

LITERASI DIGITAL



Dosen Pengampu:

Faisal Lutfi Afriansyah, S.Kom., M.T

Disusun Oleh:

M. Varrel Maulana Risqi

E31242279

Golongan D

PROGRAM STUDI MANAJEMEN INFORMATIKA

JURUSAN TEKNOLOGI INFORMASI

POLITEKNIK NEGERI JEMBER

2025

MEMBUAT G FORM

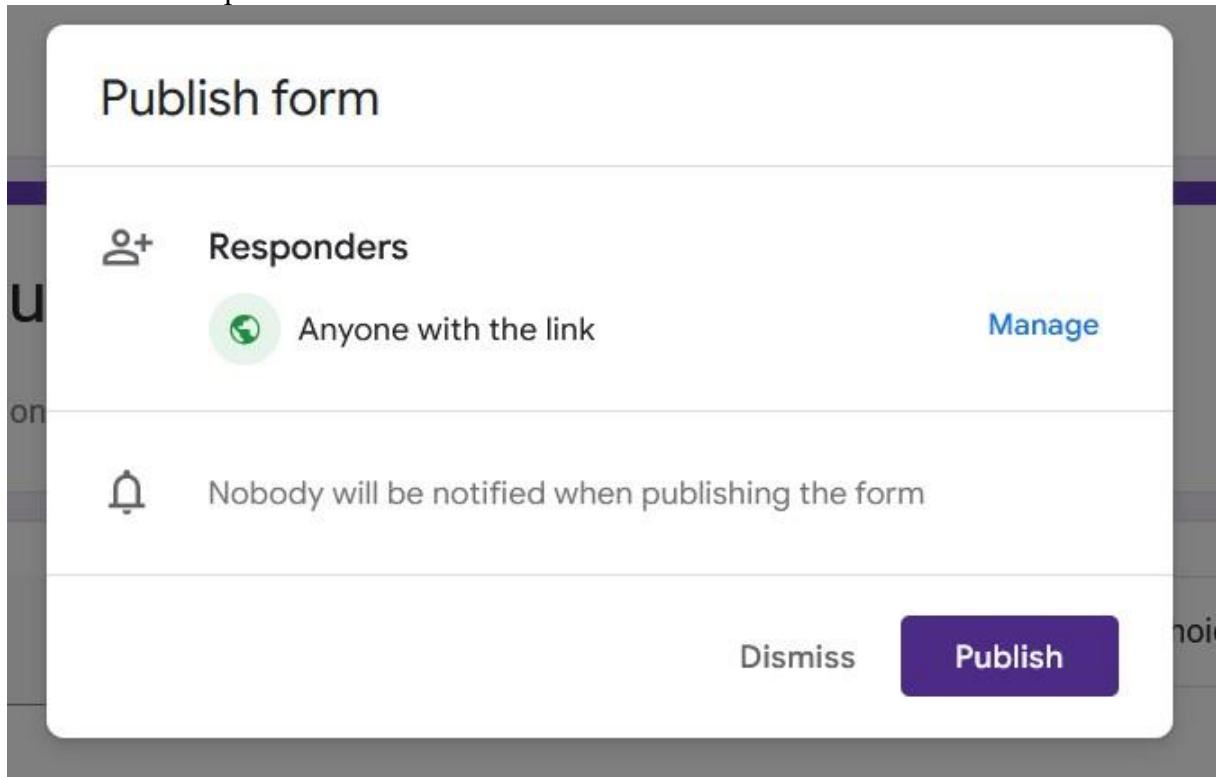
➊ Langkah 1

Buka link yang ada di BKPM untuk masuk ke halaman.

The screenshot shows the Google Forms interface. At the top, there are tabs for 'Questions', 'Responses', and 'Settings'. Below the tabs, the title of the form is 'Data Survey Kepuasan Pengguna'. Under the title, there is a section for 'Form description'. The main area contains a question card with the text 'Question' and 'Multiple choice' selected. Below it, there is an option labeled 'Option 1'. A button at the bottom right of the card says 'Required'. To the right of the card is a sidebar with icons for adding a new question, duplicating, deleting, and more. Below the question card, there is another section labeled 'Untitled Question' with a single option 'Option 1'.

➋ Langkah 2

Lalu klik publish



Langkah 3

Isi g form menjadi seperti ini

anges saved in Drive



Questions Responses 4 Settings

Data Survey Kepuasan Pengguna

Form description

Nama Mahasiswa

Short answer text

⋮⋮⋮

NIM

Short answer text

Program Studi

- Teknik Informatika
- Teknik Komputer

Langkah 4

Setelah link dikirim akan ada response nya

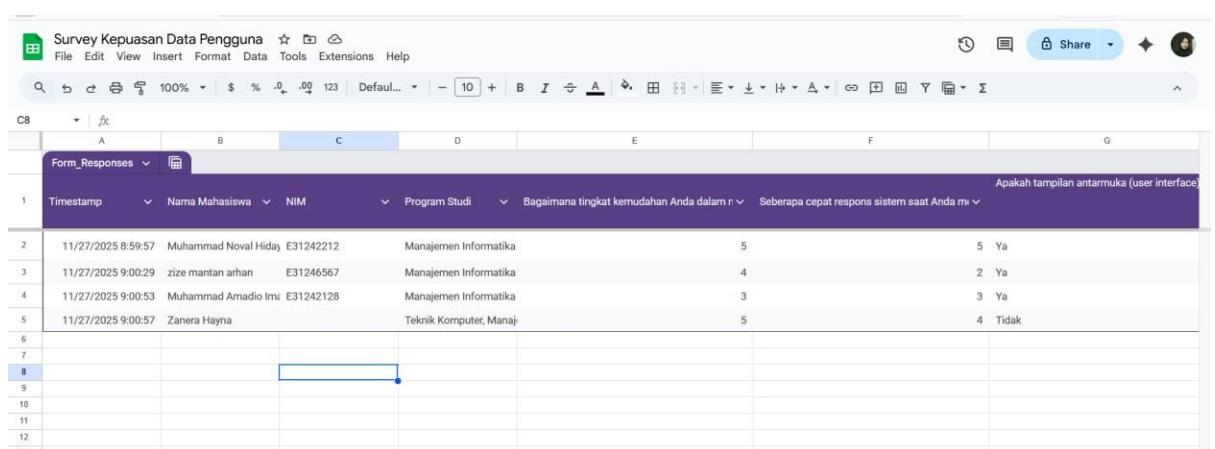
Questions Responses 2 Settings

2 responses

Link to Sheets

Sends responses to a spreadsheet

Summary Question Individual

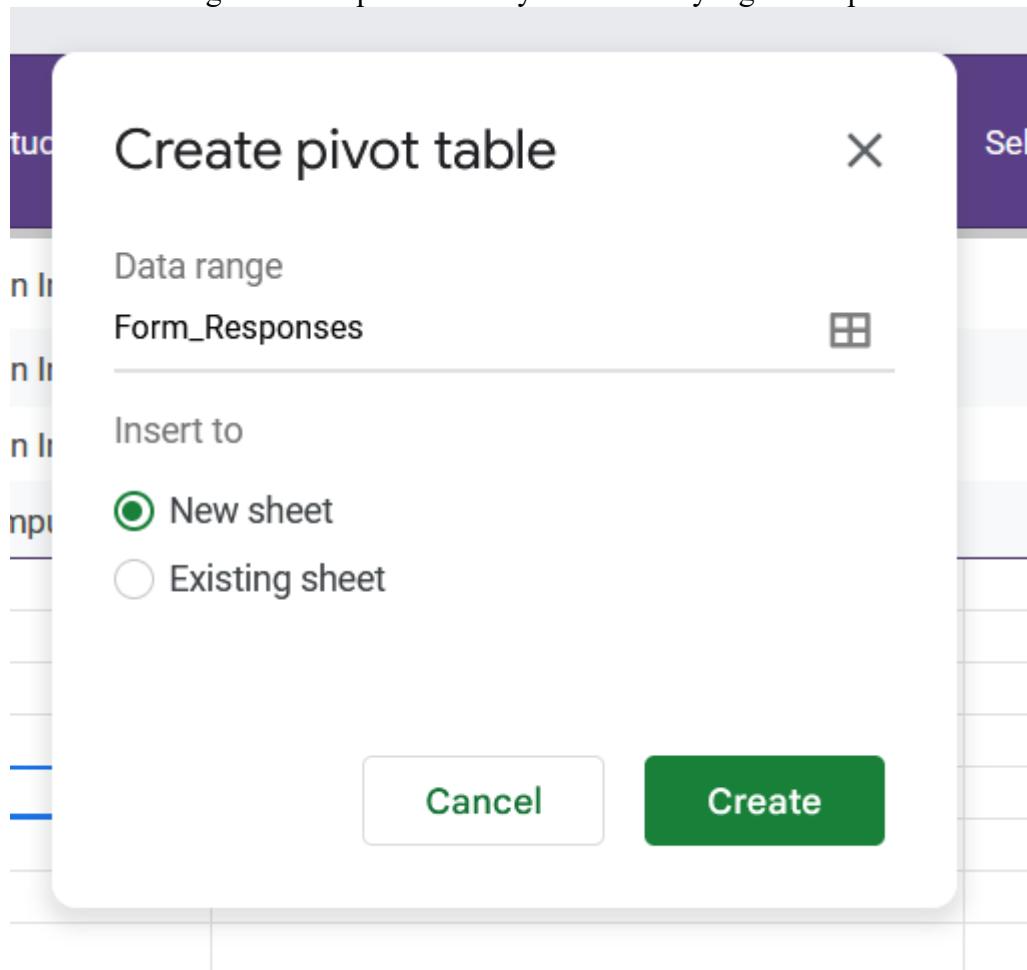


The screenshot shows a Google Sheets interface with a survey titled "Survey Kepuasan Data Pengguna". The first row contains column headers: "Timestamp", "Nama Mahasiswa", "NIM", "Program Studi", and two questions. The second row contains the survey questions: "Bagaimana tingkat kemudahan Anda dalam menggunakan sistem ini?" and "Seberapa cepat respons sistem saat Anda mendaftar?". Rows 2 through 5 show the responses from four students. Row 8 is highlighted in blue.

	Timestamp	Nama Mahasiswa	NIM	Program Studi	Bagaimana tingkat kemudahan Anda dalam menggunakan sistem ini?	Seberapa cepat respons sistem saat Anda mendaftar?
2	11/27/2025 8:59:57	Muhammad Noval Hidayah	E31242212	Manajemen Informatika	5	5 Ya
3	11/27/2025 9:00:29	zize mantan arhan	E31246567	Manajemen Informatika	4	2 Ya
4	11/27/2025 9:00:53	Muhammad Amadio Irmansyah	E31242128	Manajemen Informatika	3	3 Ya
5	11/27/2025 9:00:57	Zanera Hayna		Teknik Komputer, Manajemen	5	4 Tidak
6						
7						
8						
9						
10						
11						
12						
13						

Langkah 5

Sekarang membuat pivot table nya klik insert yang ada di pivot table lalu klik create

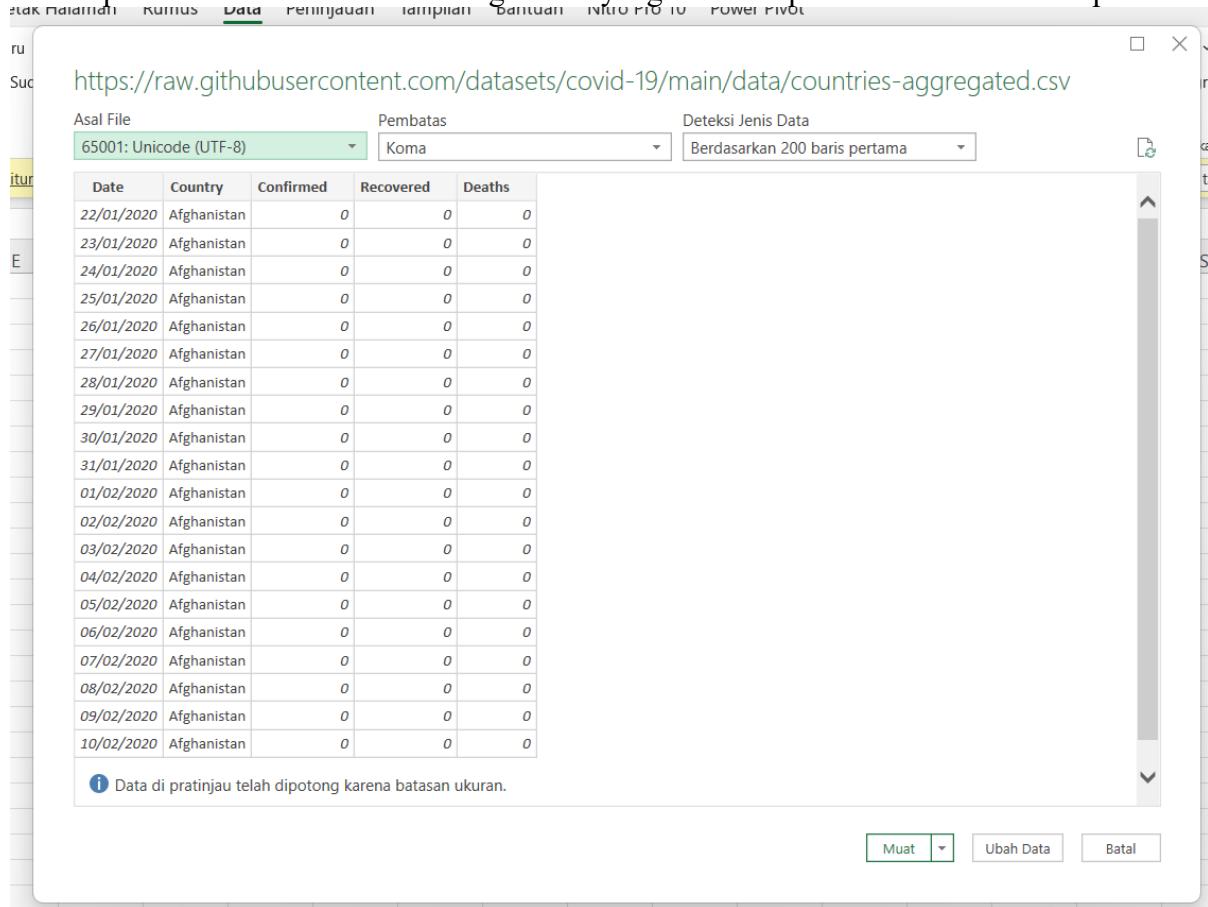


Langkah 6

Lalu akan muncul seperti ini

Langkah 7

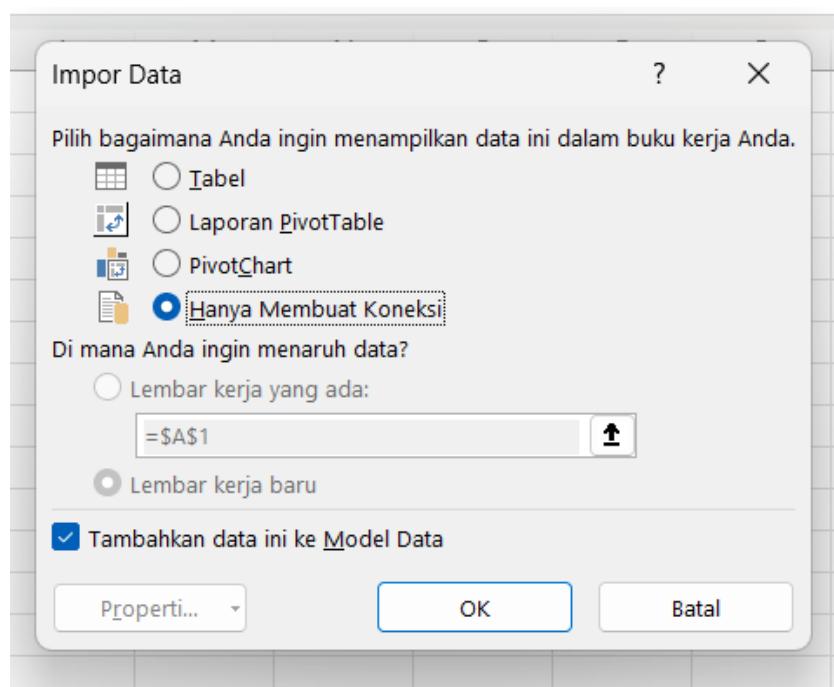
pilih data dari web dan isi dengan link yang ada di bkpm lalu akan muncul seperti ini.



The screenshot shows the 'Data' tab in Power BI with a preview of a CSV file titled 'countries-aggregated.csv'. The preview displays columns: Date, Country, Confirmed, Recovered, and Deaths. All rows for Afghanistan show 0 for all metrics from January 22 to February 10, 2020. The dialog includes settings for 'Asal File' (65001: Unicode (UTF-8)), 'Pembatas' (Koma), and 'Deteksi Jenis Data' (Berdasarkan 200 baris pertama). Buttons at the bottom include 'Muat' (Load), 'Ubah Data' (Change Data), and 'Batal' (Cancel).

Langkah 8

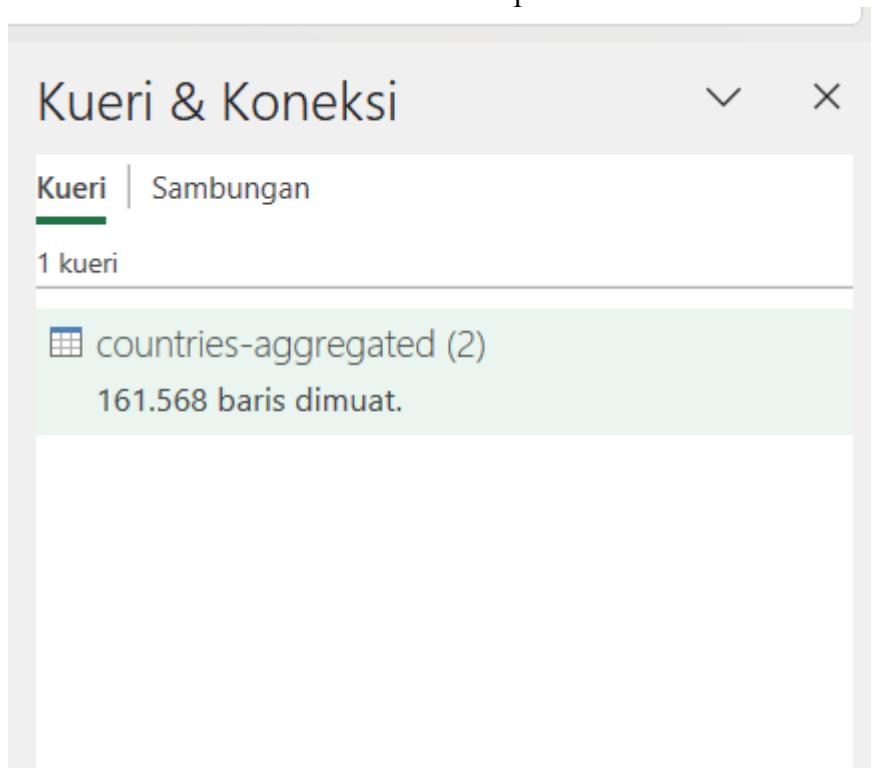
Akan muncul pop up ini lalu klik ok



Setelah di muat akan muncul seperti ini dan pilih sesuai yang ada di bkpm

Langkah 9

Setelah klik oke akan muncul seperti ini



Pemulihuan Dokumen

Excel telah memulihkan file berikut. Simpan file yang ingin Anda perbaiki.

	A	B	C	D	E	F
1						
2		Label Kolom	Albania		Algeria	
3	Label Baris	Jumlah dari Deaths	Jumlah dari Confirmed	Jumlah dari Deaths	Jumlah dari Confirmed	Jumlah dari Deaths
4	Afghanistan					
5	Jan	300746	6609579	140917	9306134	286740
6	Feb	277960	6312463	139674	10101955	270836
7	Mar	313227	7203216	171946	12110579	307443
8	Apr	199876	4607328	126503	8267444	213874
9	Mei	90310	2214670	76242	4118029	121452
10	Jun	129190	3600402	74825	4024426	131494
11	Jul	217917	5320760	79442	4233622	154631
12	Agu	258925	5861118	83531	4493151	191483
13	Sep	258245	5794410	87472	5135052	217355
14	Okt	270701	6073933	100932	6034675	239105
15	Nov	267643	6005080	109498	6667741	245031
16	Des	289359	6428746	129676	7892332	272552
17	Total Keseluruhan	2874099	66031705	1320658	82385140	2651996

Bidang PivotTable

Aktif: Semua

Pilih bidang untuk ditambahkan ke laporan:

- countries-aggregated 2
 - Date
 - Country
 - Confirmed
 - Recovered
 - Deaths

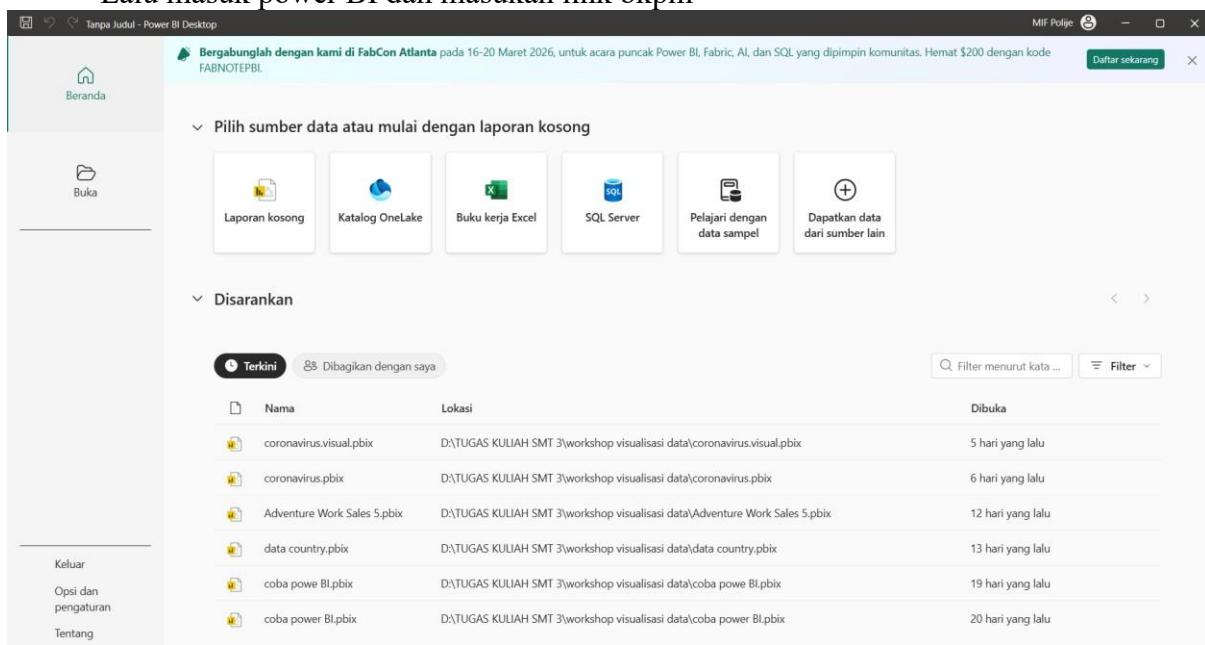
Filter bidang antara area di bawah ini:

Filter	Kolom
	Country \sum Nilai
Baris	\sum Nilai
Date (Bulan)	Jumlah dari Deaths
	Jumlah dari Confirmed

Tunda Pembuatan Tata Letak

Langkah 10

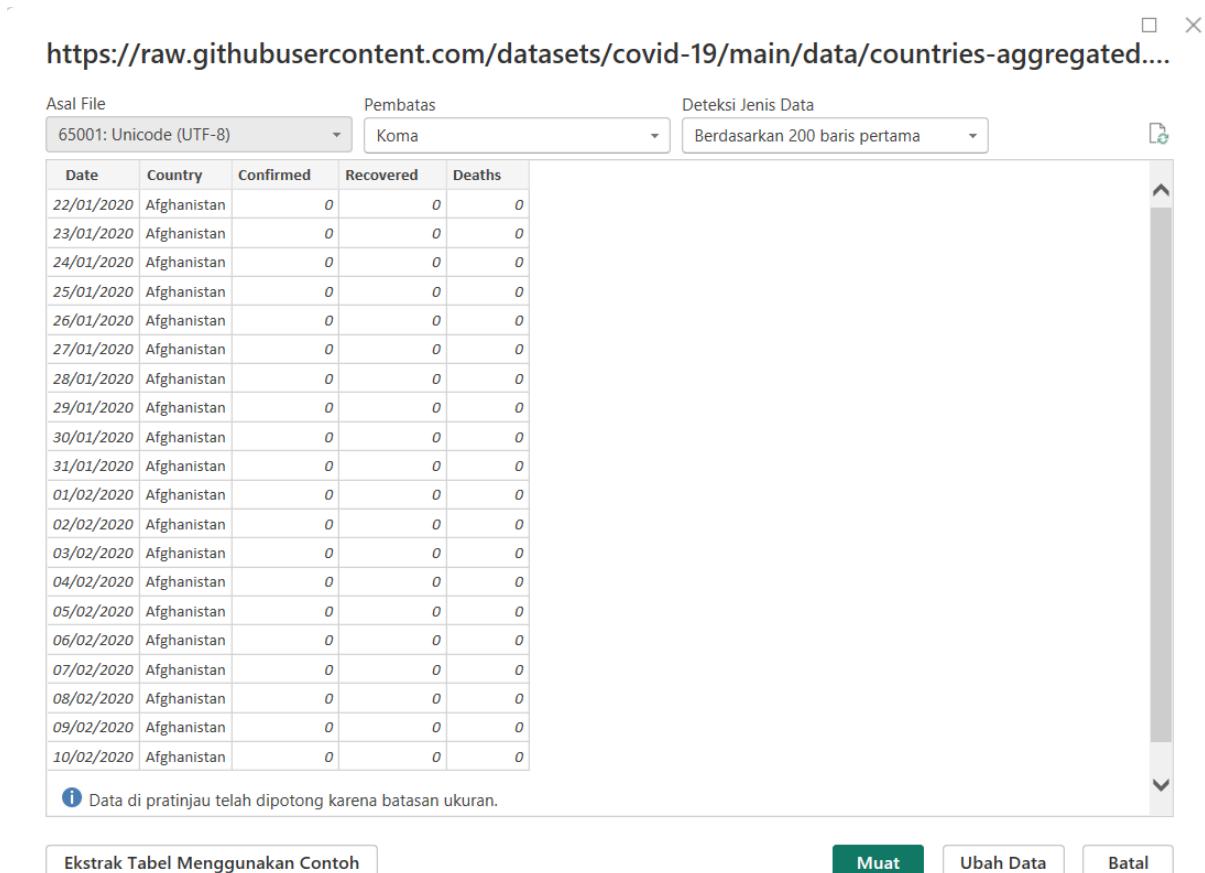
Lalu masuk power BI dan masukan link bkpm



The screenshot shows the Power BI Desktop interface with the title bar "Tanpa Judul - Power BI Desktop". A banner at the top reads "Bergabunglah dengan kami di FabCon Atlanta pada 16-20 Maret 2026, untuk acara puncak Power BI, Fabric, AI, dan SQL yang dipimpin komunitas. Hemat \$200 dengan kode FABNOTEPEBI." and a "Daftar sekarang" button. On the left, there's a sidebar with "Beranda", "Buka", "Laporan kosong", "Katalog OneLake", "Buku kerja Excel", "SQL Server", "Pelajari dengan data sampel", and "Dapatkan data dari sumber lain". Below this is a section titled "Disarankan" with a "Terkini" tab selected, showing a list of recent files with their names, locations, and last modified dates.

Langkah 11

Lalu akan muncul seperti ini setelah dimasukkan

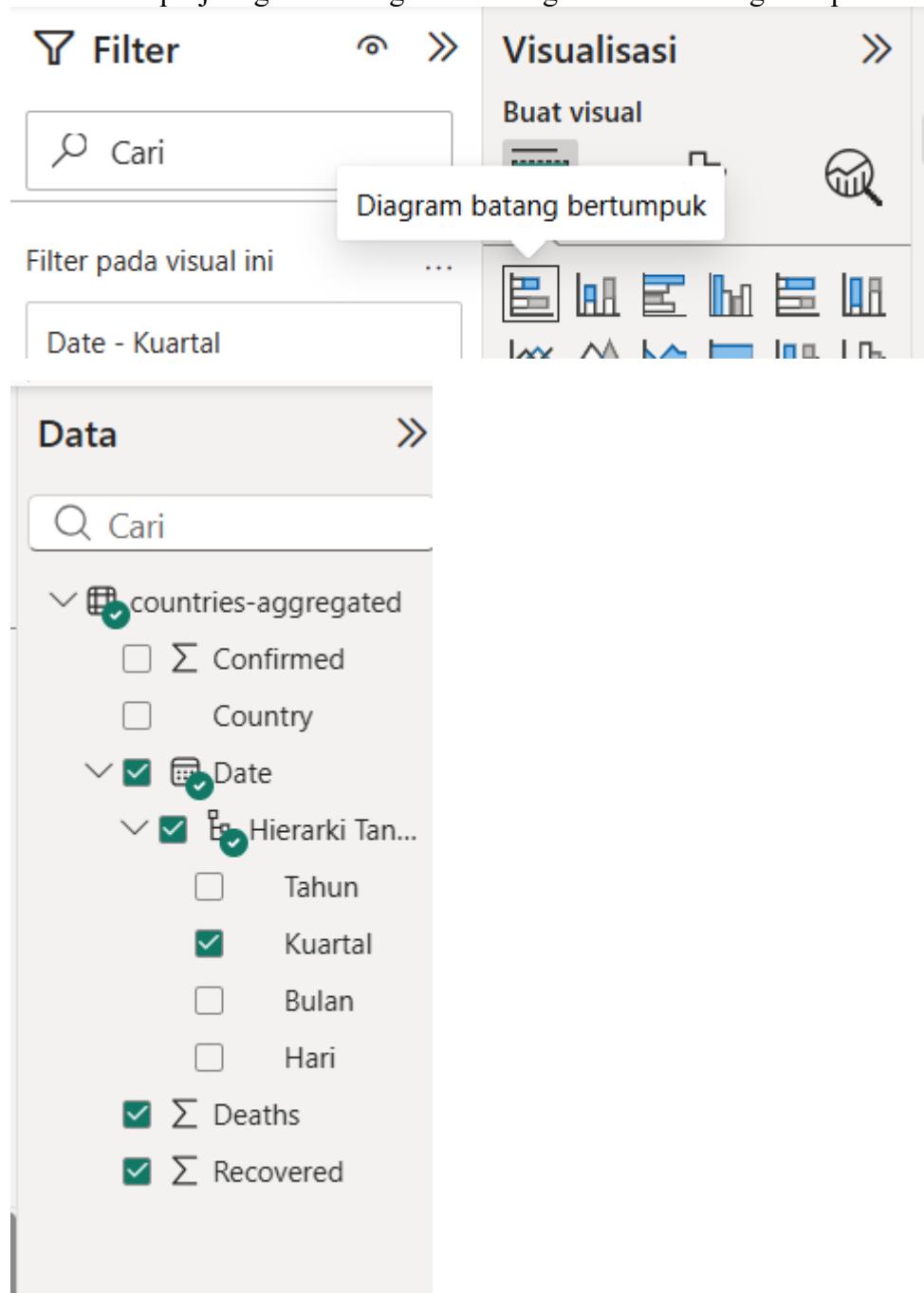


The screenshot shows the Power BI Data Load Preview pane. At the top, it displays the file source as "65001: Unicode (UTF-8)", the separator as "Koma", and the preview type as "Berdasarkan 200 baris pertama". The preview area shows a table with columns: Date, Country, Confirmed, Recovered, and Deaths. The data for Afghanistan from January 22 to February 10, 2020, shows zero cases for all categories. A note at the bottom states: "Data di pratinjau telah dipotong karena batasan ukuran." At the bottom right are buttons for "Muat", "Ubah Data", and "Batal".

Date	Country	Confirmed	Recovered	Deaths
22/01/2020	Afghanistan	0	0	0
23/01/2020	Afghanistan	0	0	0
24/01/2020	Afghanistan	0	0	0
25/01/2020	Afghanistan	0	0	0
26/01/2020	Afghanistan	0	0	0
27/01/2020	Afghanistan	0	0	0
28/01/2020	Afghanistan	0	0	0
29/01/2020	Afghanistan	0	0	0
30/01/2020	Afghanistan	0	0	0
31/01/2020	Afghanistan	0	0	0
01/02/2020	Afghanistan	0	0	0
02/02/2020	Afghanistan	0	0	0
03/02/2020	Afghanistan	0	0	0
04/02/2020	Afghanistan	0	0	0
05/02/2020	Afghanistan	0	0	0
06/02/2020	Afghanistan	0	0	0
07/02/2020	Afghanistan	0	0	0
08/02/2020	Afghanistan	0	0	0
09/02/2020	Afghanistan	0	0	0
10/02/2020	Afghanistan	0	0	0

 **Langkah 11**

Klik pilij diagram batang dan centang data sesuai dengan bkpm.



The screenshot shows the Power BI Data view interface. At the top, there are tabs for 'Filter' and 'Visualisasi'. A search bar labeled 'Cari' is present. Below it, a button labeled 'Buat visual' has a tooltip 'Diagram batang bertumpuk' (Stacked Bar Chart). A 'Filter pada visual ini' section shows 'Date - Kuartal'. To the right, a 'Diagram batang bertumpuk' icon is surrounded by various chart icons. The main area is titled 'Data' and contains a search bar 'Cari'. It lists data sources and their fields:

- countries-aggregated**:
 - Σ Confirmed
 - Country
- Date**:
 - Hierarki Tan...
 - Tahun
 - Kuartal
 - Bulan
 - Hari
- Σ Deaths
- Σ Recovered

Langkah 12

Dan hasilnya akan seperti ini

