

**Course
&
Test Series**

Self-Made Assignment - MS Excel

Organize and Formatting Worksheets in MS Excel

Make this Dataset

	A	B	C	D	E	H	J	K
1	ID	Name	Department	Designation	Salary (₹)	Status	Performance Rating	Location
2	E001	Ankit	Sales	Sales Manager	50,000	Active	Excellent	Mumbai
3	E002	Bhavna	HR	HR Executive	45,000	Active	Good	Delhi
4	E003	Charan	IT	Software Eng.	60,000	Inactive	Average	Bangalore
5	E004	Deepali	Finance	Accountant	55,000	Active	Good	Mumbai
6	E005	Eshan	IT	Team Lead	65,000	Active	Excellent	Pune
7	E006	Farah	Marketing	Marketing Exec.	40,000	Inactive	Average	Chennai
8	E007	Gaurav	Sales	Sales Exec.	70,000	Active	Excellent	Delhi
9	E008	Harsh	HR	HR Manager	42,000	Active	Good	Bangalore
10	E009	Ishita	Finance	Financial Analyst	48,000	Inactive	Average	Chennai
11	E010	Jai	IT	Software Dev.	75,000	Active	Excellent	Pune
12	E011	Kritika	IT	Project Manager	85,000	Active	Outstanding	Bangalore
13	E012	Laxman	Sales	Sales Head	90,000	Active	Excellent	Mumbai
14	E013	Mitali	HR	HR Consultant	55,000	Active	Good	Pune
15	E014	Nikhil	IT	Tech Lead	95,000	Active	Outstanding	Delhi
16	E015	Prakash	Finance	Finance Head	1,00,000	Active	Outstanding	Mumbai
17	E016	Rishabh	Marketing	Sr. Marketing	62,000	Active	Good	Chennai
18	E017	Sneha	IT	System Analyst	78,000	Active	Excellent	Pune
19	E018	Tarun	Sales	Business Dev.	52,000	Active	Good	Bangalore
20	E019	Ujjwal	Finance	Auditor	70,000	Active	Excellent	Delhi
21	E020	Varsha	HR	HR Head	95,000	Active	Outstanding	Mumbai

Tasks:

- Sort the dataset **in descending order** based on **Total Salary (₹)**.
- Insert a **new column** between "Total Salary (₹)" and "Status" and name it "**Net Pay (₹)**".
- Merge and Center** the title "**Employee Salary and Performance Report**" above the table.
- Apply **bold, font size 12, and center alignment** to all column headers.
- Format **Salary** as **Currency (₹)**.
- Apply a **table style** to the dataset.
- Rename the worksheet as "**Employee Report**".
- Save the file as **Formatted Employee Report**.

...many more

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