Document for Employees Data

1. Data Entry & Formatting:
   * Creating 60 records of employees.
   * Styling Headers with blue background and white text.
2. Data Validation:
   * Making dropdown list for departments and job titles using data tools then data validation.
   * Make data validation for the salary to be greater than 0 only
   * Make data validation for joining data to be in the present or in the past using date restriction.
   * Make a dropdown list for status to be “Active” or “Inactive”
3. Sorting & Filtering:
   * Add sorting roles first the Department and the second is the Data of Joining.
   * Filter the employees who joined after 2024.
4. Conditional Formatting:
   * Apply conditional formatting for the salary to be red if it under $3000.
5. VLooukup:
   * Add a condition to be “Senior” if the employee’s salary is greater than $5000 else he is “Junior”.
6. Reports:
   * Make a chart for employees of the different departments to know the number of each of employees in every department.