

1. Can you create a pivot table to summarize the total number of employees in each department?

Row Label	Count of Employee ID
Admin Offi	80
Executive (24
IT/IS	430
Production	2020
Sales	331
Software E	115
Grand Tot:	3000

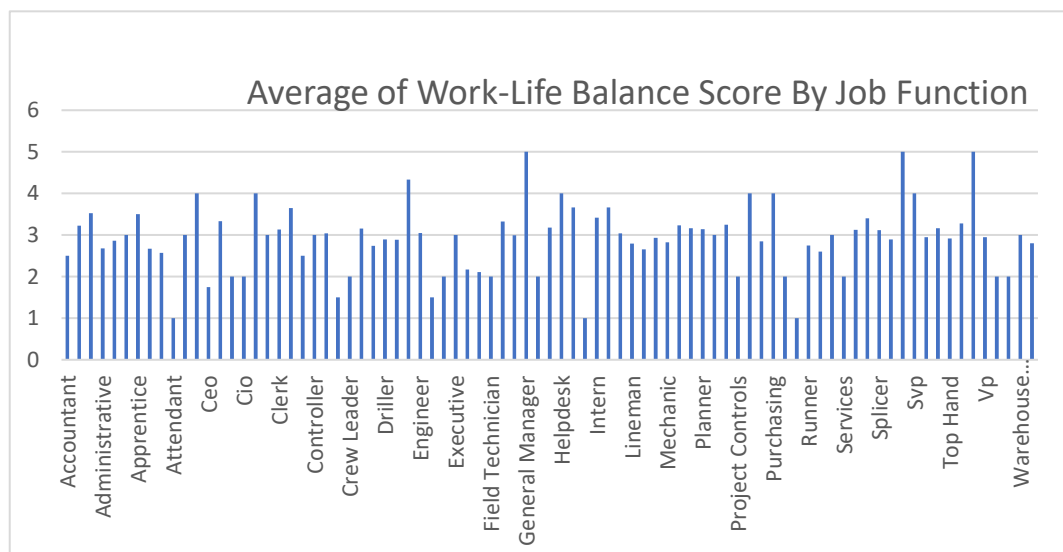
Q2. Apply conditional formatting to highlight employees with a "Performance Score" below 3 in red.

LocationCode	RaceDes	MaritalDes	Performance Score	Current Employee Rating
48911	Black	Divorced	Fully Meets	1
18226	Asian	Married	Fully Meets	1
90024	Hispanic	Married	Fully Meets	1
2225	Black	Divorced	Fully Meets	3
14864	Other	Single	Fully Meets	2
33532	Hispanic	Married	Needs Improvement	3
37566	Black	Divorced	Fully Meets	2
88306	Other	Widowed	Needs Improvement	3
49024	Asian	Married	Fully Meets	4
41302	Asian	Single	Fully Meets	3
63776	Other	Single	Fully Meets	3
16715	White	Widowed	Fully Meets	2
90974	Black	Divorced	Fully Meets	1
3403	Hispanic	Married	Fully Meets	1
22662	Black	Single	Fully Meets	3
66066	Asian	Married	Exceeds	4

Q3. Calculate the average "Satisfaction Score" for male and female employees separately using a pivot table

Row Label	Average of Satisfaction Score
Female	3.005945
Male	3.042489
Grand Tot:	3.022

Q4. Create a chart to visualize the distribution of "Work-Life Balance Score" for different job functions.



Q5. Filter the data to display only terminated employees and find out the most common Termination Type.

Row Label	Count of TerminationType
Unk	1467
Grand Total:	1467

Q6. Calculate the average "Engagement Score" for each department using a pivot table.

Row Label	Engagement Score
Admin Offi	2.93
Executive C	3.38
IT/IS	3.03
Production	2.91
Sales	2.99
Software E	2.97
Grand Total:	2.94

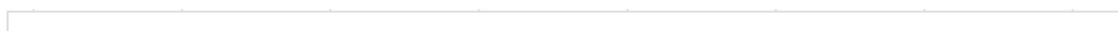
Q7. Use VLOOKUP to find the supervisor's email address for a specific employee.

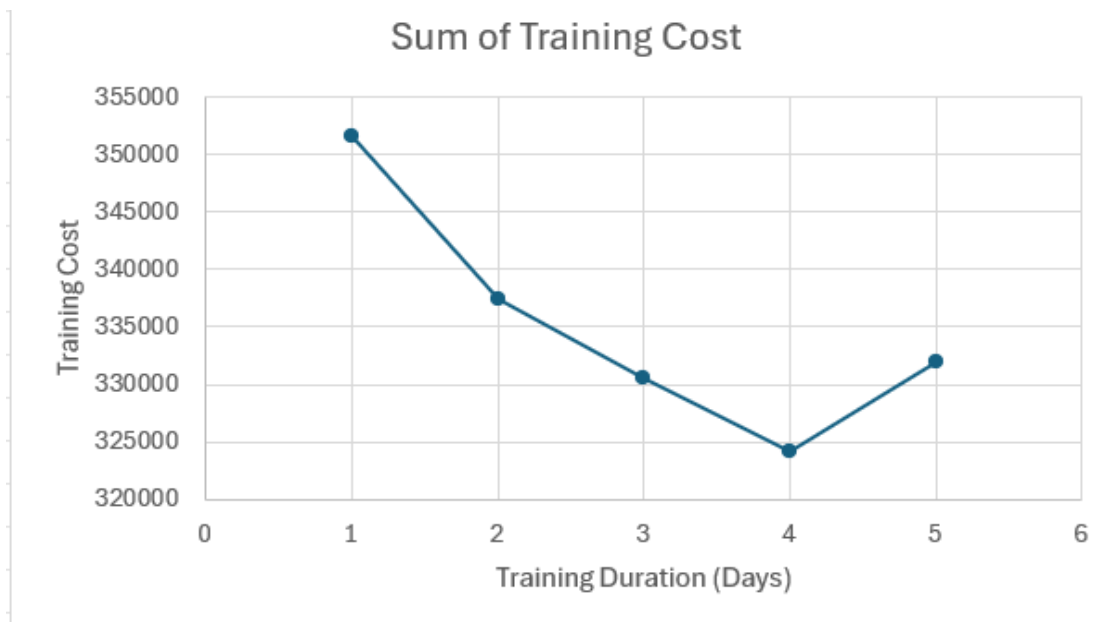
Employee ID	FirstName	LastName	Supervisor Email Id
3427	Uriah	Bridges	jonathanthompson@example.com
3428	Paula	Small	alyssa68@example.com
3429	Edward	Buck	alam@example.net
3430	Michael	Riordan	hodeskayla@example.org
3431	Jasmine	Onque	john83@example.net
3432	Maruk	Fraval	jose64@example.net
3433	Latia	Costa	baileychristina@example.net
3434	Sharlene	Terry	wanda90@example.com
3435	Jac	McKinzie	cunninghamdave@example.net
3436	Joseph	Martins	terrywaller@example.com

Q8. Can you identify the department with the highest average "Employee Rating?"

Row Labels	Average of Current Employee Rating
Admin Offices	3.025

Q9. Create a scatter plot to explore the relationship between "Training Duration (Days)" and Training Cost.





Q10. Build a pivot table that shows the count of employees by "RaceDesc" and "GenderCode."

Count of RaceDesc	Column Labels		
Row Labels	Female	Male	Grand Total
Asian	346	283	629
Black	346	272	618
Hispanic	325	247	572
Other	318	264	582
White	347	252	599
Grand Total	1682	1318	3000

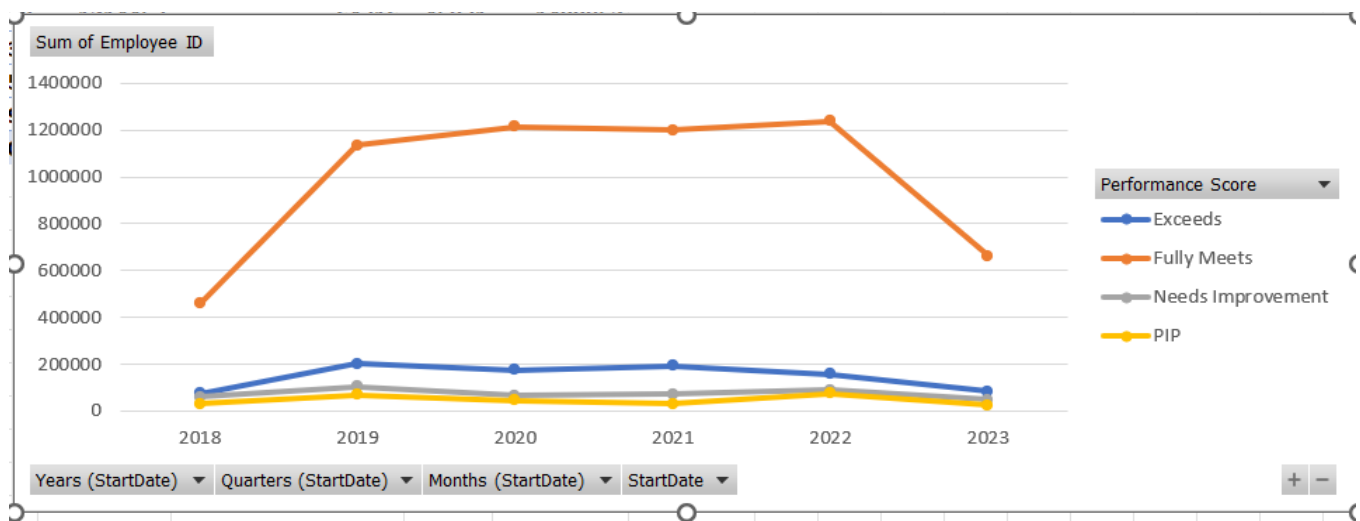
Q. 11. Use INDEX and MATCH functions to find the "Training Program Name" for an employee with a specific ID.

Employee ID	Training Program Name
1001	=INDEX(\$A\$2:\$I\$3001,MATCH(\$K2,\$A\$1:\$A\$3001,0),MATCH(L\$1,\$A\$1:\$I\$1,0))
1002	T
1003	C
1004	Communication Skills
1005	Project Management
1006	Leadership Development
1007	Technical Skills
1008	Customer Service
1009	Communication Skills
1010	Communication Skills
1011	Technical Skills
1012	Project Management

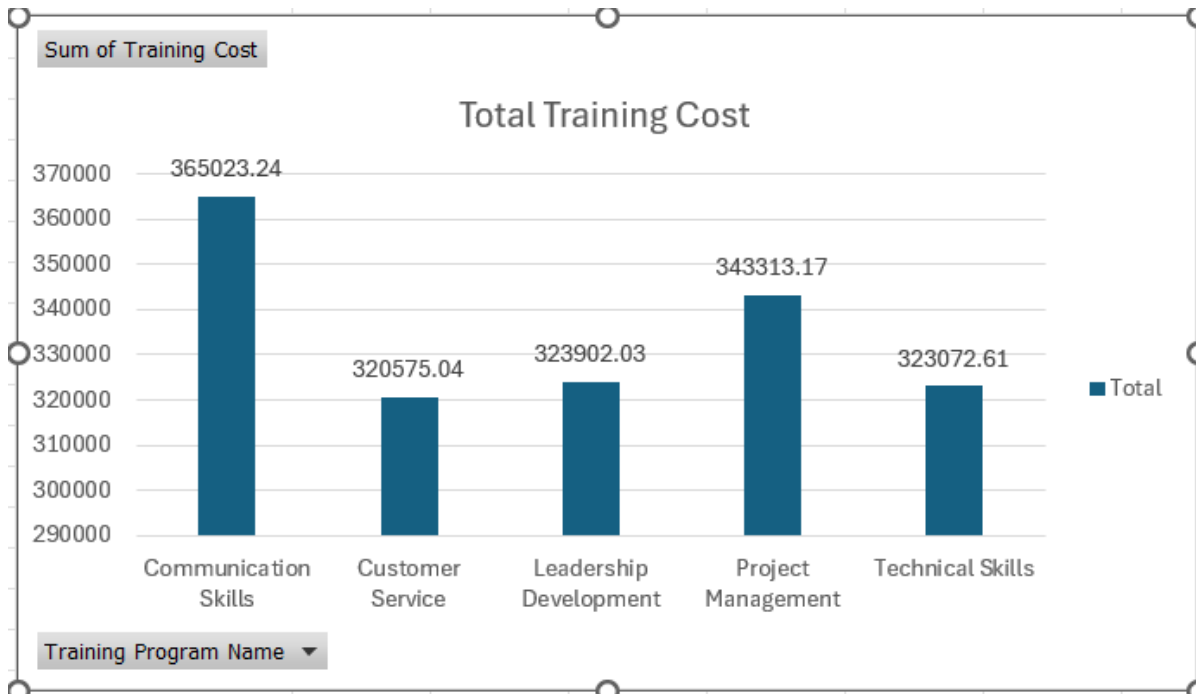
Q12. Create a multi-level pivot table to analyze the "Performance Score" by "BusinessUnit" and "JobFunctionDescription."

Count of JobFunctionDescription		Column Labels				
Row Labels		Exceeds	Fully Meets	Needs Improvement	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 Total		369	2361	177	93	3000

Q13. Design a dynamic chart that allows users to select and visualize the performance of any employee over time



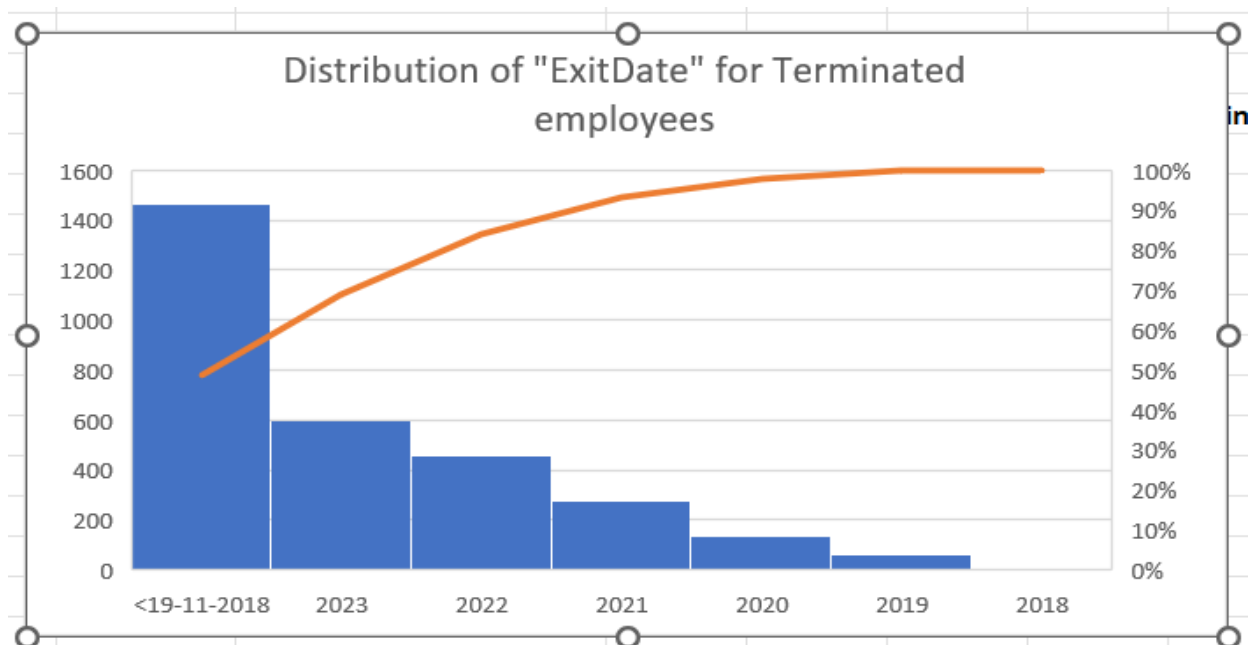
Q14. Calculate the total training cost for each "Training Program Name" and display it in a bar



Q15. Apply advanced conditional formatting to highlight the top 10% and bottom 10% of employees based on "Current Employee Rating."

Current Employee Rating
4
3
4
2
3
3
4
2
3
5
5
3
3
3
4

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

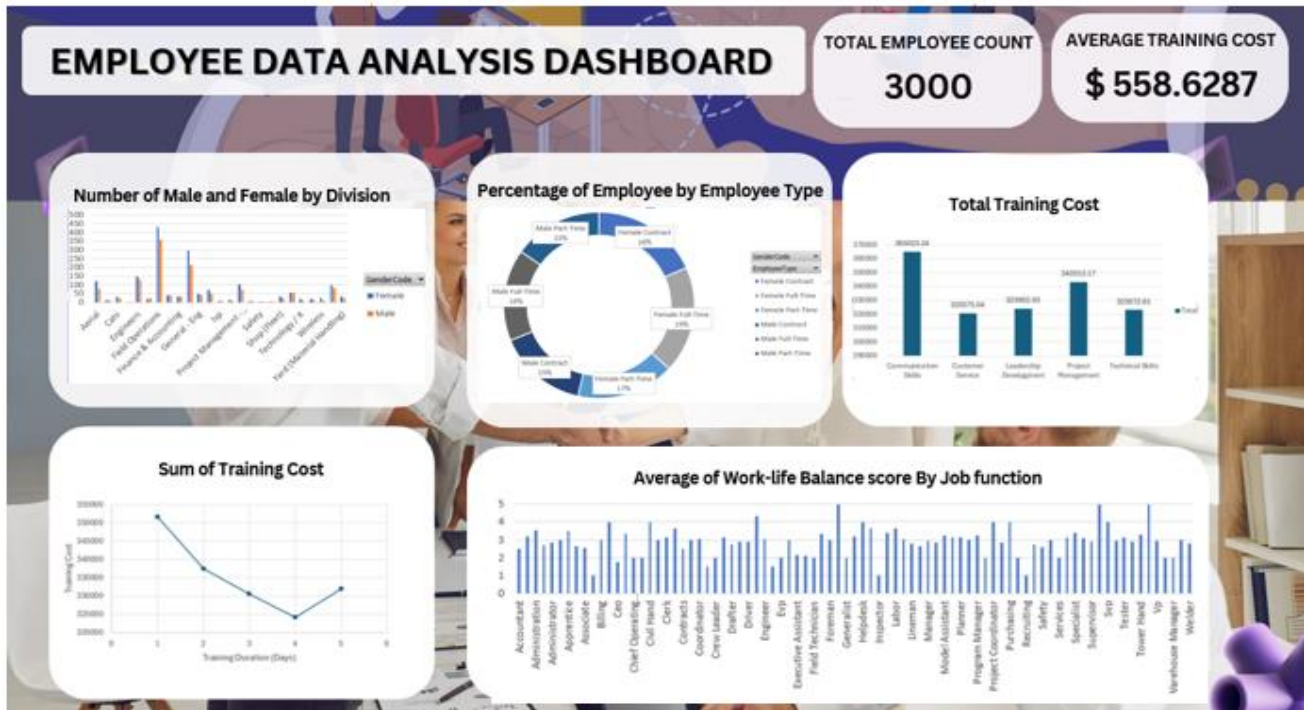


19. Utilize the SUMPRODUCT function to calculate the total training cost for employees in a specific location.

Row Label	Sum of Training Cost
Aaronboro	841.22
Aaronburg	633.96
Aaronstad	939.02
Abbotton	609.01
Acevedosh	443.55
Adamboro	444.22
Adammou	1248.77
Adamsber	962.45
Adamsmou	367.34
Aguirrelan	881.71
Alexander	494.29
Alexander	346.93

Alexandra	450.64
Alexandria	778.25
Alexishave	127.93
Alfredmou	328.74
Aliciaburg	966.19

Q20. Develop a dashboard that provides an overview of key HR metrics, including headcount, performance, and training costs, using charts and pivot tables.



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