Instructions

1. The maximum Marks for Unit Evaluation is 60
2. Kindly submit only 1 Excel File.
3. Name the file as "Your_Name_Unit Evaluation"
4. No Questions will be entertained during the duration of the Evaluation
5. Make a separate sheet to write all your insights and name the sheet **"Insights"**
6. All the questions need to be answered in **a single Excel Workbook.**
7. Make different sheets for each pivot table and name pivot tables appropriately to avoid any confusion

PART - 1 - 40 Marks

Using the given Sales Data, Make a Sales Dashboard depicting all the important insights from the data. Some of the visualizations may include:

- Monthly Sales Trend in different cities
- Sales in different cities
- Sales by different sales representatives
- Sales in different categories
- Product-wise Sales and so on
- Minimum of 6 charts are required in the dashboard

- Insert important slicers and connect them to all charts
- Make sure you name all the sheets and charts appropriately and use data labels and legends as per the requirement
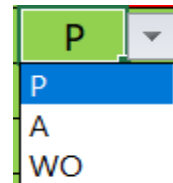
(Part - 2 is in the next page…)

PART - 2 - 20 Marks

In the sheet Named as **"Attendance Tracker"** Make a view as given in the below snap.

																														April 2021
	4/1/2021	4/2/2021	4/3/2021	4/4/2021	4/5/2021	4/6/2021	4/7/2021	4/8/2021	4/9/2021	4/10/2021	4/11/2021	4/12/2021	4/13/2021	4/14/2021	4/15/2021	4/16/2021	4/17/2021	4/18/2021	4/19/2021	4/20/2021	4/21/2021	4/22/2021	4/23/2021	4/24/2021	4/25/2021	4/26/2021	4/27/2021	4/28/2021	4/29/2021	4/30/2021
Name	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Claire Gute	P	P	WO	WO	P	P	P	P	A	WO	P	A	P	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P	P	P	P	
Darrin Van Huff	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P	P	P	A	WO	WO	A	P	P	P	P	WO	P	P	A	P	P	P	
Sean O'Donnell	A	P	WO	WO	P	A	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P	P	P	A	WO	WO	P	P	P	P	P	
Brosina Hoffman	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P	P	P	WO	P	P	P	P	P	P	WO	WO	P	P	P	P	P		
Andrew Allen	P	P	WO	WO	P	P	P	P	P	WO	WO	P	A	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P	P	P	P	
Irene Maddox	P	P	WO	P	P	P	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	A	P	P	P	WO	WO	P	P	P	P	P	
Harold Pawlan	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P	P	P	P	P	WO	P	P	A	P	P	
Pete Kriz	P	A	WO	WO	P	A	P	P	A	WO	WO	P	P	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P	P	P	P	
Alejandro Grove	P	P	WO	WO	P	P	P	P	P	WO	WO	P	A	P	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P	P	P	P	
Zuschuss Donate	P	P	WO	WO	P	P	P	P	P	WO	WO	P	P	P	P	WO	WO	P	A	P	P	P	P	WO	P	P	P	P	P	A	

- The Cells in the range "B4:AE13" should be drop down with list as "P","A","WO".
    - P - Present
    - A - Absent
    - WO - Week Off

- As we select P, the cell should be highlighted with green color and black text and should be highlighted with Red color, font color yellow if A is selected and highlighted with light yellow when WO is selected.(Check attached snap for reference.
- Fill the cells in the range "B17:D24" using formula only (No Manual Entry is allowed).
- In B4:B13, number of presents for each name(Only substring of the name is given)
- Similarly, Numbers of Absents and week offs in C4:C13 and D4:D13 respectively.