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**Microsoft Excel – Classwork#2**

**Name: 2nd Semester 2022/ 2023**

**Date: Grade 6 – Section ………**

**Objective –** Validation rules, sorting and filtering data.

* Open the file Classwork2.xlsx using MS-Excel.
* Use the instructions below to edit the table to appear as in the following image.



* 1. Change the row height for Row#1 to 40 points.
	2. Change the row height for Row#2 and Row#3 to 20 points.
	3. Change the row height for Row#5 30 points.
	4. In the range [B2:G3], change the fill color to be gray.
	5. Set the text “Salary Report” so that: size: 18, Calibri, bold.
	6. Set the width of column B to 12 points.
	7. Set the width of the columns: C, D, E, F and G to 11 points.
	8. The text in the cells: B5 and F5 must **wrap** over two lines as shown above.
	9. Format the range [E6:E13] to currency(£), 0 decimal places.
	10. The data in the range [C6:C13] must be restricted to [Male,Female].
	11. The data in the range [D6:D13] must be restricted to [HR,Secretary,Manager,Accounting].
	12. The data in the range [F6:F13] must be restricted to a whole number, between 0 🡪 12.
	13. In G6, use the following formula to calculate the Net Salary:

 **Net salary = Salary +(overtime hours \* 8)**

* 1. Fill in the table with data.
	2. In Cell C16 use a function to find out the **minimum net salary**.
	3. In Cell C17 use a function to find out the **maximum net salary**.
	4. In Cell C18 use a function to find out the **Total Salaries (use the net salary).**
	5. In Cell C3 type **your *name***.
	6. Save the file.