Level
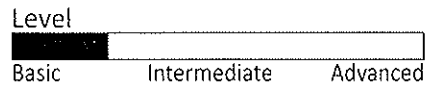
Basic | Intermediate | Advanced

Squeaky Clean

The Clean You Remember

Project Title

Employee Productivity Report

New Skills:

☑ Using the AutoSum function

☑ Using the AutoFill feature to complete formulas

☑ Displaying formulas in a spreadsheet

☑ Sorting data in a spreadsheet

APPROVED

The **Office**
Specialist.com

The Microsoft Office Experts

The Office Specialist.com
The Microsoft Office Experts

Excel Specialist
Project #: E-5

Customer Name: Squeaky Clean
Assigned to: You, the MS Excel Specialist
Project Title: Employee Productivity Report
Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 15.

Project Description

Squeaky Clean's recent marketing campaign has resulted in a dramatic increase in new customers. Management wants to determine if they need to hire additional housekeepers to handle the new business. They decided to evaluate the current employees' productivity from the last three months to determine which employees have the capacity to add more homes to their monthly schedules.

Your Job

As the Microsoft Excel Specialist, you will create an Employee Productivity Report for Squeaky Clean.

Tips and Strategies

1. Read all of the instructions before proceeding with the project.
2. Use the AutoFill feature to save time when calculating totals.

Instructions to the MS Excel Specialist

1. Using Microsoft Excel, create a new blank workbook.

2. Save the document as **Project E-5 Employee Productivity Report** in the "Excel Projects" folder within the "Squeaky Clean Projects" folder.

3. Key the data into the spreadsheet as it appears in **Spreadsheet E-5**. Unless otherwise noted, the font should be set to Arial 10 point.

4. Format cell A1 as 16 point bold.

5. Format cell A3 as bold.

6. Format cells A5 – F5 as bold and underlined.

7. Format the width of each column to 15.

8. Left-align the data in cells A6 – F24.

9. Enter a formula in cell F6 to find the total number of homes serviced by Rita Brown.

Hint: In cell F6, key =SUM(C6:E6).

10. Use the AutoFill feature to automatically calculate the totals down column F to F24.

11. Sort the employees by their TOTAL scores in descending order (Z – A).

12. Display formulas in your spreadsheet by using <CTRL>+` to check for accuracy.

13. Carefully proofread your work for accuracy.

14. Resave the file.

15. Set the Print Area to include all cells containing data in the spreadsheet.

16. Use Print Preview and adjust the Page Setup so that the spreadsheet fits on one page.

17. Print a copy of the spreadsheet if required by your instructor.

Spreadsheet E-5

	A	B	C	D	E	F
1	Squeaky Clean					
2						
3	Monthly Employee Productivity Report - Total Homes Serviced					
4						
5	LAST	FIRST	JANUARY	FEBRUARY	MARCH	TOTAL
6	Brown	Rita	16	18	20	<formula>
7	Hodges	Mindy	16	16	16	
8	Moreno	Lupe	14	18	15	
9	Chekov	Uri	36	34	31	
10	Buford	Cindy	33	35	33	
11	Henderson	Barbara	34	34	30	
12	Butler	Zack	30	30	30	
13	Evans	Lou Ann	28	28	27	
14	Tyler	Octavia	28	26	27	
15	Smith	Rebecca	24	27	26	
16	Nguyen	Thuy	27	25	24	
17	Antwon	Karin	25	25	23	
18	Estevez	Ana	21	24	24	
19	Hayes	Sierra	20	24	24	
20	Torres	Maria	22	22	22	
21	Ansen	Sylvia	25	20	20	
22	Lu	Zeng	18	22	22	
23	Miller	Todd	18	20	22	
24	Cruz	Angela	19	22	18	↓