**Microsoft Excel**

**Worksheet#1**

**Name: 1st Semester 2022/ 2023**

**Date: Grade 6 – Section ………**

**Objective –** Excel functions (Sum, Average, Max, Min), and Charts.

* Use appropriate software to open the file: “**Excel\_worksheet.xlsx**”.
* The file includes 3 – sheets.
* **Task 1 (Sheet1)**
	1. Merge the cells [A1:D1].
	2. Change the fill color to the merged cell to blue.
	3. Change the row height for Row#1 to 30 pixels.
	4. Align the text “Employee Report”: Center and Middle.
	5. In cell **D20** use a function to calculate the **Total Salaries**.
	6. In cell **D21** use a function to find out the **Minimum Salary.**
	7. In cell **D22** use a function to find out the **Maximum Salary.**
* **Task 2 (Sheet 2)**
1. Add a border to the range [A4:K18].
2. In Cell **H5** use a function to calculate the **Total** number of overtime hours.

Replicate the function over the cells H5:H18

1. In Cell **I5** use a function to calculate the **Average** number of overtime hours.

 Replicate the function over the cells I5:I18

1. In cell **J5** use a function to find the **Maximum overtime hours.**

 Replicate the function over the cells J5:J18

1. In cell **K5** use a function to find the **Minimum overtime hours.**

Replicate the function over the cells K5:K18

1. Create a vertical bar chart to compare the total overtime hours for each employee.
	* + - Add a chart title “Overtime Comparison”.
			- Add a vertical axis title “Total”.
* **Task 3 (Sheet 3)**
	1. Create a Pie chart to show the percentage of **Male** employees in each department.
	2. Add a chart title “Male %”.
	3. Show the Legend.
* Save the File.