EXCEL TRAINING ASSIGNMENT

Formatting, cell management, and tables

Day 3: Formatting & Cell Management

🎯 Goal

Learn professional formatting, styling, and efficient cell management for clean data presentation using an employee master dataset.

🎨 Part A: Basic Formatting (Q1–Q10)

1. **Open your saved file** EmployeeData_Cleaned.xlsx.
2. **Rename the sheet** to "Employee_Format".
3. **Header Row Styling**:
    ○ Apply **bold**, **center alignment**, and **light grey fill color**.
4. **Font Settings**:
    ○ Change font to **Calibri (Body)** and font size to **11** for all cells.
5. **Currency Formatting**:
    ○ Apply currency formatting (₹) to the **Salary** column (no decimals).
6. **Date Formatting**:
    ○ Change DATEOFBIRTH and DATEOFJOIN columns to **DD-MMM-YYYY** format.
7. **Borders**:
    ○ Apply a **thick outside border** around the entire dataset.
8. **Text Color**:
    ○ Use **dark blue** for all employee names (FIRSTNAME + LASTNAME).
9. **Change Case**:
    ○ Convert all header names to **uppercase**.
10. **Text Wrapping**:
    ○ Apply **Wrap Text** to columns MAILID and LOCATION.
11. **Merged Title**:
    ○ Merge cells A1:M1 and type: "👉 **BB Tech House Employee Master Report**".
    ○ Center align, set font to **Cambria**, font size to **16**, **bold**.

📊 Part B: Conditional Formatting & Visual Clarity (Q11–Q20)

1. **Conditional Formatting**:
    ○ Highlight all Salary > 90,000 with **light green fill**.

- Highlight all Status = 0 with **red text** and **light red fill**.

2. **Data Visualization**:
   - Use **Data Bars** on the Salary column.
   - Use **Color Scales** on the Date of Joining.
3. **Header Separation**:
   - Add a **top border line** under the header row.
4. **Alignment**:
   - Center align all numeric columns (EMPID, MANAGERID, SALARY).
   - Left align all text columns.
5. **Styling**:
   - Apply **bold + italic** to all female employee names (GENDER = Female).
   - Change BLOODGROUP text color to **purple** and center it.
6. **Conditional Formatting for IT**:
   - Change background color of Department = IT rows to **light blue**.
7. **Freeze Panes**:
   - Freeze the header row.

🔧 Part C: Cell Management & Sheet Organization (Q21–Q30)

1. **Column Widths**:
   - Use **AutoFit** for column widths.
   - Set SALARY column width to **14** units.
2. **Sheet Tab Customization**:
   - Rename the sheet tab color to **blue**.
3. **Column Management**:
   - Hide and unhide the MANAGERID column.
4. **Inserts**:
   - Insert a new row above the header and add "Prepared by: " in cell A1.
5. **Footer**:
   - Add a footer with:
     - Left section: "BB Tech House Pvt. Ltd."
     - Right section: Page number.
6. **Split View**:
   - Split the worksheet view.
7. **Confidentiality**:
   - Apply a background image or watermark saying **"CONFIDENTIAL"**.
8. **Save the File**:
   - Save the file as Day3_Formatting_CellManagement.xlsx.

Day 4: Excel Tables

🎯 Goal

Convert datasets into structured tables, format, filter, and organize them efficiently.

📋 Data Table 1 – Employee Master Table (Q31–Q35)

1. Convert the dataset into an **Excel Table**.
2. Rename the table to **EmployeeTable**.
3. Apply **Table Style Medium 9**.
4. Turn on the **Total Row** and show the count of employees in the EMPID column.
5. Sort the table by DEPARTMENT (A–Z).

💼 Data Table 2 – Location-Wise Employee Table (Q36–Q40)

1. Copy FIRSTNAME, LOCATION, DEPARTMENT, SALARY into a new sheet named LocationWise.
2. Convert it into a new table named **LocationTable**.
3. Apply a **light blue table style**.
4. Filter to show employees from **Hyderabad (HQ)** only.
5. Sort by SALARY (Largest to Smallest).

🏦 Data Table 3 – Department Employee Table (Q41–Q45)

1. Copy DEPARTMENT, FIRSTNAME, GENDER, SALARY, STATUS to a new sheet DeptWise.
2. Convert to an Excel Table named **DepartmentTable**.
3. Apply **Green Medium style**.
4. Filter Status = 1.
5. Sort by SALARY (descending).

💰 Data Table 4 – Manager-Wise Table (Q46–Q50)

1. Copy MANAGERID, FIRSTNAME, LASTNAME, DEPARTMENT, SALARY into a new sheet ManagerWise.
2. Convert into a Table named **ManagerTable**.
3. Apply **Orange Medium 6 style**.
4. Sort by MANAGERID (ascending).
5. Filter SALARY > 80,000.

👩‍💻 Data Table 5 – Gender-Based Employee Table (Q51–Q55)

1. Copy GENDER, FIRSTNAME, LASTNAME, DEPARTMENT, LOCATION, SALARY into a new sheet GenderWise.
2. Convert into a Table named **GenderTable**.
3. Apply **Pink Medium table style**.
4. Filter only **Female** employees.
5. Sort by LOCATION alphabetically.

✅ Bonus (Optional for Learners)

1. Apply **banded rows** in all tables.

2. Freeze top rows in all table sheets.
3. Apply **Table Filter Buttons** to each header.
4. Use **Table Design → Total Row** to show total salary in each table.
5. Save the workbook as Day3_4_Formatting_Tables_Assignment.xlsx.