



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

B2					
✕ ✓ f_x =C2*B2					
	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

SUM		✕ ✓ <i>fx</i>		=C5*\$H\$2				
	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