

EXERCISES

1. In your file, insert a new spreadsheet labeled **Staff**.
2. Over the domain **A1:I100**, build a table having the following title:

COMPANY X STAFF (2015)								
No.	Emp. Code	Name Surname	Department	Position	Salary	Hiring Date	No. of Years	Bonus

(the title of the table and the title of the columns spread over the domain: A2:I4).

3. Fill in the year in the title using a formula.
4. Fill in the **NO.** column using the Series feature.
5. Fill in the **Employee Code** (Emp. Code column) respecting the following format: 0001, 0002, etc. Validate the domain **B5:B100** using a formula, so that the values are unique.
6. Fill in the **Name Surname** column using **Name### Surname###**, where **###** represents a random number between 001 and 100.
7. Fill in the **Department** column using the following list: Executive, Accounting, Sales, Personnel, Warehouse, Production.
8. Fill in the **Position** column using the following list: CEO, Personnel Mgr, Production Mgr, District Mgr, Acct Clerk, Administrator, Secretary, Salesperson, Worker.
9. Fill in the **Salary** column, knowing that the CEO salary is 5000 RON, the managers' (Mgr) salary is 3000 RON and, for the rest of the positions, the salary is between 1000 and 2500 RON.
10. Fill in the **Hiring Date** starting 01.01.2000, until 30.04.2015.
11. Calculate the **No. of Years** in the company for each employee.
12. Calculate the **BONUS** for each employee, knowing that the bonus equals to zero when the No. of Years is less than 3 years, 5% of the salary - if No. of Years is between 3 and 10, and 10% of the salary - if No. of Years is greater than 10.
13. In the column **Hiring Date**, highlight the dates starting year 2009 until present.
14. In the existing worksheet, create a pivot table which reflects the total salary for each department.
15. Set the printing Page Layout as follows:
 - Size: A4,
 - Orientation: Landscape,
 - Margins: top 2.5 cm; bottom 2.5 cm; left 2.5 cm; right 1.5 cm,
 - Header: 1,5 cm; Footer: 1,5 cm,
 - Text: horizontally centered,

On each page, you need to insert the following:

- Header:
 - left: FEAA, Year I, S4,
 - center: your name and surname,
 - right: your group.
- Footer
 - left: date/time,
 - center: saving path (the location where you've saved your book),
 - right: page number / total number of pages.