

Microsoft Excel

Mahir Membuat Laporan

Seri Mahir Microsoft Office
Course-net Indonesia

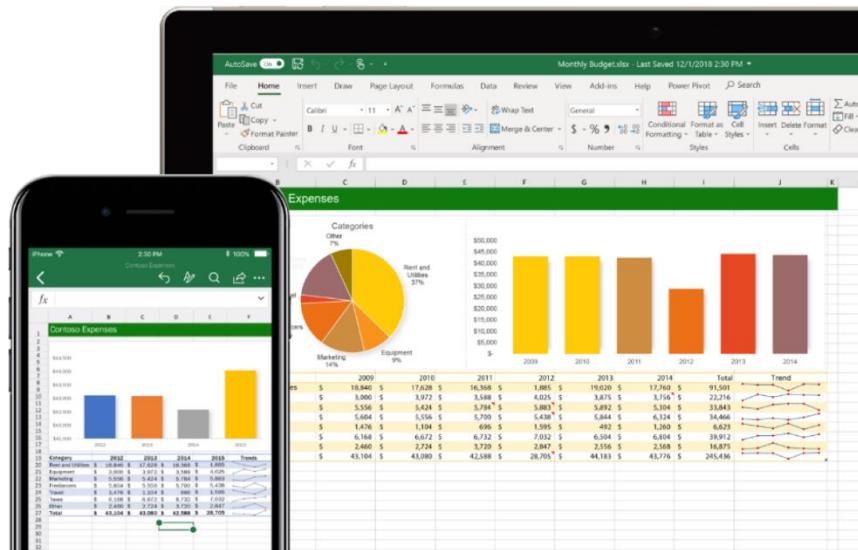


Agenda

- Jenis-jenis Excel
- Mengenal Elemen di Excel
- Mengenal Tab Penting di Excel
- Menyiapkan Lembaran di Excel
- Mengenal Fungsi di Excel
- Ayo Berlatih!
- Mencetak dan Distribusi Lembaran Excel

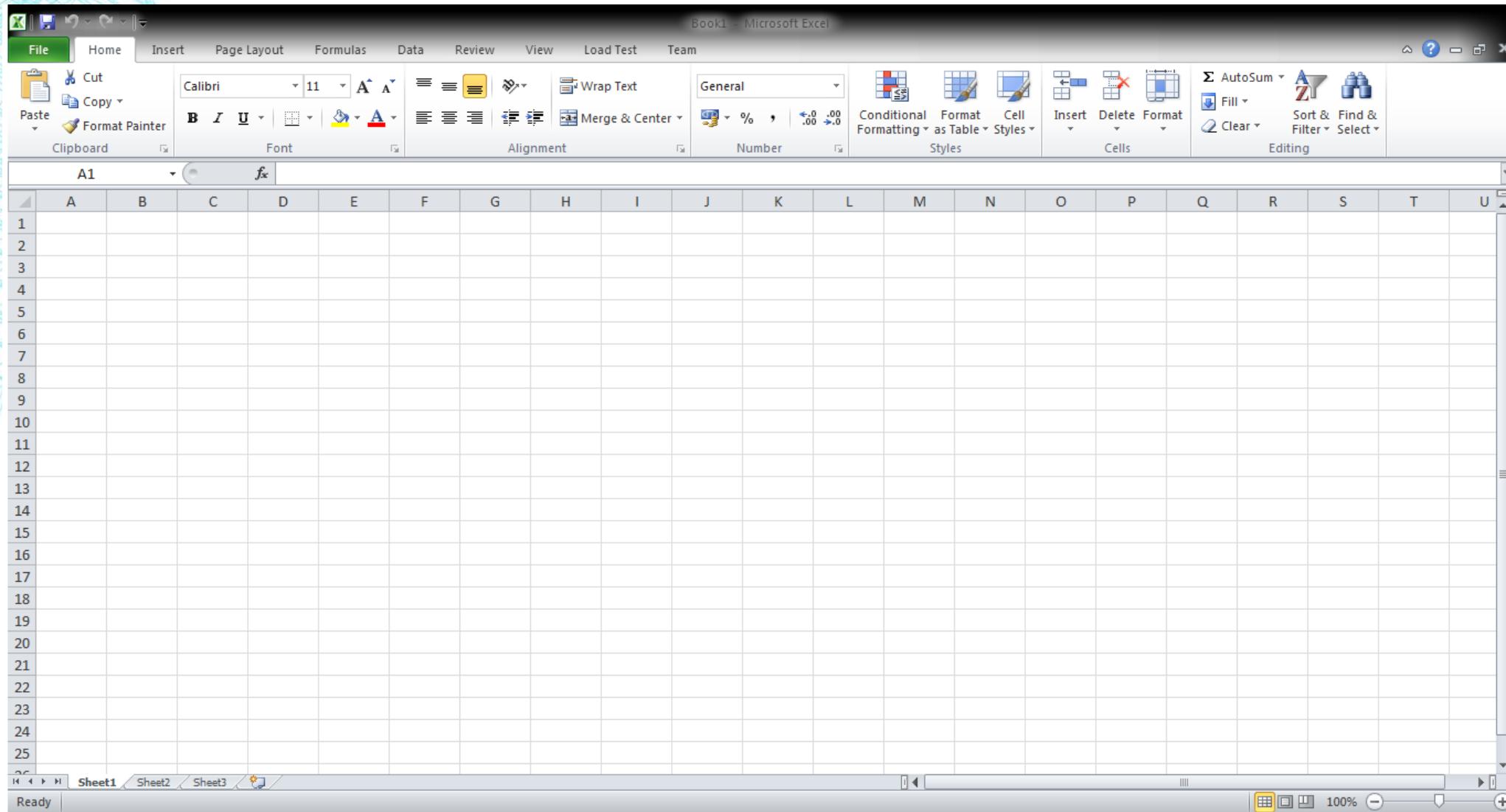
Versi Excel

- Microsoft Windows →
- Apple Macintosh
- Versi mudahalih di ponsel
- Versi *cloud*



Tahun	Versi
1987	2.0
1990	3.0
1992	4.0
1993	5.0
1995	7.0, Excel 95
1997	8.0, Excel 98
2000	9.0, Excel 2000
2002	10.0, Excel 2002
2003	11.0, Excel 2003
2007	12.0, Excel 2007
2010	14.0, Excel 2010
2013	15.0, Excel 2013
2016	16.0, Excel 2016
2019	16.0, Excel 2019

Versi Excel > Excel 2010



Versi Excel > Excel 2013

The screenshot shows the Microsoft Excel 2013 ribbon interface. The ribbon tabs visible are FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, and VIEW. The FILE tab is currently selected. The main content area displays a single cell (A1) containing the text "Tutorial Microsoft Excel 2013". The ribbon also includes various toolbars for font, alignment, number, styles, cells, and editing.

Versi Excel > Excel 2016

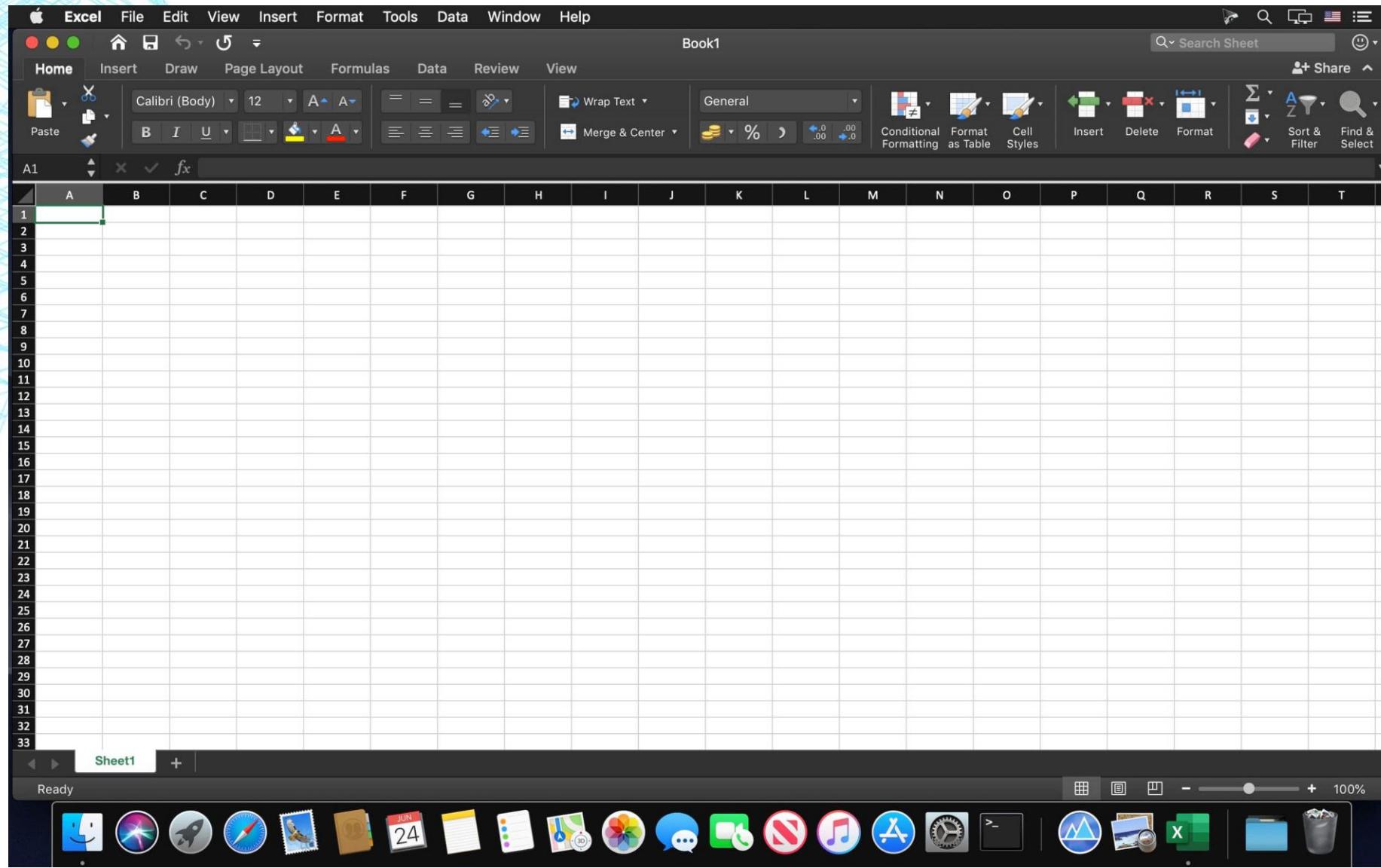
The screenshot shows a Microsoft Excel 2016 window titled "Book1 - Excel". The ribbon menu is visible at the top, with the "Home" tab selected. The main area displays a table of data in a spreadsheet. The columns are labeled A through Q, and the rows are numbered 1 through 23. Row 1 contains the header "Year" in column A and "iPhones Sold" in column B. Rows 2 through 11 contain the corresponding data for each year from 2007 to 2016, with the value for 2016 being "211,870,000". The "Sheet1" tab is selected at the bottom left, and the status bar at the bottom right shows "Ready" and "100%".

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Year	iPhones Sold															
2	2007	1,390,000															
3	2008	11,630,000															
4	2009	20,730,000															
5	2010	39,990,000															
6	2011	72,300,000															
7	2012	125,040,000															
8	2013	150,260,000															
9	2014	169,220,000															
10	2015	231,220,000															
11	2016	211,870,000															
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	
21																	
22																	
23																	

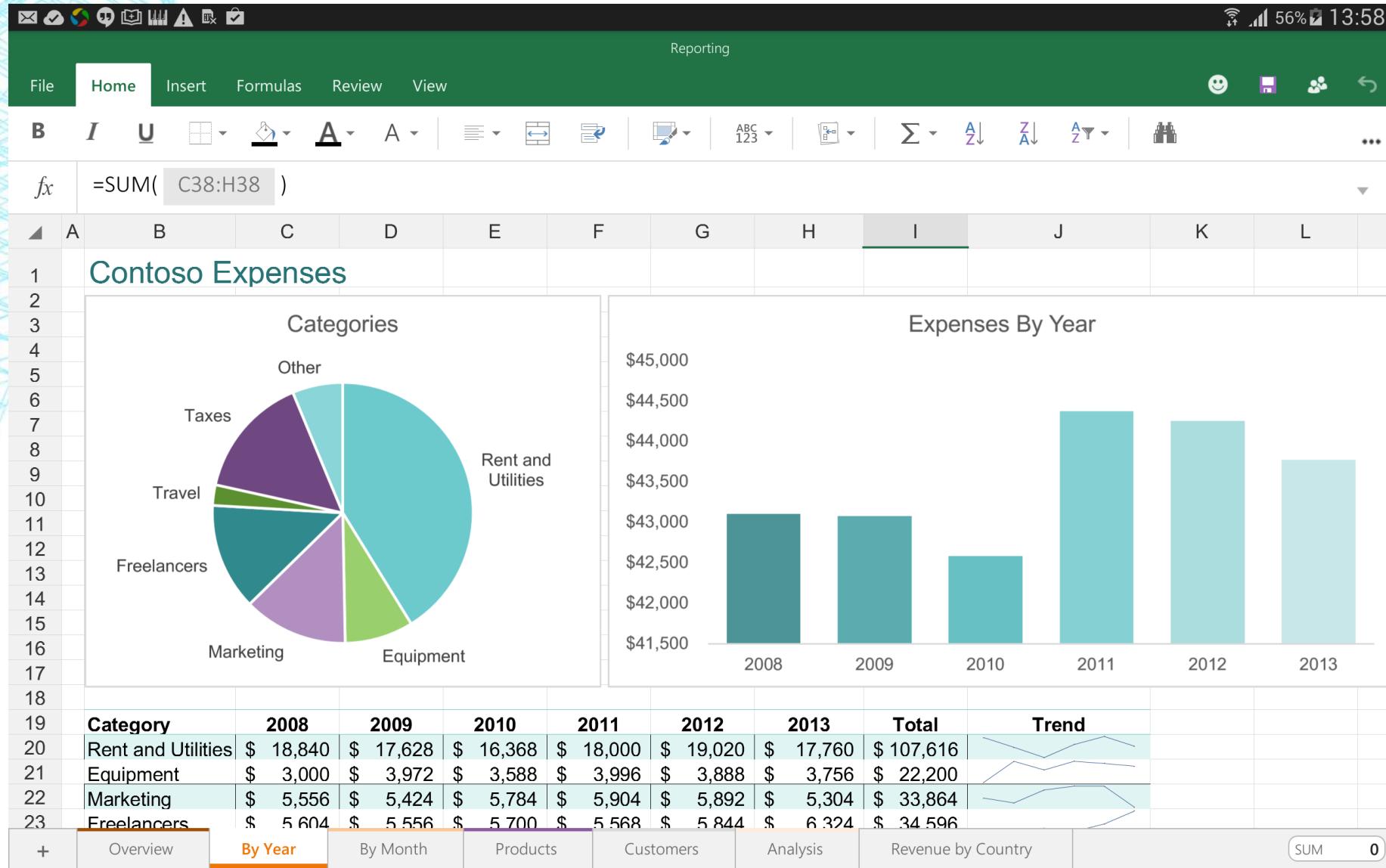
Versi Excel > Excel 2019 di Microsoft Windows

A screenshot of Microsoft Excel 2019 running on a Windows operating system. The window title is "Book1 - Excel". The ribbon menu is visible at the top, with the "Home" tab selected. The main area shows a blank worksheet grid from A1 to U23. Cell D8 is currently selected. The status bar at the bottom indicates "Ready". The taskbar at the bottom of the screen shows various open application icons, including Microsoft Word, Microsoft Powerpoint, Microsoft Edge, and Microsoft Word again.

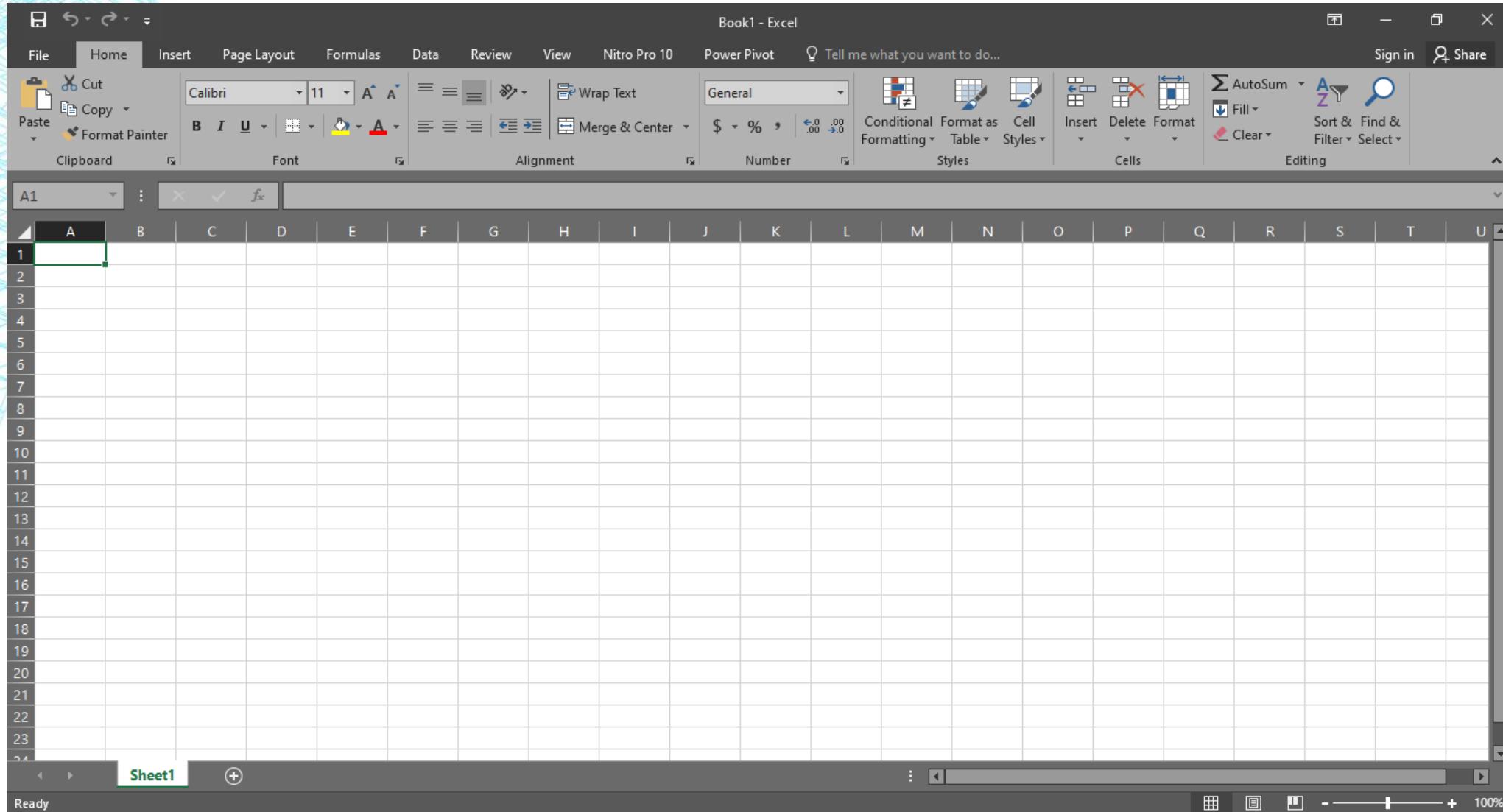
Versi Excel > Excel 2019 di Apple Macintosh



Versi Excel > Excel 2019 di Perangkat Mudahalih



Mengenal Elemen di Excel



Memanggil Excel

Keluar dari Excel

Lembaran

Kolom

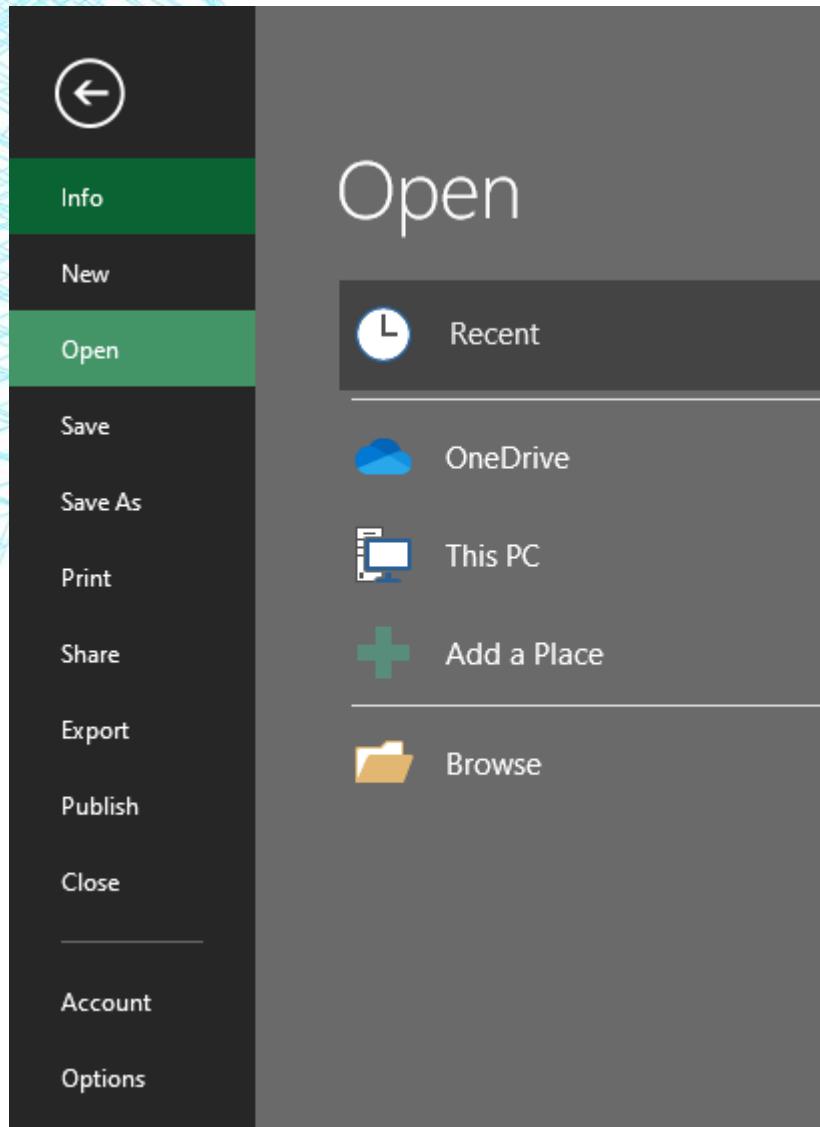
Baris

Sel

Mengisi data

Pembesaran/
Pengecilan
Tampilan

Mengenal Tab Penting di Excel > File

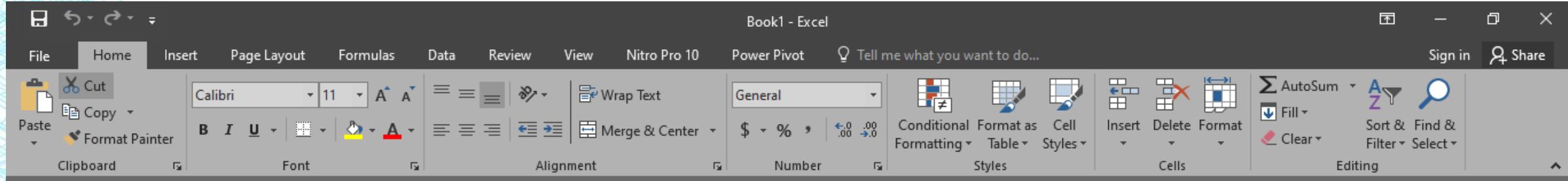


Menyimpan file

Membuka file

Mencetak file

Mengenal Tab Penting di Excel > Home



Mengatur bentuk, ukuran, gaya dan warna huruf

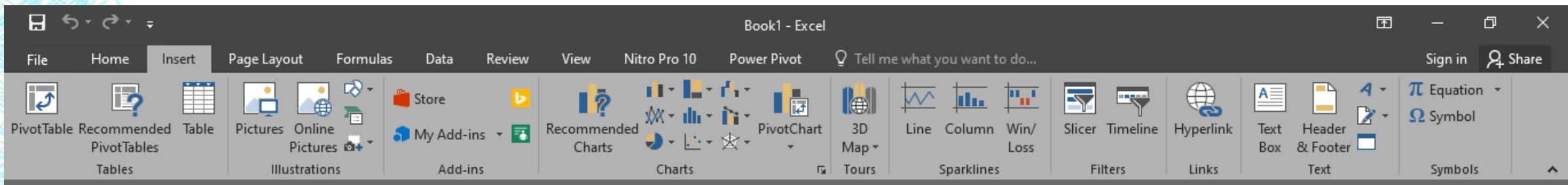
Mengatur perataan teks

Mengatur format teks

Menyelipkan bidang kosong (baris/kolom)

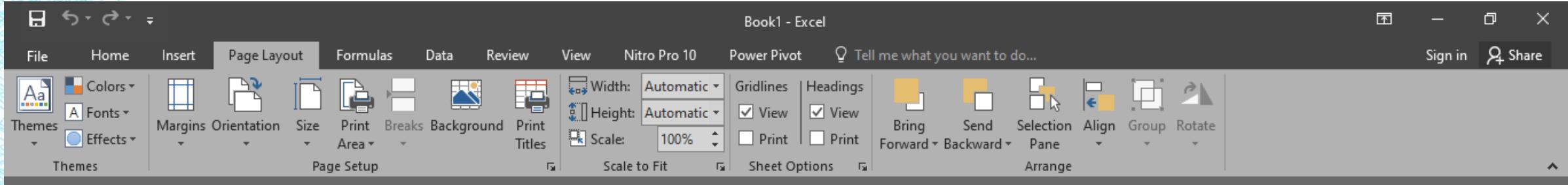
Membuat garis/kotak/tabel

Mengenal Tab Penting di Excel > Insert



Menyelipkan gambar

Mengenal Tab Penting di Excel > Page Layout

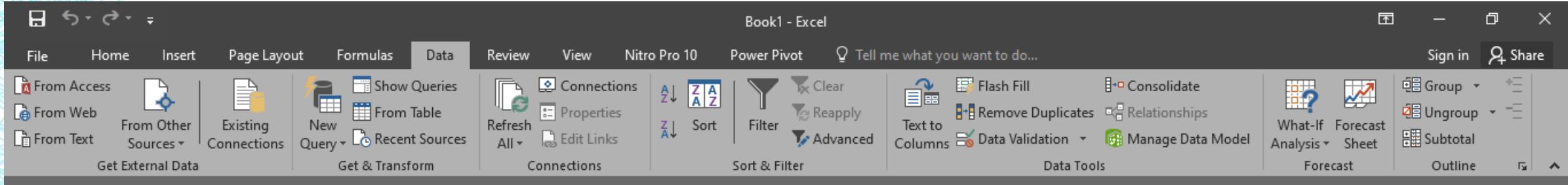


Ukuran kertas

Arah cetakan

Mengatur batas halaman

Mengenal Tab Penting di Excel > Data



Mengurutkan data

Masih Ingat, Kan?

The image displays four separate screenshots of the Microsoft Excel ribbon interface, each showing a different tab selected:

- Home Tab:** Shows the Font, Alignment, Number, Styles, Cells, and Editing groups.
- Insert Tab:** Shows the Tables, Illustrations, Add-ins, Charts, Tours, Sparklines, Filters, Links, Text, and Symbols groups.
- Page Layout Tab:** Shows the Themes, Margins, Orientation, Size, Print, Breaks, Background, and Page Setup groups.
- Data Tab:** Shows the Get External Data, Get & Transform, Connections, Sort & Filter, Data Tools, Forecast, and Outline groups.

Menyiapkan Lembaran Kosong di Excel

Mari membuat “Daftar Hadir Peserta”

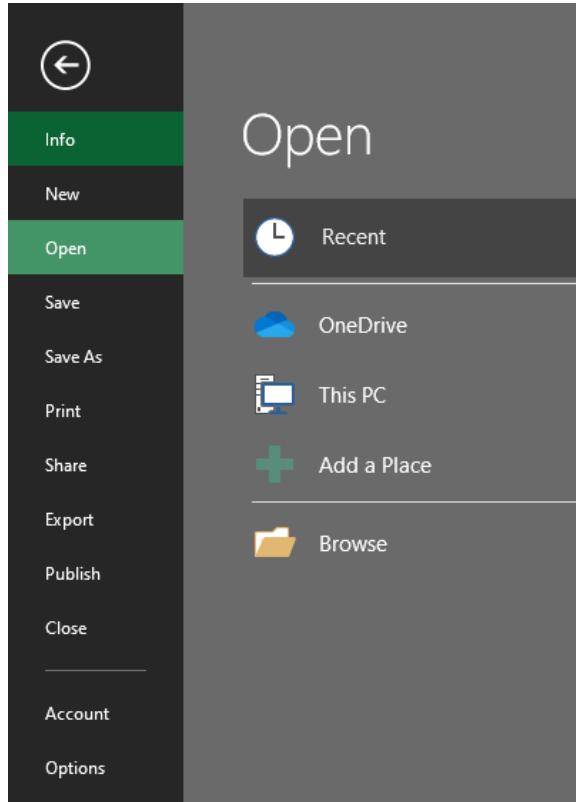
- Mengatur Halaman
 - Ukuran kertas
 - Arah cetakan
 - Mengatur batas halaman
- Menyiapkan informasi
- Mengatur huruf
- Mengatur kolom, baris dan sel

- Mengatur tulisan di atas/bawah dokumen

Presensi Kegiatan Pelatihan Komputer				
No.	Nama	Alamat Email	Nomor Telepon	Tanda Tangan
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Mencetak Lembaran

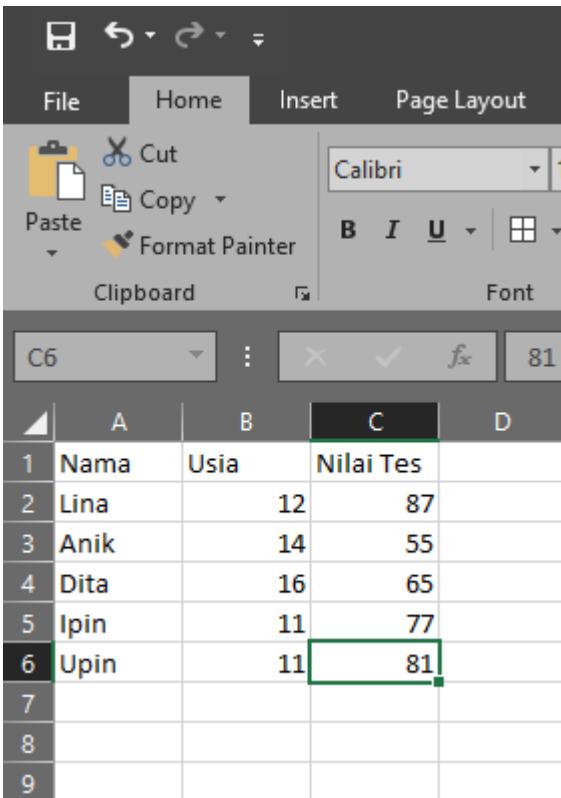
- Mencetak ke *Printer*
- Menyimpan sebagai PDF (e-Book, file, *softcopy* siap kirim/cetak)



Presensi Kegiatan Pelatihan Komputer				
No.	Nama	Alamat Email	Nomor Telepon	Tanda Tangan
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Course-Net Indonesia

Mengenal Fungsi



	A	B	C	D
1	Nama	Usia	Nilai Tes	
2	Lina	12	87	
3	Anik	14	55	
4	Dita	16	65	
5	Ipin	11	77	
6	Upin	11	81	
7				
8				
9				

Ayo bikin data sederhana
seperti di atas!

- Mengenal salin-dan-temple (*copy-paste*)
- Mengenal formula matematika sederhana
 - Menambah
 - Mengurang
 - Mengalii
 - Membagi
- Mengenal pemrograman sederhana di Excel
 - =COUNTA() → menghitung jumlah data
 - =IF() → mengelola kondisi
 - =MIN() → mencari nilai paling rendah
 - =MAX() → mencari nilai paling tinggi

Hati-hati!



United States

1,234.56

January 1, 2021

=IF(A1 > 66, "Lulus", "Gagal")

Indonesia

1.234,56

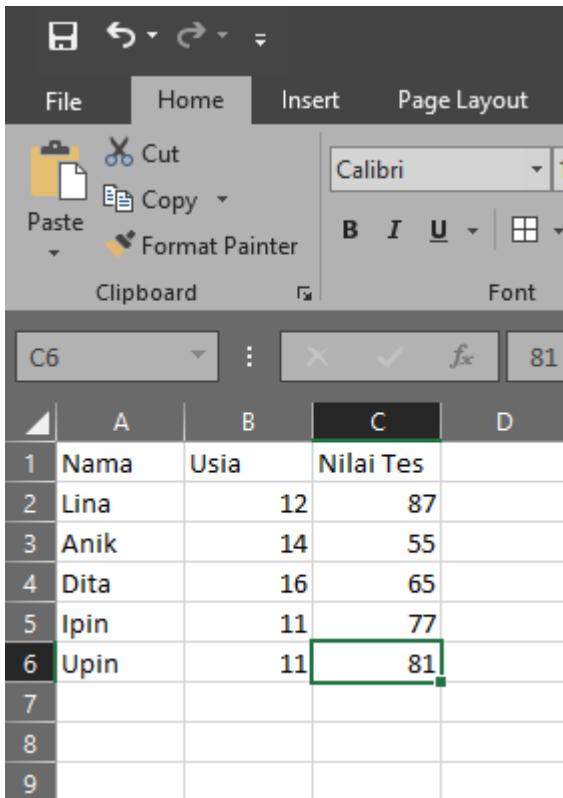
1 Januari 2021

=IF(A1 > 66; "Lulus"; "Gagal")

Di dalam konfigurasi Windows, ada aturan Regional Settings.
Jika tidak diubah, konfigurasi dasar Windows adalah United States.
Jika diubah, biasanya menjadi Indonesia.

Mengenal Fungsi

- Mengenal pemrograman sederhana di Excel
 - Menghitung jumlah data

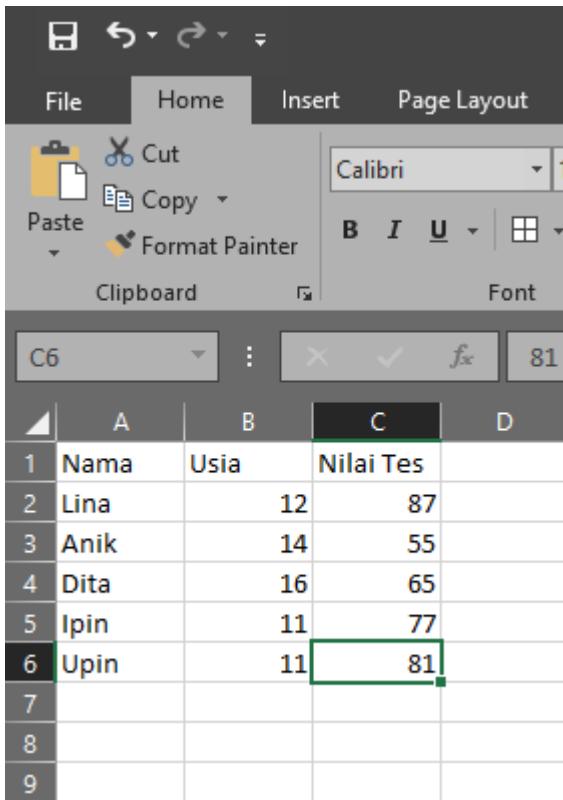


	A	B	C	D
1	Nama	Usia	Nilai Tes	
2	Lina	12	87	
3	Anik	14	55	
4	Dita	16	65	
5	Ipin	11	77	
6	Upin	11	81	
7				
8				
9				

=COUNTA(dari:sampai)

Mengenal Fungsi

- Mengenal pemrograman sederhana di Excel
 - Menghitung jumlah data



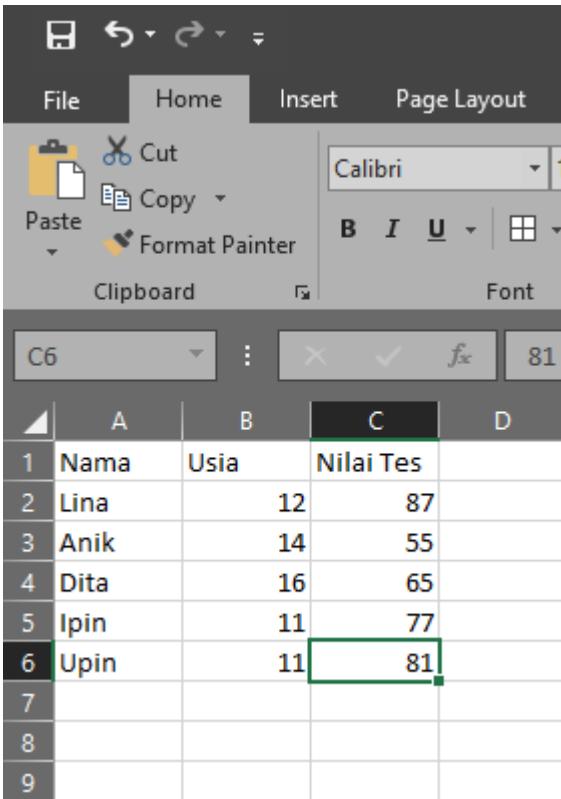
	A	B	C	D
1	Nama	Usia	Nilai Tes	
2	Lina	12	87	
3	Anik	14	55	
4	Dita	16	65	
5	Ipin	11	77	
6	Upin	11	81	
7				
8				
9				

Berapakah hasil dari:

=COUNTA (A2 : A6)

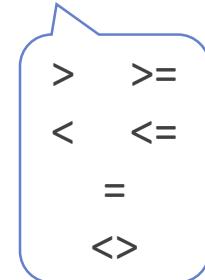
Mengenal Fungsi

- Mengenal pemrograman sederhana di Excel
 - Mengelola kondisi



	A	B	C	D
1	Nama	Usia	Nilai Tes	
2	Lina	12	87	
3	Anik	14	55	
4	Dita	16	65	
5	Ipin	11	77	
6	Upin	11	81	
7				
8				
9				

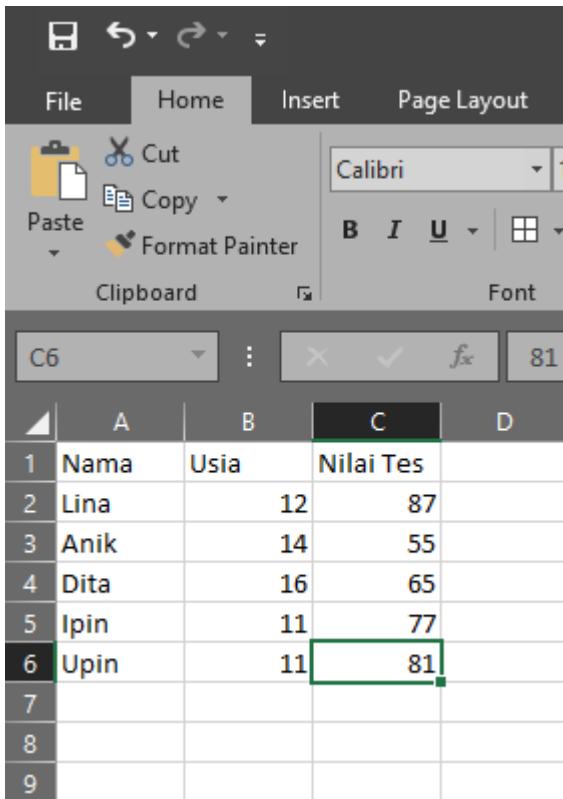
=IF (**apa kondisi patokan**, jika benar, jika salah)
=IF (**apa kondisi patokan**; jika benar; jika salah)



> >=
< <=
=

Mengenal Fungsi

- Mengenal pemrograman sederhana di Excel
 - Mengelola kondisi



A screenshot of the Microsoft Excel application. The ribbon at the top shows 'File', 'Home', 'Insert', and 'Page Layout'. The 'Home' tab is selected. The clipboard section shows 'Cut', 'Copy', and 'Format Painter'. The font section shows 'Calibri' and bold/italic/underline options. The formula bar shows 'C6' and '81'. The main area displays a table with columns 'Nama', 'Usia', and 'Nilai Tes'. Row 6 is selected, showing 'Upin' in column A, '11' in column B, and '81' in column C. The formula bar contains the formula '=IF(B2 > 12, "Remaja", "Anak-anak")'.

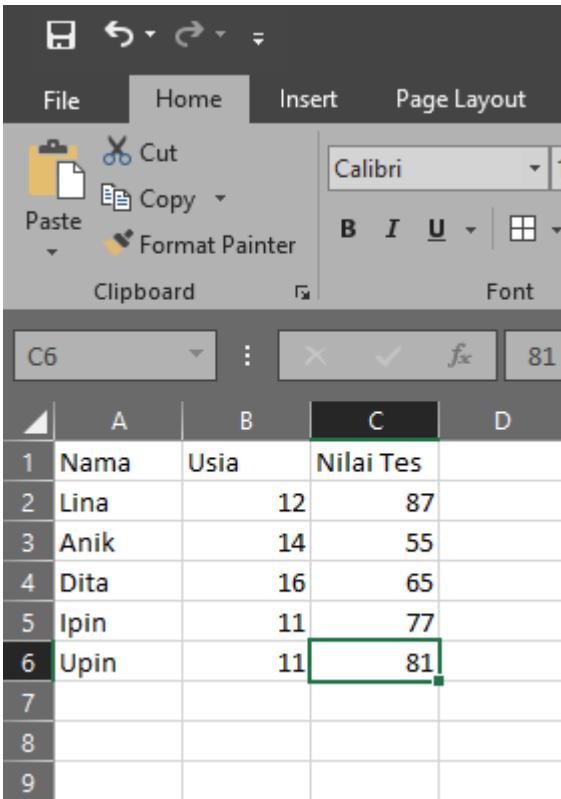
	A	B	C	D
1	Nama	Usia	Nilai Tes	
2	Lina	12	87	
3	Anik	14	55	
4	Dita	16	65	
5	Ipin	11	77	
6	Upin	11	81	
7				
8				
9				

Apakah hasil dari:

=IF(B2 > 12, "Remaja", "Anak-anak")

Mengenal Fungsi

- Mengenal pemrograman sederhana di Excel
 - Mencari nilai paling rendah



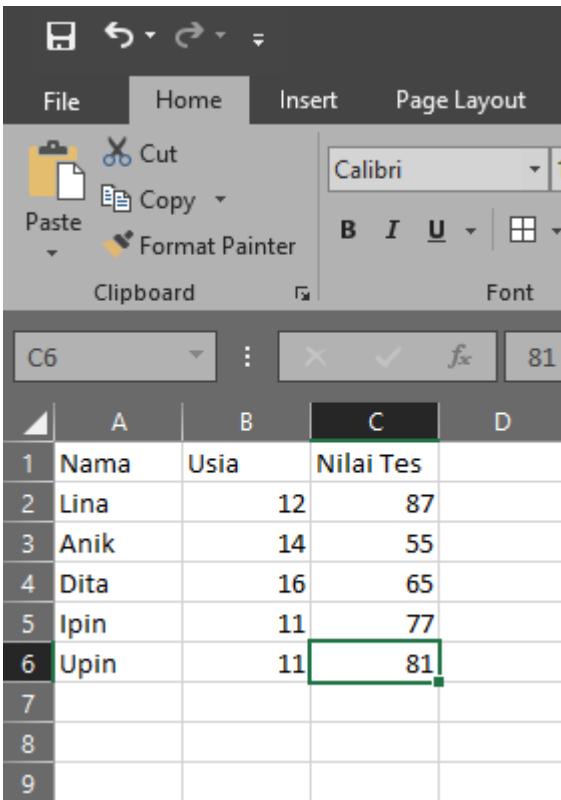
A screenshot of Microsoft Excel showing a table of student data. The table has columns for Nama, Usia, and Nilai Tes. The data is as follows:

	Nama	Usia	Nilai Tes
1	Lina	12	87
2	Anik	14	55
3	Dita	16	65
4	Ipin	11	77
5	Upin	11	81
6			
7			
8			
9			

=MIN(dari : sampai)

Mengenal Fungsi

- Mengenal pemrograman sederhana di Excel
 - Mencari nilai paling rendah



A screenshot of Microsoft Excel showing a table of student data. The table has columns for Nama, Usia, and Nilai Tes. The data is as follows:

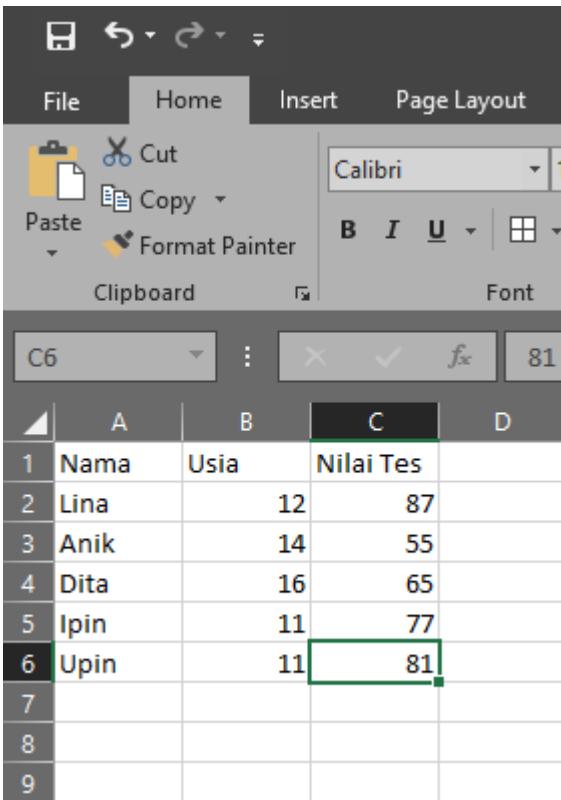
	Nama	Usia	Nilai Tes
1	Lina	12	87
2	Anik	14	55
3	Dita	16	65
4	Ipin	11	77
5	Upin	11	81

Berapakah hasil dari:

=MIN (B2 : B6)

Mengenal Fungsi

- Mengenal pemrograman sederhana di Excel
 - Mencari nilai paling tinggi



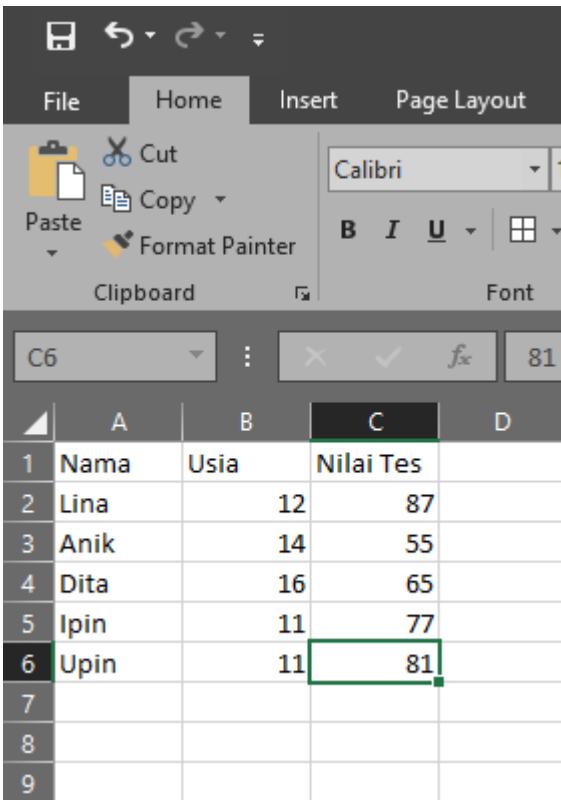
A screenshot of Microsoft Excel showing a table of student data. The table has columns for Nama (Name), Usia (Age), and Nilai Tes (Test Score). The last row shows data for 'Upin' with age 11 and score 81. The formula `=MAX(dari:sampai)` is displayed on the right, with 'dari' in green and 'sampai' in red, indicating the range of cells being referenced.

	A	B	C	D
1	Nama	Usia	Nilai Tes	
2	Lina	12	87	
3	Anik	14	55	
4	Dita	16	65	
5	Ipin	11	77	
6	Upin	11	81	
7				
8				
9				

`=MAX(dari:sampai)`

Mengenal Fungsi

- Mengenal pemrograman sederhana di Excel
 - Mencari nilai paling tinggi



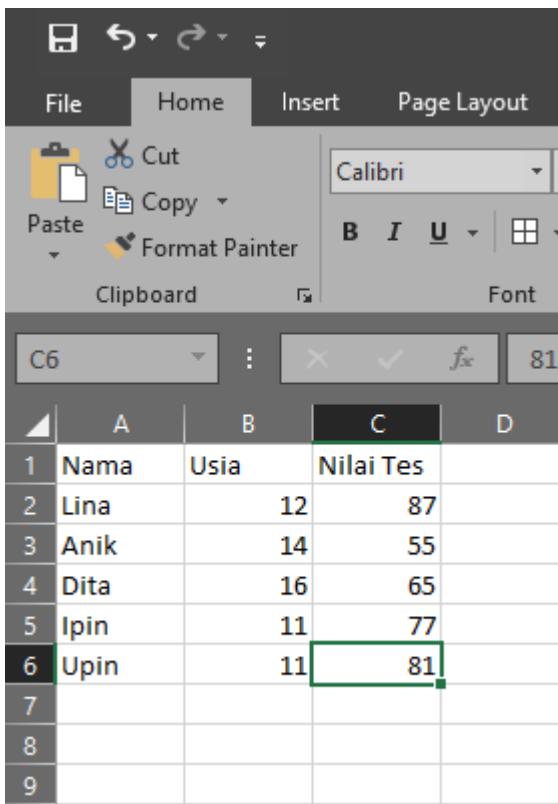
A screenshot of Microsoft Excel showing a table of student data. The table has columns for Nama, Usia, and Nilai Tes. Row 6 is selected, showing data for 'Upin' with age 11 and test score 81. The formula bar at the top shows the formula =MAX(C2:C6). The Excel ribbon is visible at the top, with the Home tab selected.

	A	B	C	D
1	Nama	Usia	Nilai Tes	
2	Lina	12	87	
3	Anik	14	55	
4	Dita	16	65	
5	Ipin	11	77	
6	Upin	11	81	
7				
8				
9				

Berapakah hasil dari:

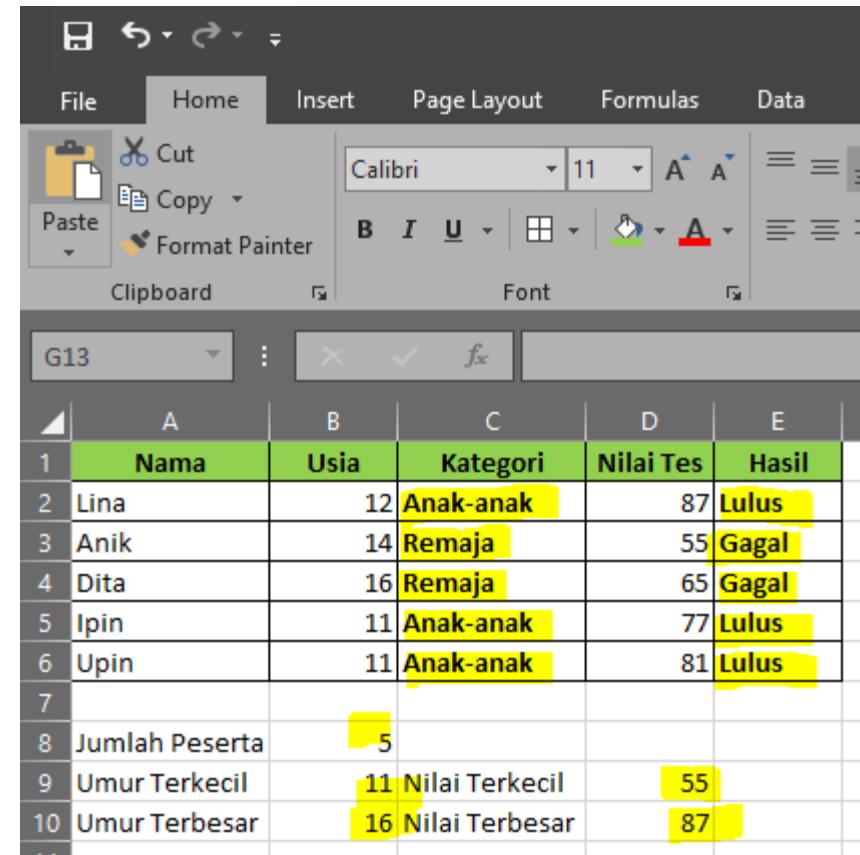
=MAX (C2 : C6)

Mari Berlatih



A screenshot of Microsoft Excel showing a table with student data. The table has columns for Nama, Usia, Nilai Tes, and Kategori. The data is as follows:

	Nama	Usia	Nilai Tes	Kategori
1	Lina	12	87	Anak-anak
2	Anik	14	55	Remaja
3	Dita	16	65	Remaja
4	Ipin	11	77	Anak-anak
5	Upin	11	81	Anak-anak



A screenshot of Microsoft Excel showing a table with student data and calculated summary rows. The table has columns for Nama, Usia, Kategori, Nilai Tes, and Hasil. The data is as follows:

	A	B	C	D	E
1	Nama	Usia	Kategori	Nilai Tes	Hasil
2	Lina		Anak-anak	87	Lulus
3	Anik		Remaja	55	Gagal
4	Dita		Remaja	65	Gagal
5	Ipin		Anak-anak	77	Lulus
6	Upin		Anak-anak	81	Lulus
7					
8	Jumlah Peserta		5		
9	Umur Terkecil		11	Nilai Terkecil	55
10	Umur Terbesar		16	Nilai Terbesar	87



Microsoft Excel

Visualisasi dengan Excel

Seri Mahir Microsoft Office
Course-net Indonesia



Agenda

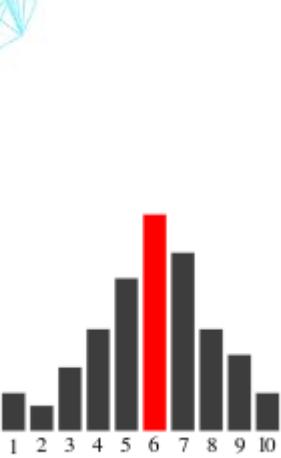
- Mengenai Visualisasi Data
- Ambil Data Sampel
- Mengenai Visualisasi Grafis:
 - Bar
 - Line
 - Pie
 - Scatter
- Pengayaan Materi

Mengenai Visualisasi Data

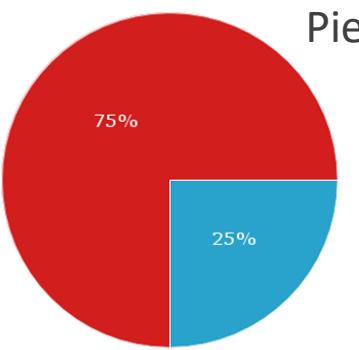
- Dapat berupa tabel maupun grafis
- Mengkomunikasikan data secara efektif kepada orang awam
- Visualisasi data adalah seni dan ilmiah
- Apa saja visualisasi yang umum?

Mengenai Visualisasi Data > Bentuk Umum

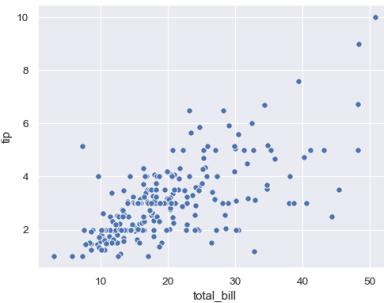
Bar



Line

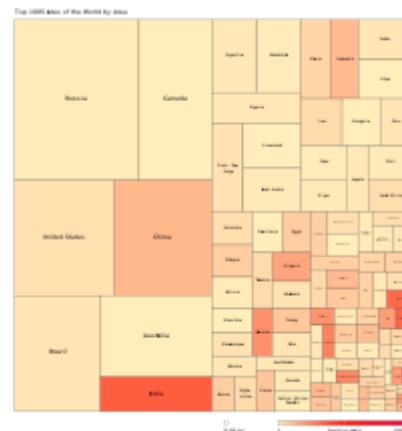


Scatter

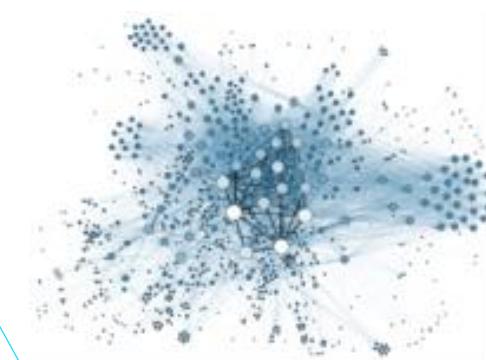


Pie

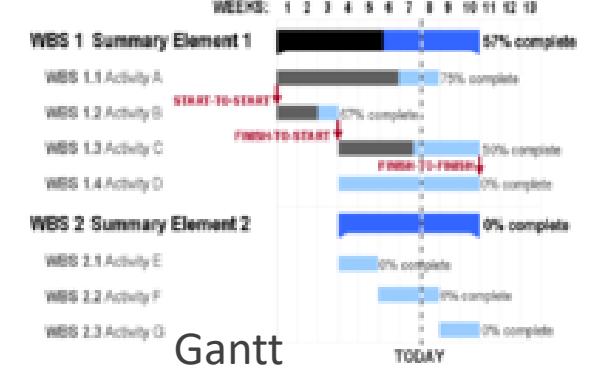
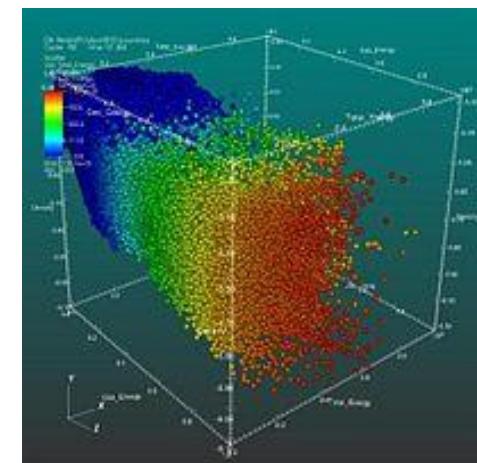
Tree



Network



3D



Gantt

Ambil Data Sampel

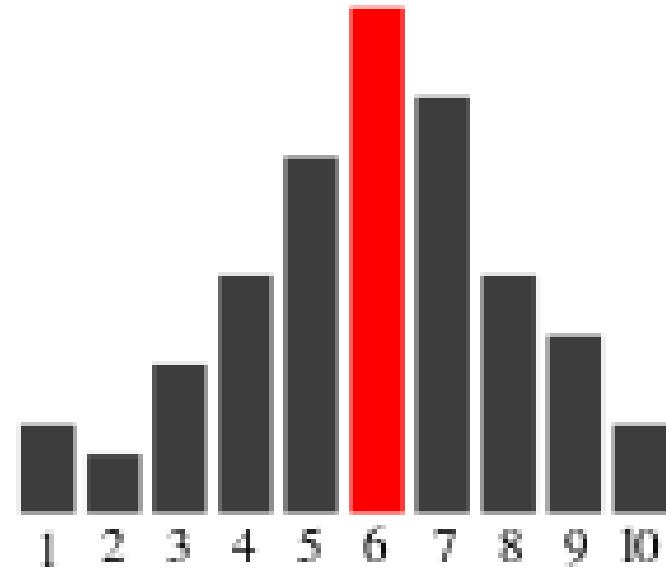
- Sila ambil data dari <http://prakerja.course-net.com/>

The screenshot shows a web browser window for 'COURSE-NET'. The address bar indicates the site is not secure ('Tidak aman'). The header includes the 'Course-Net' logo, 'Home' link, and a greeting for 'Selamat Datang Academic Coach Prakerja'. On the left, a sidebar for 'Academic Coach Prakerja' lists 'Video Learning' and 'Logout'. The main content area is titled 'Video Learning' and contains a table of course offerings:

No	Kursus	#
1	Algoritma & Pemrograman	Lihat
2	Basic Network	Lihat
3	Data Structure	Lihat
4	Database System	Lihat
5	Object Oriented Programming	Lihat

Mengenai Visualisasi Grafis > Bar

- Cocok dipakai:
 - Data sedikit
 - Kolom sedikit

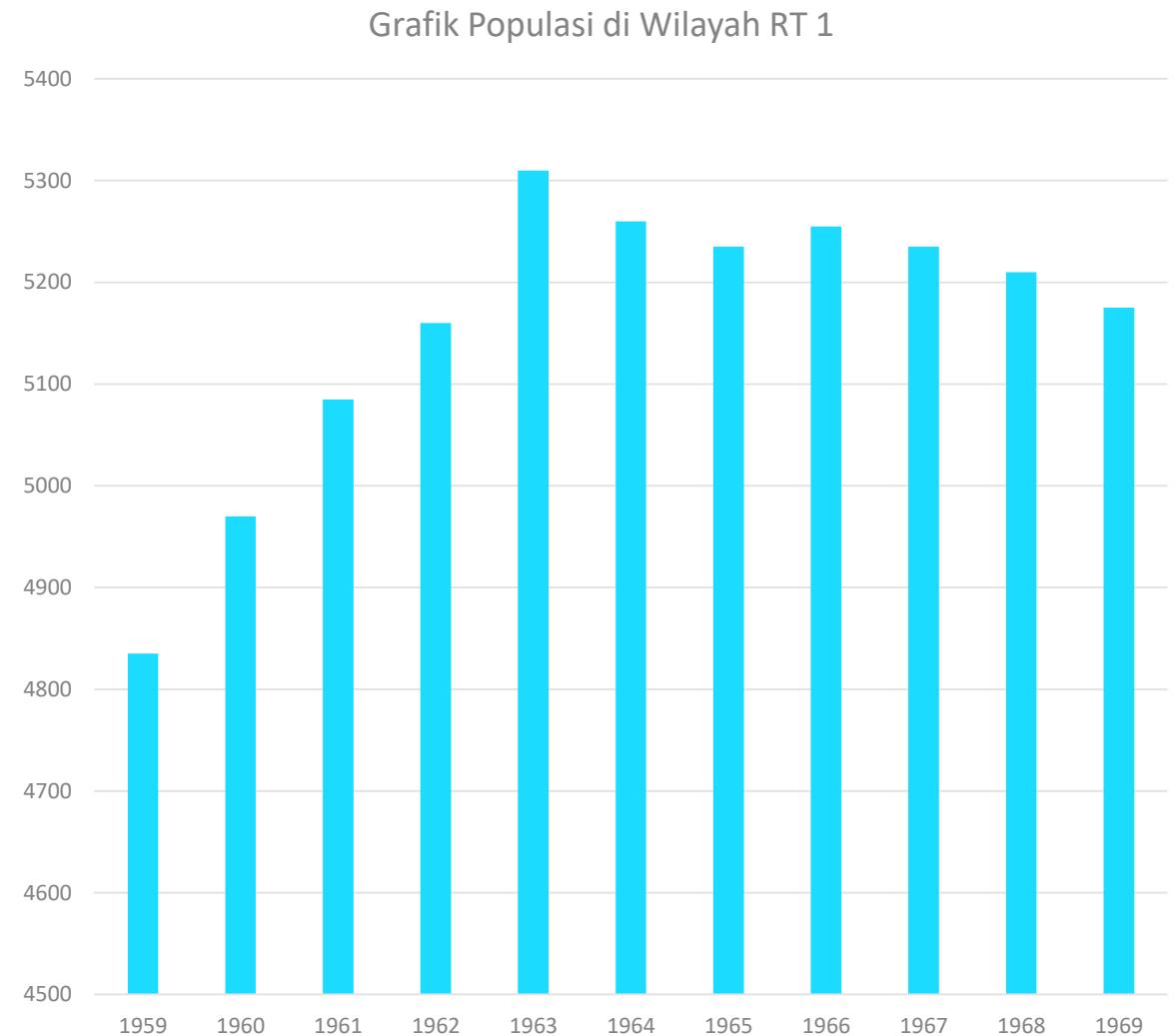


Mengenai Visualisasi Grafis > Bar

- Buka data contoh
- Memilih menu
- Memilih visualisasi grafis **Bar**
- Mengubahsuai

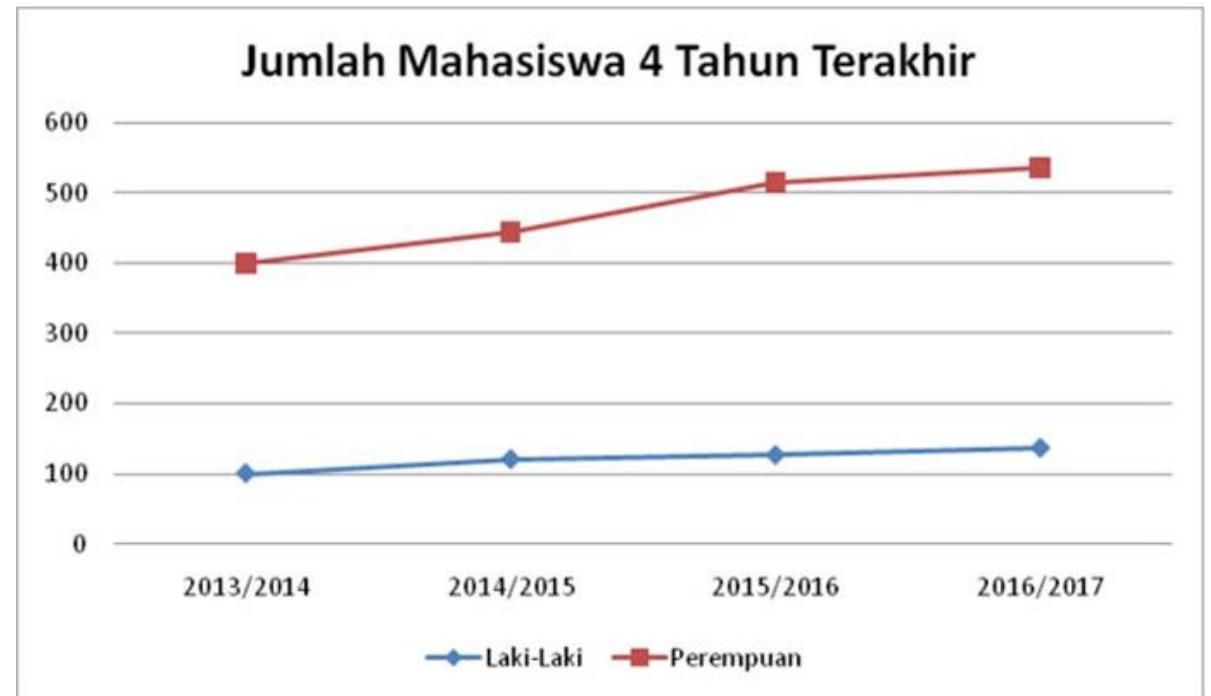
Ayo berlatih...

- Membuat visualisasi
- Mengartikannya



Mengenai Visualisasi Grafis > Line

- Cocok dipakai:
 - Data banyak
 - Kolom banyak

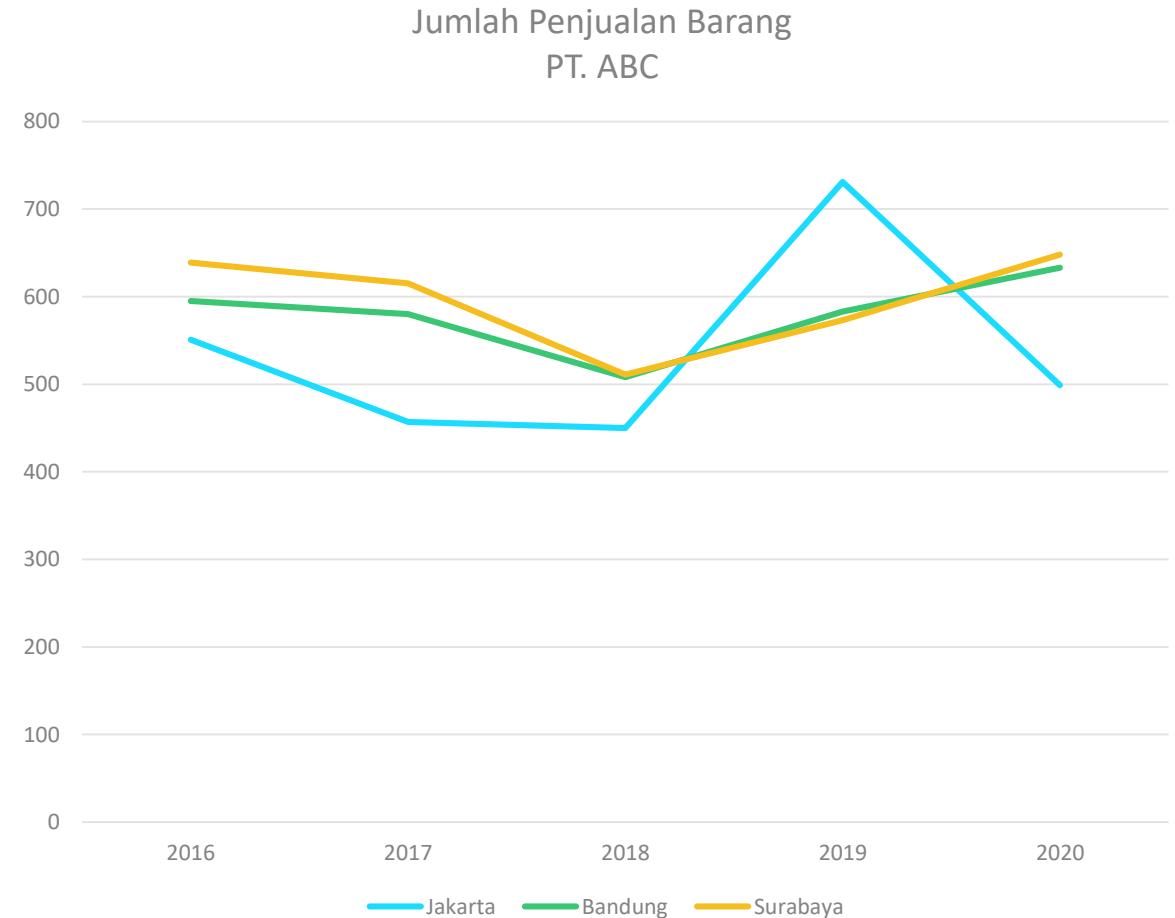


Mengenai Visualisasi Grafis > Line

- Buka data contoh
- Memilih menu
- Memilih visualisasi grafis ***Line***
- Mengubahsuai

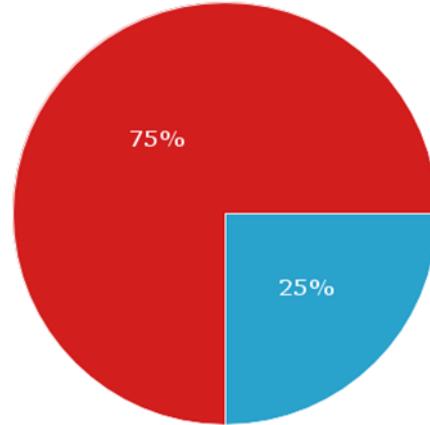
Ayo berlatih...

- Membuat visualisasi
- Mengartikannya



Mengenai Visualisasi Grafis > Pie

- Cocok dipakai:
 - Data hanya 2
 - Dipakai untuk perbandingan saja

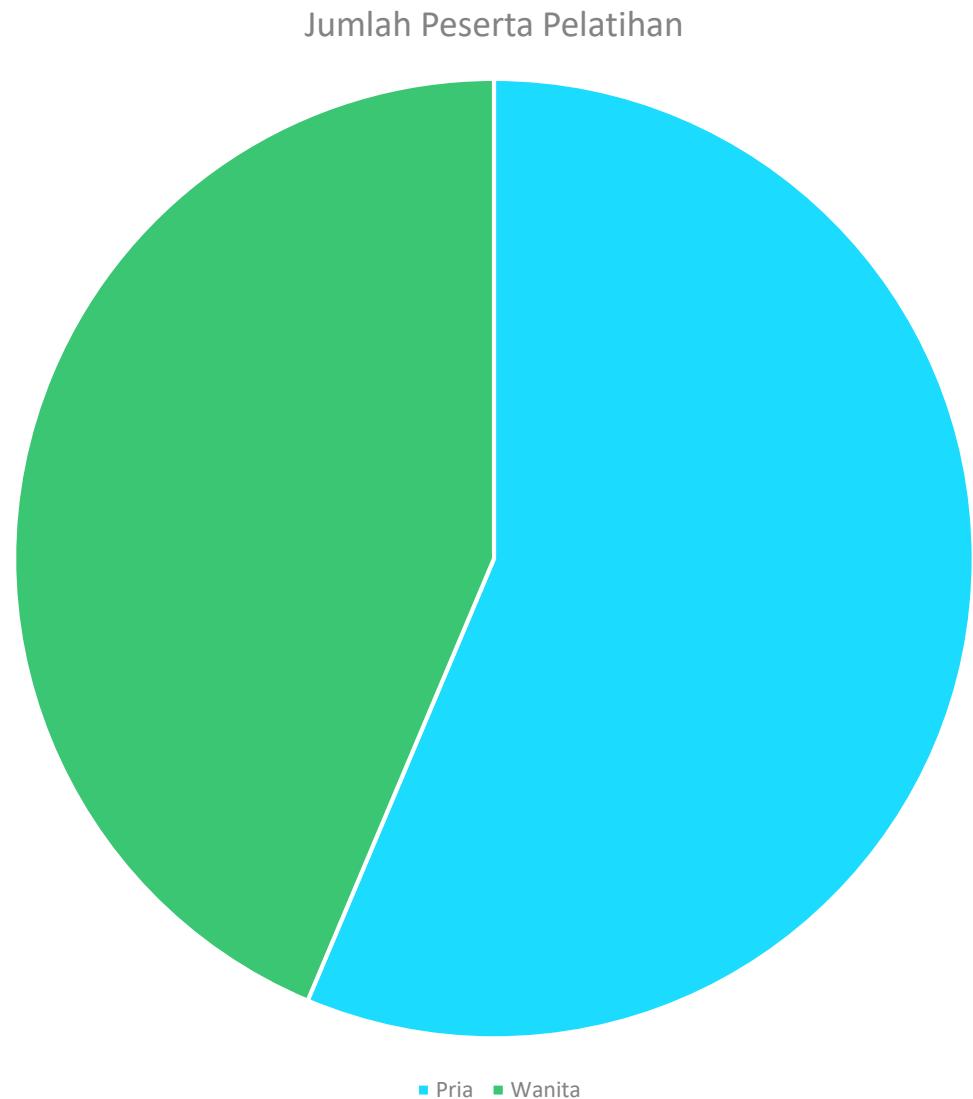


Mengenai Visualisasi Grafis > Pie

- Buat tabel sederhana berisi:
 - Pria: 71
 - Wanita: 55
- Memilih menu
- Memilih visualisasi grafis **Pie**
- Mengubahsuai

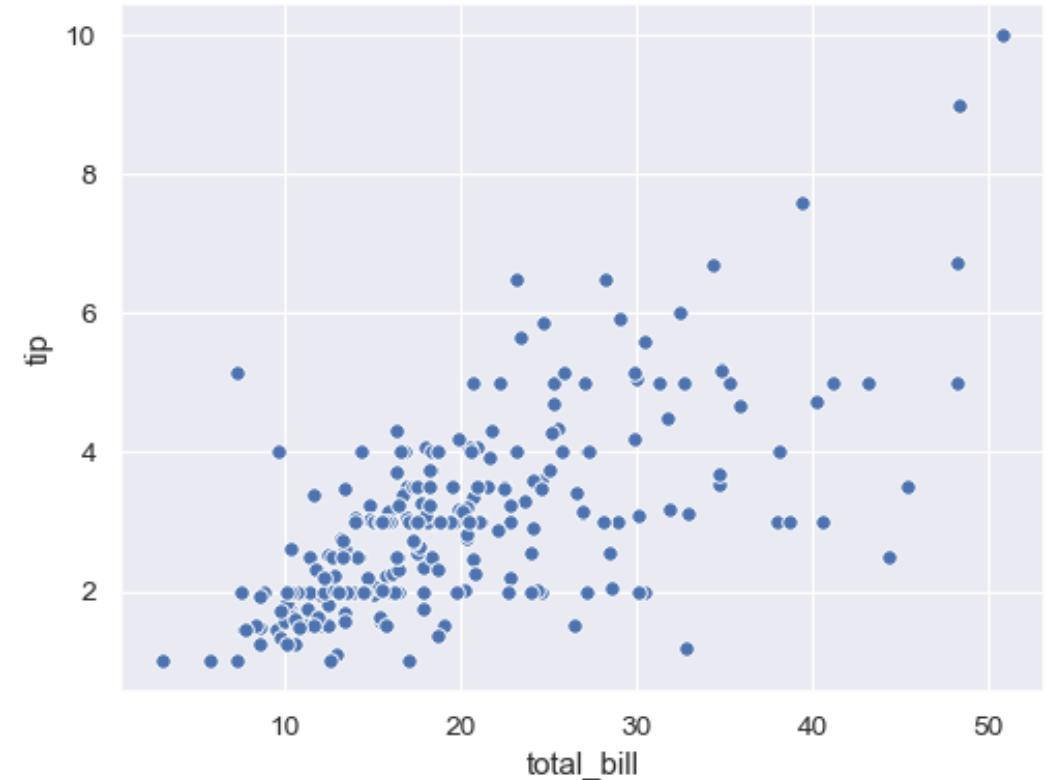
Ayo berlatih...

- Membuat visualisasi
- Mengartikannya



Mengenai Visualisasi Grafis > Scatter

- Cocok dipakai:
 - Data yang banyak
 - Membandingkan hubungan antara 2 kolom

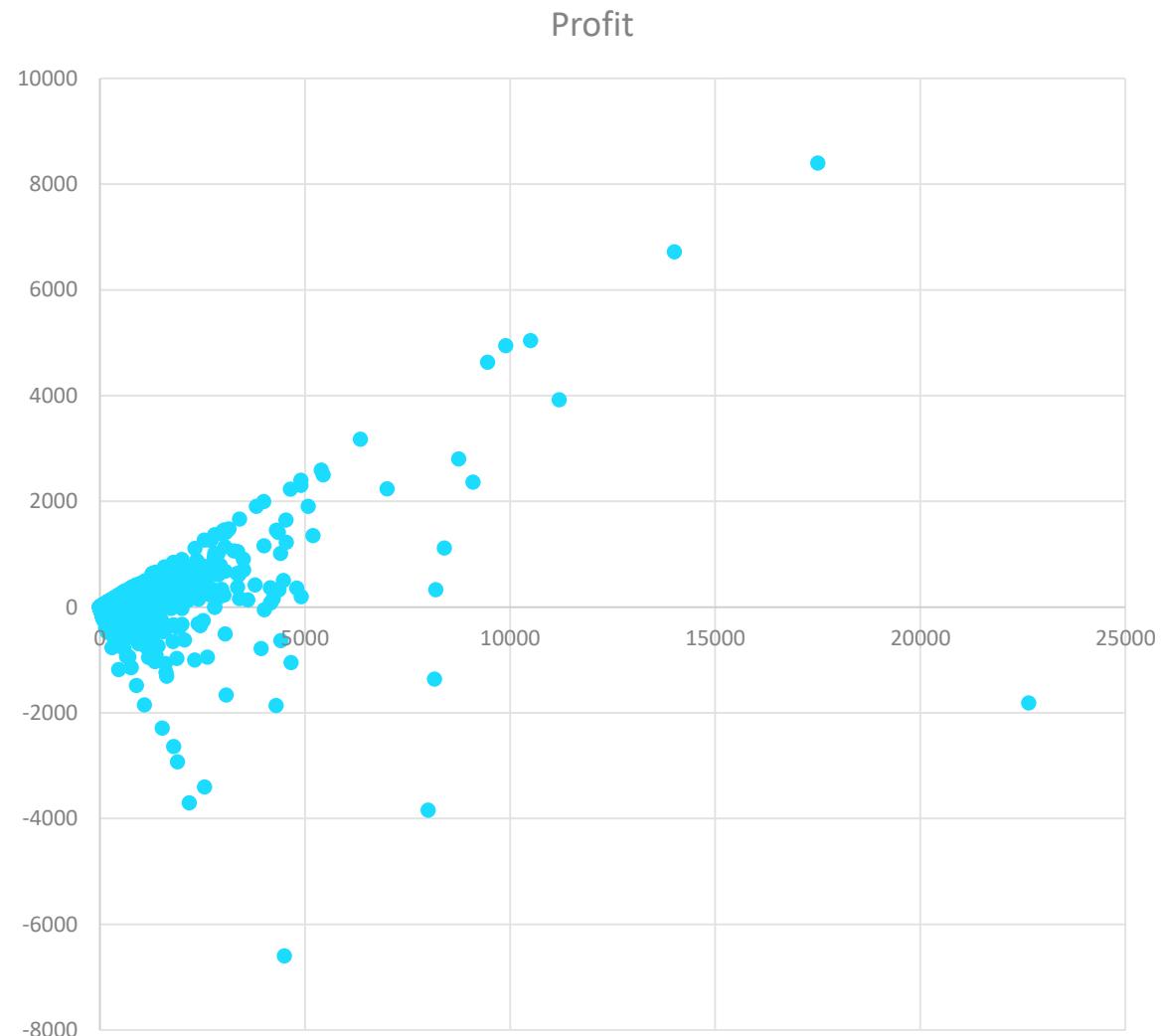


Mengenai Visualisasi Grafis > Scatter

- Buka data contoh
- Memilih menu
- Memilih visualisasi grafis **Scatter**
- Mengubahsuai

Ayo berlatih...

- Membuat visualisasi
- Mengartikannya

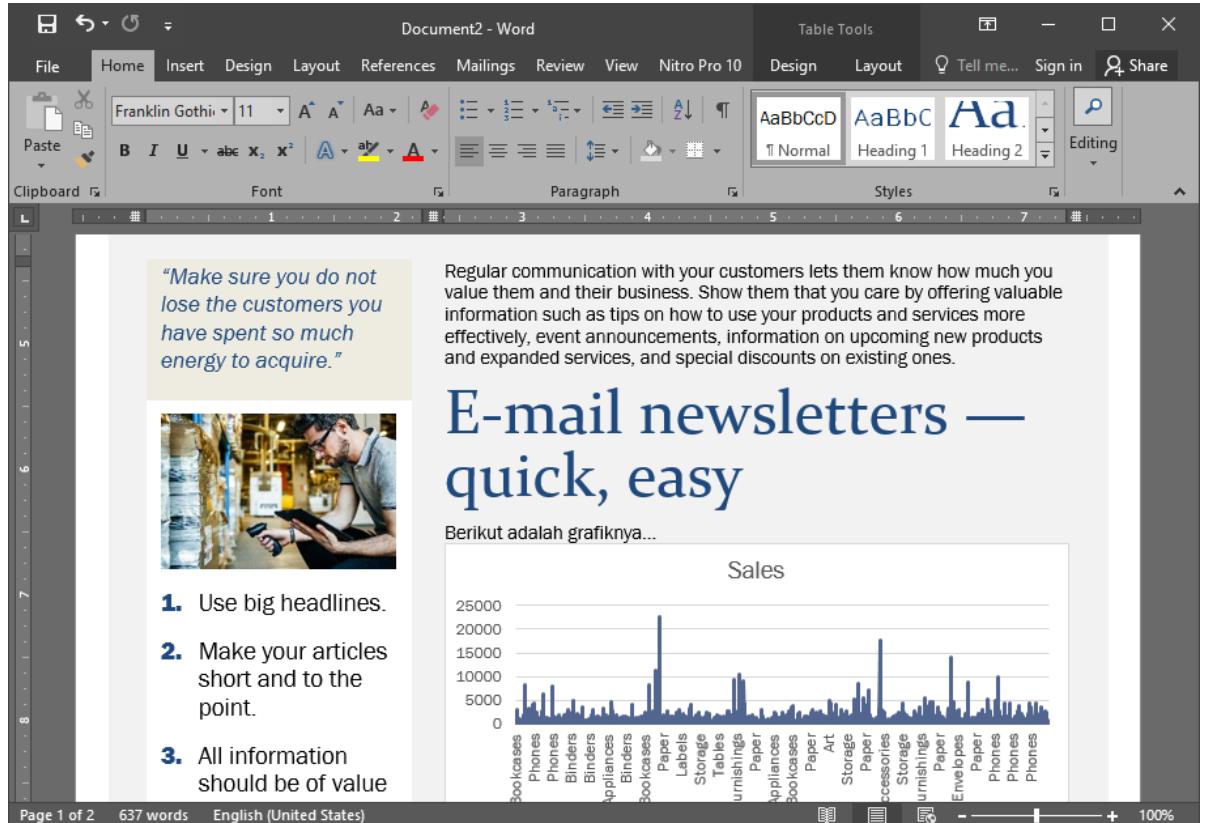


Pengayaan Materi

- Memindahkan visualisasi ke:
 - Lembaran baru
 - Dokumen lain

Ayo berlatih...

- Membuat visualisasi
- Menempelkan ke
 - Word
 - *Tantangan Anda: Coba tempel grafis Anda ke halaman Powerpoint*



Microsoft Excel

Bekerja Cerdas Dengan Excel

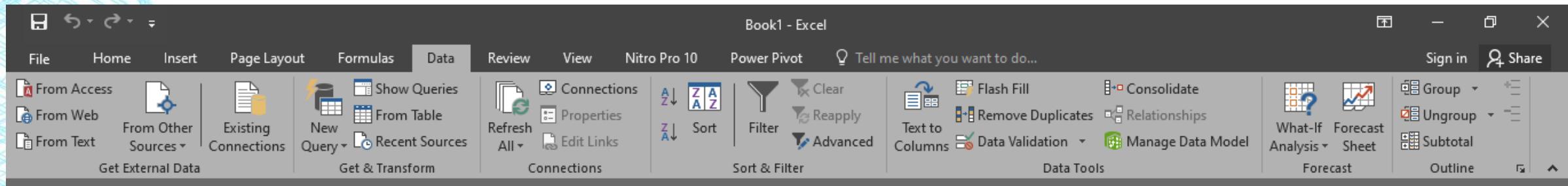
Seri Mahir Microsoft Office
Course-net Indonesia



Agenda

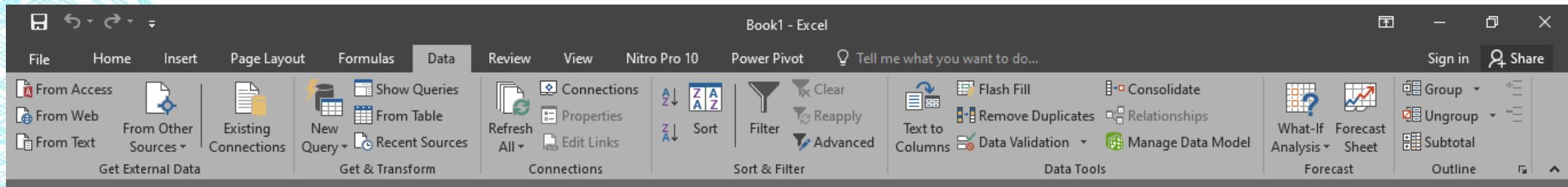
- Mengurutkan Data
- Menapis Data
- Menemukan Data Ganda dengan “Lookup”
- Mengenal PivotTable
- Subtotals

Mengurutkan Data



- Mengurutkan Data
 - Karakter
 - Angka
- Data >> Sort & Filter
 - Bagaimana:
 - Mengurutkan 1 kolom?
 - Mengurutkan beberapa kolom sekaligus?
 - Mari berlatih!

Menapis Data



- Dipakai untuk menampilkan data yang hanya diperlukan
- Data >> Sort & Filter
- Mari berlatih!

Menemukan Data Ganda

- “Lookup” untuk mencari data
 - Mencari dari kiri ke kanan → HLOOKUP()
 - Mencari dari atas ke bawah → VLOOKUP()

=VLOOKUP(**lihat apa**, **dari mana**, **kolom mana yang mau ditampilkan**, **data berurut?**)

- Mari berlatih!

PivotTable

- Untuk membuat ringkasan data
- Sering dipakai untuk membuat laporan sederhana
- **Insert >> PivotTable**
- Ayo berlatih!

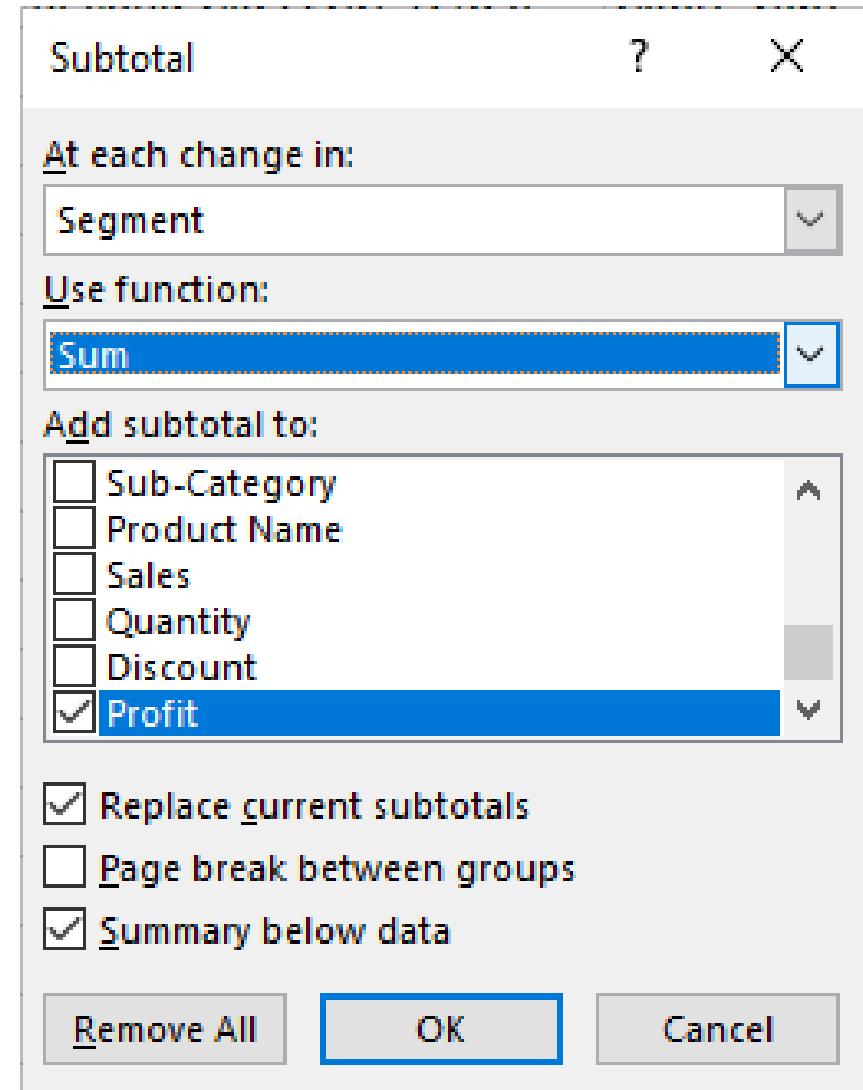
The screenshot shows the 'PivotTable Fields' ribbon interface. At the top, it says 'Choose fields to add to report:' with a settings gear icon and a close button. Below is a search bar with a magnifying glass icon. A list of fields is shown with checkboxes:

- Row ID
- Order ID
- Order Date
- Ship Date
- Ship Mode
- Customer ID
- Customer Name

A vertical scroll bar is on the right. Below this is a section titled 'Drag fields between areas below:' with four categories: 'FILTERS', 'COLUMNS', 'ROWS', and 'VALUES'. Each category has a large empty placeholder area. At the bottom are two buttons: 'Defer Layout Update' and a large 'UPDATE' button.

Subtotals

- Laporan interaktif
- Mengelompokkan dan membuat operasi matematika sederhana
- Mari latihan!
 - Mengamati data
 - Urutkan data
 - Melakukan Subtotals
 - Bekerja dengan Subtotals



Berkas Latihan Microsoft Excel:

Klik link berikut untuk mengakses/mendownload latihan

https://drive.google.com/file/d/1j6A_3OuxH5kQQyBuPPURaPJRBeVVVmzk/view?usp=sharing

