

**Lab Report: 8**

**Course Title:** Introduction to ICT  
**Lab Title:** Employee Performance Tracker  
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**Objective:**  
The objective of this lab is to create an Excel sheet to track and analyze employee performance metrics. This includes calculating average task completion percentages, identifying top and bottom performers, and summarizing key performance indicators.

**Materials Used:**

* Microsoft Excel
* Employee performance data (to be created in the Excel sheet)

**Procedure:**

1. **Data Setup:**  
   Create an Excel sheet with employee data including names, departments, task completion percentages, and sales figures.
2. **Formulas Applied:**
   1. **Average Task Completion:**  
      Formula: **=AVERAGE (C2:C5)**  
      This formula calculates the average task completion percentage for all employees.
   2. **Highest Task Completion:**  
      Formula: **=MAX (C2:C5)**  
      This formula identifies the highest task completion percentage among employees.
   3. **Lowest Task Completion:**  
      Formula: **=MIN (C2:C5)**  
      This formula finds the lowest task completion percentage.
   4. **Employee Name and Department Combination:**  
      Formula: **=CONCATENATE (A2, " - ", B2)**  
      This formula creates a new column that combines employee names with their respective departments.
   5. **Count of Sales Department Employees:**  
      Formula: **=COUNTIF (B2:B5, "Sales")**  
      This formula counts how many employees belong to the Sales department.
   6. **Total Sales for Employees with Sales Above $4000:**  
      Formula: **=SUMIF (D2:D5, ">4000", D2:D5)**  
      This formula calculates the total sales for employees whose sales exceed $4000.
   7. **Calculate Years of Service:**  
      Formula for Alice: **=DATEDIF (E2, TODAY (), "Y")**  
      This formula calculates the number of years each employee has worked.
   8. **Convert Department Names to Uppercase:**  
      Formula: **=UPPER(B2)**  
      This formula converts all department names to uppercase in a new column.

**Results:**  
After applying the above formulas to the data, the following results were obtained:

* **Average Task Completion:** 82.5%
* **Highest Task Completion:** 95%
* **Lowest Task Completion:** 70%
* **Total Employees in Sales:** 3
* **Total Sales Above $4000:** $12,500
* **Years of Service for Employees:**
  + Alice: 5 years
  + Bob: 3 years
  + Charlie: 4 years
  + David: 2 years
* **Department Names in Uppercase:**
  + SALES
  + MARKETING
  + HR

**Conclusion:**  
The lab successfully demonstrated the use of various Excel formulas to analyze employee performance data. The results provide valuable insights into the performance metrics of the team, enabling better management decisions.