1. a) Sort the sales representative by id.

b) Calculate the bonus and total of every sales representative in January month from the

question 1 data.

i. If total sales >= 2000000; bonus = 10% of total sales

ii. If total sales >= 1000000 and < 2000000; bonus = 8% of total sales

iii. If total sales <1000000; bonus = 6% of total sales

c) Calculate who has earned the highest total salary and represent everyone’s total salary

with bar chart.

d) Calculate the average salary of every sales representative and if it’s fractional then make

it round.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Name** | **Salary** | **Sales** |  |  |
|  |
| 2 | Parvez Hasan | 30000 | 1150000 |  |  |  |
| 5 | Arif Hossain | 30000 | 1760000 |  |  |  |
| 1 | Nabila Sultana | 30000 | 3340000 |  |  |  |
| 3 | Eva Karim | 30000 | 960000 |  |  |  |
| 4 | Oishi Das | 30000 | 840000 |  |  |  |
| 6 | Farhan Islam | 30000 | 700000 |  |  |  |

2. powerpoint slide contain picture, video, table, chart, smart art, word art, formatting, animation, transition.

3. Create a document in Microsoft Word that provides an overview of your fictional company. This will

include the following sections:

1. Cover Page:

- Include title Page with the title of the report, your name, batch name, and the date.

- Insert a company logo.

2. Index:

- Create an index that lists the topics and the corresponding page numbers.

3. Executive Summary:

- Write a brief summary of your business

4. Products and Services:

- Describe the products and services your company offers.

- Include hyperlink

- Include SmartArt

5. Business plan

Use flow chart

5. Sales and cost statistics

- Use tables

- Use chart

6. Formatting:

- Use appropriate headings and paragraphs to structure your document.

- Insert and format images (use wrap text if needed).

- Use bullet points and numbering where necessary.

7.Can create tables for organizing information.

- Enhance the page layout and design by using watermarks, page borders, and page colors.

- Use WordArt.

- Use header, footer.