Project Documentation

1.Project Overview

This project aims to create a structured employee database in Excel with data validation, automation, and reporting features.

2. Steps Taken:

A. Data Entry & Formatting:

- Created an "Employee Records" sheet with at least 50 entries.
- Fields included: Employee ID, Name, Department, Job Title, Date of Joining, Salary, Email, Phone Number, and Status (Active/Inactive).
- Applied formatting: bold headers, borders, and adjusted column widths for readability.

B. Data Validation:

- Implemented drop-down lists for Department (HR, IT, Finance, Admin, etc.) and Job Titles.
- Set restrictions:
  - Salary must be numeric and greater than 0.
  - Email must follow a valid format (example@example.com).
  - Date of Joining cannot be in the future.
  - Status can only be "Active" or "Inactive."

C. Sorting & Filtering:

- Sorted employee data by Department and Date of Joining.
- Enabled filtering to display employees who joined after a specific year.

D. Conditional Formatting:

- Highlighted employees earning below $3,000 in red.

Highlighted employees who joined in the last 6 months in green using: =E2>=EDATE(TODAY(), -6)

E. Functions & Lookups:

- Used IF statements to classify employees: =IF(Salary>5000, "Senior", "Junior")

Created a "Rules" sheet containing department-specific rules and used VLOOKUP to fetch them based on the department: =VLOOKUP(E2, Rules!A:B, 2, FALSE)

F. Pivot Tables & Reports:

- Generated a summary report displaying the number of employees in each department.
- Grouped employees by year of joining to analyze hiring trends.

3. Key Outcomes:

- The database provides a well-structured and automated approach to managing employee records.
- Filters, conditional formatting, and reports improve data analysis and decision-making.
- The system ensures data integrity through validation rules.