

**Course
&
Test Series**

-  **CBSE**
-  **ICSE**
-  **NTSE**
-  **Banking & Insurance**
-  **Central Govt. Service**
-  **State Govt. Services**
-  **LAW Entrance**
-  **MBA Entrance**
-  **Railways & Metro Services**
- ...many more

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Self-Made Assignment - MS Excel

Overview of all Menus in MS Excel

Employee Record						
ID	Name	Age	Department	Salary	Date of Joining	Address
101	Rahul Sharma	28	HR	50,000	01/04/2022	123, XYZ Street, Mumbai
102	Priya Patel	35	Finance	70,000	15/08/2020	456, ABC Road, Delhi
103	Vikram Mehta	40	IT	80,000	12/01/2018	789, DEF Lane, Bangalore
104	Anjali Verma	29	Marketing	60,000	05/06/2021	321, GHI Avenue, Chennai
105	Suresh Kumar	33	Operations	75,000	20/09/2019	654, JKL Lane, Kolkata
106	Rina Joshi	31	HR	55,000	07/03/2021	234, LMN Road, Pune
107	Aman Kapoor	26	Finance	65,000	22/11/2022	876, OPQ Street, Bangalore
108	Neha Reddy	38	IT	85,000	14/02/2019	567, STU Lane, Hyderabad
109	Sanjay Gupta	42	Marketing	70,000	30/06/2017	234, VWX Street, Noida
110	Meera Desai	30	Operations	72,000	10/09/2021	678, YZA Road, Jaipur

- Using Insert Menu:** Insert a chart to display salary data?
- Using Page Layout Menu:** Change the page orientation to Landscape?
- Using Page Layout Menu:** Add gridlines to be visible when printing?
- Using Home Menu:** Insert a new column between "Age" and "Department"? Give name "Bonus"
- Using Data Menu:** Sort the dataset by the "Salary" column in descending order?
- Using Data Menu:** Filter the dataset to show only employees from the "Finance"
- Find the total salary of all employees?
- Using Data Menu:** Sort the data by "Age"?
- Using Home Menu:** Highlight employees earning more than 70,000?
- Using Data Menu:** Filter the dataset to show only employees in the "HR" department?