

Part Three

Data Analysis Skills

In the email, please find attached an Excel sheet for you to complete the following tasks. Please note that only four tasks are mandatory. The rest are optional.

Task 1: In the Task 1 worksheet, the columns with a green background (Total Hours, Hourly Rate, and Total Pay) are the missing parts of the work records that must be completed by writing the three formulas described below:

1. Total Hours write formula to calculate the Total Hours worked that day by using FROM and TO columns
2. Get the hourly rate from the Tables worksheet Work_Code table by using VLOOKUP on the Specialty Code
3. Calculate total pay by Total Hours into Hourly Rate
4. remove the green background on these sheets