

**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

Data Sorting and Filtering in MS Excel

Make this Dataset.

Employee ID	Name	Department	Salary (INR)	Performance Rating	Bonus (%)	Joining Date	Status
E201	Rahul	HR	55,000	Excellent	18%	10-01-17	Active
E202	Sneha	IT	72,000	Good	12%	18-03-20	Active
E203	Tanvi	Finance	63,000	Average	7%	05-09-15	Inactive
E204	Aarav	HR	65,000	Excellent	20%	22-11-18	Active
E205	Vikram	IT	75,000	Excellent	25%	09-06-16	Inactive
E206	Meenal	Finance	58,000	Poor	4%	12-05-21	Active
E207	Nikhil	HR	48,000	Average	6%	17-12-19	Active
E208	Jaya	IT	66,000	Good	15%	01-08-17	Active
E209	Rohit	Finance	70,000	Excellent	22%	10-10-18	Active
E210	Priyanka	HR	52,000	Poor	3%	02-07-16	Inactive
E211	Karan	IT	77,000	Excellent	18%	11-04-15	Active
E212	Sushma	Finance	66,500	Good	14%	20-06-20	Inactive
E213	Ramesh	HR	54,000	Poor	5%	30-09-19	Active
E214	Anushka	IT	68,000	Average	9%	10-02-20	Inactive
E215	Devansh	Finance	62,500	Good	10%	25-07-18	Active
E216	Shweta	HR	56,500	Good	13%	17-11-21	Active
E217	Isha	IT	71,000	Excellent	16%	08-01-19	Active
E218	Sahil	Finance	60,000	Poor	6%	23-02-22	Active
E219	Neha	HR	50,000	Excellent	20%	19-07-14	Inactive
E220	Aarav	IT	80,000	Good	12%	14-05-18	Active

Tasks:

Sorting:

- Sort the dataset in ascending order of Salary.
- Sort the dataset by Performance Rating (Excellent, Good, Average, Poor).
- Sort the dataset in ascending order of Joining Date.
- Sort the dataset by Department (HR, IT, Finance).

Table Formatting:

- Convert the dataset into a Table and apply a suitable Table Style.
- Format the Salary column as "Currency" (₹).
- Merge and center the heading "Employee Performance Report" across the top row.
- Change the font style of the table to Calibri, size 12.
- Rename the worksheet as "Performance Data".
- Insert a new sheet named "Summary"