

# 1. Data Entry & Formatting

- **Employee Records Sheet** contains **more than 50 entries**.
- **Dataset Source:**
  - The dataset was originally obtained from [Kaggle - Employee Records Dataset](#).
  - Modifications were made to fill missing values, improve formatting, and align with task requirements.
- **Fields included:**
  - Employee ID
  - Name
  - Department
  - Job Title
  - Date of Joining
  - Salary
  - Email
  - Phone Number
  - Status (Active/Inactive)
  - Category (Senior/Junior)
  - Department Rules (retrieved using VLOOKUP)

# 2. Data Validation

- **Drop-down lists** implemented for:
  - Department (HR, IT, Finance, Admin, etc.)
  - Job Title
  - Status (Active/Inactive)
- **Restrictions applied:**
  - Salary must be numeric and greater than 0.

- Email must follow a valid format ([example@example.com](mailto:example@example.com)).
- Date of Joining cannot be in the future.
- Status can only be "Active" or "Inactive".

### 3. Sorting & Filtering

- **Sorting:**
  - Sorted by **Department** and **Date of Joining** for better organization.
- **Filtering:**
  - Enabled filtering to display employees who joined after a specific year.

### 4. Conditional Formatting

- **Salary below \$50,000** highlighted in **red**.
- **Employees who joined in the last Year** highlighted in **green**.

### 5. Functions & Lookups

- **IF statements** used to classify employees:
  - If **Salary > \$100,000**, label as "Senior"; otherwise, "Junior".
- **VLOOKUP** used to retrieve department-specific rules from another sheet.

### 6. PivotTables & Reports

- **Summary report** created to show the number of employees in each department.
- **Grouping by year of joining** to analyze hiring trends.
- **Filters** added to allow analysis based on "Active/Inactive" status.

