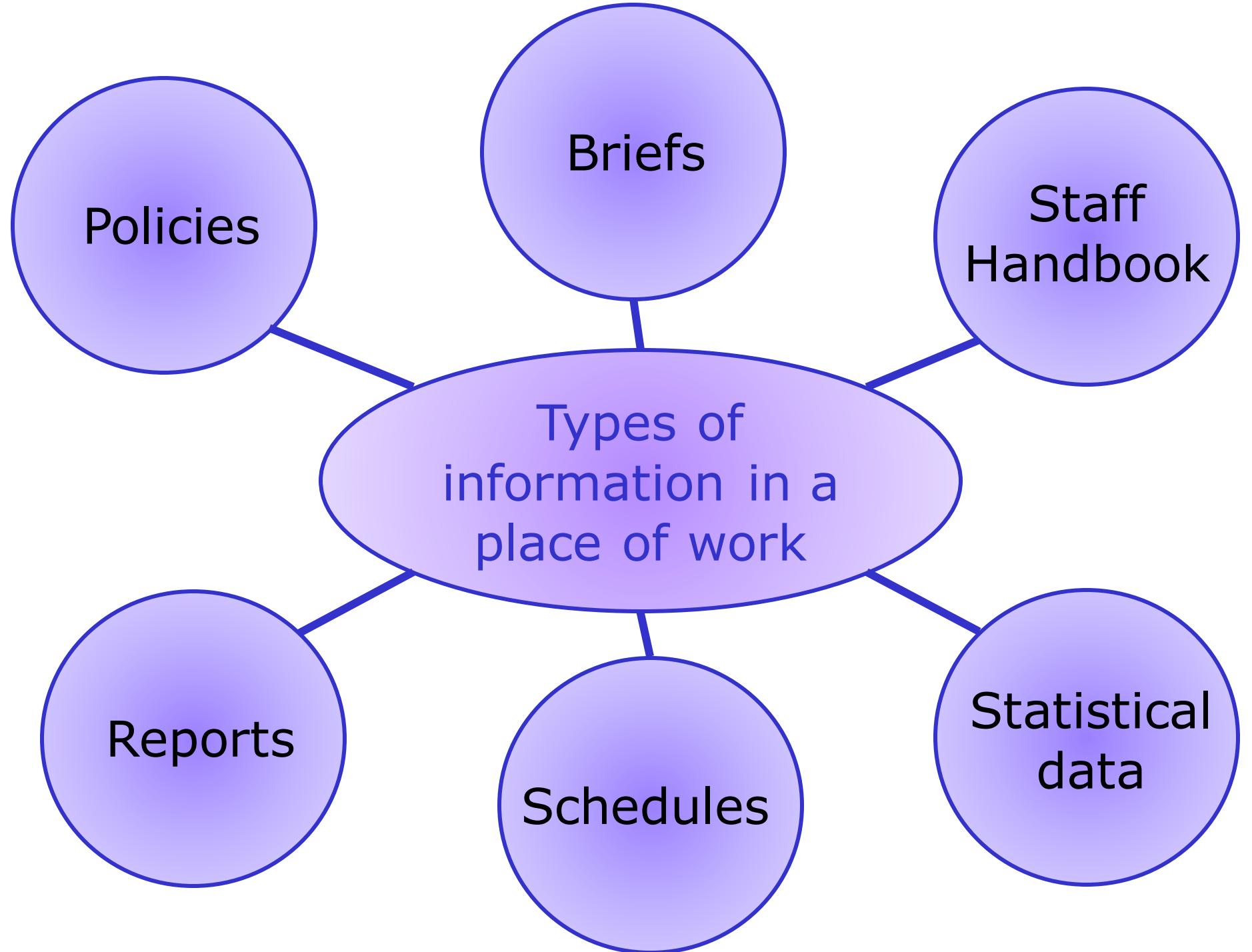


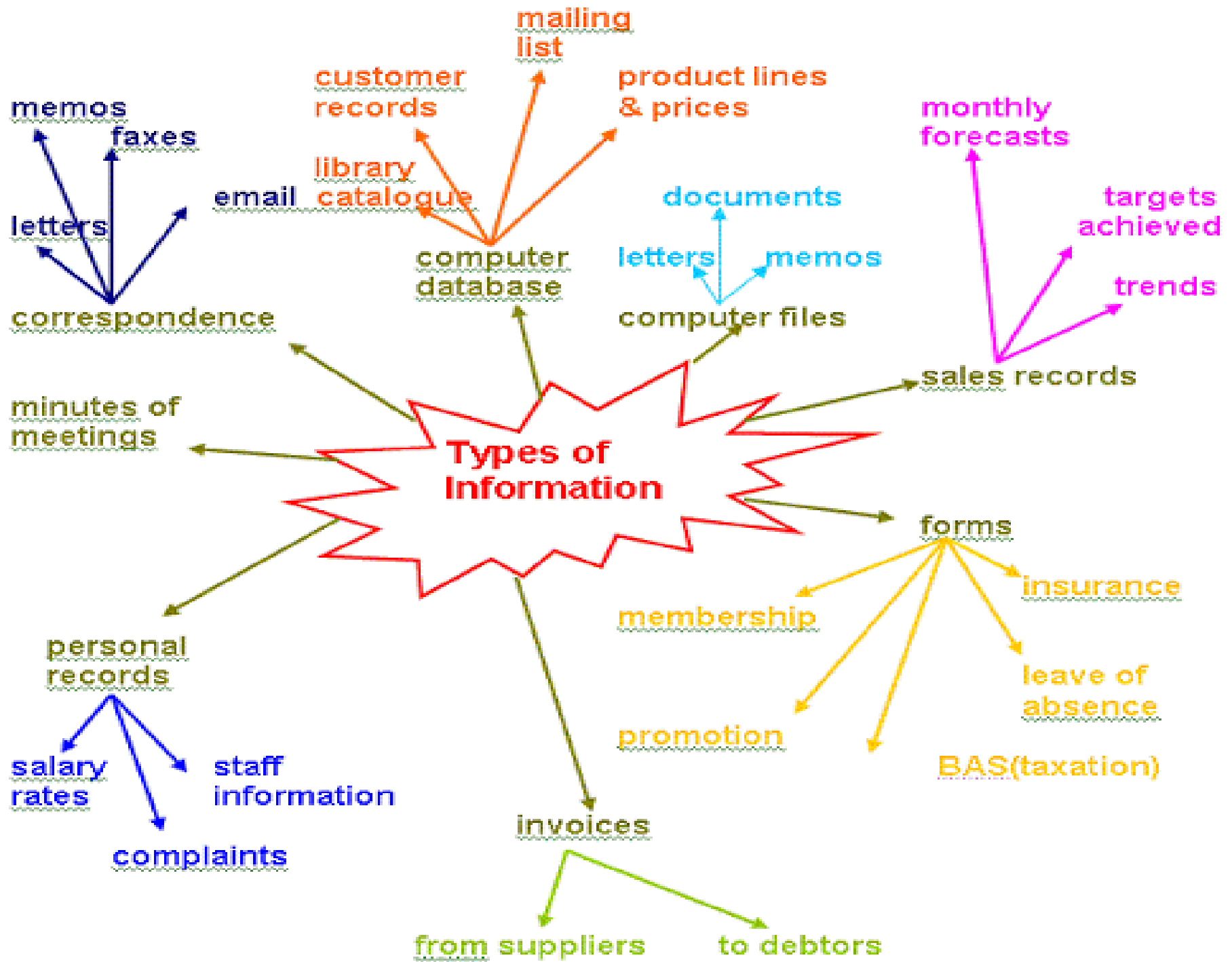
# Presenting Information



# Objectives

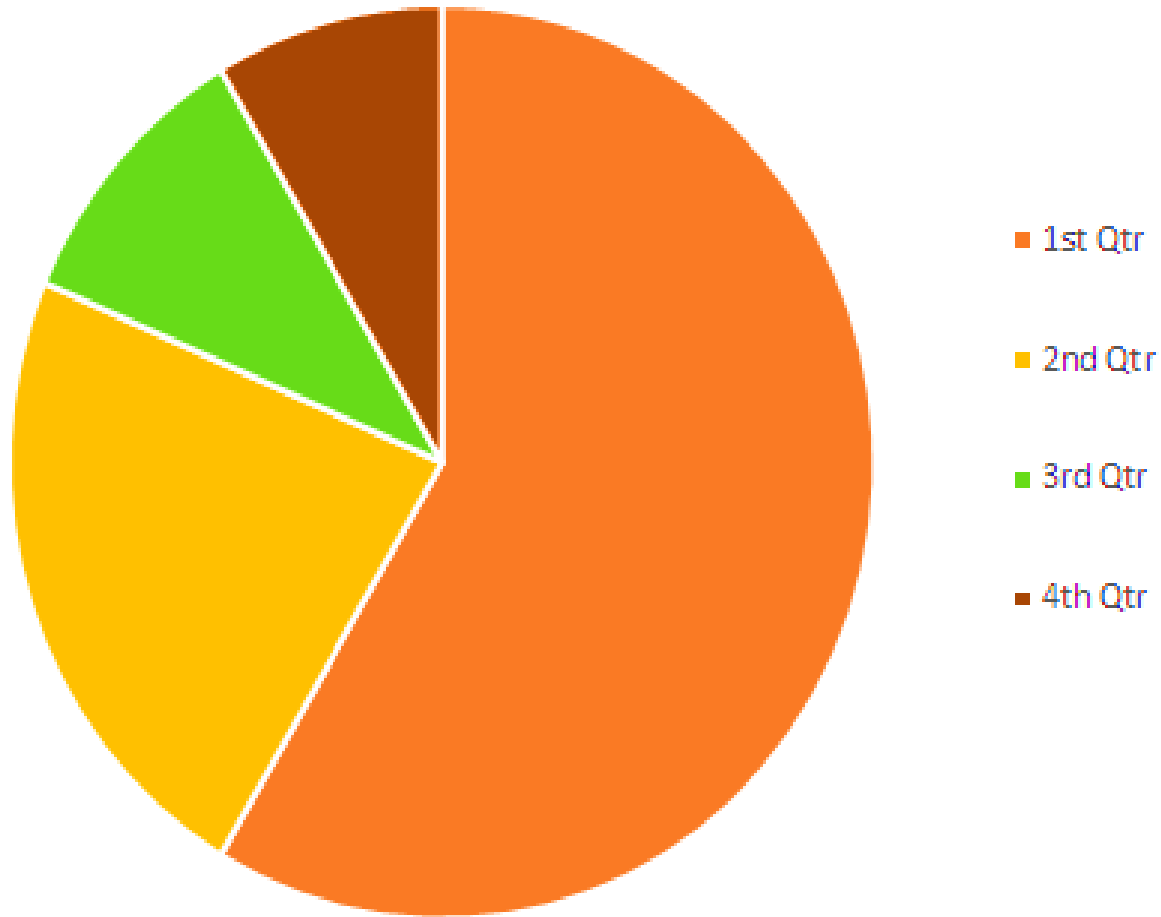
- ④ Give 2 examples of the type of information that can circulate in a place of work
- ④ Describe how each piece of information is presented in a way that suits its audience
- ④ Describe how each piece of information is presented in a way that suits its purpose
- ④ Collect straightforward data from 2 work-related sources
- ④ Present the data in a format suitable for the audience and purpose, which includes the use of ICT





# Who do you think is the target **audience** for the information?

Quartely Sales Figures



# What do you think the **purpose** of the information is?

## 2019 Workplace Boundaries Report

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### Key Findings

Too much physical contact in the workplace



**51%** believe hugging does not belong in a professional environment



**31%** have received an unwelcome hug in the workplace

Inappropriate communication methods are commonplace



**41%** have witnessed bullying in the workplace



**37%** believe that their coworkers are too informal on workplace chat or messaging

Employees treat the workplace like their home



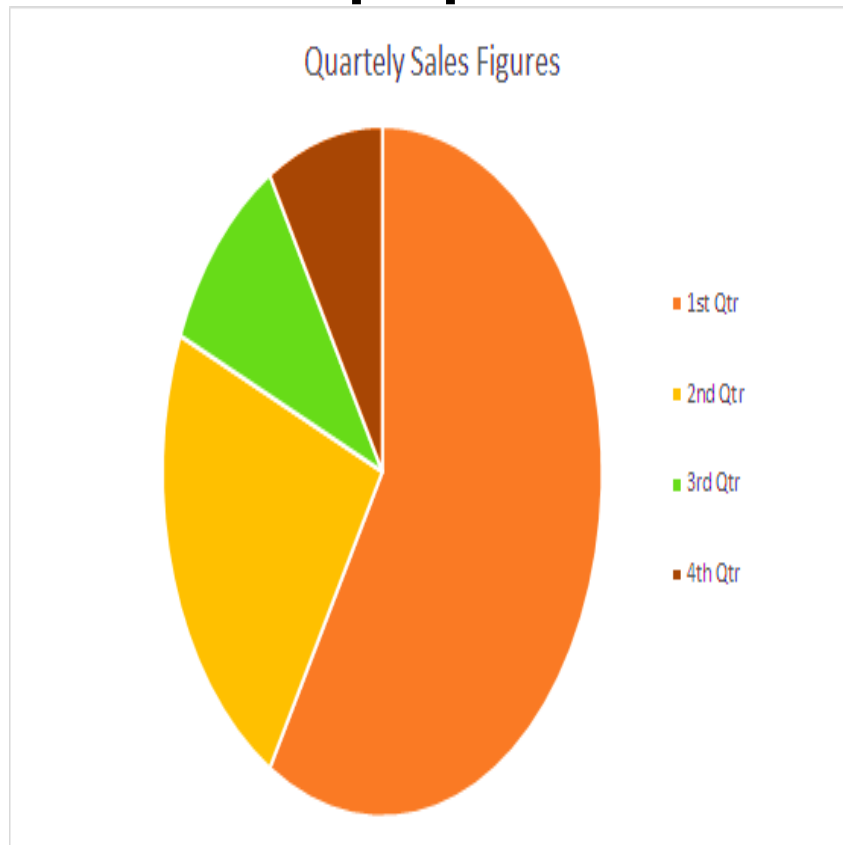
**66%** believe that their coworkers shouldn't be allowed to bring pets to work



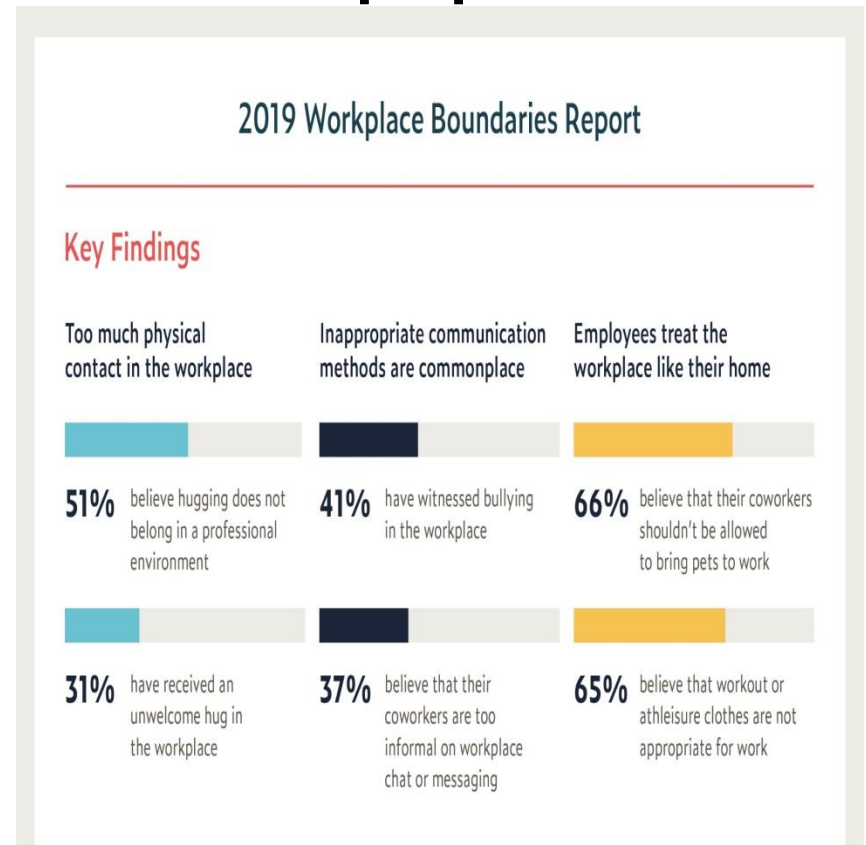
**65%** believe that workout or athleisure clothes are not appropriate for work

# Comparing two sets of data

**Who is the audience?  
What is its purpose?**



**Who is the audience?  
What is its purpose?**



# Task:

From the information you have been given

Collect data from it and present this in a chart or graph.

Explain what the data shows and why you have selected to present it in this way.



# How to present data

	A	B	C	D
1	Shopping Bill			
2				
3	Item	Number	Price Each	
4	Mars Bars	4	£0.35	
5	Aeros	10	£0.32	
6	Twixes	4	£0.39	
7	Crisps	12	£0.35	
8	Pop	4	£0.59	
9				

First type your information into the excel spreadsheet, making sure to label your columns.

Second select the information you want in your chart or graph. You may not want all the information presented.

Finally select insert and then which graph you want to create and edit it to suit its audience

