

# Assignment 2: Employee Data Processing in Excel/Google Sheets

## Overview:

You have been provided with a small dataset of employee records. Your goal is to practice common data-cleaning and table-formatting operations in Excel (or Google Sheets). Follow the steps below to transform the raw data into a clean, well-formatted table.

## Dataset:

Employee_ID	Name	Department	Salary	Joining_Year
E101	John Smith	HR	50000	2020
E102	Mary Kom	IT	60000	2018
E103	Alice Singh	Sales	55000	2019
E104	Bob Kumar	HR	45000	2021
E105	Sarah Gupta	IT	65000	2017
E104	Bob Kumar	HR	45000	2021

\*Note: Row 6 is a duplicate of row 4.\*

## Tasks:

1. Sort the table by Salary in descending order (highest to lowest).
2. Apply a filter to display only employees in the HR department.

3. Separate the Name column into two new columns: First\_Name (column F) and Last\_Name (column G). Ensure names split correctly (e.g., 'John Smith' → 'John' / 'Smith').
4. Identify and remove any duplicate rows based on Employee\_ID.
5. Convert the cleaned range into a formal table. Apply bold formatting to headers and use alternating row shading (light / dark) for readability.

## **Deliverables & Submission:**

1. Save your file as Assignment2\_YourName.xlsx (or .ods for OpenOffice). If using Google Sheets, ensure view permissions are set to 'Anyone with link can view/comment'.
2. Upload the file to your Google Drive (or OneDrive/Dropbox) and copy the sharing link.
3. Paste your file link into the class submission portal under Assignment 2 and add a brief comment (2–3 sentences) on any challenges you faced.