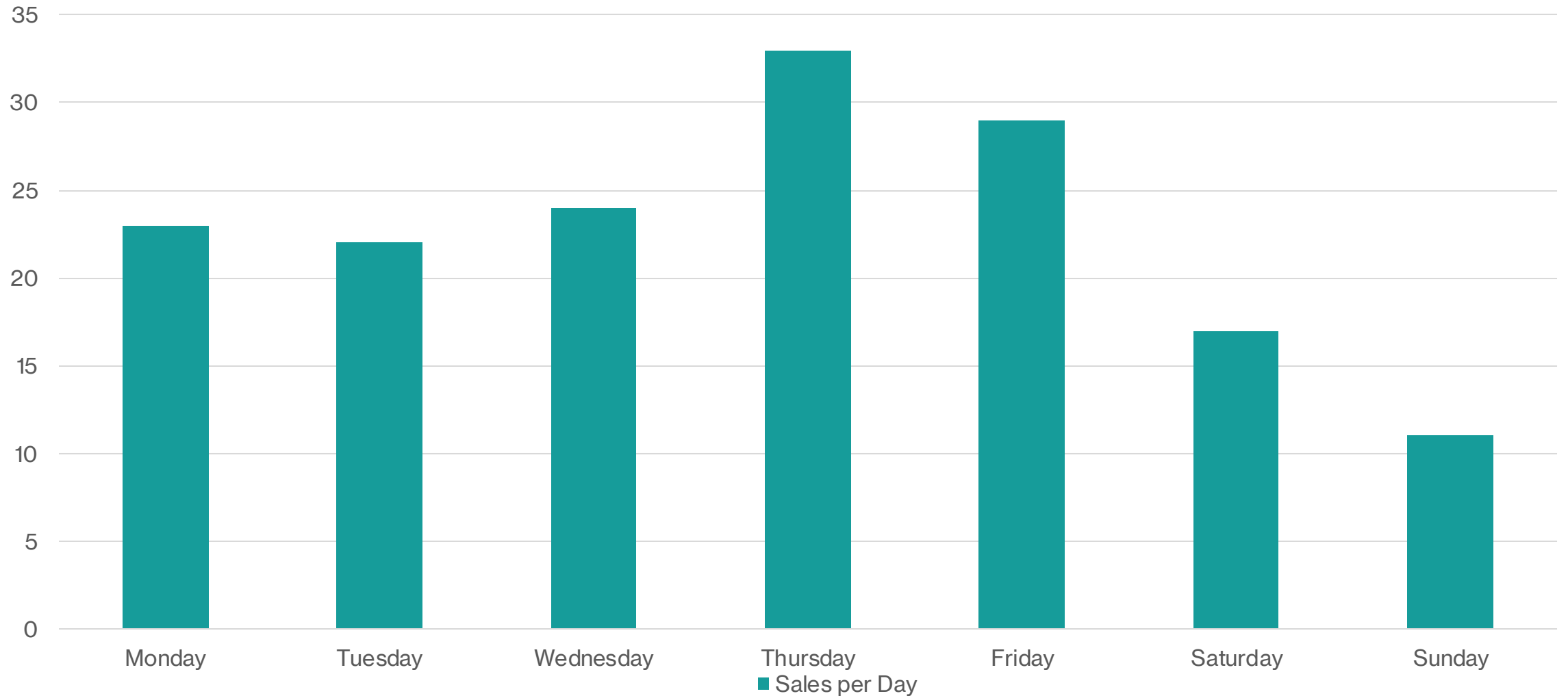
Key Findings

Best selling product – Latte – 42

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



Sales per Day



Why PowerPoint?

- I chose Microsoft PowerPoint because it is one of the most attractive, easy to use and professional tool for a business presentation.
- PowerPoint offers the possibility to easily work with tables or graphs, which can be easily understood so that the presentation is understandable for everyone.
- I used simple layout with clear headings, readable fonts and colour to highlight the most important information. This helps the business owner easily identify numbers and compare sales.



Decision and Improvements

- The first thing I did was to highlight the number of drinks sold and their type , highlighting them with colors to immediately observe the sales dynamics.
 - The latte was identified as the best-selling product of the week.
 - Hot-chocolate was identified as the lowest-selling product .
- I also introduced data such as Days and the number of drinks sold, so that the dynamics can be observed by day, so that business managers can devise a strategy to attract customers on these days with weaker sales, or to identify the problem.



References

1. Microsoft. (2024). *Create charts in PowerPoint.*
2. Microsoft. (2024). *PowerPoint Help.*
3. Valley Coffee Co. (Assessment Scenario). *Last Week's Sales Data.*