

Semantic meaning	Date type
Syntax	Label text

BENTHATECHNOLOGIES EXCEL PROJECT

These assignments are designed to help learners develop practical Excel skills through real-world tasks like budgeting, data analysis, and chart creation.

Assignment 1: Personal Monthly Budget Spreadsheet

Objective: Learn basic data entry, formulas, and formatting.

Instructions:

1. Open Excel and create a spreadsheet titled My Monthly Budget.
2. Create the following columns:
 - o Item | Budgeted Amount | Actual Amount | Difference
3. Enter at least 10 expense items (e.g., Rent, Food, Transport, Airtime, School Fees).
4. In the Difference column, use a formula to subtract Actual from Budgeted. $=A1 + B1 - C1$
5. Use SUM to calculate total for Budgeted and Actual columns.
6. Apply:
 - o Bold headers
 - o Currency formatting
 - o Conditional formatting: highlight any difference greater than 500 in red.

Deliverable: Submit the .xlsx file with at least 10 rows of data filled and formulas working.

1	2	3	4	5
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Objectives

- 1 Data entry
- 2 Formulas
- 3 Cell formatting
- 4 Saving worksheet
- 5 Basic excel

$$=A1 + B1 - C1$$

90

Assignment 2: Employee Attendance Tracker

Objective: Practice date formatting, logical functions, and table tools.

Instructions:

1. Create a sheet titled Attendance August 2025.
2. Columns:
 - o Employee Name | Day 1 | Day 2 | ... | Day 31 | Total Days Present
3. Fill with 5 employee names.
4. Use "P" for Present, "A" for Absent.
5. Use COUNTIF to count how many days each employee was present. Countifs
6. Highlight employees with less than 20 working days in yellow using conditional formatting.

40

Countifs

7. Create a table and apply filters for "A" and "P".

Deliverable: .xlsx file showing data for 5 employees with working formulas.

✓ Assignment 3: Sales Report with Charts

Objective: Use data analysis tools like charts, sorting, and basic functions.

Instructions:

1. Create a sheet titled Product Sales Report.
2. Columns:
 - o Product Name | Units Sold | Price per Unit | Total Sales
3. Enter at least 8 products.
4. Calculate Total Sales using formula = Units Sold * Price per Unit.
5. Sort products by Total Sales (Descending).
6. Create:
 - o A Bar Chart for Total Sales per Product.
 - o A Pie Chart showing % of each product's sales contribution.
7. Rename the sheet tabs meaningfully (e.g., "Chart View", "Raw Data").

Deliverable: Submit the .xlsx file with all data and charts correctly formatted.

