

Assignment No 24

Consider The Following Worksheet

Emp ID	Name	Designation	Week 1						Attendance	
			Mon	Tue	Wed	Thurs .	Fri	Sat	Present	Absent

Excel Assignments

1. Enter total 10 employees in this table, start Employee ID from 001 to 010.
2. Enter the following designations: Manager, Director, Clerk, and Operator.
3. Complete the attendance of every employee. : Mark P for Present and A for Absent.
4. Mark Attendance for 3 Weeks.
5. Calculate Total Employees present and absent.
6. Mark Present with Green and Absent with Red using Condition Formatting.