

BRIGHT TECH REPAIRS

Weekly sales & repairs monthly summary report

Most common repairs type ;45

Repair type	week1	week2	week3	week4	Monthly total
Screen replacement	12	9	14	10	45
Battery replacement	8	7	9	6	30
Water damage repairs	3	4	2	5	14
Week total	23	20	25	21	89

To meet Ms. Nicholson's request, the choice of Excel is based on several strategic and practical reasons. Although this exercise could have been done in Word or PowerPoint, Excel is the most suitable tool for this type of task for the following reasons:

1. **The nature of the data (Numbers and calculations)** We received purely quantitative data spread over 4 weeks. Excel is specifically designed to structure this type of data into tables, making it much easier to read than a block of text.

2. **Automated totals** Ms. Nicholson wants to know how many repairs were carried out in total by type. Instead of calculating by hand (and risking an error), Excel allows us to use the `=SUM ()` formula to get instant results for the month.

3. **Visual clarity** to answer the question "which type of repair is the most common?" at a glance, Excel allows us to generate a bar chart or a pie chart in just two clicks. This is exactly the kind of visual "digital artifact" that a manager appreciates.

In summary: Using Excel will make our task easier, prevent calculation errors, and allow us to present a clean, professional, and visual summary

