

Product Catalog and Sales Strategy

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Project Overview

01 Objective: To create a professional catalog and efficient sales tracker.

02 Tools used: MS Word for catalog, MS Excel for sales order tracking.

03 Key outcomes: Improved organization, sales insights, and presentation.

Product Catalog(MS Word)

- Designed using tables, image, and text formatting.
- 02 Tools used: MS Word for catalog, MS Excel for sales order tracking.
- 03 Key outcomes: Improved organization, sales insights, and presentation.

Sales Tracker (MS Excel)

- Track order details: product, quantity, price, and total.
- User Excel formulas for automation.
- Condition formatting highlights pending/completed orders.

Key Benefits

- Professional product display for customers.
- Efficient sales tracking and management.
- Time-saving and accurate reporting.
- Scalable for future expansion.

Conclusion

- Word + Excel integration helped simplify business operations.
- Demonstrates use of MS Office tools in real-life business scenarios.
- Future scope: Automate reports, create a web or app-based version.

Thank-You