Steps of Assignment

Step 1: Create different sheets according to the Questions

Ques 1:

    Step 1: First create table

    Step 2: Sort the columns and filter top 5 rows

    Step 3: Select the table and create Bar Chart

Ques2:

    Step1: Create Pivot table having rows as Department and values as Std. of
    Productivity Score

    Step2: Sort the col

Ques 3:

    Step1: Create a new Col with the given Formula

    Step2: create new col with rank function referenced to the previous
created formula

    Step3: filter top 3 rank

Ques 4:

    a)

    Step1: Use correl function with both the column.

    Step2: Whose value is high have high influence.

    b)

    Step 1: select both the col and create scatter plot.

    Step 2: Visualize the relation.

Ques 5:

    Step 1: Create a new col using the formula:

        =IF(AND(G2>=4,D2<AVERAGE($D$2:$D$26)), "Yes","No")

    Step 2: Filter out yes rows

Ques 6:

    Step1: Create the col by using the given formula.

    Step2: using max function find the max value.

    Step 3: With respect to that find name, department, Productivity score and
    Performance rating using xlookup function.