

**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

Conditional Formatting in MS Excel

Dataset:

Employee ID	Name	Department	Performance Score	Attendance (%)	Sales (in ₹)
101	Rajesh Kumar	HR	85	95	0
102	Priya Sharma	IT	72	87	0
103	Amit Verma	Finance	90	98	500000
104	Sneha Gupta	Marketing	65	80	300000
105	Vikram Joshi	IT	78	85	0
106	Nidhi Saxena	Sales	88	92	700000
107	Piyush Mehra	Finance	74	83	450000
108	Ananya Roy	HR	82	96	0
109	Rohit Das	IT	91	99	0
110	Kiran Pandey	Marketing	69	78	280000
111	Suresh Nair	IT	77	84	0
112	Meena Kapoor	HR	80	94	0
113	Arjun Reddy	Finance	88	91	480000
114	Ritu Sharma	Marketing	66	81	290000
115	Manish Tiwari	Sales	92	97	750000

Tasks:

Highlight High Performers

- **Condition:** Apply conditional formatting to the "Performance Score" column.
- **Rule:** If the score is > 85, highlight the cell in **Green**.

Mark Low Attendance in Red

- **Condition:** Apply conditional formatting to the "Attendance (%)" column.
- **Rule:** If attendance is < 85%, highlight the cell in **Red**.

Sales Performance Indicator

- **Condition:** Apply a **color scale** to the "Sales (in ₹)" column to visualize sales performance.
- **Rule:** Use a **Green-Yellow-Red Gradient** where:
 - Highest sales are **Green**
 - Average sales are **Yellow**
 - Lowest sales are **Red**

Bold Top 3 Performers

- **Condition:** Identify the top 3 employees based on "Performance Score" and make the text **bold**.

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Resultant Dataset:

Employee ID	Name	Department	Performance Score	Attendance (%)	Sales (in ₹)
101	Rajesh Kumar	HR	85	95	0
102	Priya Sharma	IT	72	87	0
103	Amit Verma	Finance	90	98	500000
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