Practical Excel Question:

You are tasked with preparing a simple performance report for a company's sales team. The data below represents the **sales revenue** and **target revenue** for each salesperson.

Salesperson	Sales Revenue	Target Revenue	Bonus Percentage (%)	Bonus Amount	Difference (Target - Sales)	Total Earnings
John	3500	4000	5%			
Maria	5000	4500	5%			
Alex	4200	4200	5%			
Sarah	4800	5000	5%			

Instructions:

1. Calculate the Bonus Amount:

• Use the formula:

Bonus Amount = Sales Revenue × Bonus Percentage.

• Use **absolute referencing** for the Bonus Percentage (%), which is the same for all salespersons.

2. Find the Difference:

o Calculate the difference between Target Revenue and Sales Revenue for each salesperson.

3. Calculate Total Earnings:

o Use the formula:

Total Earnings = Sales Revenue + Bonus Amount.

4. Calculate Average Sales Revenue:

o Find the average of all Sales Revenue values using the AVERAGE function.

5. Find Percentage Achievement:

o Add a new column **Percentage Achievement**:

Percentage Achievement = (Sales Revenue / Target Revenue) ×
100.

6. Apply Formatting:

- o Format all percentages to 2 decimal places.
- o Highlight salespersons who achieved more than their target in green.