

MySkill

#RintisKarirImpian

<https://myskill.id/bootcamp>

PORTOFOLIO - INTENSIVE BOOTCAMP

DATA FORMATTING & VALIDATION

FELICIA EMMA ANGELINE

Learning Points

Data Extraction

- Import data from CSV
- Import data from another sheets

Data Formatting

- Number Format
- Text Format
- Date Format
- Conditional Formatting

Data Validation

- What is data validation
- Creating validation settings

Handling Duplicate Data

- Various case of duplicate data
- Handling duplicat data

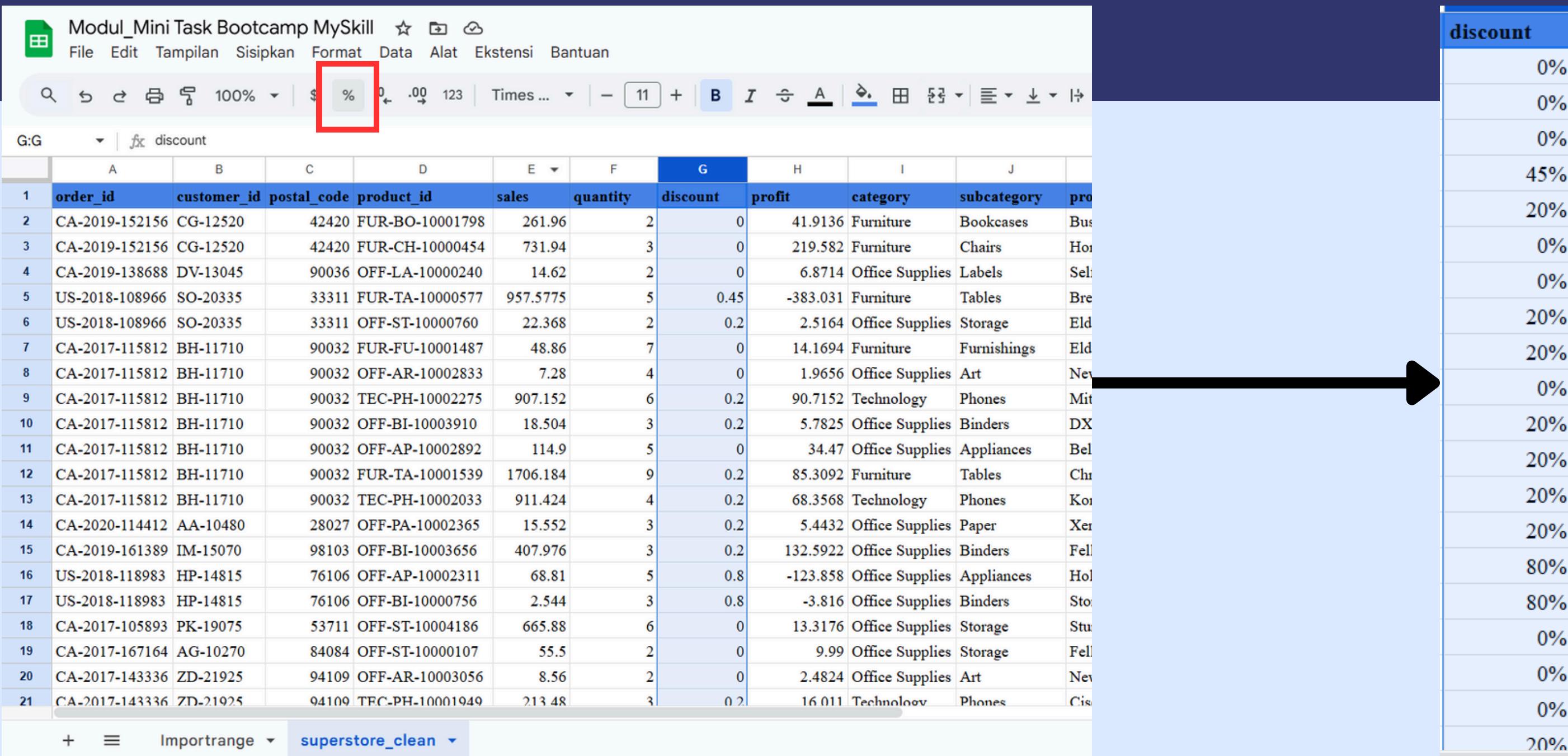
TASK

- Link Raw Data: Create a new worksheet and **extract Superstore raw data** into the sheet.
- Superstore**
1. Change the data format in the **discount column** to percentage
 2. Change the data format in the **sales** and **profit** columns to currency with dollars and a maximum of two numbers behind the comma
 3. In the **profit column** mark the **negative profit** with red color
 4. Change the data in the **Ship_Mode** to **Region column** with Proper Case
 5. **Check** if the superstore data has **duplicate transactions**
 6. In the **Segment section** apply **data validation** so that the data entered is one of the following options: Corporate, Consumer, Home Office

Link Worksheet:
[Task Worksheet](#)

TASK

1



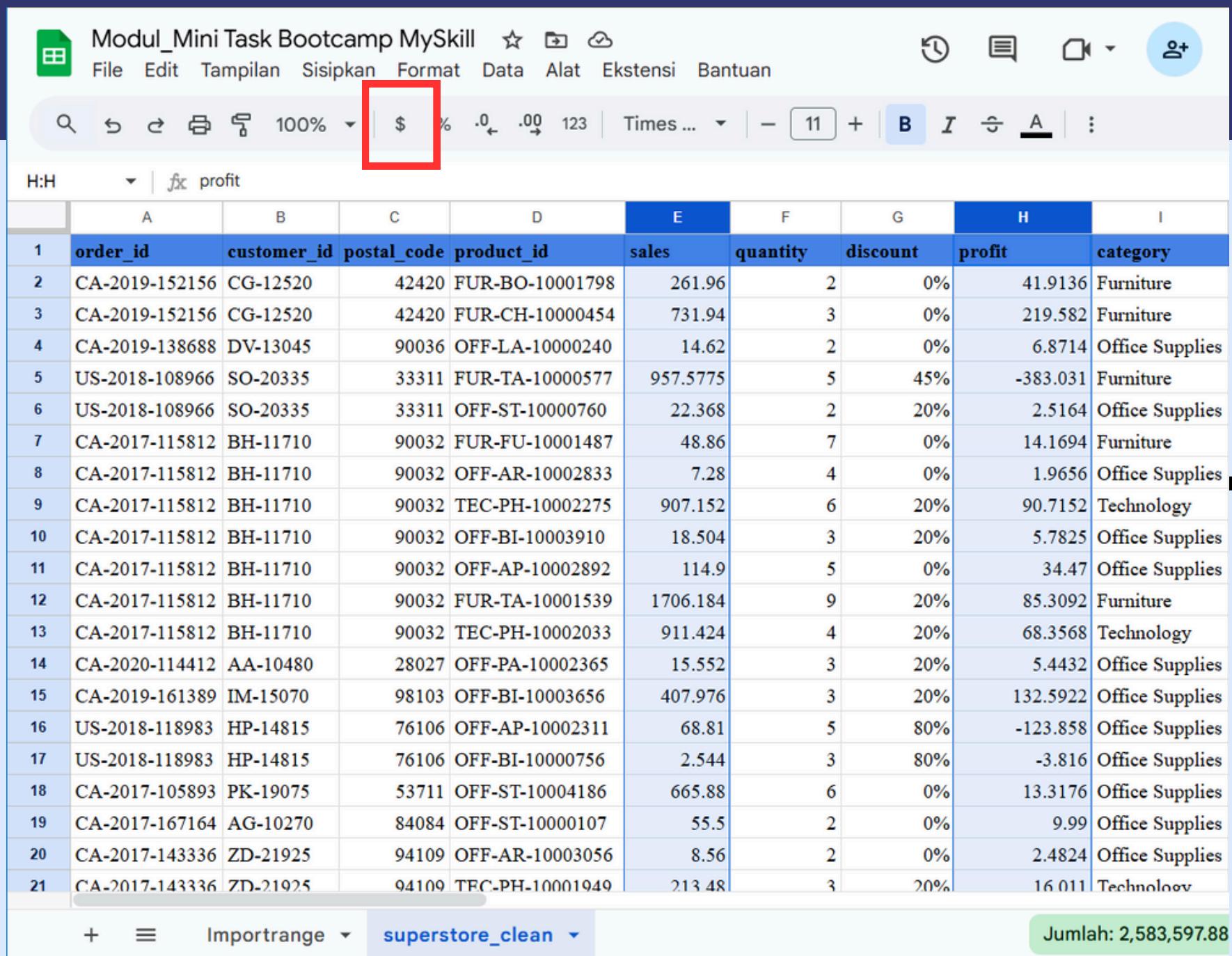
The screenshot shows a Google Sheets document titled "Modul_Mini Task Bootcamp MySkill". The main table has columns for order_id, customer_id, postal_code, product_id, sales, quantity, discount, profit, category, subcategory, and pro. The "discount" column is highlighted with a blue header. A red box highlights the percentage icon (%) in the toolbar above the sheet. To the right of the main sheet is a separate table with a blue header "discount" and rows of percentage values: 0%, 0%, 0%, 45%, 20%, 0%, 0%, 0%, 20%, 20%, 20%, 0%, 20%, 20%, 20%, 20%, 20%, 20%, 20%, 0%, 0%, 0%. A black arrow points from the right edge of the main sheet towards this table.

	A	B	C	D	E	F	G	H	I	J	
1	order_id	customer_id	postal_code	product_id	sales	quantity	discount	profit	category	subcategory	pro
2	CA-2019-152156	CG-12520	42420	FUR-BO-10001798	261.96	2	0	41.9136	Furniture	Bookcases	Bus
3	CA-2019-152156	CG-12520	42420	FUR-CH-10000454	731.94	3	0	219.582	Furniture	Chairs	Hor
4	CA-2019-138688	DV-13045	90036	OFF-LA-10000240	14.62	2	0	6.8714	Office Supplies	Labels	Sel
5	US-2018-108966	SO-20335	33311	FUR-TA-10000577	957.5775	5	0.45	-383.031	Furniture	Tables	Bre
6	US-2018-108966	SO-20335	33311	OFF-ST-10000760	22.368	2	0.2	2.5164	Office Supplies	Storage	Eld
7	CA-2017-115812	BH-11710	90032	FUR-FU-10001487	48.86	7	0	14.1694	Furniture	Furnishings	Eld
8	CA-2017-115812	BH-11710	90032	OFF-AR-10002833	7.28	4	0	1.9656	Office Supplies	Art	New
9	CA-2017-115812	BH-11710	90032	TEC-PH-10002275	907.152	6	0.2	90.7152	Technology	Phones	Mit
10	CA-2017-115812	BH-11710	90032	OFF-BI-10003910	18.504	3	0.2	5.7825	Office Supplies	Binders	DX
11	CA-2017-115812	BH-11710	90032	OFF-AP-10002892	114.9	5	0	34.47	Office Supplies	Appliances	Bel
12	CA-2017-115812	BH-11710	90032	FUR-TA-10001539	1706.184	9	0.2	85.3092	Furniture	Tables	Chr
13	CA-2017-115812	BH-11710	90032	TEC-PH-10002033	911.424	4	0.2	68.3568	Technology	Phones	Kon
14	CA-2020-114412	AA-10480	28027	OFF-PA-10002365	15.552	3	0.2	5.4432	Office Supplies	Paper	Xer
15	CA-2019-161389	IM-15070	98103	OFF-BI-10003656	407.976	3	0.2	132.5922	Office Supplies	Binders	Fel
16	US-2018-118983	HP-14815	76106	OFF-AP-10002311	68.81	5	0.8	-123.858	Office Supplies	Appliances	Hol
17	US-2018-118983	HP-14815	76106	OFF-BI-10000756	2.544	3	0.8	-3.816	Office Supplies	Binders	Sto
18	CA-2017-105893	PK-19075	53711	OFF-ST-10004186	665.88	6	0	13.3176	Office Supplies	Storage	Stu
19	CA-2017-167164	AG-10270	84084	OFF-ST-10000107	55.5	2	0	9.99	Office Supplies	Storage	Fell
20	CA-2017-143336	ZD-21925	94109	OFF-AR-10003056	8.56	2	0	2.4824	Office Supplies	Art	New
21	CA-2017-143336	ZD-21925	94109	TEC-PH-10001949	213.48	3	0.2	16.011	Technology	Phones	Cis

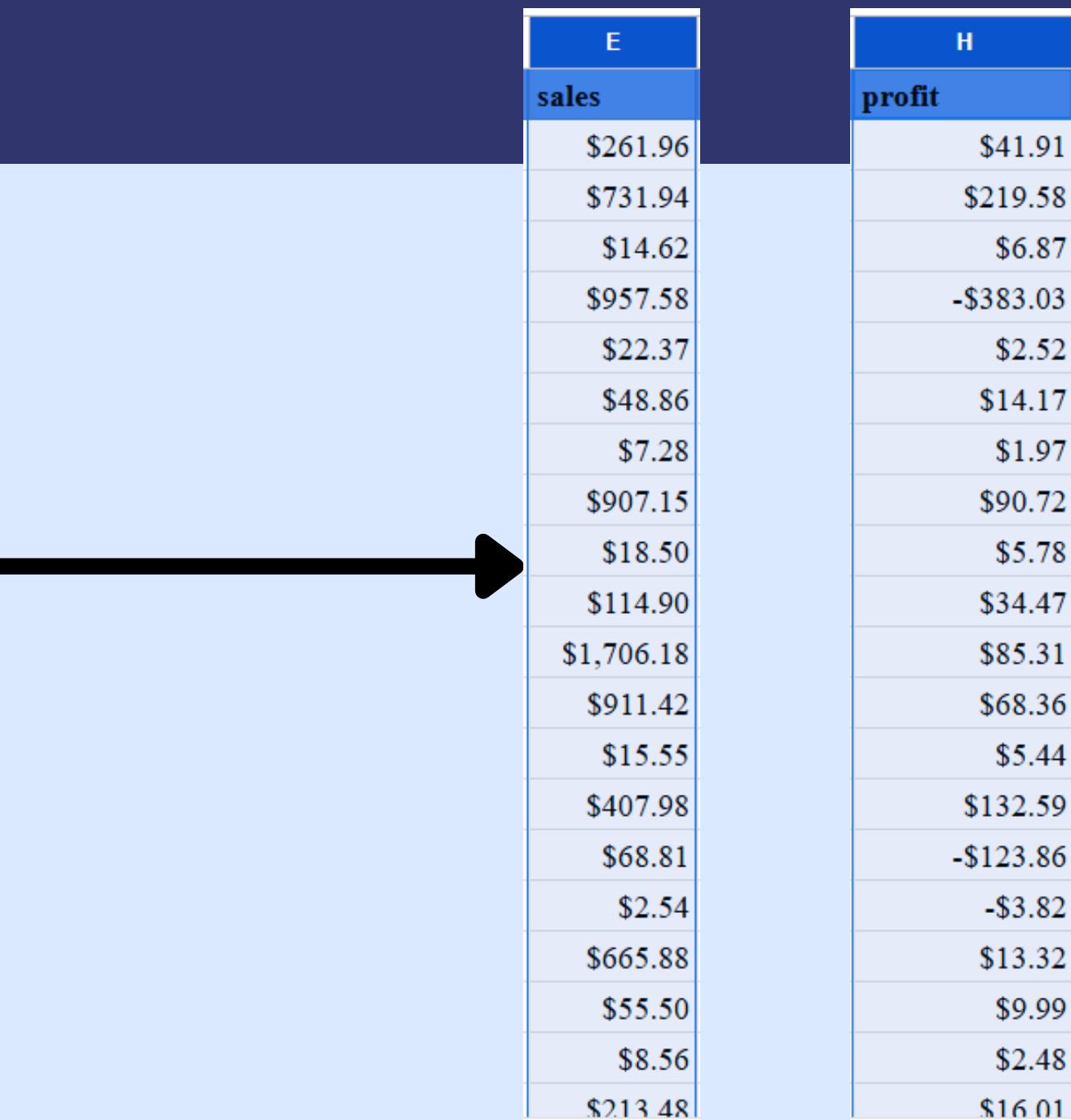
NUMBER FORMATTING

TASK

2



The screenshot shows a Google Sheets document titled "Modul_Mini Task Bootcamp MySkill". The toolbar at the top includes standard file operations like File, Edit, Tampilan, Sisipkan, Format, Data, Alat, Ekstensi, and Bantuan. A red box highlights the currency symbol (\$) in the toolbar's font style section. The main table has columns labeled A through I, with headers: order_id, customer_id, postal_code, product_id, sales, quantity, discount, profit, and category. The "sales" column contains numerical values such as 261.96, 731.94, 14.62, etc. The "profit" column contains values like 41.9136, 219.582, 6.8714, etc. The "category" column lists items like Furniture, Office Supplies, Technology, etc. The bottom right corner of the sheet displays the total value "Jumlah: 2,583,597.88".



The screenshot shows two separate tables in Google Sheets. The first table, titled "sales", has columns E and H, with rows corresponding to the data in the original table. The second table, titled "profit", also has columns E and H, with rows corresponding to the profit values. A large black arrow points from the original table towards these two new tables.

E	H
sales	profit
\$261.96	\$41.91
\$731.94	\$219.58
\$14.62	\$6.87
\$957.58	-\$383.03
\$22.37	\$2.52
\$48.86	\$14.17
\$7.28	\$1.97
\$907.15	\$90.72
\$18.50	\$5.78
\$114.90	\$34.47
\$1,706.18	\$85.31
\$911.42	\$68.36
\$15.55	\$5.44
\$407.98	\$132.59
\$68.81	-\$123.86
\$2.54	-\$3.82
\$665.88	\$13.32
\$55.50	\$9.99
\$8.56	\$2.48
\$213.48	\$16.01

NUMBER FORMATTING

TASK

3

The screenshot illustrates the steps to apply conditional formatting in Google Sheets:

- The 'Format' menu is open, with the 'Format bersyarat' option highlighted.
- The 'Aturan format bersyarat' dialog is displayed, showing the 'Satu warna' tab selected.
- The 'Terapkan ke rentang' field contains the range H1:H9997.
- The 'Aturan format' section shows a dropdown for 'Kurang dari' set to 0, which is highlighted with a red box.
- The 'Selesai' button is visible at the bottom right of the dialog.
- An arrow points from the dialog to the final result on the right, showing a table where values less than 0 are colored red.

H	profit
\$41.91	
\$219.58	
\$6.87	
-\$383.03	
\$2.52	
\$14.17	
\$1.97	
\$90.72	
\$5.78	
\$34.47	
\$85.31	
\$68.36	
\$5.44	
\$132.59	
-\$123.86	
-\$3.82	
\$13.32	
\$9.99	
\$2.48	
\$16.01	
\$7.38	
\$5.06	

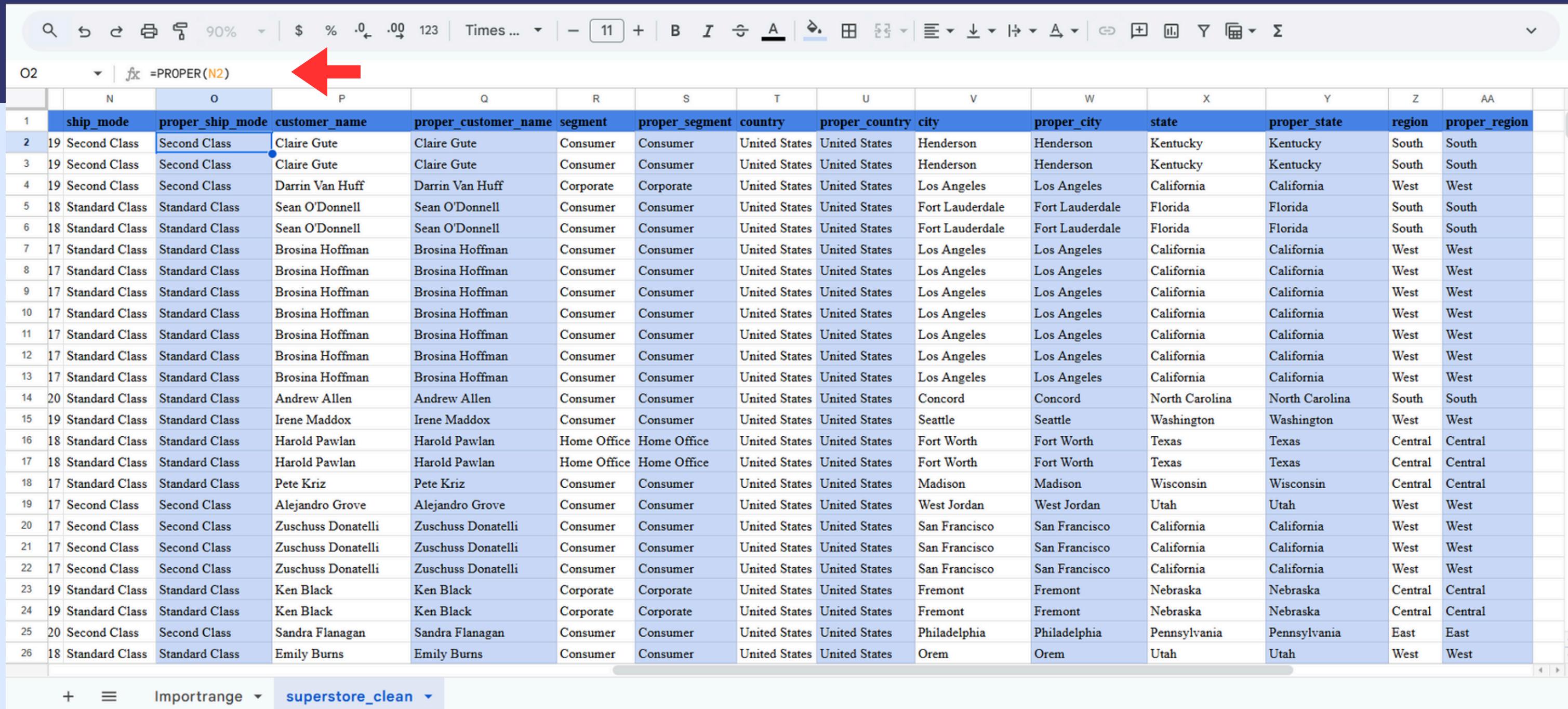
CONDITIONAL FORMATTING

TEXT FORMATTING

Function	Description
=LOWER()	Change text to lowercase
=UPPER()	Change text to uppercase
=PROPER	Change letters at the beginning of each word to capital letters
=CONCATENATE()	Connecting text
=JOIN()	Joining each cell and separated by delimiters
=LEFT()	Taking some text from the left
=RIGHT()	Taking some text from the right
=TRIM()	Removing excess space

TASK

4



The screenshot shows a Google Sheets spreadsheet with a formula in cell O2: =PROPER(N2). A red arrow points to the formula bar at the top of the screen.

	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1	ship_mode	proper_ship_mode	customer_name	proper_customer_name	segment	proper_segment	country	proper_country	city	proper_city	state	proper_state	region	proper_region
2	19	Second Class	Second Class	Claire Gute	Claire Gute	Consumer	Consumer	United States	United States	Henderson	Henderson	Kentucky	Kentucky	South
3	19	Second Class	Second Class	Claire Gute	Claire Gute	Consumer	Consumer	United States	United States	Henderson	Henderson	Kentucky	Kentucky	South
4	19	Second Class	Second Class	Darrin Van Huff	Darrin Van Huff	Corporate	Corporate	United States	United States	Los Angeles	Los Angeles	California	California	West
5	18	Standard Class	Standard Class	Sean O'Donnell	Sean O'Donnell	Consumer	Consumer	United States	United States	Fort Lauderdale	Fort Lauderdale	Florida	Florida	South
6	18	Standard Class	Standard Class	Sean O'Donnell	Sean O'Donnell	Consumer	Consumer	United States	United States	Fort Lauderdale	Fort Lauderdale	Florida	Florida	South
7	17	Standard Class	Standard Class	Brosina Hoffman	Brosina Hoffman	Consumer	Consumer	United States	United States	Los Angeles	Los Angeles	California	California	West
8	17	Standard Class	Standard Class	Brosina Hoffman	Brosina Hoffman	Consumer	Consumer	United States	United States	Los Angeles	Los Angeles	California	California	West
9	17	Standard Class	Standard Class	Brosina Hoffman	Brosina Hoffman	Consumer	Consumer	United States	United States	Los Angeles	Los Angeles	California	California	West
10	17	Standard Class	Standard Class	Brosina Hoffman	Brosina Hoffman	Consumer	Consumer	United States	United States	Los Angeles	Los Angeles	California	California	West
11	17	Standard Class	Standard Class	Brosina Hoffman	Brosina Hoffman	Consumer	Consumer	United States	United States	Los Angeles	Los Angeles	California	California	West
12	17	Standard Class	Standard Class	Brosina Hoffman	Brosina Hoffman	Consumer	Consumer	United States	United States	Los Angeles	Los Angeles	California	California	West
13	17	Standard Class	Standard Class	Brosina Hoffman	Brosina Hoffman	Consumer	Consumer	United States	United States	Los Angeles	Los Angeles	California	California	West
14	20	Standard Class	Standard Class	Andrew Allen	Andrew Allen	Consumer	Consumer	United States	United States	Concord	Concord	North Carolina	North Carolina	South
15	19	Standard Class	Standard Class	Irene Maddox	Irene Maddox	Consumer	Consumer	United States	United States	Seattle	Seattle	Washington	Washington	West
16	18	Standard Class	Standard Class	Harold Pawlan	Harold Pawlan	Home Office	Home Office	United States	United States	Fort Worth	Fort Worth	Texas	Texas	Central
17	18	Standard Class	Standard Class	Harold Pawlan	Harold Pawlan	Home Office	Home Office	United States	United States	Fort Worth	Fort Worth	Texas	Texas	Central
18	17	Standard Class	Standard Class	Pete Kriz	Pete Kriz	Consumer	Consumer	United States	United States	Madison	Madison	Wisconsin	Wisconsin	Central
19	17	Second Class	Second Class	Alejandro Grove	Alejandro Grove	Consumer	Consumer	United States	United States	West Jordan	West Jordan	Utah	Utah	West
20	17	Second Class	Second Class	Zuschuss Donatelli	Zuschuss Donatelli	Consumer	Consumer	United States	United States	San Francisco	San Francisco	California	California	West
21	17	Second Class	Second Class	Zuschuss Donatelli	Zuschuss Donatelli	Consumer	Consumer	United States	United States	San Francisco	San Francisco	California	California	West
22	17	Second Class	Second Class	Zuschuss Donatelli	Zuschuss Donatelli	Consumer	Consumer	United States	United States	San Francisco	San Francisco	California	California	West
23	19	Standard Class	Standard Class	Ken Black	Ken Black	Corporate	Corporate	United States	United States	Fremont	Fremont	Nebraska	Central	Central
24	19	Standard Class	Standard Class	Ken Black	Ken Black	Corporate	Corporate	United States	United States	Fremont	Fremont	Nebraska	Nebraska	Central
25	20	Second Class	Second Class	Sandra Flanagan	Sandra Flanagan	Consumer	Consumer	United States	United States	Philadelphia	Philadelphia	Pennsylvania	Pennsylvania	East
26	18	Standard Class	Standard Class	Emily Burns	Emily Burns	Consumer	Consumer	United States	United States	Orem	Orem	Utah	Utah	West

TEXT FORMATTING

TASK

5

Modul_Mini Task Bootcamp MySkill Menyimpan...

Data Alat Ekstensi Bantuan

A1:T9995 fx order_id

order_id	customer_id	postal_code	product
CA-2019-152156	CG-12520	42420	FUR-BC
CA-2019-152156	CG-12520	42420	FUR-CF
CA-2019-138688	DV-13045	90036	OFF-LA
US-2018-108966	SO-20335	33311	FUR-TA
US-2018-108966	SO-20335	33311	OFF-ST
CA-2017-115812	BH-11710	90032	FUR-FU
CA-2017-115812	BH-11710	90032	OFF-AR
CA-2017-115812	BH-11710	90032	TEC-PH
CA-2017-115812	BH-11710	90032	OFF-BI
CA-2017-115812	BH-11710	90032	OFF-AP
CA-2017-115812	BH-11710	90032	FUR-TA
CA-2017-115812	BH-11710	90032	TEC-PH
CA-2020-114412	AA-10480	28027	OFF-PA
CA-2019-161389	IM-15070	98103	OFF-BI
US-2018-118983	HP-14815	76106	OFF-AP
US-2018-118983	HP-14815	76106	OFF-BI
CA-2017-105893	PK-19075	53711	OFF-ST
CA-2017-167164	AG-10270	84084	OFF-ST
CA-2017-143336	ZD-21925	94109	OFF-AR
CA-2017-143336	ZD-21925	94109	TEC-PH
CA-2017-143336	ZD-21925	94109	OFF-BI
CA-2019-137330	KB-16585	68025	OFF-AR

+ Importrange superstore_clean



HANDLING DUPLICATE DATA

TASK

6

The screenshot shows two views of Google Sheets. On the left, the 'Data' menu is open, and the 'Validasi data' option is highlighted with a red box. On the right, the 'Aturan validasi data' sidebar is open, showing validation rules for the 'proper_segment' column. The sidebar includes dropdowns for 'Consumer', 'Corporate', and 'Home Office', each with a delete icon. A red box highlights the 'Tambahkan item lain' button at the bottom of the sidebar.

proper_segment	proper_country	proper_city
Consumer	United States	Henderson
Consumer	United States	Henderson
Corporate	United States	Los Angeles
Consumer	United States	Fort Lauderdale
Consumer	United States	Fort Lauderdale
Consumer	United States	Los Angeles
Consumer	United States	Los Angeles
Consumer	United States	Los Angeles
Consumer	United States	Los Angeles
Consumer	United States	Los Angeles
Consumer	United States	Los Angeles
Consumer	United States	Los Angeles
Consumer	United States	Los Angeles
Consumer	United States	Los Angeles
Consumer	United States	Concord
Consumer	United States	Seattle
Home Office	United States	Fort Worth
Home Office	United States	Fort Worth
Consumer	United States	Madison
Consumer	United States	West Jordan
Consumer	United States	San Francisco
Consumer	United States	San Francisco
Consumer	United States	San Francisco
Corporate	United States	Fremont

DATA VALIDATION

THANK YOU



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<https://github.com/FeliciaEmmaA/Felicia-s-Portofolio.git>