

# OFFICE EXPERT MS EXCEL



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## INSTRUCTIONS

Create separate workbook for each assignment. Solve different questions in separate worksheets for each assignment.

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### ASSIGNMENT 1 – MACROS (VBA)

You are a final year student in Ramjas College. The college has conducted a youth festival. You have been assigned the task to monitor the performance of the students of the college and grade them according to their performance and score.

Calculate the following:

Serial No	Name	Event	Score	Performance Status
1	Ankit	Solo Drama	90	
2	Ravi	Xylophone	80	
3	Sunil	Piano	49	
4	Parul	Song	60	
5	Aanchal	Guitar	75	
6	Ankita	Violin	88	

Create a macro to calculate the performance status.

- “Above Average” for scores equal to 80 and above 80.
- “Below Average” for scores below 50.
- Average for scores between 50 and 79.
- Assign your macro to a command button for execution.

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## ASSIGNMENT 2 – FORMS (VBA)

You are a data entry operator in a company. Your Job is to collect data from users and save them in a table. You do not want to enter data directly into cell as it is a boring approach. You want to make this process easier.

Create a form having Name, Gender, City, Email and Phone no. and save its data in a worksheet.

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### ASSIGNMENT 3 – RELATIONSHIPS (POWERPIVOT)

You are a trader who trades in different types of goods. To keep tab on the products you are selling and how much profit you are earning from each trade you have created two tables. Orders and Returns.

Following fields/columns are stored in the tables.

#### Orders

- Order ID
- Order Date
- Ship Date
- Ship Mode
- Customer ID
- Customer Name
- Segment
- Country
- State
- Postal Code
- Region
- Product ID
- Category
- Sub-Category
- Product Name
- Sales
- Quantity
- Discount
- Profit

#### Returns

- Order ID
- Returned (Yes/No)

#### People

- Region
- Person

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In related to this task you need to perform the following operations:

- Create Relationship between Orders, Returns and People tables.
- Add tables to Data Models
- Create four charts basis on all region wise sales, category wise sales, ship mode wise sales, segment wise sales.
- Show the max sales made by each person on another sheet.
- Calculate incentive on sales 20% according to each segment on power pivot only.
- Using People table, create a dependent list on regions and persons.