



TASK 1 :- EMPLOYEE DATA ANALYSIS USING MS EXCEL



1. Can You Create a Pivot Table To Summarize The Total Number Of Employees In Each Department?

Department	Count of Employee ID
Admin Offices	80
Executive Office	24
IT/IS	430
Production	2020
Sales	331
Software Engineering	115
Grand Total	3000

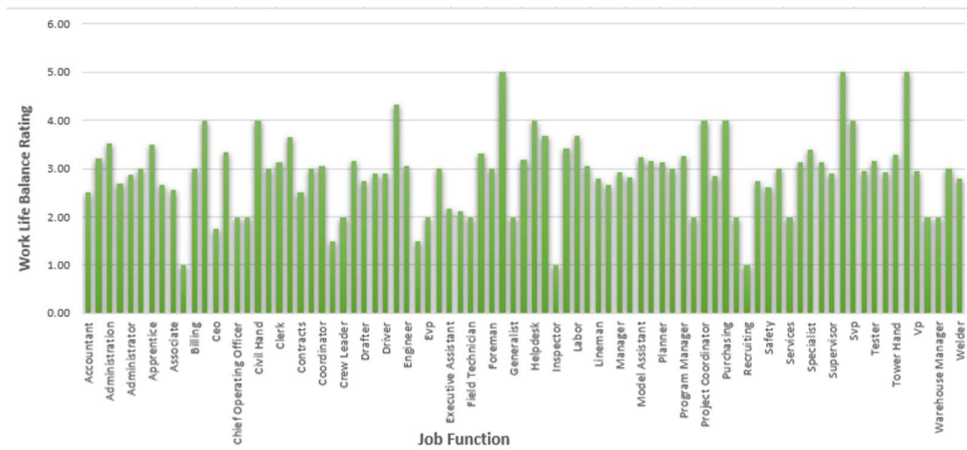
2. Apply conditional formatting to highlight employees with a "Performance Score" below 3 in red.

employee_data - Excel																										
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AG17 Row Labels																										
EmployeeID	EmployeeStatus	EmployeeDate	Zone	EmploymentType	TerminationType	TerminationDescription	Department	Division	DO	State	EmployeeDescription	Gender	Location	Work	Unit	Position	PerformanceScore	Current Employee Rate								
1	CCDR	Active	Contract	Zone C	Temporary	Unk	Production	Finance & Acco	MA	Accounting	Female	54904	White	Widowed	Fully Meets	4										
2	CCDR	Active	Contract	Zone C	Temporary	Unk	Production	Finance & Acco	MA	Accounting	Female	54904	White	Widowed	Fully Meets	4										
3	EW	Active	Contract	Zone A	Part-Time	Unk	Production	Finance & Acco	MA	Laborer	Male	5593	Hispanic	Widowed	Fully Meets	3										
4	PL	Active	Contract	Zone A	Part-Time	Unk	Sales	General - Sgs	MA	Assistant	Male	2380	Hispanic	Widowed	Fully Meets	4										
5	CCDR	Active	Contract	Zone A	Full-Time	Unk	Sales	Finance & Acco	MA	Clerk	Male	58781	Other	Single	Fully Meets	2										
6	TNS	Active	Contract	Zone A	Temporary	Unk	Sales	General - Con	FL	Laborer	Female	83174	Other	Married	Fully Meets	3										
7	BPC	Active	Contract	Zone B	Full-Time	Unk	Sales	Field Operation	CT	Driver	Male	6505	Black	Married	Fully Meets	3										
8	WRBL	Active	Full-Time	Zone B	Temporary	Involuntary	Me see picture nature dog	Sales	General - Eng	CA	Technician	Female	90007	Hispanic	Divorced	Exceeds	4									
9	CCDR	Active	Contract	Zone C	Full-Time	Involuntary	Blue community type skill	Sales	Engineers	OR	Engineer	Female	87756	White	Divorced	Fully Meets	2									
10	NEL	Active	Contract	Zone B	Part-Time	Unk	Sales	Executive	TX	Executive Assistant	Male	78789	Black	Widowed	Exceeds	3										
11	BPC	Active	Part-Time	Zone B	Temporary	Resignation	Summer personal bag	Sales	Engineers	TX	Engineer	Male	78207	Asian	Widowed	Fully Meets	5									
12	SVG	Active	Contract	Zone B	Temporary	Unk	Sales	Field Operation	IN	Technician	Female	46204	Other	Single	Fully Meets	5										
13	MSC	Active	Full-Time	Zone C	Temporary	Retirement	Alone once than More co	Sales	General - Con	GA	Technician	Female	30428	Asian	Married	Fully Meets	3									
14	EW	Active	Full-Time	Zone A	Temporary	Involuntary	Foot in theory minute nec	Sales	Splicing	CO	Splicer	Male	80820	Other	Single	Fully Meets	3									
15	CCDR	Active	Contract	Zone A	Full-Time	Resignation	Degree wish science when	Sales	Finance & Acco	KY	Controller	Female	40220	White	Divorced	Fully Meets	3									
16	BPC	Active	Part-Time	Zone A	Part-Time	Unk	Sales	General - Con	NJ	Lineman	Male	80138	Asian	Widowed	Exceeds	4										
17	PHZ	Active	Full-Time	Zone A	Part-Time	Retirement	Fear particular method st	Sales	Field Operation	MA	Laborer	Male	2810	Black	Single	Exceeds	2									
18	WRBL	Active	Full-Time	Zone C	Part-Time	Voluntary	Wall body wonder succes	Sales	Project Manage	KY	Coordinator	Male	2621	Asian	Widowed	Fully Meets	3									
19	NEL	Active	Contract	Zone A	Part-Time	Voluntary	Visit foot nearly radio ins	Sales	Engineers	KY	Director	Male	44553	Other	Widowed	Fully Meets	3									
20	PL	Active	Contract	Zone C	Full-Time	Unk	Sales	Project Manage	TX	Supervisor	Female	5360	Other	Married	Exceeds	4										
21	BPC	Active	Part-Time	Zone A	Part-Time	Unk	Sales	Field Operation	TX	Driller	Female	16325	White	Divorced	Exceeds	2										
22	CCDR	Future Start	Part-Time	Zone C	Part-Time	Involuntary	Unit pass office southern	Sales	General - Con	TX	Technician	Female	43481	Asian	Widowed	Fully Meets	3									
23	SVG	Future Start	Full-Time	Zone A	Temporary	Retirement	List class mind	Sales	Engineers	TX	Specialist	Male	50705	Asian	Widowed	Fully Meets	3									
24	EW	Future Start	Contract	Zone B	Temporary	Involuntary	Price third parent eventing	Sales	General - Eng	CO	Technician	Male	5368	Black	Single	Fully Meets	5									
25	MSC	Active	Contract	Zone C	Temporary	Resignation	Cause military a sense, Di	Sales	Field Operation	CO	Operator	Male	11795	Other	Single	Exceeds	3									
26	TNS	Active	Contract	Zone C	Full-Time	Voluntary	Station another son possi	Sales	General - Con	CO	Technician	Male	73071	Other	Divorced	Exceeds	3									
27	PHZ	Active	Part-Time	Zone A	Part-Time	Unk	Sales	General - Con	IN	Foreman	Male	12122	Black	Divorced	Fully Meets	2										
28	WRBL	Active	Contract	Zone C	Part-Time	Unk	Sales	Fielders	MA	Engineer	Male	87065	White	Widowed	Fully Meets	4										
29	PHZ	Active	Full-Time	Zone C	Full-Time	Unk	Sales	General - Con	KY	Foreman	Male	10415	Hispanic	Married	Needs Improvement	4										
30	WRBL	Active	Full-Time	Zone C	Temporary	Resignation	Pin local take example for	Sales	Project Manage	KY	Manager	Male	3761	Other	Widowed	Exceeds	4									
31	NEL	Active	Full-Time	Zone A	Temporary	Unk	Sales	Field Operation	TX	Technician	Female	79623	Black	Divorced	Fully Meets	3										
32	PL	Active	Full-Time	Zone B	Temporary	Unk	Sales	Engineers	KY	Technician	Female	69189	White	Divorced	Needs Improvement	3										
33	BPC	Future Start	Contract	Zone A	Full-Time	Voluntary	Several young whether the	Sales	Field Operation	TX	Laborer	Male	5254	Hispanic	Single	Needs Improvement	3									
34	CCDR	Future Start	Part-Time	Zone A	Full-Time	Retirement	Science end approach der	Sales	General - Con	TX	Splicer	Male	8779	Black	Widowed	Exceeds	2									
35	SVG	Active	Full-Time	Zone A	Full-Time	Unk	Sales	Aerial	MA	Lineman	Male	74682	Asian	Married	Fully Meets	3										
36	EW	Future Start	Full-Time	Zone C	Part-Time	Resignation	Base score central unit pa	Sales	General - Con	CO	Foreman	Male	78046	Hispanic	Married	Needs Improvement	3									
37	MSC	Active	Contract	Zone A	Temporary	Involuntary	Yourself book budget proc	Sales	Field Operation	CO	Coordinator	Male	27270	Hispanic	Divorced	Needs Improvement	3									
38	TNS	Active	Part-Time	Zone A	Temporary	Retirement	Paper can score else im	Sales	Field Operation	IN	Tower Hand	Male	12705	Hispanic	Single	Fully Meets	1									
39	PHZ	Active	Contract	Zone B	Full-Time	Involuntary	Half different color how	Sales	Shop (Fret)	MA	Mechanic	Male	64653	Black	Widowed	Needs Improvement	5									
40	WRBL	Active	Full-Time	Zone B	Full-Time	Unk	Sales	General - Con	MA	Flagger	Male	66150	Asian	Divorced	Needs Improvement	3										
41	PHZ	Active	Part-Time	Zone C	Full-Time	Unk	Sales	Aerial	TX	Supervisor	Male	64288	Other	Married	Exceeds	4										
42	WRBL	Active	Contract	Zone A	Part-Time	Unk	Sales	Fielders	KY	Engineer	Female	84330	Asian	Divorced	Exceeds	3										
43	NEL	Active	Contract	Zone B	Temporary	Unk	Sales	Wireline Const	TX	Foreman	Female	45453	Black	Single	Fully Meets	4										
44	PL	Future Start	Contract	Zone B	Full-Time	Resignation	Right out matter arrive dif	Sales	Field Operation	TX	Driver	Female	81905	Asian	Divorced	Needs Improvement	3									
45	BPC	Future Start	Contract	Zone C	Part-Time	Retirement	Speak professor streamen	Sales	Field Operation	TX	Technician	Female	12491	Black	Married	Needs Improvement	3									
46	CCDR	Active	Part-Time	Zone C	Temporary	Unk	Sales	Field Operation	TX	Foreman	Male	64350	Asian	Married	Fully Meets	4										
47	SVG	Active	Contract	Zone C	Full-Time	Unk	Sales	Project Manage	CO	Director	Male	74124	Other	Married	Exceeds	4										
48	EW	Active	Part-Time	Zone A	Temporary	Unk	Sales	Shop (Fret)	CO	Manager	Male	38379	Hispanic	Widowed	Exceeds	2										
49	MSC	Active	Full-Time	Zone A	Temporary	Unk	Sales	Catv	MA	Laborer	Male	34481	Other	Divorced	Fully Meets	2										

3. Calculate the average "Satisfaction Score" for male and female employees separately using a pivot table.

Gender	Average of Satisfaction	
	Score	
Female		3.01
Male		3.04
Grand Total		3.02

4. Create a chart to visualize the distribution of "Work-Life Balance Score" for different job functions





5. Filter the data to display only terminated employees and find out the most common "Termination Type."

The screenshot shows an Excel spreadsheet titled 'employee_data - Excel'. The data is filtered to show only terminated employees. The 'Filter by Color' dialog box is open, showing the following options:

- ☒ (Select All)
- ☐ Active
- ☐ Future Start
- ☐ Leave of Absence
- ☒ Terminated for Cause
- ☒ Voluntarily Terminated

There are total four different kind of terminations ,In which Involuntary & Voluntary termination type are more from Terminated Employees.

Voluntary	387			
Count of Employee ID	Column Labels			
Row Labels	Terminated for Cause	Voluntarily Terminated	Grand Total	
Involuntary	21	86	107	
Resignation	22	74	96	
Retirement	10	76	86	
Voluntary	13	85	98	
Grand Total	66	321	387	



6. Calculate the average "Engagement Score" for each department using a pivot table.

Department	Average of Engagement Score
Admin Offices	2.93
Executive Office	3.38
IT/IS	3.03
Production	2.91
Sales	2.99
Software Engineering	2.97
Grand Total	2.94

7. Use VLOOKUP to find the supervisor's email address for a specific employee.

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F38

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Formula used :- VLOOKUP(E38,Table1[#All],8,FALSE)

8. Can you identify the department with the highest average "Employee Rating?"

Row Labels	Average of Employee Rating
Admin Offices	3.03
Executive Office	2.79
IT/IS	2.97
Production	2.98
Sales	2.91
Software Engineering	2.90
Grand Total	2.97

9. Create a scatter plot to explore the relationship between "Training Duration (Days)" and "Training Cost."





10. Build a pivot table that shows the count of employees by "RaceDesc" and "GenderCode."

Sum of Employee ID	Gender Code		
RaceDesc	Female	Male	Grand Total
Asian	828976	761245	1590221
Black	838575	715906	1554481
Hispanic	784917	657702	1442619
Other	744176	708550	1452726
White	819863	641590	1461453
Grand Total	4016507	3484993	7501500

11. Use INDEX and MATCH functions to find the "Training Program Name" for an employee with a specific ID.

Employee ID	Training Program Name
1850	Communication Skills

Formula used :-

INDEX(training_and_development_data[#All],MATCH(O42,training_and_development_data[#All],[Employee ID]],0),3)

12. Create a multi-level pivot table to analyze the "Performance Score" by "BusinessUnit" and "JobFunctionDescription."

Count of Column Labels	Exceeds	Fully Meets	Needs Impr	PIP	Grand Total
BPC	36	235	24	8	303
CCDR	39	234	17	10	300
EW	39	240	16	7	302
MSC	39	226	20	11	296
NEL	30	251	11	12	304
PL	34	241	16	10	301
PYZ	35	228	23	13	299
SVG	46	233	20	5	304
TNS	41	233	15	8	297
WBL	30	240	15	9	294
Grand T	369	2361	177	93	3000

PivotTable Fields

Active

All

Choose fields to add to report:

Search

Employee_Data

employee_engagem...

recruitment_data

training_and_develo...

Employee_Data 1

employee_engagem...

recruitment_data

Table1

training_and_develo...

Drag fields between areas below:

Filters

Columns

Rows

Values

Performance Score

BusinessUnit

JobFunctionDescription

Count of Performance...

13. Design a dynamic chart that allows users to select and visualize the performance of any employee over time.



14. Calculate the total training cost for each "Training Program Name" and display it in a bar chart.

Training Program Name	Total Training Cost
Communication Skills	365023.24
Customer Service	320575.04
Leadership Developme	323902.03
Project Management	343313.17
Technical Skills	323072.61
Grand Total	1675886.09





15. Apply advanced conditional formatting to highlight the top 10% and bottom 10% of employees based on "Current Employee Rating."

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	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1	EmployeeID	EmployeeStatus	EmployeeType	PayRate	EmployeeClassification	TerminationType	TerminationDescription	Department	Division	DOB	State	JobFunctionDescription	GenderCode	LocationCode	RaceCode	MaritalStatus	Performance Score	Current Employee Rating	
2	CCOR	Active	Contract	Zone A	Temporary	Unk		Production	Finance & Acco	10-09-1985	MA	Accounting	Female	34904	White	Widowed	Fully Meets	4	
3	EW	Active	Contract	Zone A	Part-Time	Unk		Production	Aerial	02-08-1985	MA	Laborer	Male	6993	Hispanic	Widowed	Fully Meets	3	
4	PL	Active	Full-Time	Zone B	Part-Time	Unk		Sales	General - Sga	01-01-1985	MA	Assistant	Male	2350	Hispanic	Widowed	Fully Meets	4	
5	CCOR	Active	Contract	Zone A	Full-Time	Unk		Sales	Finance & Acco	01-01-1985	MA	Clerk	Male	58782	Other	Single	Fully Meets	2	
6	TNS	Active	Contract	Zone A	Temporary	Unk		Sales	General - Con	28-08-1989	PA	Laborer	Female	33174	Other	Married	Fully Meets	3	
7	BPC	Active	Contract	Zone B	Full-Time	Unk		Sales	Field Operation	01-01-1984	IN	Driver	Male	6050	Black	Married	Fully Meets	3	
8	WBL	Active	Full-Time	Zone B	Temporary	Involuntary	Me see picture neting deg	Sales	General - Eng	01-01-1985	CA	Technician	Female	30007	Hispanic	Divorced	Exceeds	4	
9	CCOR	Active	Contract	Zone C	Full-Time	Involuntary	Blue community type skill	Sales	Engineers	01-01-1985	OH	Engineer	Female	97758	White	Widowed	Fully Meets	2	
10	NEL	Active	Contract	Zone B	Part-Time	Unk		Sales	Executive	15-05-1974	TX	Executive Assistant	Male	78789	Black	Widowed	Fully Meets	3	
11	BPC	Active	Part-Time	Zone B	Temporary	Resignation	Summer personal bag	Sales	Engineers	01-01-1985	TX	Engineer	Male	73207	Asian	Widowed	Fully Meets	3	
12	SVG	Active	Contract	Zone B	Temporary	Unk		Sales	Field Operation	26-01-1984	IN	Technician	Female	46204	Other	Single	Fully Meets	3	
13	MSC	Active	Full-Time	Zone C	Temporary	Retirement	Alone once than. More co	Sales	General - Con	01-01-1985	GA	Technician	Female	30428	Asian	Married	Fully Meets	3	
14	EW	Active	Full-Time	Zone A	Temporary	Involuntary	Foot in theory minute rec	Sales	Splicing	24-11-1982	CO	Splicer	Male	80830	Other	Single	Fully Meets	3	
15	CCOR	Active	Contract	Zone A	Full-Time	Resignation	Degree wish science when	Sales	Finance & Acco	01-01-1985	KY	Controller	Female	40220	White	Divorced	Fully Meets	3	
16	BPC	Active	Part-Time	Zone C	Part-Time	Unk		Sales	General - Con	21-11-1989	NV	Lineman	Male	89139	Asian	Widowed	Exceeds	4	
17	PYZ	Active	Full-Time	Zone A	Full-Time	Retirement	Fear particular method st	IT/IS	Field Operation	24-11-1952	MA	Laborer	Male	2810	Black	Single	Exceeds	2	
18	WBL	Active	Full-Time	Zone C	Part-Time	Voluntary	Wall body wonder succes	IT/IS	Project Manage	01-01-1985	KY	Coordinator	Male	2621	Asian	Widowed	Fully Meets	3	
19	NEL	Active	Contract	Zone A	Part-Time	Unk		Sales	Engineers	15-11-1983	KY	Director	Male	44553	Other	Widowed	Fully Meets	3	
20	PL	Active	Contract	Zone C	Full-Time	Unk		Sales	Project Manage	01-01-1985	KY	Supervisor	Female	5360	Other	Married	Exceeds	4	
21	BPC	Active	Part-Time	Zone A	Part-Time	Unk		Sales	Field Operation	01-01-1985	TX	Driller	Female	16325	White	Divorced	Exceeds	2	
22	CCOR	Future Start	Part-Time	Zone C	Part-Time	Involuntary	Unit pass office southern	Sales	General - Con	27-02-1984	TX	Technician	Female	45883	Asian	Widowed	Fully Meets	3	
23	SVG	Future Start	Full-Time	Zone A	Temporary	Retirement	Unit class mind.	Sales	Engineers	01-01-1985	TX	Specialist	Male	50705	Asian	Widowed	Fully Meets	3	
24	EW	Future Start	Contract	Zone B	Temporary	Involuntary	Price third parent evening	Sales	General - Eng	18-09-1992	CO	Technician	Male	5168	Black	Single	Fully Meets	3	
25	MSC	Active	Contract	Zone C	Temporary	Resignation	Cause military a same. Di	Sales	Field Operation	01-01-1985	CO	Operator	Male	11705	Other	Single	Exceeds	2	
26	TNS	Active	Contract	Zone C	Full-Time	Voluntary	Station another son possi	Sales	General - Con	15-01-1984	CO	Technician	Male	71071	Other	Divorced	Exceeds	3	
27	PYZ	Active	Part-Time	Zone A	Part-Time	Unk		Sales	General - Con	01-01-1985	IN	Foreman	Male	12122	Black	Divorced	Fully Meets	2	
28	WBL	Active	Contract	Zone C	Part-Time	Unk		Sales	Fielders	01-01-1985	MA	Engineer	Male	87065	White	Widowed	Fully Meets	4	
29	PYZ	Active	Full-Time	Zone C	Temporary	Unk		IT/IS	General - Con	29-01-1970	KY	Foreman	Male	10415	Hispanic	Married	Needs Improvement	4	
30	WBL	Active	Full-Time	Zone C	Temporary	Resignation	Pm local take example fur	Sales	Project Manage	18-01-1999	KY	Manager	Male	3785	Other	Widowed	Exceeds	4	
31	NEL	Active	Full-Time	Zone A	Temporary	Unk		Sales	Field Operation	25-08-1946	KY	Technician	Female	79623	Black	Divorced	Fully Meets	3	
32	PL	Active	Full-Time	Zone B	Temporary	Unk		Sales	Engineers	23-08-1947	KY	Technician	Female	69189	White	Divorced	Needs Improvement	3	
33	BPC	Future Start	Contract	Zone A	Full-Time	Voluntary	Several young whether the	Sales	Field Operation	01-01-1985	TX	Laborer	Female	5194	Hispanic	Single	Needs Improvement	3	
34	CCOR	Future Start	Part-Time	Zone A	Full-Time	Retirement	Science end approach der	Sales	General - Con	01-01-1985	TX	Splicer	Male	8778	Black	Widowed	Exceeds	2	
35	SVG	Active	Full-Time	Zone A	Part-Time	Unk		Sales	Aerial	01-01-1985	TX	Lineman	Male	74682	Asian	Married	Fully Meets	3	
36	EW	Future Start	Full-Time	Zone C	Part-Time	Resignation	Base scene central unit pe	Sales	General - Con	29-12-1997	CO	Foreman	Male	78046	Hispanic	Married	Needs Improvement	3	
37	MSC	Active	Contract	Zone A	Full-Time	Involuntary	Yourself book budget pros	Sales	Field Operation	01-01-1985	CO	Coordinator	Male	27270	Hispanic	Divorced	Needs Improvement	3	
38	TNS	Active	Part-Time	Zone A	Temporary	Retirement	Paper can score else inva	Sales	Field Operation	21-06-1993	IN	Tower Hand	Male	12708	Hispanic	Single	Fully Meets	3	
39	PYZ	Active	Contract	Zone B	Full-Time	Involuntary	Stuff different color how.	Sales	Shop (Free)	27-06-1998	MA	Mechanic	Male	66835	Black	Widowed	Needs Improvement	3	
40	WBL	Active	Full-Time	Zone B	Full-Time	Unk		Sales	General - Con	01-01-1985	MA	Flagger	Male	66150	Asian	Divorced	Needs Improvement	3	
41	PYZ	Active	Part-Time	Zone C	Full-Time	Retirement	Sign figure employee card	IT/IS	Aerial	26-01-1979	KY	Supervisor	Male	64288	Other	Married	Exceeds	4	
42	WBL	Active	Contract	Zone A	Part-Time	Unk		Sales	Fielders	14-05-1987	KY	Engineer	Female	94333	Asian	Divorced	Exceeds	1	
43	NEL	Active	Contract	Zone B	Temporary	Unk		Sales	Wireline Consts	26-04-1998	KY	Foreman	Male	45453	Black	Single	Fully Meets	4	
44	PL	Future Start	Contract	Zone B	Full-Time	Resignation	Right cut matter arrive dif	Sales	Field Operation	21-02-1945	TX	Driver	Female	81905	Asian	Divorced	Needs Improvement	3	
45	BPC	Future Start	Contract	Zone C	Part-Time	Retirement	Speak professor statement	Sales	Field Operation	31-05-1997	TX	Technician	Female	12491	Black	Married	Needs Improvement	3	
46	CCOR	Active	Part-Time	Zone C	Temporary	Unk		Sales	Field Operation	01-01-1985	TX	Foreman	Male	64350	Asian	Married	Fully Meets	4	
47	SVG	Active	Contract	Zone C	Full-Time	Unk		Sales	Project Manage	01-01-1985	TX	Director	Male	74124	Other	Married	Exceeds	4	
48	EW	Active	Part-Time	Zone A	Temporary	Unk		Sales	Shop (Free)	01-01-1985	CO	Manager	Male	33378	Hispanic	Widowed	Exceeds	2	
49	MSC	Active	Full-Time	Zone A	Temporary	Unk		Sales	Cabv	16-12-1985	CO	Laborer	Male	94488	Other	Divorced	Fully Meets	2	

- Green color Formatting of Current Employee Rating indicates that Employee is falling under Top 10%
- Red color Formatting of Current Employee Raing indicates that Employee is falling under Bottom 10%



16. Use a calculated field in a pivot table to determine the average "Engagement Score" per year.

Year	Average of Engagement Score
2022	2.92
2023	2.95
Grand Total	2.94

employee_engage...

- ☐ Employee ID
- ☒ Survey Date
- ☒ Engagement Sc...
- ☐ Satisfaction Score
- ☐ Work-Life Balanc...
- ☒ Survey Date (Y...
- ☒ Survey Date (Q...
- ☒ Survey Date (M...
- ☐ Column1

Columns

Rows

Survey Date (Year) ▼

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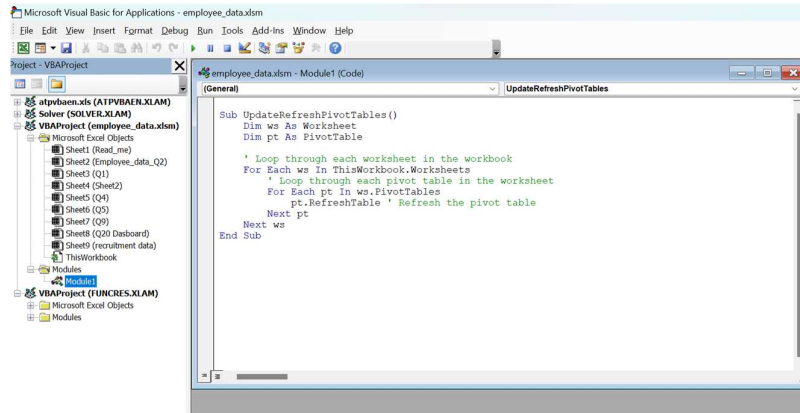
Σ Values

Average of Engagem... ▼

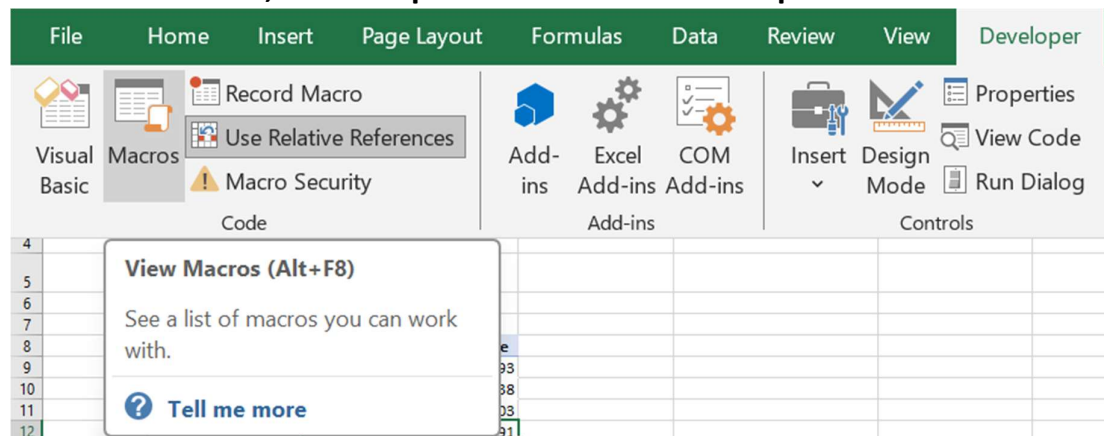
17. Can you build a macro that automates the process of updating and refreshing all pivot tables in the workbook?

Yes, By Following below steps we can build an macro that automates the process of updating and refreshing all pivot tables in the workbook

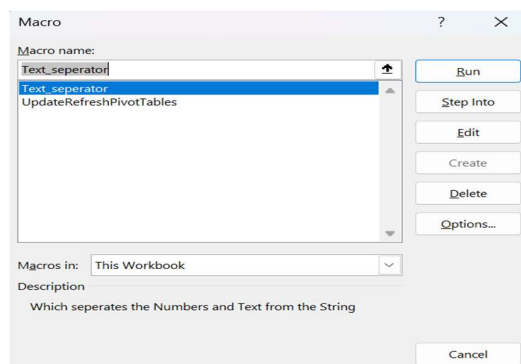
- 1. First, create an macro by following the below path
Ribbon -> Developer ->open visual basic**
- 2. Now, create an module and give respective code to perform an required action(As code written in below pic)**



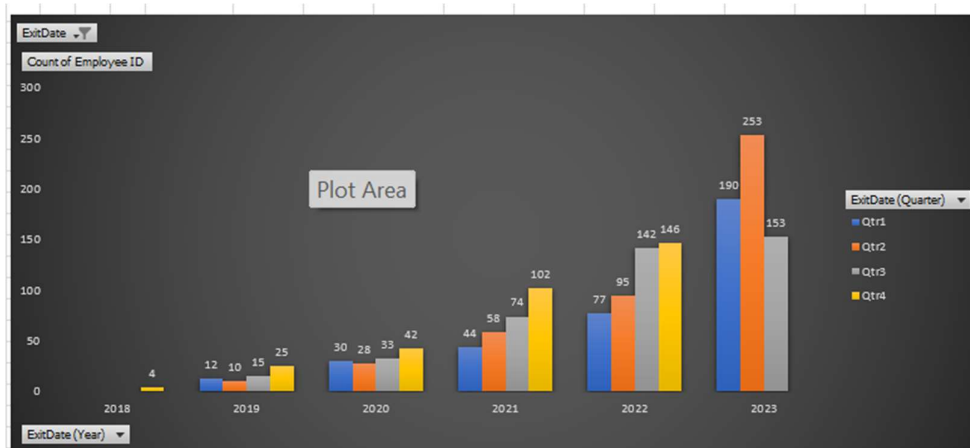
3. Close the visual basic, which will save the code automatically
4. We have successfully created an macro
5. To Run the macro, we can open the macros in developer



6. After clicking on macros a dialog box will open from where we can choose our macro and click on run button.



18. Create a histogram to understand the distribution of "ExitDate" for terminated employees.



19. Utilize the SUMPRODUCT function to calculate the total training cost for employees in a specific location.

Formula used :-

SUMPRODUCT(((\$I\$2:\$I\$3001)*(\$F\$F2:\$F\$3001=F2))



File Home Insert Page Layout Formulas Data Review View Developer Add-ins Help Data Streamer Power Pivot Table Design									
J2 =SUMPRODUCT((\$I\$2:\$I\$3001)*(\$F\$2:\$F\$3001=F2))									
	B	C	D	E	F	G	H	I	J
	Training Date	Training Program Name	Training Type	Training Outcome	Location	Trainer	Training Duration(Days)	Training Cost	Total cost for employee in each location
2	06-11-2022	Communication Skills	Internal	Completed	Smithshire	Natalie Fields	1	803.9	973.83
3	04-01-2023	Communication Skills	Internal	Completed	Longton	Wendy Gibson	1	169.4	807.04
4	26-12-2022	Communication Skills	Internal	Failed	New Williamland	Ashley Gonzalez	1	833.2	833.28
5	06-11-2022	Communication Skills	External	Completed	Richardmouth	Ashley Wright	1	238.2	238.27
6	21-03-2023	Communication Skills	External	Completed	Wrightton	Tracy Sanchez	1	910.3	910.33
7	25-02-2023	Communication Skills	Internal	Incomplete	Jesusland	Darren Huynh	1	912.2	912.27
8	03-11-2022	Communication Skills	Internal	Failed	Jennyport	Derek Harrell	1	256.2	256.21
9	17-05-2023	Communication Skills	Internal	Incomplete	New Cory	James Perez	1	773.1	773.8
10	09-12-2022	Communication Skills	External	Passed	Robertshire	Carolyn Deleon	1	271.4	271.49
11	02-09-2022	Communication Skills	External	Incomplete	Port Michelle	Jose Boyd	1	846.5	846.55
12	04-08-2023	Communication Skills	External	Incomplete	Christopherport	Andrew Wright	1	179.8	286.39
13	31-12-2022	Communication Skills	External	Incomplete	Sullivanland	Jessica Quinn	1	483.8	483.82
14	20-09-2022	Communication Skills	External	Completed	Cabreramouth	Angela Hammond	1	202.7	202.74
15	30-04-2023	Communication Skills	External	Completed	New Reneefurt	Emily Tate	1	635.7	635.71
16	25-12-2022	Communication Skills	Internal	Completed	Joneston	Kathleen Dixon	1	206.9	1860.72
17	15-07-2023	Communication Skills	Internal	Failed	East Katherine	Chris Clark	1	572.4	572.45
18	10-11-2022	Communication Skills	External	Completed	New Johnstad	Richard Rogers	1	852.8	852.87
19	22-09-2022	Communication Skills	Internal	Incomplete	Ellenburgh	Linda Bell	1	472.18	472.18
20	30-11-2022	Communication Skills	External	Passed	Lisaberg	Samantha Chan	1	395.1	395.1
21	06-03-2023	Communication Skills	Internal	Passed	Joneston	Charles Lee	1	397.48	1860.72
22	27-06-2023	Communication Skills	Internal	Passed	Michaelltown	David Evans	1	678.07	678.07
23	20-12-2022	Communication Skills	External	Incomplete	Bankuland	Paul Simon	1	195.9	195.95
24	18-04-2023	Communication Skills	External	Completed	Port Nancy	Natasha Lewis	1	918.34	918.34
25	01-06-2023	Communication Skills	Internal	Passed	West Jessicamouth	Crystal Roberts	1	302.5	473.13
26	29-07-2023	Communication Skills	External	Incomplete	North Georgeburgh	Danielle Maxwell	1	473.77	473.77
27	10-12-2022	Communication Skills	Internal	Incomplete	Lake Amy	Ryan Carey	1	639.93	639.93
28	27-10-2022	Communication Skills	Internal	Incomplete	Rochaton	Stephanie Zamora	1	686.34	686.34
29	10-06-2023	Communication Skills	External	Completed	Justinmouth	Vincent Lester	1	337.94	692.16
30	05-05-2023	Communication Skills	Internal	Failed	East Matthew	Mrs. Jordan Lee	1	692.73	1252.58
31	23-06-2023	Communication Skills	Internal	Passed	South Andrew	Timothy Wood	1	689.76	988.89
32	20-06-2023	Communication Skills	Internal	Incomplete	Leblancville	Donald Rogers	1	590.82	590.82
33	04-04-2023	Communication Skills	External	Failed	New Tinalfurt	Jessica King	1	684.4	684.45
34	22-07-2023	Communication Skills	External	Passed	Kennethstad	Tammy Paul	1	808.85	808.85
35	01-02-2023	Communication Skills	Internal	Completed	Port Heather	Jennifer Bell	1	881.5	881.51
36	22-10-2022	Communication Skills	External	Passed	Lake Traceyborough	Evan Davis	1	663.08	663.08
37	04-07-2023	Communication Skills	Internal	Incomplete	East Julie	Lisa Hahn	1	388.07	1106.28
38	19-04-2023	Communication Skills	External	Incomplete	Port Robert	Kristen Brown	1	206.72	2015.05
39	22-04-2023	Communication Skills	Internal	Failed	Laurieville	Jared Spence	1	849.36	849.36
40	07-05-2023	Communication Skills	Internal	Passed	Port Joshua	Anna Mitchell	1	834.44	2352.95
41	28-02-2023	Communication Skills	External	Passed	Hufffort	Antonio Baker	1	943.91	943.91
42	11-12-2022	Communication Skills	Internal	Incomplete	South Shirley	Kayla Schwartz	1	725.94	725.94
43	02-05-2023	Communication Skills	Internal	Completed	Briannamouth	Gabrielle Matthews	1	950.45	950.45
44	21-12-2022	Communication Skills	Internal	Incomplete	New Chelsea	Juan Meyer	1	180.6	180.61

20. Develop a dashboard that provides an overview of key HR metrics, including headcount, performance, and training costs, using charts and pivot tables.

EMPLOYEE TRAINING & PERFORMANCE ANALYSIS

