Alpha Insurance Plc is an upcoming Insurance Company in the US with 8 branches in different state with their Headquarters being in New York, see list of branches below:

* New York
* New Jersey
* Washington DC
* Arizona
* Califonia
* Florida
* Texas
* Utah

The company also comprises of 10 departments named below:

* Operations
* Sales
* Admin
* Strategy
* Audit & Control
* HR
* IT
* Finance
* Customer Service
* Executive

Alpha Insurance Plc has contracted you to help answer some of their Performance Exercise questions. The performance score card will consist of 3 or 4 sections all carrying different weights based on the Staff level:

1. Personal Characteristics
2. Technical Competency
3. KPI Score
4. Direct Reports Total Average

They have provided you with 11 tables in the other accompanied excel sheet.

1. Staff names – This contains the names of the 199 members of staff and their unique staff ID.
2. Reporting Line – The internal reporting structure each department and the company as a whole follow i.e. who reports to who
3. Performance Scoring – The different weights for each staff level
4. Performance Score – A table showing the score of all members, but the KPI score for the Sales department.
5. Sales Sheet – This sheet shows you the figures for the sales department, the targets for each level, the rules in calculating their KPI and additional considerations to follow.
6. Branches – A table that shows which branch each staff belong to
7. Department – A table that shows which department each staff belong to
8. Gender – A table that shows the gender all staff.
9. Management – A table that shows all staff in management level.
10. Level 1-3 – A table that shows staff in level 1 – 3.
11. Level 4 – DH – A table that shows staff in Level 4 and 5 and the Deputy Heads.

**Using all these information and your MS Excel skills, please answer the following questions and tasks.**

1. List the top 5 and bottom 5 Staff in terms of their Performance Score

2. Which branch performed the best and least based on the average performance score of the branch

3. Which department performed the best and least based on the average performance score of the department

4. What line manager performed the best and least based on the average performance score of their direct reports

5. Complete the table in the consolidated table sheet

6. Plot a chart that shows the average score in all departments hued by Gender