ASSIGNMENT 1

1. **Basic Data Entry:**

   Task:
   - Create a new Excel spreadsheet.
   - Enter a list of student names in column A and their corresponding scores in column B.
   - Apply formatting to the scores column to display them as percentages with two decimal places.
   - Apply conditional formatting to highlight scores above the average in green and scores below the average in red

2. **Product Catalog:**

   Task:
   - Import the data below into an Excel spreadsheet.

   - Clean and format the data:

     - Remove the 'Manufacturer', 'product ID', and 'status' columns.
     - Remove any extra spaces or formatting inconsistencies.
     - Convert prices to a currency format.
     - Add headers for each column.

   - Apply conditional formatting to highlight low stock levels (e.g., red for less than 10 items).

   - Create a filter to easily search for specific products.

   - Save the spreadsheet in a professional format, ready for sharing with colleagues.

Product ID	Product Name	Category	Manufacturer	Price (USD)	Quantity in Stock	Date Added	Status
P001	Laptop	Electronics	ABC Electronics	1200	50	2023-10-01	In Stock
P002	Smartphone	Electronics	XYZ Tech	800	100	2023-09-15	In Stock
P003	Headphones	Electronics	SoundWorks	100	75	2023-09-30	In Stock
P004	Smart Watch	Electronics	TechGadgets	150	60	2023-10-05	In Stock
P008	Portable Charger	Electronics	PowerTech	40	90	2023-10-08	In Stock
P009	Gaming Mouse	Electronics	GameGear	60	50	2023-09-25	In Stock
P010	Fitness Tracker	Electronics	FitTech	70	70	2023-10-10	In Stock
P011	Yoga Mat	Fitness	FitnessWorld	20	150	2023-09-28	In Stock
P012	Protein Powder	Fitness	HealthSupplies	25	100	2023-10-15	In Stock
P013	Bluetooth Speaker	Electronics	AudioTech	90	40	2023-10-02	In Stock
P017	Water Bottle	Accessories	SportsGear	15	150	2023-09-22	In Stock
P018	Wireless Keyboard	Electronics	TechWorld	50	70	2023-10-18	In Stock
P019	Laptop Sleeve	Accessories	TechZone	30	100	2023-10-05	In Stock

Product ID	Product Name	Category	Manufacturer	Price (USD)	Quantity in Stock	Date Added	Status
P020	Smart Home Hub	Electronics	HomeTech	200	25	2023-10-25	In Stock

3. Data Sorting and Filtering:

Task:
- Open an existing Excel spreadsheet containing a list of employee information.
- Sort the data alphabetically by last name.
- Apply a filter to the data to display only employees hired after a specific date.
- Format the total hours worked cell with a border and shading for emphasis.

4. **Expense Report:**

Task:

- o Manually enter the expense data into an Excel spreadsheet

- o Sort by Actual expense smallest to largest, then by Budget largest to smallest, and then by Category A-Z.

  Note: This is one sort.

- o Using conditional formatting, Highlight budget expenses that are below average, highlight to be yellow in colour.

- o how where 5 lowest actual expenses were made.

- o Find the Category and its associated description that saved the most money.

- Format the spreadsheet for clarity and professionalism.

Date	Category	Description	Budget ($)	Actual Expense ($)
2023-01-01	Office Supplies	Printer Ink	50	45
2023-01-05	Travel	Business Trip	500	480
2023-01-10	Meals	Client Lunch Meeting	100	90
2023-01-15	Utilities	Electricity Bill	200	210
2023-01-20	Office Supplies	Stationery	30	35
2023-01-25	Travel	Conference Attendance	800	820
2023-02-01	Meals	Team Dinner	150	140
2023-02-05	Entertainment	Staff Outing	300	290
2023-02-10	Utilities	Internet Subscription	100	105

Date	Category	Description	Budget ($)	Actual Expense ($)
2023-02-15	Office Supplies	Office Furniture	400	380
2023-02-20	Travel	Training Workshop	600	620
2023-02-25	Meals	Networking Event	80	75
2023-03-01	Entertainment	Team Building Activity	200	190
2023-03-05	Office Supplies	Computer Accessories	80	85
2023-03-10	Travel	Sales Conference	1000	980
2023-03-15	Utilities	Water Bill	50	55
2023-03-20	Meals	Client Dinner	120	115
2023-03-25	Entertainment	Company Party	500	490

Date	Category	Description	Budget ($)	Actual Expense ($)
2023-04-01	Office Supplies	Printer Maintenance	100	110
2023-04-05	Travel	Team Retreat	700	720