

**Course
&
Test Series**

Self-Made Assignment - MS Excel

Organize and Formatting Worksheets in MS Excel

Make this Dataset given below.

Employee ID	Name	Department	Salary (INR)	Performance Rating	Bonus (%)	Joining Date	Status
E101	Rajesh	HR	45,000	Excellent	15%	01-03-2018	Active
E102	Priya	IT	55,000	Good	10%	15-07-2019	Active
E103	Amit	Finance	48,000	Average	5%	20-08-2017	Inactive
E104	Neha	HR	46,000	Excellent	15%	11-11-2020	Active
E105	Rohit	IT	60,000	Good	10%	05-02-2016	Inactive
E106	Sanya	Finance	50,000	Poor	2%	12-05-2021	Active
E107	Karan	HR	44,000	Average	5%	07-09-2015	Inactive
E108	Meena	IT	58,000	Excellent	15%	19-04-2018	Active
E109	Ramesh	Finance	47,000	Good	10%	30-06-2020	Active
E110	Pooja	HR	43,500	Poor	2%	02-02-2019	Inactive
E111	Aditya	IT	61,000	Excellent	15%	21-09-2017	Active
E112	Swati	Finance	49,500	Average	5%	10-05-2016	Inactive
E113	Nitin	HR	42,000	Good	10%	03-03-2018	Active
E114	Anjali	IT	57,000	Poor	2%	15-08-2021	Active
E115	Suresh	Finance	52,000	Excellent	15%	12-12-2019	Active
E116	Vikram	HR	41,500	Average	5%	06-07-2022	Inactive
E117	Seema	IT	59,000	Good	10%	09-09-2015	Active
E118	Deepak	Finance	46,500	Poor	2%	23-04-2020	Active
E119	Jyoti	HR	44,500	Good	10%	30-10-2019	Active
E120	Akash	IT	62,000	Excellent	15%	07-06-2014	Active

Tasks:

Sorting:

- Sort the dataset in **ascending order of Salary.**
- Sort the dataset in **ascending order of Name.**
- Sort the dataset in **descending order of Joining Date.**
- Sort the dataset in **descending order of Bonus.**
- Sort the dataset in **ascending order of status.**

Table Formatting:

- Convert the dataset into a Table and apply a suitable Table Style.

...many more

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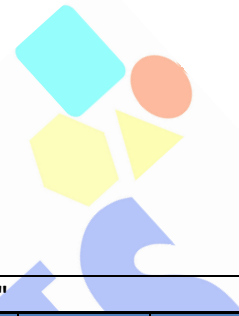
Organize and Formatting Worksheets in MS Excel

Number Formatting:

1. Format the **Salary column** as "Currency" (₹).

Cell Formatting:

1. Merge and center the heading "**Employee Performance Report**" across the top row.
2. Change the font style of the table to **Calibri, size 12**.
3. Rename the worksheet as "**Performance Data**".
4. Insert a new sheet named "**Summary**".



After the Sorting Data will look like:

"Employee Performance Report"							
Employee ID	Name	Department	Salary (INR)	Performance Rating	Bonus (%)	Joining Date	Status
E104	Neha	HR	₹ 46,000	Excellent	15%	11-11-2020	Active
E115	Suresh	Finance	₹ 52,000	Excellent	15%	12-12-2019	Active
E108	Meena	IT	₹ 58,000	Excellent	15%	19-04-2018	Active
E101	Rajesh	HR	₹ 45,000	Excellent	15%	01-03-2018	Active
E111	Aditya	IT	₹ 61,000	Excellent	15%	21-09-2017	Active
E120	Akash	IT	₹ 62,000	Excellent	15%	07-06-2014	Active
E109	Ramesh	Finance	₹ 47,000	Good	10%	30-06-2020	Active
E119	Jyoti	HR	₹ 44,500	Good	10%	30-10-2019	Active
E102	Priya	IT	₹ 55,000	Good	10%	15-07-2019	Active
E113	Nitin	HR	₹ 42,000	Good	10%	03-03-2018	Active
E117	Seema	IT	₹ 59,000	Good	10%	09-09-2015	Active
E114	Anjali	IT	₹ 57,000	Poor	2%	15-08-2021	Active
E106	Sanya	Finance	₹ 50,000	Poor	2%	12-05-2021	Active
E118	Deepak	Finance	₹ 46,500	Poor	2%	23-04-2020	Active
E105	Rohit	IT	₹ 60,000	Good	10%	05-02-2016	Inactive
E116	Vikram	HR	₹ 41,500	Average	5%	06-07-2022	Inactive
E103	Amit	Finance	₹ 48,000	Average	5%	20-08-2017	Inactive
E112	Swati	Finance	₹ 49,500	Average	5%	10-05-2016	Inactive
E107	Karan	HR	₹ 44,000	Average	5%	07-09-2015	Inactive
E110	Pooja	HR	₹ 43,500	Poor	2%	02-02-2019	Inactive

 **Banking & Insurance**

 **Central Govt. Service**

 **State Govt. Services**

 **LAW Entrance**

 **MBA Entrance**

 **Railways & Metro Services**

...many more

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