

LATIHAN ASAS EXCEL



TOPIK PERBINCANGAN

1. Penggunaan formula asas
2. *Formatting Asas*

Rujukan Sel (Cell Reference)

Jenis	Penerangan	Contoh
Relative	The references change relative to the cell from which the formula is being copied	C1 =A1+B1 1. Copied or cut to C2: =A2+B2
Absolute	The references won't change where it will always refer to a specific cell. Applied '\$' symbol to row and column in the formula.	C1 =\$A\$1+\$B\$1 Copied or cut to C2: =\$A\$1+\$B\$1
Mixed	Maintains a reference to a specific row or column. Still used the '\$' symbol. If applied to the row, the row will maintain the same but allow the column to change or else.	C1 =\$A\$1+B1 Copied or cut to C2: =\$A\$1+B2

Relative Reference

The screenshot shows a Microsoft Excel spreadsheet with a formula bar at the top containing "B2". Below the formula bar is a toolbar with a red "X", a green checkmark, and an "fx" button. To the right of the toolbar, the formula "=C2*B2" is displayed. The main area of the spreadsheet contains a table with columns labeled A, B, C, D, and E. Row 1 is a header row with cells labeled "Produk", "Kuantiti", "Harga", "Jumlah", and an empty cell E. Row 2 contains data for "Roti": "Roti" in A2, "2" in B2, "2.5" in C2, and "=C2*B2" in D2. Row 3 contains data for "Ikan": "Ikan" in A3, "3" in B3, "5" in C3, and an empty cell D3. Row 4 contains data for "Ayam": "Ayam" in A4, "2" in B4, "7.3" in C4, and an empty cell D4. Row 5 contains data for "Keju": "Keju" in A5, "4" in B5, "5.5" in C5, and an empty cell D5. Row 6 is empty. A red dashed box highlights the range B2:C2, which is being copied to the formula in D2. A red arrow points downwards from the formula bar towards the empty cell D6, indicating the formula will be copied down to that cell.

	A	B	C	D	E
1	Produk	Kuantiti	Harga	Jumlah	
2	Roti	2	2.5	=C2*B2	
3	Ikan	3	5		
4	Ayam	2	7.3		
5	Keju	4	5.5		
6					

Absolute Reference

The screenshot shows a Microsoft Excel interface with a formula bar at the top containing "SUM" and the formula $=C5*\$H\2 . Below the formula bar is a table with data in columns A through H. The table has rows numbered 1 through 6. Columns A, B, C, D, E, and F have bolded headers. Column G is empty. Column H is labeled "Kadar Pertukaran". Row 1 contains headers "Panjang (cm)" and "Lebar(cm)" under columns B and C respectively. Rows 2, 3, and 4 show conversion factors for 1, 5, and 4 cm respectively. Row 5 shows the formula $=C5*\$H\2 in cell F5, which calculates 0.7874016. Row 6 is empty.

	A	B	C	D	E	F	G	H
1		Panjang (cm)	Lebar(cm)		Panjang (inci)	Lebar (Inci)		Kadar Pertukaran
2		1	10		0.3937008	3.937008		0.3937008
3		5	10		1.968504	3.937008		
4		4	8		1.5748032	3.1496064		
5		2	10		0.7874016	=C5*\\$H\\$2		
6								

- ▶ Excel boleh menyimpan pelbagai jenis data dan melaksanakan penghitungan kewangan, matematik atau statistik.
- ▶ **Range** – Excel adalah koleksi dua atau lebih sel (*cell*).
- ▶ **Function** – koleksi formula sedia ada dalam Excel.
- ▶ **Formula** – fungsi matematik yang boleh dibangunkan oleh pengguna.

Latihan Asas (Praktikal)

- ▶ Cell Reference
- ▶ Concatenate
- ▶ Mid
- ▶ Transpose
- ▶ Count
- ▶ Data Validation

Latihan Asas (Praktikal)

- ▶ Lookup
- ▶ Offset
- ▶ Slicer
- ▶ Pivot Table
- ▶ Pivot Graph

Formatting Asas

<https://www.howtogeek.com/howto/13336/working-with-pivottables-in-excel/>

https://www.howtogeek.com/wp-content/uploads/gg/up/PivotTable%20Practice_SalesTransactions.xls