



Assignment Task 2

DIGITAL SKILLS

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[Company Name]



- Why I chose my tool

I chose Excel because of its simplicity usefulness and I because I love to find new things about different tools and also I find interesting how excel works and operates on a basis of commands and also I used excel in the past and I got a basic understanding of how it works

- What information I used

I used the information provided by moodle and my teacher and also some feedback from some of my classmates

- How I created my artefact

First , I typed my data into Excel as provided in the scenario

Then I used a simple formula to calculate total stock so I cand make it easier to read and find information

Then I made a chart to show the highest stock and the lowest so I can display the information in the easiest way possible

Finally I checked the numbers to see if they are correct

- What changes I made

I started by organising my table so it will be readable

I changed the charts because I did not like the pie one

I added the highest and lowest stock column for easy reading

- Feedback used

My tutor said the column chart would be a better fit so I changed them

He also said to add colours to my sheet so I can make it easier to read

Also he showed me how to calculate the prices in the easiest way possible

- Final explanation

This artefact helps the shop owner keep a eye on the stock and the best sold items and prices and the lowest and highest stock so he will know witch items need to be orderd and witch ones are still in stock

Stock List Current Quantities										
Item		Quantities	Price	Cost						
Apples		12	£2.45	£29.40						
Bananas		4	£1.10	£4.40						
Carrots		18	£1.25	£22.50						
Potatoes		30	£2.75	£82.50						
Milk(2L bottles)		6	£2.20	£13.20						
Bread Loaves		3	£1.25	£3.75						
Eggs (boxes of 6)		10	£3.10	£31.00						
Pasta (500g)		22	£1.10	£24.20						
Low stock		3								
High stock		30								

