**Assignment 2: Employee Data Processing in Excel/Google Sheets**

**Overview:**

You have been provided with a small dataset of employee records. Your goal is to practice common data-cleaning and table-formatting operations in Excel (or Google Sheets). Follow the steps below to transform the raw data into a clean, well-formatted table.

**Dataset:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee\_ID | Name | Department | Salary | Joining\_Year |
|  |  |  |  |  |
| E101 | John Smith | HR | 50000 | 2020 |
| E102 | Mary Kom | IT | 60000 | 2018 |
| E103 | Alice Singh | Sales | 55000 | 2019 |
| E104 | Bob Kumar | HR | 45000 | 2021 |
| E105 | Sarah Gupta | IT | 65000 | 2017 |
| E104 | Bob Kumar | HR | 45000 | 2021 |

\*Note: Row 6 is a duplicate of row 4.\*

**Tasks:**

1. Sort the table by Salary in descending order (highest to lowest).

2. Apply a filter to display only employees in the HR department.

3. Separate the Name column into two new columns: First\_Name (column F) and Last\_Name (column G). Ensure names split correctly (e.g., 'John Smith' → 'John' / 'Smith').

4. Identify and remove any duplicate rows based on Employee\_ID.

5. Convert the cleaned range into a formal table. Apply bold formatting to headers and use alternating row shading (light / dark) for readability.

**Deliverables & Submission:**

1. Save your file as Assignment2\_YourName.xlsx (or .ods for OpenOffice). If using Google Sheets, ensure view permissions are set to 'Anyone with link can view/comment'.

2. Upload the file to your Google Drive (or OneDrive/Dropbox) and copy the sharing link.

3. Paste your file link into the class submission portal under Assignment 2 and add a brief comment (2–3 sentences) on any challenges you faced.