Name ………..

	A	B	C	D	E	F	G
1	Employees						
2	Numbers	Name	salary	housing allowance	transport allownce	total	
3	1	Sulatan	4500	3000	500		
4	2	Ali	6000	4000	700		
5	3	Omar	3200	2500	250		
6							
7	Max of total						
8	Min of housing allownce						
9	average of salary						
10							

1- write the above table
2- Merge the first Rows and write Employees
3- Add green shading into whole cells in rows 2
4- Adjust the width of the columns
5- Insert border (all border)
6- Change the font size 14
7- Change the color to dark blue
8- Adjust all words in the table to the left
9- find out the Max of total
10- find out the Min of housing allowance
11- find out the average of salary
12- in G2 write Annual Salary and make the Calculation (= salary * 12)
13- Change the name of the sheet to Employees
14- Add another sheet with your name
15- Insert header with your name
16- Insert footer 2017
17- Insert column chart (3D column chart) to display information about the name and total only

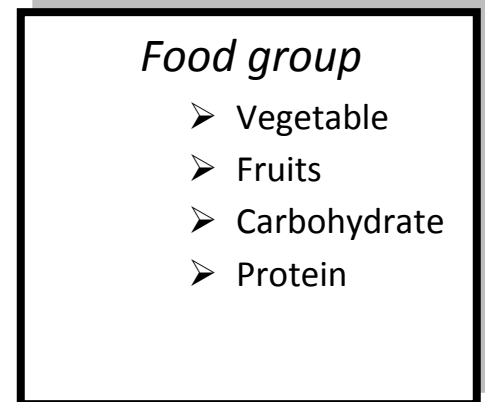➢ Insert chart title and write "salary"

1. **First slide :**

   - Layout : title slide

   - Add any picture from the computer

   - Add title food

   - Add your name

2. **Second slide**:

   - Layout : title and content slide

   - Insert slide number and footer of your name

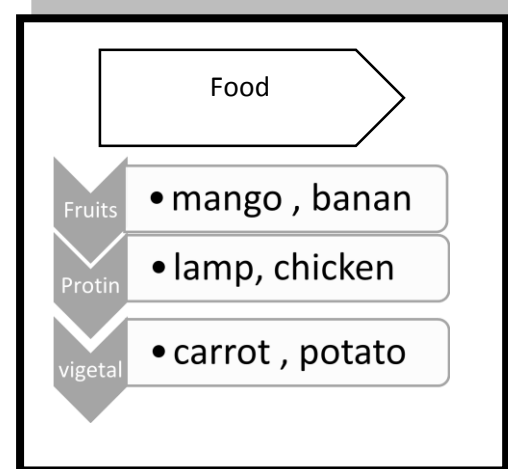   - Apply the Bulleted or Numbering to the text

3. **Third slide :**

   - Layout : blank

   - Insert smart art as shown

   - insert a shape ⬡ and put the title "food   "

4. **Apply transition animation to all slides.**

5. Insert slide number and footer of your name

Food

Your name

Food group
- ➤ Vegetable
- ➤ Fruits
- ➤ Carbohydrate
- ➤ Protein

Food

Fruits
- mango , banan

Protin
- lamp, chicken

vigetal
- carrot , potato