

1. Open a Workbook and import “Employee Data.txt” file [Tab Delimited] in cell A1 [Sheet1] from Resource page.
2. Change the theme color as Blue Warm.
3. Rename the Worksheet as **Employee Database** and change the Tab color as **Green, Accent 6, Lighter 40%**.
4. Merge and Centre cell range A1:F1. Change the font as **Book Antiqua** and font size **14 pt.**
5. Change the font properties of A2:F2, 12 pt., Bold and Italic.
6. Apply style on cell **A1, 40%, Accent2.**
7. Select cell range A2:F21 and format as Table Style Light 13.
8. Rename the Table as **EmployeeTable.**
9. Enable **Banded Column** option.
10. Now calculate Annual Salary by suitable function.
11. Add two decimal portion in Monthly and Annual Salary column.
12. Enable total row options.
13. Go to E22 cell and find out average of Monthly Salary.
14. Go to B22 cell and count the number of Employees.
15. Select cell range F3:F21 and apply conditional formatting, use the icon style **3 Traffic Lights [Rimmed]**. If the annual salary is more than 500000 then Red Lights, 200000 to 500000 then Yellow Lights otherwise Green Lights.
16. Filter department column so that it will displays data except Finance Department.
17. Select cell range F2:F21 and insert 3-D Clustered Column Chart. Select range A3:A21 in Horizontal Axis Level.
18. Rename the Chart Title as **Employee wise Annual Salary.**
19. Apply Chart **Style 8** and Color, **Monochromic Color 13** in your Chart.
20. Change the Chart size **height 4” and Width 8”.**
21. Add **Data Labels** in your Chart.
22. Filter your chart so that it will displays 8 Employees details as per your choice.
23. Insert a logo from Insert Online Picture options in Cell G1. Change the Height as 0.8” and Width as 1”.
24. Apply Picture effect Shadow **Inside Top.**
25. Set the Orientation as **Landscape** and **set print area from A1:F22.** Also activate the check box of **Centre on Horizontally.**
26. Set document properties title as **Employee Details.**
27. Go to cell A25 and count total number of Male & Female like the below figure

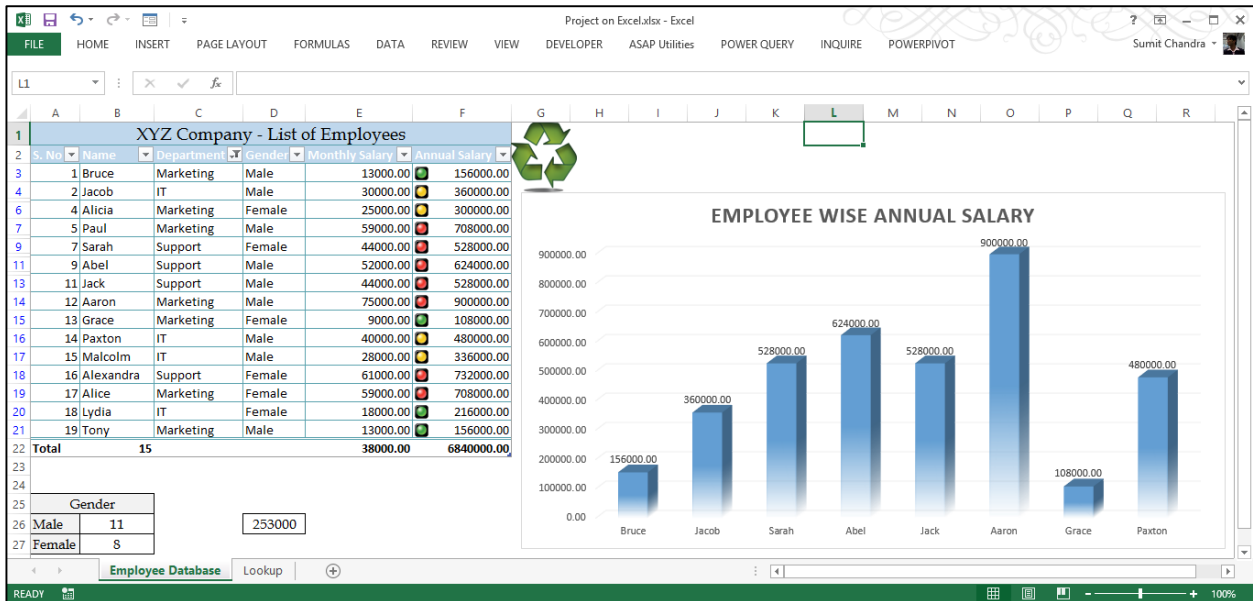
Gender	
Male	?
Female	?

28. Now calculate Total Monthly Salary of Marketing Department by suitable function in cell D26.

29. Copy the headings [Cell Range B2:F2] of the database and paste it in a New Sheet from Cell A1:E1. Rename the Sheet as Lookup. Create a data validation list of Employees name in cell A2. Now configure in such a way so that if anyone change the Employee name other details will automatically come.

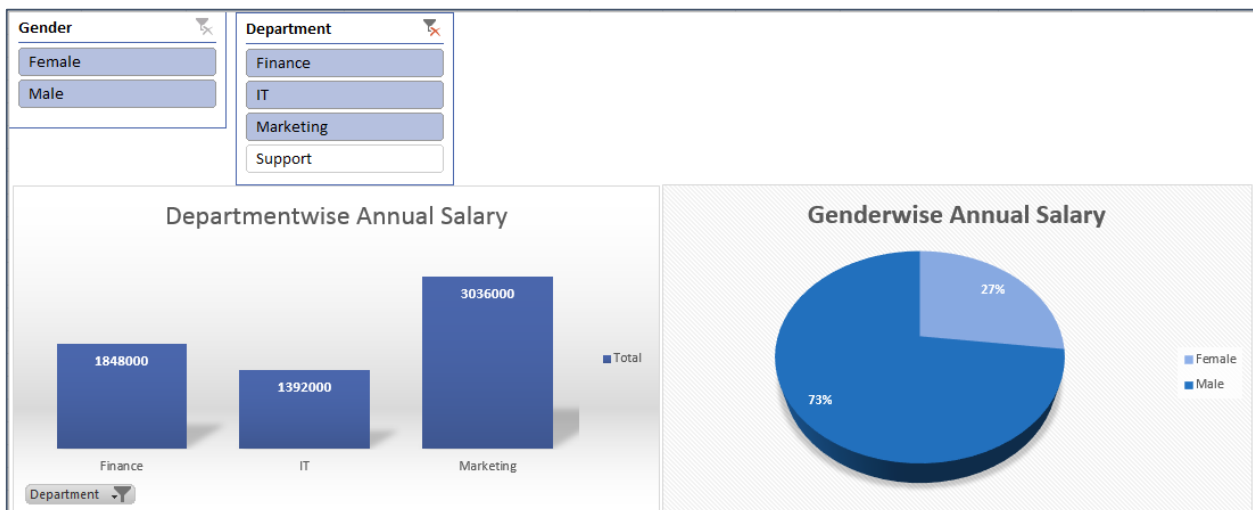
Name	Department	Gender	Monthly Salary	Annual Salary
Abbott				

30. Employee Database sheet will look like the below figure.



31. Insert a new Sheet and rename it as Reports.

32. Insert pivot charts on Gender wise Annual Salary, Department wise Annual Salary. Insert Slicer of Department & Gender. Connect both the charts with Slicers. Now show all the details except Support Department.



33. Extract the records of IT & Marketing Department in a new sheet. Rename the sheet as MKT&IT.
34. Save the Workbook.