# Activity sheet 3.44: Using tables and written information

*Learning outcome D: Planning and communication in digital systems*

*D1: Forms of notation*

You work for a large organisation that produces software. You have been asked to prepare a report summarising the organisation’s activities for the past six months.

You are supplied with the following information.

#### Sales by product (thousands of copies sold)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Word processor | Spreadsheet | Presentation | Database |
| January | 125 | 98 | 86 | 25 |
| February | 128 | 102 | 88 | 26 |
| March | 145 | 105 | 96 | 26 |
| April | 180 | 110 | 98 | 24 |
| May | 156 | 120 | 100 | 23 |
| June | 172 | 125 | 101 | 20 |

1. Which is the highest selling product overall?
2. Which is the lowest selling product overall?
3. Which product has seen sales increase the most?
4. Would this information be better presented in a chart? Explain your answer.

1. Explain the purpose of an executive summary.

Take it further

Create a chart to display the information in the table. You should aim to make the information as easy to understand as possible.