

PEMBANGUNAN DASHBOARD

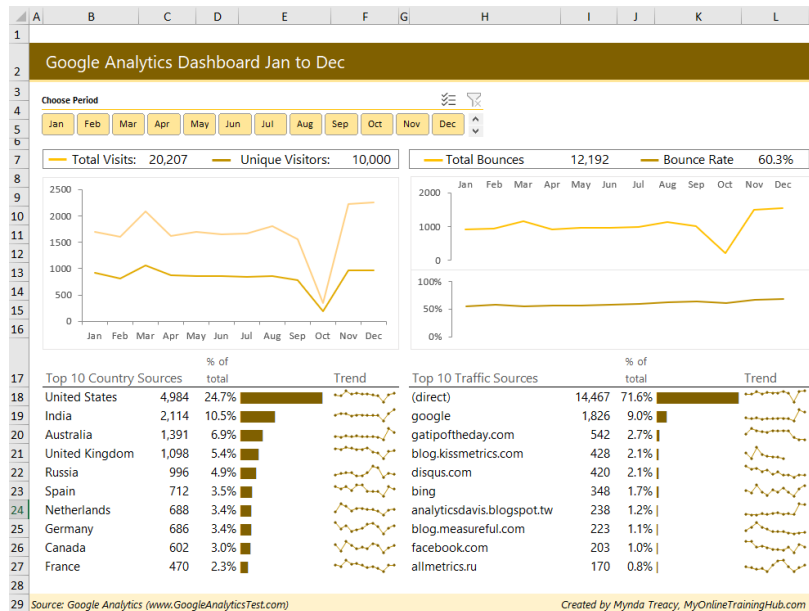
The image features a top-down view of a workspace. A silver laptop is open on a light-colored wooden desk. To the left of the laptop are several pieces of crumpled yellow paper. To the right is a white mug filled with a dark liquid, likely coffee. The right side of the image is partially obscured by a large, semi-transparent orange shape that tapers towards the bottom. A white diagonal line cuts across the bottom of the image, separating the orange area from a solid white area.

TOPIK PERBINCANGAN

1. Struktur asas papan pemuka
2. Penggunaan *tables & charts*
3. Penggunaan formula asas
4. Tips mudah untuk mengawal papan pemuka

Design Tips

- ▶ Charting
- ▶ Excel Tables
- ▶ Formula
- ▶ Formatting
- ▶ ~~NOT VBA~~



DESIGN >> Less is MORE

[illegible]

```
<?xml version="1.0" encoding="UTF-8"?>
<?xml:stylesheet type="text/xsl" href="scribus-manual.xsl"?>
<menu>
  <area text="Welcome" file="index.html">
    <subnmenu text="New in Scribus 1.5" file="readme.html"/>
    <subnmenu text="Specification" file="specs.html"/>
  </area>
  <area text="Documentation" file="intro.html">
    <subnmenu text="Introduction" file="documentation.html">
      <subnmenu text="Editorial Notes" file="editorial.html"/>
      <subnmenu text="About the Team" file="about1.html"/>
    </subnmenu>
    <subnmenu text="Setup" file="config.html">
      <subnmenu text="Configuring Scribus" file="settings1.html">
        <subnmenu text="Hyphenation and Spellchecking" file="hyphenator.html"/>
        <subnmenu text="Font Setup" file="fontsl.html"/>
        <subnmenu text="Fonts in Depth" file="fontsl2.html"/>
      </subnmenu>
      <subnmenu text="Scribus Basics" file="about2.html">
        <subnmenu text="Quick Start Guide" file="qsg.html"/>
        <subnmenu text="Common Line Definitions" file="cln.html"/>
        <subnmenu text="Keyboard Shortcuts" file="keys.html"/>
        <subnmenu text="Mouse Shortcuts" file="mouse.html"/>
        <subnmenu text="Document Information" file="docinfo.html"/>
        <subnmenu text="Working with Frames" file="wFrames.html"/>
        <subnmenu text="Working with Text" file="wText.html"/>
        <subnmenu text="Text Boxes" file="wText2.html"/>
        <subnmenu text="Text Frames" file="wText3.html"/>
        <subnmenu text="Search and Replace" file="SearchReplace.html"/>
        <subnmenu text="Working with Styles" file="wStyles.html"/>
        <subnmenu text="Working with Images" file="wImages.html"/>
      </subnmenu>
    </subnmenu>
  </area>
</menu>
```

Tabular Format – Excel Table

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	visitor type	visit count	source	country	date	visitors	new visits	percent new visits	bounces	entrance bounce rate	time on site	avg time on site	
2	New Visitor	1 (direct)		(not set)	2/1/2014	1	1	100	1	100	0	0	
3	New Visitor	1 (direct)		(not set)	6/1/2014	1	1	100	1	100	0	0	
4	New Visitor	1 (direct)		(not set)	7/1/2014	1	1	100	0	0	65	65	
5	New Visitor	1 (direct)		(not set)	8/1/2014	1	1	100	0	0	13	13	
6	New Visitor	1 (direct)		(not set)	19/1/2014	2	2	100	2	100	0	0	
7	New Visitor	1 (direct)		(not set)	21/1/2014	2	2	100	2	100	0	0	
8	New Visitor	1 (direct)		(not set)	22/1/2014	1	1	100	1	100	0	0	
9	New Visitor	1 (direct)		(not set)	23/1/2014	1	1	100	0	0	349	349	
10	New Visitor	1 (direct)		(not set)	4/2/2014	1	1	100	1	100	0	0	
11	New Visitor	1 (direct)		(not set)	25/2/2014	1	1	100	1	100	0	0	
12	New Visitor	1 (direct)		(not set)	27/2/2014	1	1	100	0	0	132	132	
13	New Visitor	1 (direct)		(not set)	11/3/2014	1	1	100	1	100	0	0	
14	New Visitor	1 (direct)		(not set)	12/3/2014	1	1	100	0	0	215	215	
15	New Visitor	1 (direct)		(not set)	14/3/2014	1	1	100	1	100	0	0	
16	New Visitor	1 (direct)		(not set)	19/3/2014	1	1	100	0	0	131	131	
17	New Visitor	1 (direct)		(not set)	23/3/2014	1	1	100	0	0	51	51	
18	New Visitor	1 (direct)		(not set)	25/3/2014	1	1	100	0	0	1769	1769	
19	New Visitor	1 (direct)		(not set)	4/4/2014	1	1	100	0	0	803	803	
20	New Visitor	1 (direct)		(not set)	12/4/2014	1	1	100	0	0	989	989	
21	New Visitor	1 (direct)		(not set)	13/4/2014	1	1	100	0	0	48	48	
22	New Visitor	1 (direct)		(not set)	15/4/2014	1	1	100	0	0	196	196	
23	New Visitor	1 (direct)		(not set)	16/4/2014	1	1	100	0	0	278	278	
24	New Visitor	1 (direct)		(not set)	17/4/2014	1	1	100	1	100	0	0	
25	New Visitor	1 (direct)		(not set)	23/4/2014	1	1	100	1	100	0	0	
26	New Visitor	1 (direct)		(not set)	24/4/2014	2	2	100	2	100	0	0	
27	New Visitor	1 (direct)		(not set)	3/5/2014	1	1	100	0	0	25	25	
28	New Visitor	1 (direct)		(not set)	7/5/2014	1	1	100	0	0	3927	3927	

Ctrl + T

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PivotTable Recommended PivotTables

Table Illustrations My Add-ins Recommended Charts Maps PivotChart 3D Map

Create PivotTable

Choose the data that you want to analyze

☒ Select a table or range

Table/Range: Table 1

☐ Use an external data source

Choose Connection...

Connection name:

☐ Use this workbook's Data Model

Choose where you want the PivotTable report to be placed

☒ New Worksheet

☐ Existing Worksheet

Location:

Choose whether you want to analyze multiple tables

☐ Add this data to the Data Model

OK Cancel

visitor type	visit count	source	country	date	visitors
New Visitor	1 (direct)	(not set)	2/1/2014		
New Visitor	1 (direct)	(not set)	6/1/2014		
New Visitor	1 (direct)	(not set)	7/1/2014		
New Visitor	1 (direct)	(not set)	8/1/2014		
New Visitor	1 (direct)	(not set)	19/1/2014		
New Visitor	1 (direct)	(not set)	21/1/2014		
New Visitor	1 (direct)	(not set)	22/1/2014		
New Visitor	1 (direct)	(not set)	23/1/2014		
New Visitor	1 (direct)	(not set)	4/2/2014		
New Visitor	1 (direct)	(not set)	25/2/2014		
New Visitor	1 (direct)	(not set)	27/2/2014		
New Visitor	1 (direct)	(not set)	11/3/2014		
New Visitor	1 (direct)	(not set)	12/3/2014	1	100
New Visitor	1 (direct)	(not set)	14/3/2014	1	100
New Visitor	1 (direct)	(not set)	19/3/2014	1	100
New Visitor	1 (direct)	(not set)	23/3/2014	1	100
New Visitor	1 (direct)	(not set)	25/3/2014	1	100
New Visitor	1 (direct)	(not set)	4/4/2014	1	100
New Visitor	1 (direct)	(not set)	12/4/2014	1	100
New Visitor	1 (direct)	(not set)	13/4/2014	1	100

Raw Data Dashboard

The screenshot displays the Microsoft Excel interface with the 'PivotTable Tools' ribbon active. The 'Analyze' tab is selected, showing options like 'Fields, Items, & Sets', 'PivotChart Recommended PivotTables', 'Field List', and 'Field Headers'. The 'PivotTable Fields' task pane is open on the right, showing the 'date' field in the 'Rows' area. The 'Grouping' dialog box is open in the center, with the 'Auto' section checked and the 'Starting at' date set to 1/1/2014 and 'Ending at' date set to 1/1/2015. The 'By' section shows a list of time intervals: Seconds, Minutes, Hours, Days, Months, Quarters, and Years. The 'Months' option is selected. The 'Number of days' is set to 1. The 'OK' button is highlighted. The background shows a PivotTable with dates from 1-Jan to 21-Jan in the 'date' field.

AutoSave On | google_analytics_raw_data_udemy - Excel | PivotTable Tools | Dr. Izwan Nizal Bin Mohd Shaharane

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Active Field: date | Field Settings | Active Field | Group

Grouping ? X

Auto

☒ Starting at: 1/1/2014

☒ Ending at: 1/1/2015

By

Seconds
Minutes
Hours
Days
Months
Quarters
Years

Number of days: 1

OK Cancel

PivotTable Fields

Choose fields to add to report:

Search

☐ source
☐ country
☒ date
☐ visitors
☐ new visits
☐ percent new visits

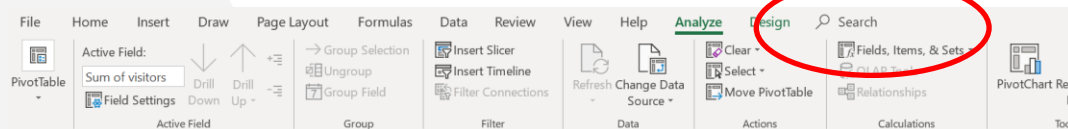
Drag fields between areas below:

Filters Columns

Rows Values

date

☐ Defer Layout Update Update



Insert Calculated Field

Name: Bounce Rate

Formula: = bounces / visitors

Fields:

- visitor type
- visit count
- source
- country
- date
- visitors
- new visits
- percent new visits

Insert Field

Row Labels	Sum of visit count	Sum of visitors	Sum of bounces
Jan	926	1696	926
Feb	819	1602	929
Mar	1053	2084	1144
Apr	879	1616	906
May	866	1703	954
Jun	855	1656	968
Jul	840	1664	976
Aug	855	1802	1134
Sep	780	1557	1001
Oct	191	349	210
Nov	969	2229	1499
Dec	967	2249	1545
Grand Total	10000	20207	12192

Value Field Settings

Source Name: Bounce Rate

Custom Name: Sum of Bounce Rate

Summarize values by: Sum

Choose the type of calculation that you want to use to summarize data from the selected field:

- Count
- Average
- Max
- Min
- Product

Format Cells

Category: Percentage

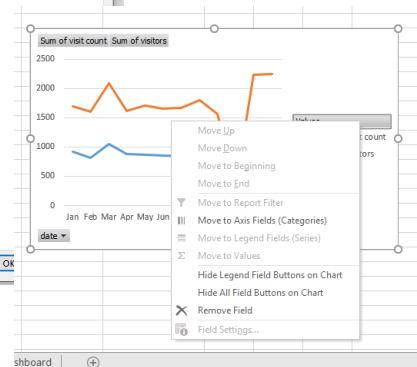
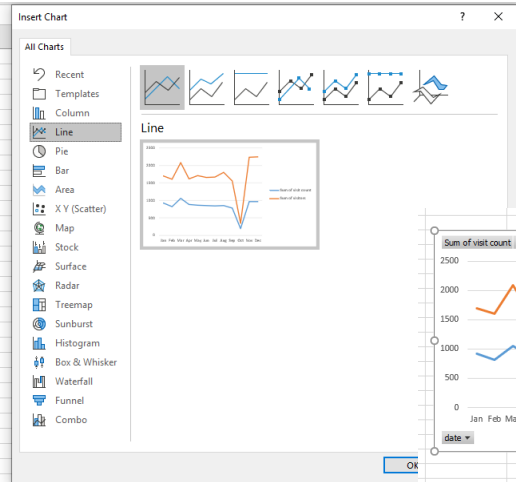
Decimal places: 0

Percentage formats multiply the cell value by 100 and displays the result with a percent symbol.

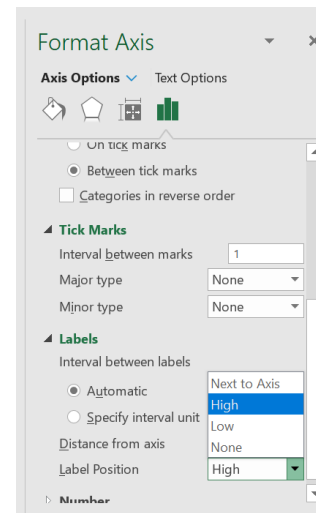
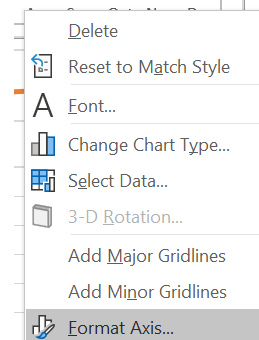
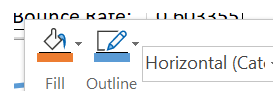
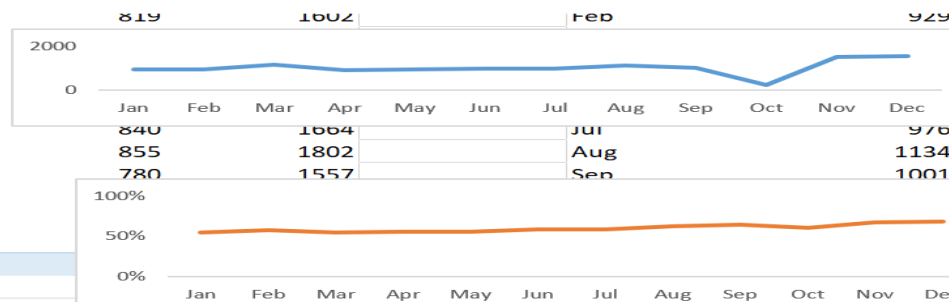
Row Labels	Sum of visit count	Sum of visitors	Sum of bounces	Sum of Bounce Rate
Jan	926	1696	926	0.545990566
Feb	819	1602	929	0.58000125
Mar	1053	2084	1144	0.548943264
Apr	879	1616	906	0.560643564
May	866	1703	954	0.560187904
Jun	855	1656	968	0.584541063
Jul	840	1664	976	0.58638462
Aug	855	1802	1134	0.629300777
Sep	780	1557	1001	0.64290615
Oct	191	349	210	0.601719198
Nov	969	2229	1499	0.672498878
Dec	967	2249	1545	0.686971988
Grand Total	10000	20207	12192	0.603355273

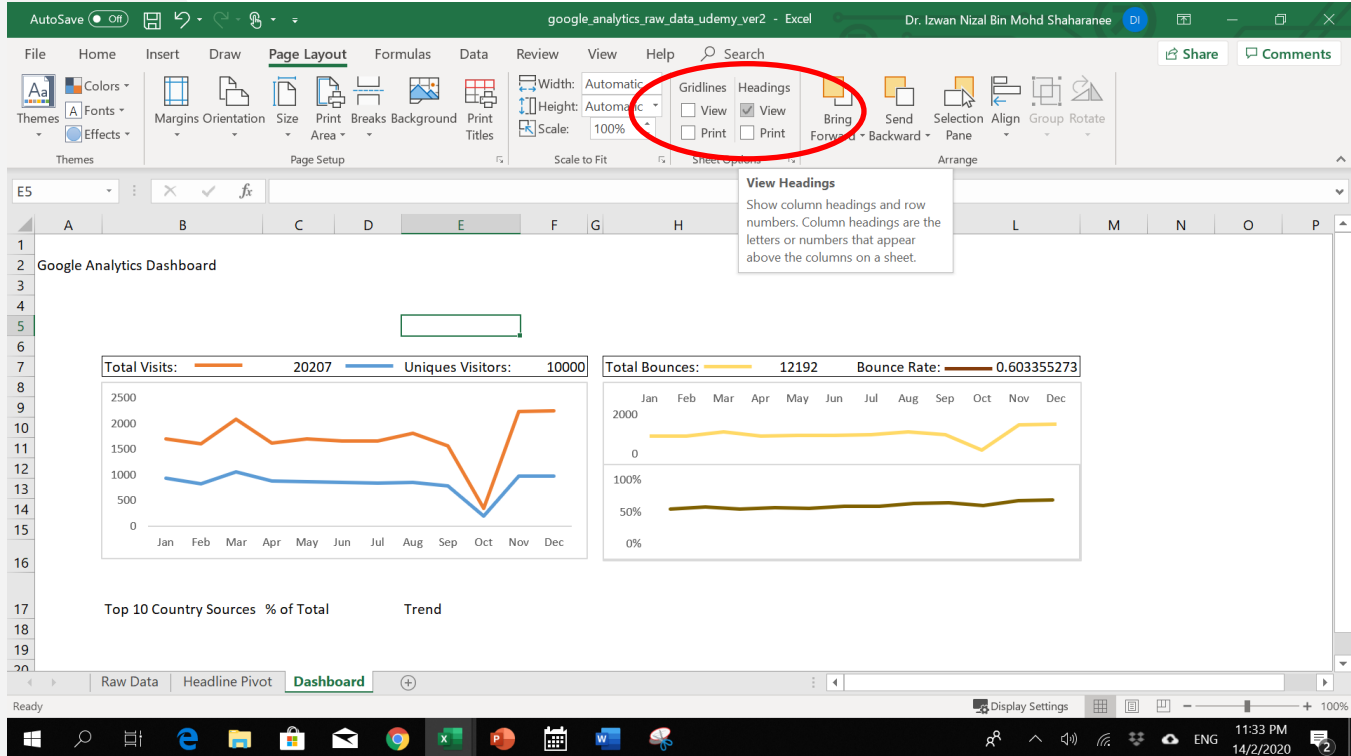
Headline Figure					
Row Labels	Sum of visit count	Sum of visitors	Sum of bounces	Sum of Bounce Rate	
Jan	926	1696	926	55%	
Feb	819	1602	929	58%	
Mar	1053	2084	1144	55%	
Apr	879	1616	906	56%	
May	866	1703	954	56%	
Jun	855	1656	968	58%	
Jul	840	1664	976	59%	
Aug	855	1802	1134	63%	
Sep	780	1557	1001	64%	
Oct	191	349	210	60%	
Nov	969	2229	1499	67%	
Dec	967	2249	1545	69%	
Grand Total	10000	20207	12192	60%	

Row Labels	Sum of visit count	Sum of visitors
Jan	926	1696
Feb	819	1602
Mar	1053	2084
Apr	879	1616
May	866	1703
Jun	855	1656
Jul	840	1664
Aug	855	1802
Sep	780	1557
Oct	191	349
Nov	969	2229
Dec	967	2249
Grand Total	10000	20207



Row Labels	Sum of bounces	Row Labels	Sum of Bounce Rate
Jan	926	Jan	55%
Feb	929	Feb	58%
Mar	1144	Mar	55%
Apr	906	Apr	56%
May	954	May	56%
Jun	968	Jun	58%
Jul	976	Jul	59%
Aug	1134	Aug	63%
Sep	1001	Sep	64%
Oct	210	Oct	60%
Nov	1499	Nov	67%
Dec	1545	Dec	69%
Grand Total	12192	Grand Total	60%





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Clipboard Font Alignment Number Styles Cells Editing Ideas

C4 0.80170238036324%

1 Top 10 Country Sources

2 Row Labels Sum of visitors Sum of visitors2

3 (not set) 162 0.8%

4 Afghanistan 1 0.0%

5 Albania 8 0.0%

6 Algeria 14 0.0%

7 Andorra 2 0.0%

8 Antigua & Barbuda 1 0.0%

9 Argentina 194 0.9%

10 Armenia 20 0.1%

11 Aruba 4 0.0%

12 Australia 1391 6.8%

13 Austria 165 0.8%

14 Azerbaijan 12 0.0%

15 Bahrain 9 0.0%

16 Bangladesh 145 0.7%

17 Barbados 7 0.0%

18 Belarus 59 0.29%

19 Belgium 344 1.70%

20 Bolivia 13 0.06%

Sheet4 Raw Data Headline Pivot Dashboard

PivotTable Fields

Choose fields to add to report:

Search

☐ source

☒ country

☐ date

☒ visitors

☐ new visits

☐ percent new visits

Drag fields between areas below:

Filters Columns

Σ Values

Rows

country Sum of visitors Sum of visitors2

☐ Defer Layout Update Update

Display Settings

11:48 PM 14/2/2020

1 A B C D E F

2 Top 10 Country Sources

3 Row Labels Sum of visitors Sum of visitors2

4 United States 162 0.8%

5 India 1 0.0%

6 Australia 8 0.0%

7 United Kingdom 14 0.0%

8 Russia 2 0.0%

9 Spain 1 0.0%

10 Netherlands 194 0.9%

11 Germany 20 0.1%

12 Canada 4 0.0%

13 France 1391 6.8%

14 Belgium 165 0.8%

15 Taiwan 12 0.0%

16 Italy 9 0.0%

17 Brazil 145 0.7%

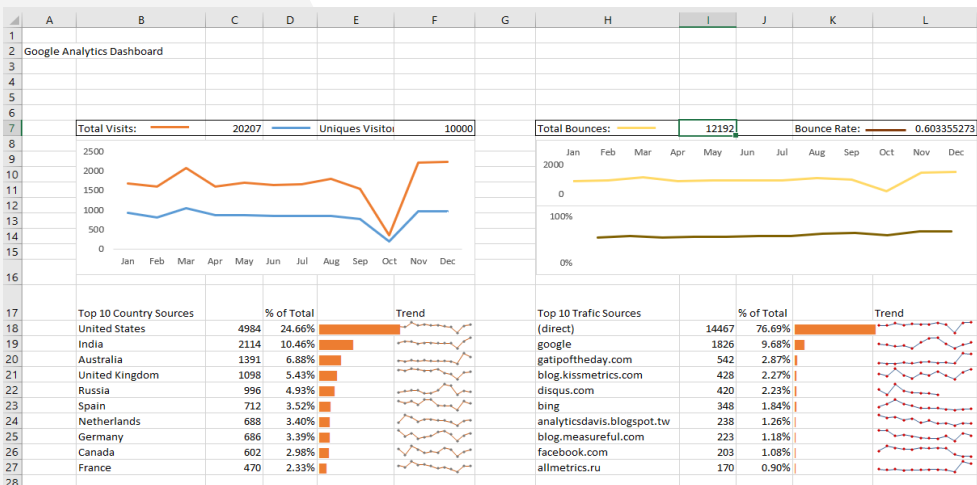
18 Sweden 7 0.0%

Sort

Sort Smallest to Largest

Sort Largest to Smallest

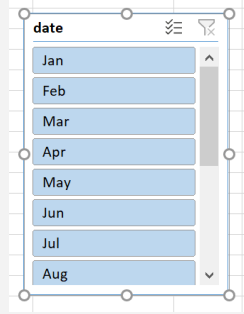
More Sort Options...



- B8 =country!A4
- C8=GETPIVOTDATA("Sum of visitors",country!\$A\$3,"country",B18)
- D8 =GETPIVOTDATA("Sum of visitors2",country!\$A\$3,"country",B18)
- E8=REPT("|",C18/MAX(\$C\$18:\$C\$27)*100)
- H8=source!A4
- I8=GETPIVOTDATA("Sum of visitors",source!\$A\$3,"source",H18)
- J8=GETPIVOTDATA("Sum of visitors2",source!\$A\$3,"source",H18)
- K8=REPT("|",I18/MAX(\$I\$18:\$I\$27)*100)

Insert Trend

- ▶ **Country**
 - ▶ Select F1:F27
 - ▶ Insert >Sparklines>Line> Data Range (Jan: Feb)
 - ▶ Show >Marker
- ▶ **Source**
 - ▶ Select L1:L27
 - ▶ Insert >Sparklines>Line> Data Range (Jan: Feb)
 - ▶ Show >Marker



HeaderLine Pivot Sheet

Click on any cell contains Values

Insert Slicers

Choose fields to add:

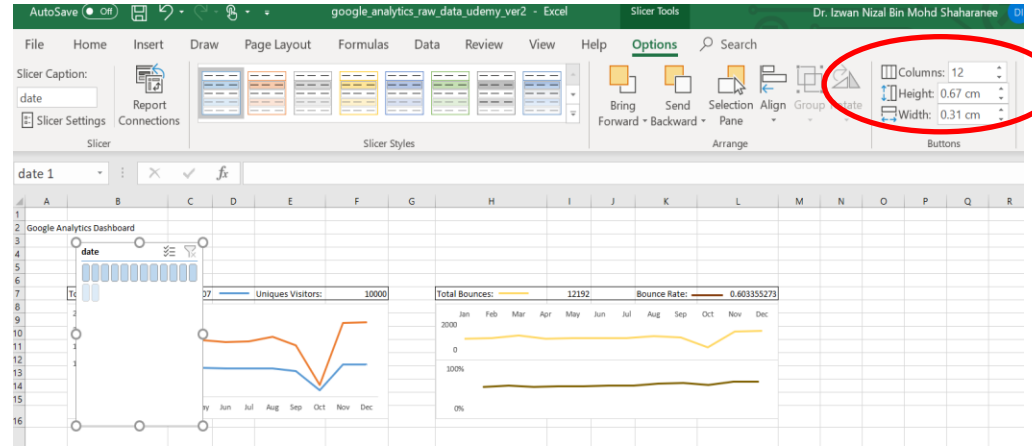
- ☐ visitor type
- ☐ visit count
- ☐ source
- ☐ country
- ☒ date
- ☐ visitors
- ☐ new visits
- ☐ percent new visits
- ☐ bounces
- ☐ entrance bounce rate
- ☐ time on site
- ☐ avg time on site

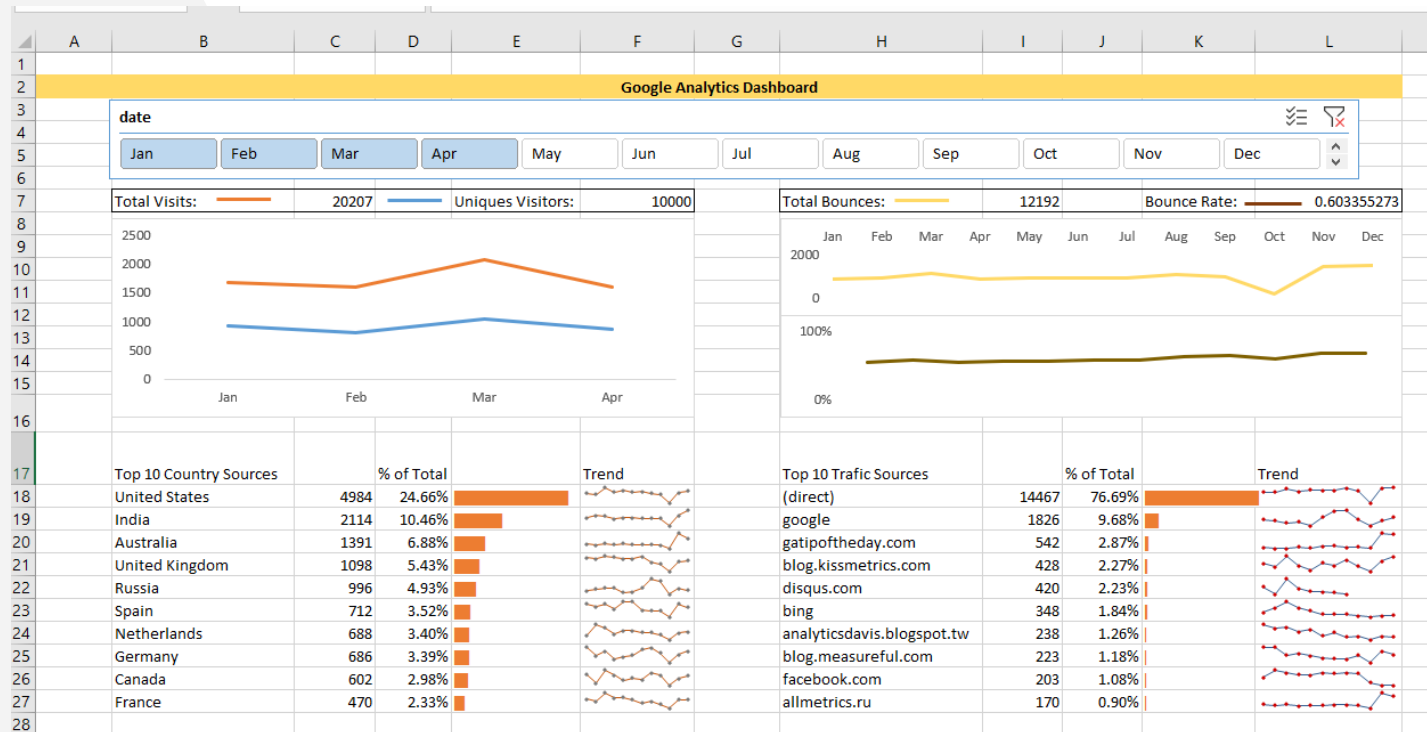
Drag fields between:

Filters

Rows

Sum of visit count	Sum of visitors	Row Labels	Sum of bounces
926	1696	Jan	926
819	1602	Feb	929
1053	2084	Mar	1144
879	1616	Apr	906
866	1703	May	954
855	1656	Jun	968
840	1664	Jul	976
855	1802	Aug	1134
780	1557	Sep	1001
191	349	Oct	210
969	2229	Nov	1499
967	2249	Dec	1545
10000	20207	Grand Total	12192

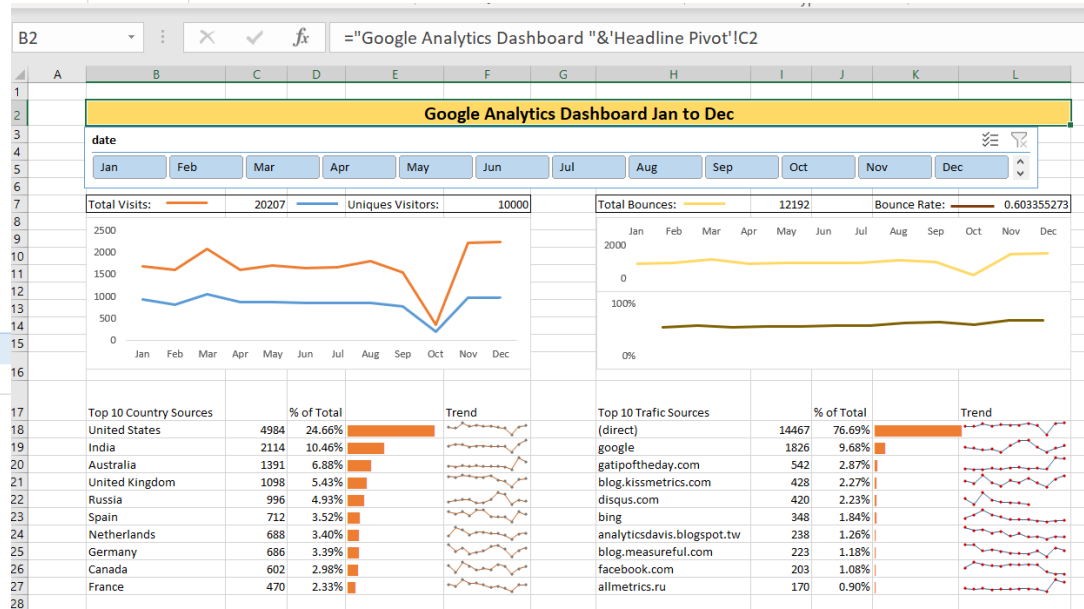




Dynamic Title

C2 =A4&" to "&OFFSET(A4,COUNTA(A4:A20)-2,)

	A	B	C	D	E	F	G
2	Headline Figure		Jan to Dec				
3	Row Labels	Sum of visit count	Sum of visitors	Sum of bounces	Sum of Bounce Rate		
4	Jan	926	1696	926	55%		
5	Feb	819	1602	929			
6	Mar	1053	2084	1144			
7	Apr	879	1616	906			
8	May	866	1703	954			
9	Jun	855	1656	968			
10	Jul	840	1664	976			
11	Aug	855	1802	1134			
12	Sep	780	1557	1001			
13	Oct	191	349	210			
14	Nov	969	2229	1499			
15	Dec	967	2249	1545			
16	Grand Total	10000	20207	12192			
17							



Automatic Updates

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Table Name: Table2

Properties

Tools

External Table Data

Table Style Options

Table 1

visitor type	visit count	source	country	date	visitor	new visit	percent new visit	bounce	entrance bounce rate
New Visitor	1	(direct)	Australia	1/1/2014	1	1	100	1	100
New Visitor	1	(direct)	Canada	1/1/2014	1	1	100	0	0
New Visitor	1	(direct)	Finland	1/1/2014	1	1	100	1	100
New Visitor	1	(direct)	New Zealand	1/1/2014	1	1	100	1	100
New Visitor	1	(direct)	United Kingdom	1/1/2014	1	1	100	0	0
New Visitor	1	(direct)	United States	1/1/2014	1	1	100	0	0
New Visitor	1	decisivedesign.com	Israel	1/1/2014	1	1	100	0	0
New Visitor	1	dicus.com	India	1/1/2014	1	1	100	0	0
New Visitor	1	getpocket.com	Spain	1/1/2014	1	1	100	0	0
New Visitor	1	google	(not set)	1/1/2014	1	1	100	0	0
New Visitor	1	(direct)	(not set)	2/1/2014	1	1	100	0	0
New Visitor	1	(direct)	Brazil	2/1/2014	1	1	100	0	0
New Visitor	1	(direct)	Canada	2/1/2014	1	1	100	0	0
New Visitor	1	(direct)	Czech Republic	2/1/2014	1	1	100	0	0
New Visitor	1	(direct)	Germany	2/1/2014	1	1	100	0	0
New Visitor	1	(direct)	India	2/1/2014	1	1	100	0	0
New Visitor	1	(direct)	Latvia	2/1/2014	1	1	100	0	0
New Visitor	1	(direct)	New Zealand	2/1/2014	1	1	100	0	0

Resize Table

Select the new data range for your table:

=SAS1:\$I\$1096

Note: The headers must remain in the same row, and the resulting table range must overlap the original table range.

OK Cancel

10965	New Visitor	1	analyticsdavis.blogspot.tw	Taiwan	31/12/2014	1	1	100	0	0	524	524
10966	New Visitor	1	blog.naver.com	South Korea	31/12/2014	1	1	100	1	100	0	0
10967	New Visitor	1	buttons-for-website.com	Brazil	31/12/2014	2	2	100	2	100	0	0
10968	New Visitor	1	google	Australia	31/12/2014	3	3	100	3	100	0	0
10969												

File Home Insert Draw Page Layout Formulas Data Review View Help Search

Get Data

From Text/CSV

From Web

From Table/Range

Recent Sources

Existing Connections

Queries & Connections

Refresh All

Properties

Edit

Get & Transform Data

Queries & Connections

Data Types

Sort & Filter

B2

= "Google Analytics Dashboard "&'Headline Pivot'!C2

Google Analytics Dashboard Jan to Dec

date

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Total Visits: 20207 Uniques Visitors: 10000

Total Bounces: 12192 Bounce Rate: 0.603355273

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Top 10 Country Sources

		% of Total	Trend
United States	4984	24.66%	
India	2114	10.46%	
Australia	1391	6.88%	
United Kingdom	1098	5.43%	
Russia	996	4.93%	
Spain	712	3.52%	
Netherlands	688	3.40%	
Germany	686	3.39%	
Canada	602	2.98%	
France	470	2.33%	

Top 10 Traffic Sources

		% of Total	Trend
(direct)	14467	76.69%	
google	1826	9.68%	
gatipoftheday.com	542	2.87%	
blog.kissmetrics.com	428	2.27%	
dicus.com	420	2.23%	
bing	348	1.84%	
analyticsdavis.blogspot.tw	238	1.26%	
blog.measureful.com	223	1.18%	
facebook.com	203	1.08%	
allmetrics.ru	170	0.90%	

Nota Tambahan

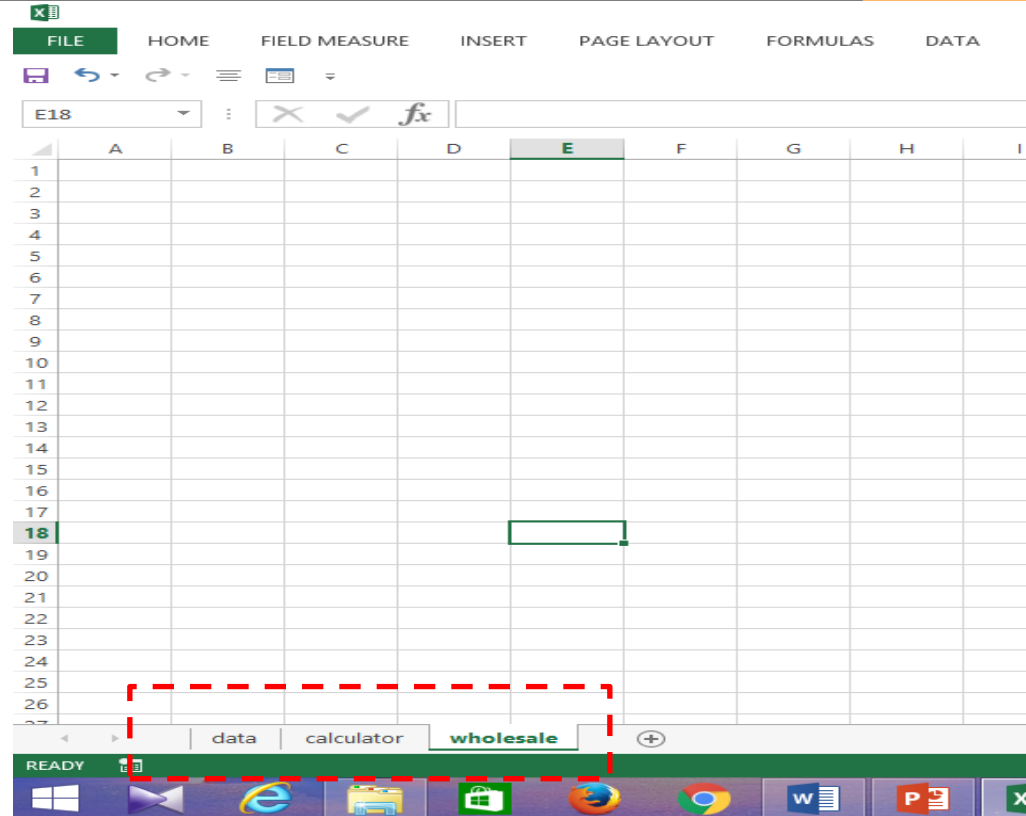
- ▶ Nota Tambahan

1. Struktur Asas Papan Pemuka Analitik

Sediakan 3 worksheets untuk dashboard anda:

- (1) Data mentah,
- (2) *Calculator*; dan
- (3) *Dashboard*

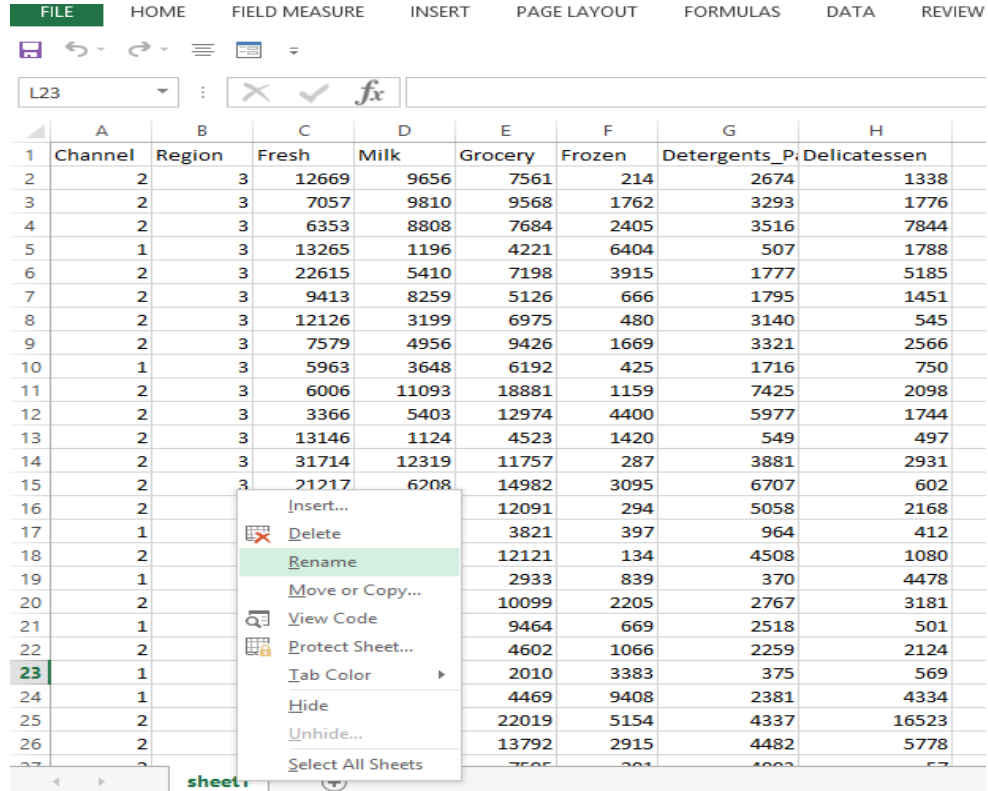
Ini bertujuan untuk memudahkan anda mengawal capaian data dan fungsi pada papan pemuka.



1. Struktur Asas Papan Pemuka Analitik

Cara melabel *sheet* pada Excel:

- (1) Bawa kursor ke label *sheet*.
- (2) Klik kanan pada tetikus dan pop menu akan kelihatan (seperti rajah).
- (3) Pilih *rename*, dan anda boleh memberi label Baharu pada *sheet*.
- (4) Klik "+" jika anda ingin menambah *sheet* lain.



	A	B	C	D	E	F	G	H
1	Channel	Region	Fresh	Milk	Grocery	Frozen	Detergents_P	Delicatessen
2	2	3	12669	9656	7561	214	2674	1338
3	2	3	7057	9810	9568	1762	3293	1776
4	2	3	6353	8808	7684	2405	3516	7844
5	1	3	13265	1196	4221	6404	507	1788
6	2	3	22615	5410	7198	3915	1777	5185
7	2	3	9413	8259	5126	666	1795	1451
8	2	3	12126	3199	6975	480	3140	545
9	2	3	7579	4956	9426	1669	3321	2566
10	1	3	5963	3648	6192	425	1716	750
11	2	3	6006	11093	18881	1159	7425	2098
12	2	3	3366	5403	12974	4400	5977	1744
13	2	3	13146	1124	4523	1420	549	497
14	2	3	31714	12319	11757	287	3881	2931
15	2	3	21217	6208	14982	3095	6707	602
16	2				12091	294	5058	2168
17	1				3821	397	964	412
18	2				12121	134	4508	1080
19	1				2933	839	370	4478
20	2				10099	2205	2767	3181
21	1				9464	669	2518	501
22	2				4602	1066	2259	2124
23	1				2010	3383	375	569
24	1				4469	9408	2381	4334
25	2				22019	5154	4337	16523
26	2				13792	2915	4482	5778
27	2				7565	301	4003	57

2. Tables & Charts

Table / Jadual

- ▶ Jadual boleh direkabentuk secara manual ataupun menggunakan kaedah lebih cepat (*pivot table*).
 - ▶ Kaedah manual memerlukan anda menyelit formula, tetapi
 - ▶ Pivot table membantu anda membina jadual dengan lebih mudah.
- ▶ Begitu juga dengan charts – ia boleh dipilih secara manual mahupun menggunakan *pivot charts*.

2. Tables - manual

Set Formula

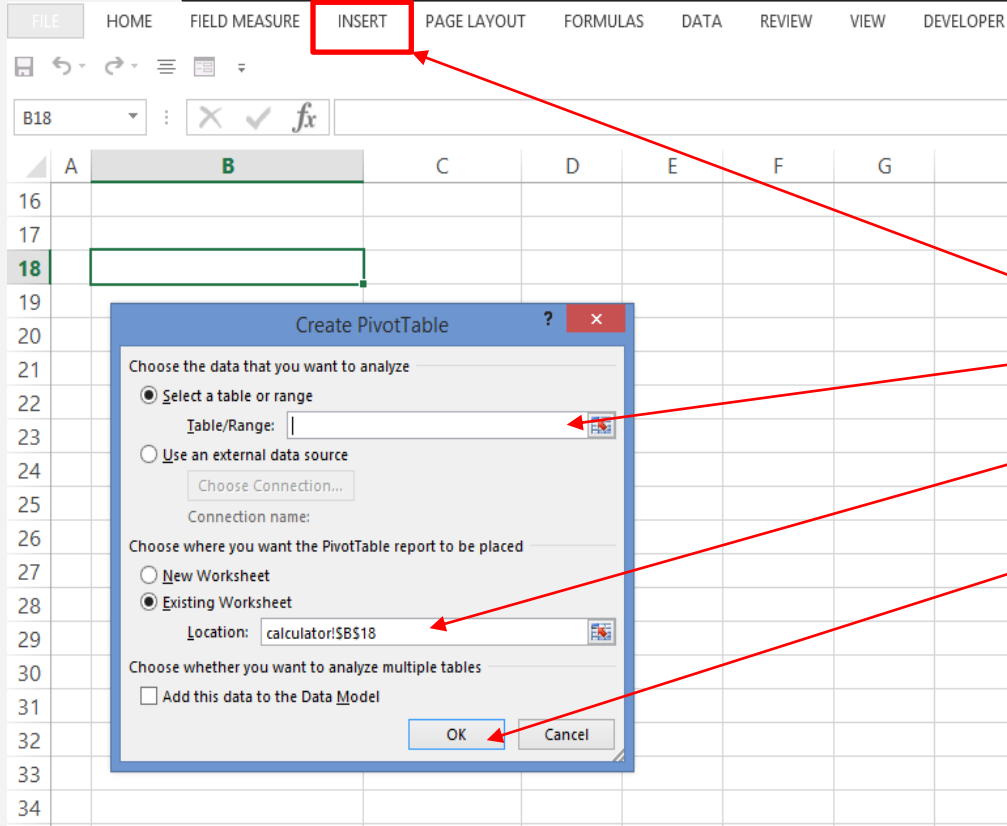
"fx" – merupakan singkatan untuk menyelit formula pada suatu sel. Excel menyediakan pelbagai jenis formula untuk anda.

	A	B	C	D	E	F	G
1							
2		Jumlah bahan wholesale					
3		Bahan	Jumlah				
4		Fresh	5,280,131.00				
5		Milk	2,550,357.00				
6		Grocery	3,498,562.00				
7		Frozen	1,351,650.00				
8		Detergents_Paper	1,267,857.00				
9		Delicatessen	670,943.00				
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							

Format Sel

- Letak kursor pada sel yang ingin anda formatkan.
- Klik kanan pada tetikus dan pilih *Format Cells*.
- Pilih format sel pilihan anda

2. Tables – pivot table



1. Pilih INSERT → Pivot Table
2. Pilih julat data
3. Set lokasi pivot table untuk dipaparkan
4. Klik OK.

2. Tables – pivot table

The screenshot shows the Microsoft Excel interface with a PivotTable named 'PivotTable1' in the worksheet. The PivotTable Fields task pane is open on the right, showing a list of fields to add to the report. A red box highlights the task pane, and a red arrow points to the 'FILTERS' area. The task pane is divided into four quadrants: FILTERS, COLUMNS, ROWS, and VALUES. The 'VALUES' area contains a summary function (Σ) and the word 'VALUES'.

Dashboard wholesale - Excel

FILE HOME FIELD MEASURE INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ACROBAT PIVOTTABLE TOOLS ANALYZE DESIGN

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A B C D

PivotTable1

To build a report, choose fields from the PivotTable Field List

PivotTable Fields

Choose fields to add to report:

- ☐ Channel
- ☐ Region
- ☐ Fresh
- ☐ Milk
- ☐ Grocery
- ☐ Frozen
- ☐ Detergents_Paper
- ☐ Delicatessen

MORE TABLES...

Drag fields between areas below:

FILTERS	COLUMNS
ROWS	VALUES

☐ Defer Layout Update UPDATE

Set pilihan pembolehubah yang ingin anda perhatikan;

1. *Filters* – pembolehubah yang akan menjadi maklumat tapisan.
2. *Columns* – pembolehubah yang akan diletakkan pada lajur jadual.
3. *Rows* – pembolehubah pada baris jadual.
4. *Values* – nilai yang akan dipaparkan dalam jadual (jumlah, purata etc.)

AKTIVITI

Sila bina jadual anda.

Pilihan rajah di Excel

Anda boleh memilih elemen (rajah / carta) sedia ada di dalam Excel. Ia boleh diperolehi dengan langkah berikut:

- 1) Pilih ribbon **INSERT**, kemudian pilih menu **Charts**.
- 2) Excel menawarkan berikut:
 - a) *Recommended Charts* – sesuai untuk *beginner users* yang ingin mendapatkan idea tentang carta yang sesuai dengan data.
 - b) Koleksi carta (*column chart, bar chart, radar chart, ..., bubble chart*) - *intermediate users* biasanya memiliki idea tentang carta yang diinginkan.
 - c) PivotChart – menawarkan Pembangunan carta dengan lebih efisien terutamanya untuk data bersaiz besar.

AKTIVITI

Menggunakan jadual yang telah dibina, bentukkan rajah yang sesuai.

3. Tips Mudah Mengawal Dashboard Anda

- ▶ Kawal rajah anda dengan langkah berikut;
 1. Klik rajah yang ingin di format.
 2. Klik kanan pada tetikus, dan menu akan kelihatan.
 3. Pilih Format Chart Area.
 4. Pada Chart Options, pilih Size & Properties.
 5. Pilih seperti di rajah.

▶ SIZE

◀ PROPERTIES

- ☐ Move and size with cells
- ☐ Move but don't size with cells
- ☒ Don't move or size with cells
- ☒ Print object
- ☒ Locked ⓘ
- ☐ Lock text

▶ ALT TEXT