

Visualizing Employee Attendance Trends with Excel chart

Name:

Reg. No:

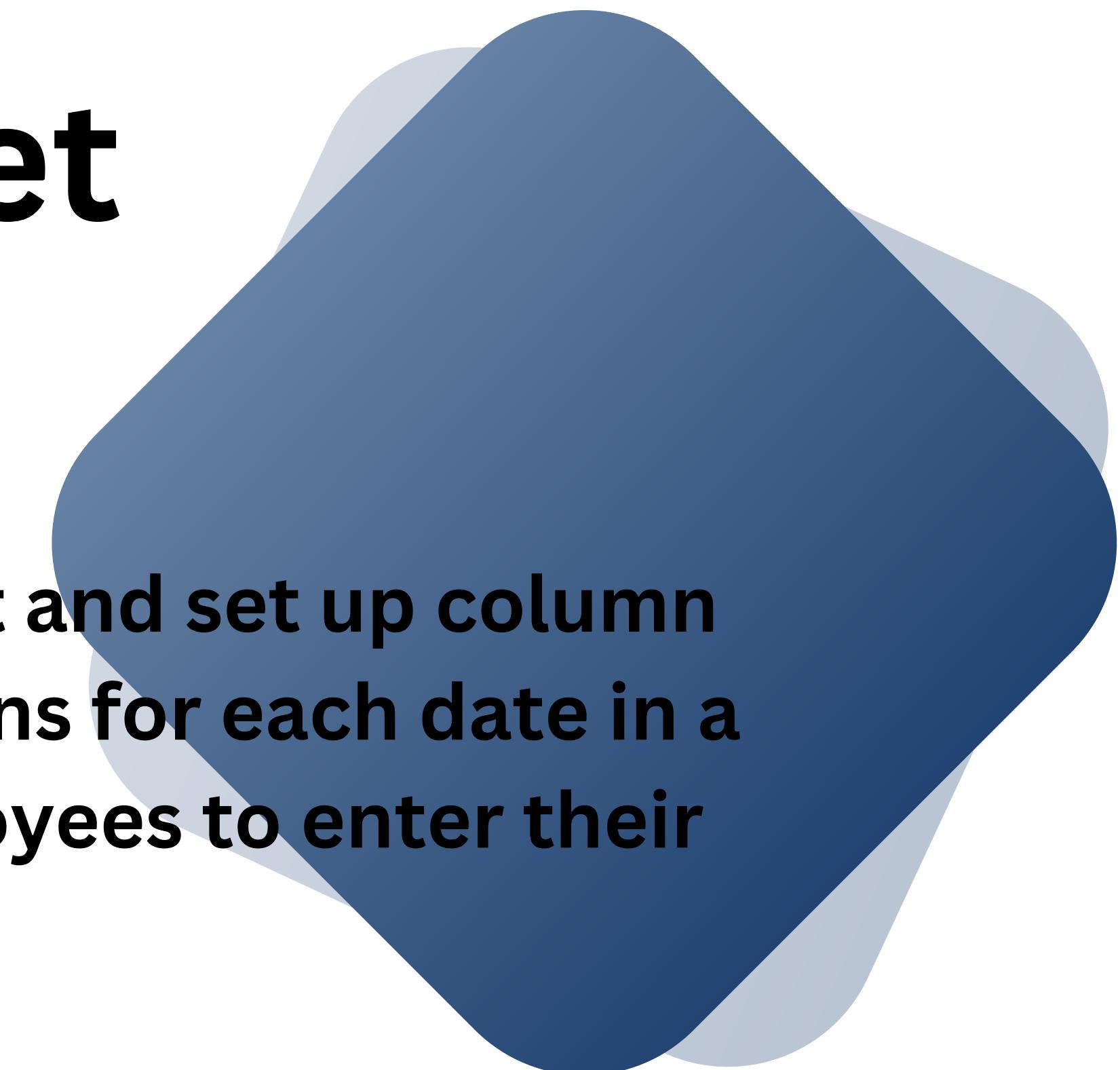
Department:

college:

Agenda

- 1.create an attendance
- 2.highlights weekend and holiday
- 3.Add data validation
- 4.Lock input cells
- 5.calculate absence and present
6. create a chart
trendline
- 8.Results
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Create an attendance spreadsheet



Create a new Excel spreadsheet and set up column headers. You can include columns for each date in a month, and a column for employees to enter their names

Highlight weekend's and holiday



**Highlight weekends and public holidays in the
spreadsheet.**



Add data validation

Implement data validation to prevent manual errors and inconsistencies.

Lock input cells

**Lock the cells that employees
enter their data into.**

Calculate absence and presents

Add columns to calculate the total number of absences and presents.

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trendline

: A trendline, or line of best fit, is a line that shows the general pattern of the data. You can add a trendline to your chart to see the overall direction of the data



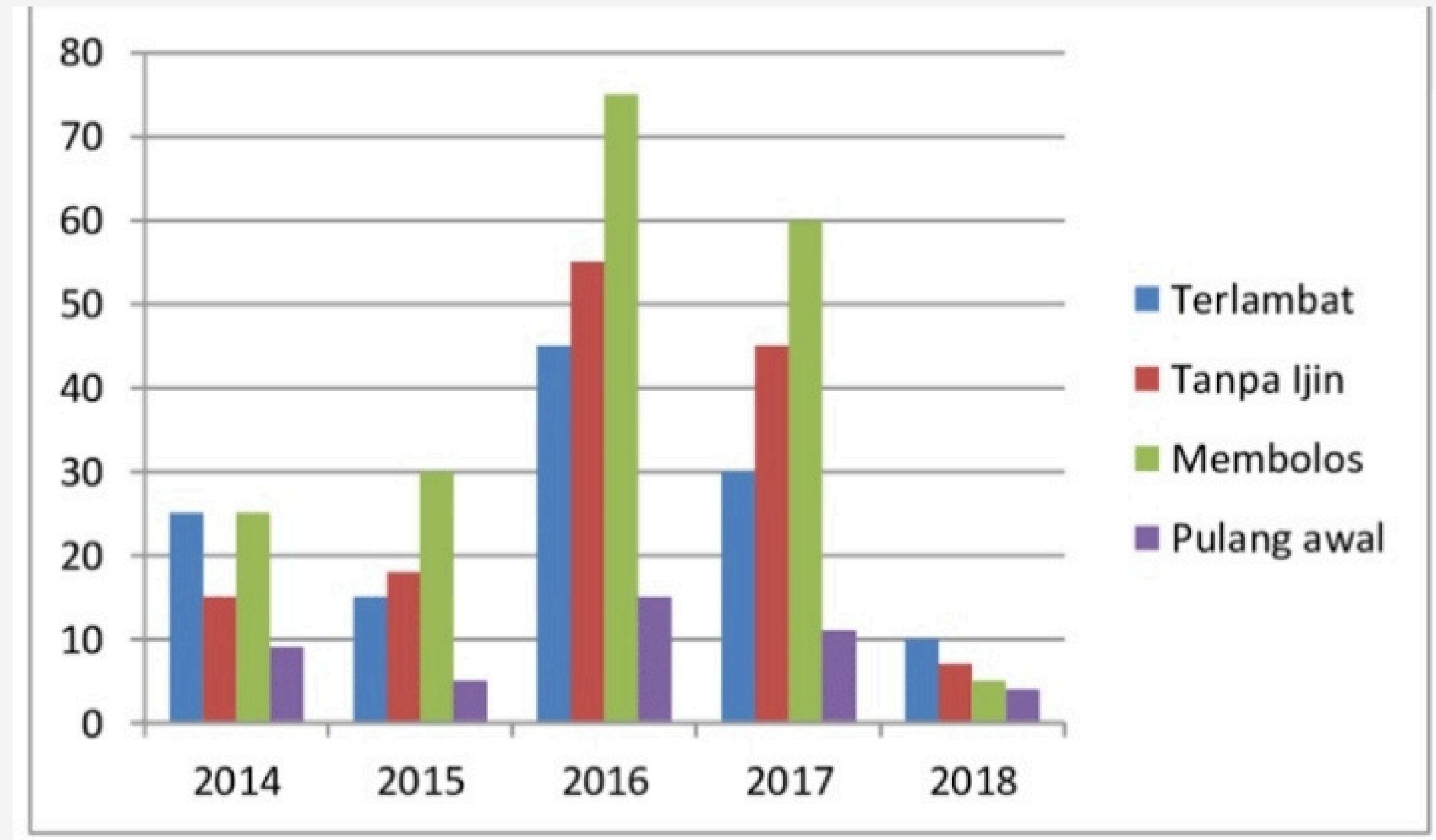
Chart

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Results

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Conclusion

However, it's essential to recognize its limitations, particularly in larger organizations where automation and real-time updates become imperative.