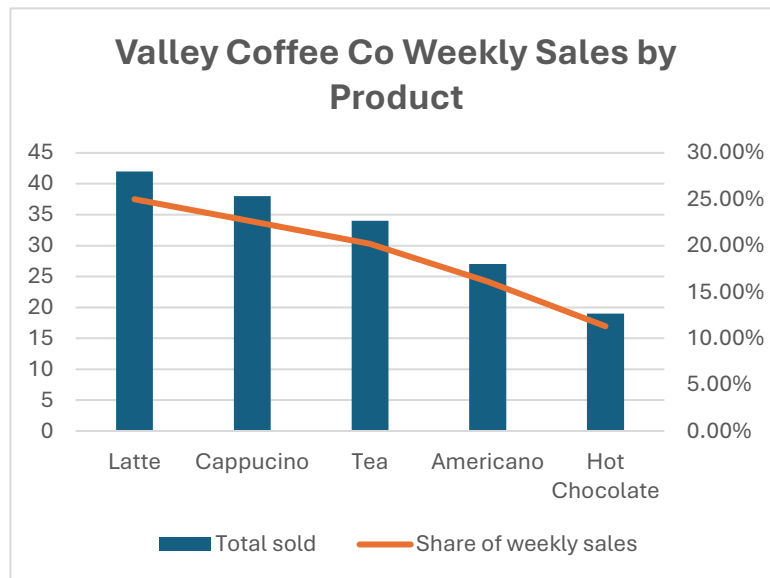


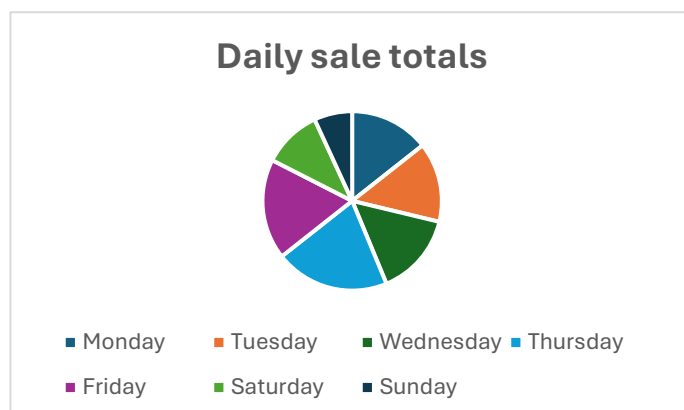
Weekly sales results

Product	Total sold	Share of weekly sales
Latte	42	25.00%
Cappucino	38	22.60%
Tea	34	20.20%
Americano	27	16.10%
Hot Chocolate	19	11.30%



Daily sale totals

Day	Total sales
Monday	23
Tuesday	23
Wednesday	24
Thursday	33
Friday	29
Saturday	17
Sunday	11



DS2 assessment Business Digital Task

Decision and Iteration Log:

For this assessment, I was required to take position as the assistant to Mr Habib, who owns a small Café called 'Valley Coffee Co', and create a simple digital artefact to help the owner digest the information of his sales clearly. The two questions that needed to be addressed in this artefact were 'Which product sold the most?' and 'Which product sold the least?'. Mr Habib sent over the sale numbers from last week which presented data of what products were sold, lattes, cappuccinos, teas, hot chocolates, and americanos and how many of them were sold each day. I was required to create a simple report to help the owner visually see his sale numbers from his café.

To address these questions, the tool I used to help Mr Habib understand the information was Excel, and I organised the sales into a weekly and daily table and chart. I decided to use Excel because in my opinion, it was the most well suited for organising raw data, carrying out calculations, and presenting results in clear formats. This specific digital tool also allows for information to be sorted, summarised, and formatted in a way that makes patterns easier to spot, which was important for the owner as his request to me was to create a report that would allow him to clearly see and process his sales data.

The first step I took was to enter the sales data into a spreadsheet and create a first table that presented the weekly sales results. I created three columns that communicated the product name, the total amount that was sold and the shares of weekly sales. This was an important first step as it would clearly communicate to Mr Habib which products were selling the most and which products were selling the least throughout an entire week. The first table presented that lattes were the most popular product in the café, resulting in 42 being sold and representing 25% of the weekly sales share. In comparison Hot Chocolates were the least popular with only 19 being sold and representing 11.30% of the weekly sales shares. The second step was to then create a chart that would visually show the total of products sold through a block chart with an orange line representing the share of weekly sales. Also, by organising the chart from most to least popular item with the share of weekly sales decreasing, Mr Habib could visually see the popular items and the least popular items.

The third step was to create another table that would break down the daily sale totals. By writing down each day of the week and the number of items that were sold for each day would present to Mr Habib his café's most popular and least popular selling days. I also created a pie chart as it would be the most useful for visualising the results,

comparing and highlighting the big differences in the daily sales. The pie chart I created for the owner clearly shows how Thursday was the most popular sales day and that Sunday was the least popular sales day. The table also communicates this and shows the exact number of sales on those days so Thursday had a total of 33 sales and Sunday had a total of 11 sales.

By organising the information this way, the tables were able to communicate how many products were sold in the week and the percentage of weekly sales from that whilst also presenting the total overall sales of products for each day of the week. The respective charts for the weekly sales table and daily sales table were able to then visually communicate which products sold the most, which products sold the least, the least popular sales day of the week and the most popular sales day of the week.

If I were improving this work further, I would add a chart, perhaps a bar chart, to indicate the highest and lowest selling products for each day of the week alongside the pie chart that I created. This would then make the report even more user-friendly as bar charts are often easier to interpret than numbers alone. I could've also colour coded the table using green to highlight the successes such as most popular product, most popular sales day and a red colour to then highlight any negatives such as the least popular product and sales day. The last improvement I could've made was a recommendation section for Mr Habib, adding suggestions for him such as having higher available stocks for the most popular items, lattes. These extra components would make the report even more useful and professional.

Overall, this assignment helped me present how raw sales information can be turned into meaningful business data. By using Excel to communicate the sales numbers for Mr Habib, I was able to organise the figures, calculate totals, and identify the strongest and weakest products. My report clearly shows that Latte was sold the most and that Hot Chocolate was sold the least. It also presents the busiest day of the week and the quietest day of the week. The information I organised for Mr Habib can be used to help his café make better decisions about stock and staffing in the future. The spreadsheet format made the information easy to follow, and the final report gives a simple summary that the owner can use immediately.

Reference:

Microsoft Corporation (2026) *Microsoft Excel* (Version 2605). Available at: <https://excel.cloud.microsoft/> (Accessed 27 June 2026)

Microsoft Corporation (2026) *Microsoft Word* (Version 2605). Available at: <https://www.microsoft.com/en-gb> (Accessed 27 June 2026)