

**Course
&
Test Series**

Self-Made Assignment - MS Excel

**Setting Margins, Orientation and Size in Page Layout in a Worksheet
in MS Excel**

Make this dataset related to Employees Production.

"Employee Production Performance Dataset"						
Employee ID	Employee Name	Total Hours Worked	Production Output	Hourly Rate	Total Pay	Efficiency
101	John Doe	40	200	15		
102	Jane Smith	38	210	16		
103	Bob Brown	45	180	18		
104	Alice Green	42	190	17		
105	Mark White	40	220	14		
106	Tom Black	43	230	19		
107	Emma Blue	41	250	20		
108	Liam Gray	44	240	22		
109	Sophia Red	39	210	16		
110	Oliver King	47	180	15		
111	Isla King	36	230	21		
112	Charlie Brown	50	260	19		

To Calculate:

- **Total Pay:** Calculated as Hourly Rate * Total Hours Worked (Multiply).
- **Efficiency:** Calculated as Production Output / Total Hours Worked (Divide)

Tasks:

- **Margin Instructions:**
 - ❖ **Top and Bottom Margins:** Set to 1 inch (2.54 cm) on both the top and bottom. This gives the document a balanced, clean look and provides room for headers and footers.
 - ❖ **Left and Right Margins:** Set to 1 inch (2.54 cm) as well. This keeps the content from feeling cramped on the sides, especially when using columns or tables.
- **Size Instructions:**
 - ❖ **Font Size:**
 - For the Header row (column names like "Employee ID", "Production Output"), use a slightly larger font size like 14pt (bold) for easy identification.
 - For the Data Rows, use a 12pt font for readability. Avoid going smaller than 10pt.
 - ❖ Change the Orientation from Portrait to Landscape.

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After completing all the tasks data will look like:

"Employee Production Performance Dataset"						
Employee ID	Employee Name	Total Hours Worked	Production Output	Hourly Rate	Total Pay	Efficiency
101	John Doe	40	200	15	600	5
102	Jane Smith	38	210	16	608	5.53
103	Bob Brown	45	180	18	810	4
104	Alice Green	42	190	17	714	4.52
105	Mark White	40	220	14	560	5.5
106	Tom Black	43	230	19	817	5.35
107	Emma Blue	41	250	20	820	6.1
108	Liam Gray	44	240	22	968	5.45
109	Sophia Red	39	210	16	624	5.38
110	Oliver King	47	180	15	705	3.83
111	Isla King	36	230	21	756	6.39
112	Charlie Brown	50	260	19	950	5.2



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