

Sesi - 2

Lembar Kerja Excel

Pembahasan

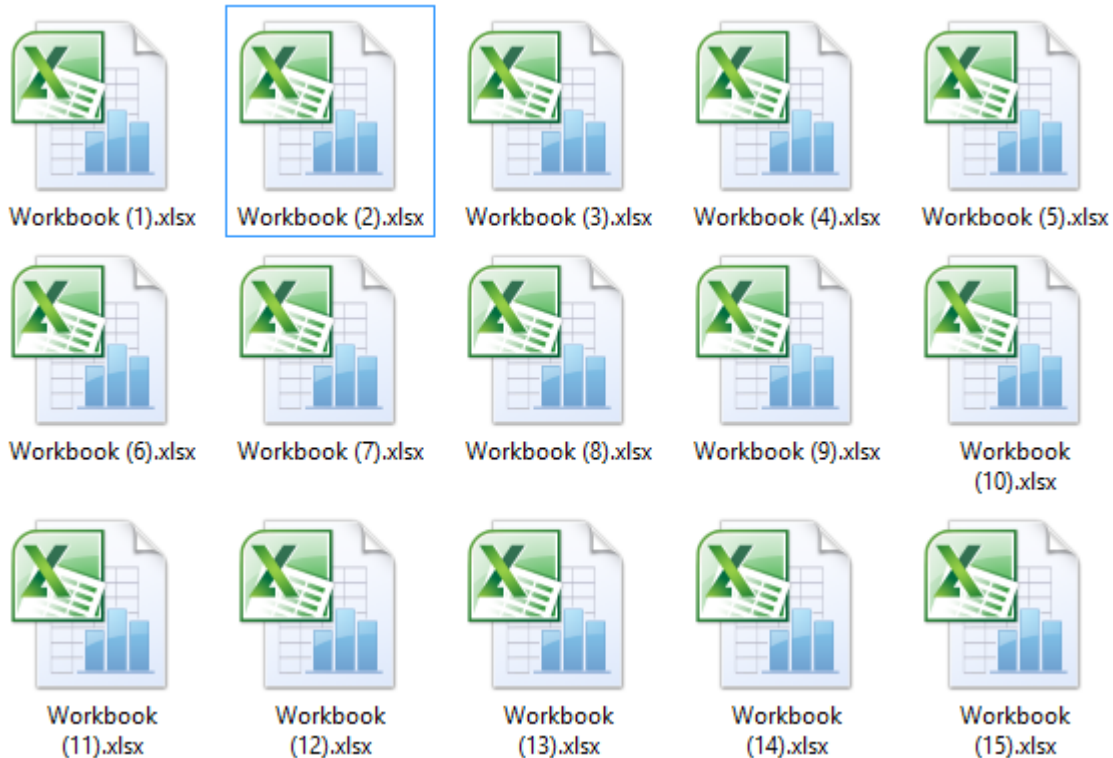
- Mengenal WorkBook & WorkSheet
- Mengelola WorkSheet
- Freeze Panes
- Cell & Range

Petunjuk

- Lakukan eksplorasi sesuai topik (mahasiswa dipandu)
- Buatlah contoh-contoh kecil (asisten kreatif)
- Lakukan tes sesuai topik yang telah diselesaikan. Tes dilakukan setelah eksplorasi sebuah topik selesai
- Tes dicoba langsung di komputer, dan langkah-langkah ditulis di selembar kertas (asisten menyediakan kertas kosong)
- Asisten langsung menilai dan nilai langsung di entry ke sistem lab

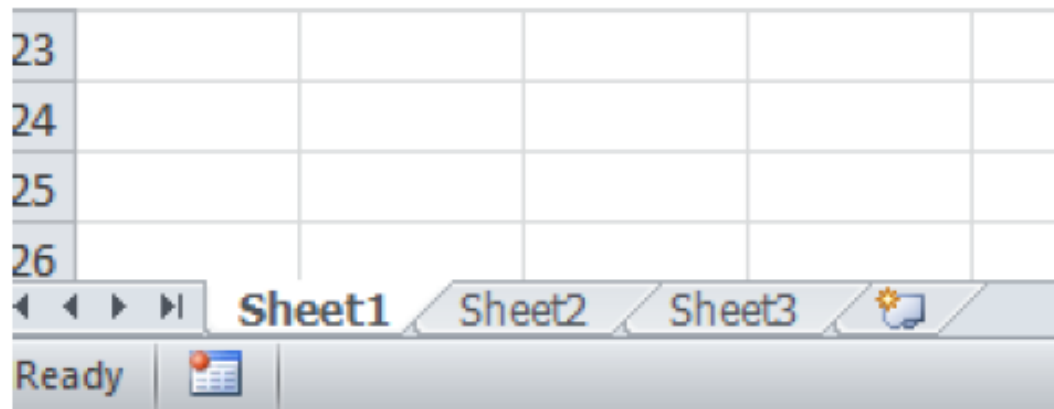
WorkBook

- WorkBook adalah nama lain dari sebuah file Excel



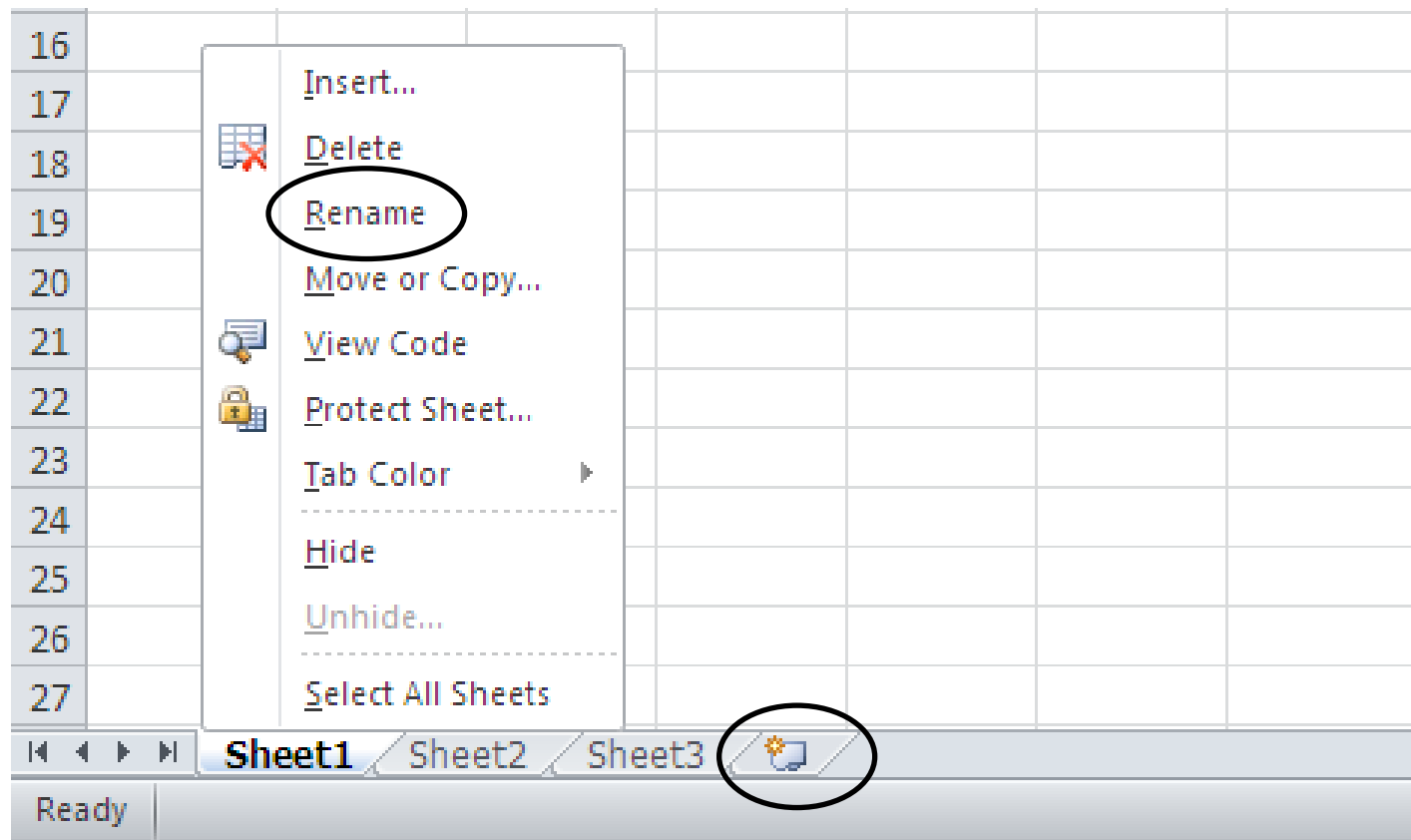
WorkSheet / Sheet

- ▶ Sebuah workbook terdiri atas beberapa **worksheet / sheet**.
- ▶ Pada contoh di bawah, terdapat tiga buah worksheet bernama Sheet1, Sheet2, dan Sheet3.
- ▶ Pada soal, perhatikanlah sheet apa yang harus diubah.



Mengelola Sheet

- Membuat dan Merubah nama Sheet

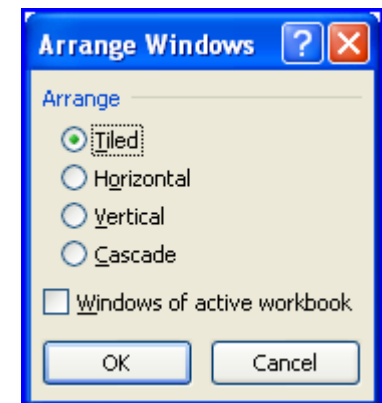
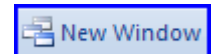


Mengelola Sheet

- Multiple Windows
- Pada Multiple Windows dapat dilakukan :
 - Display as many windows a you want within the workbook.
 - In the example below we are looking at the 'customers file', but looking at the
 - same time two different sheets.
 - Display Windows that contain separate workbooks
 - Copy data between sheets.

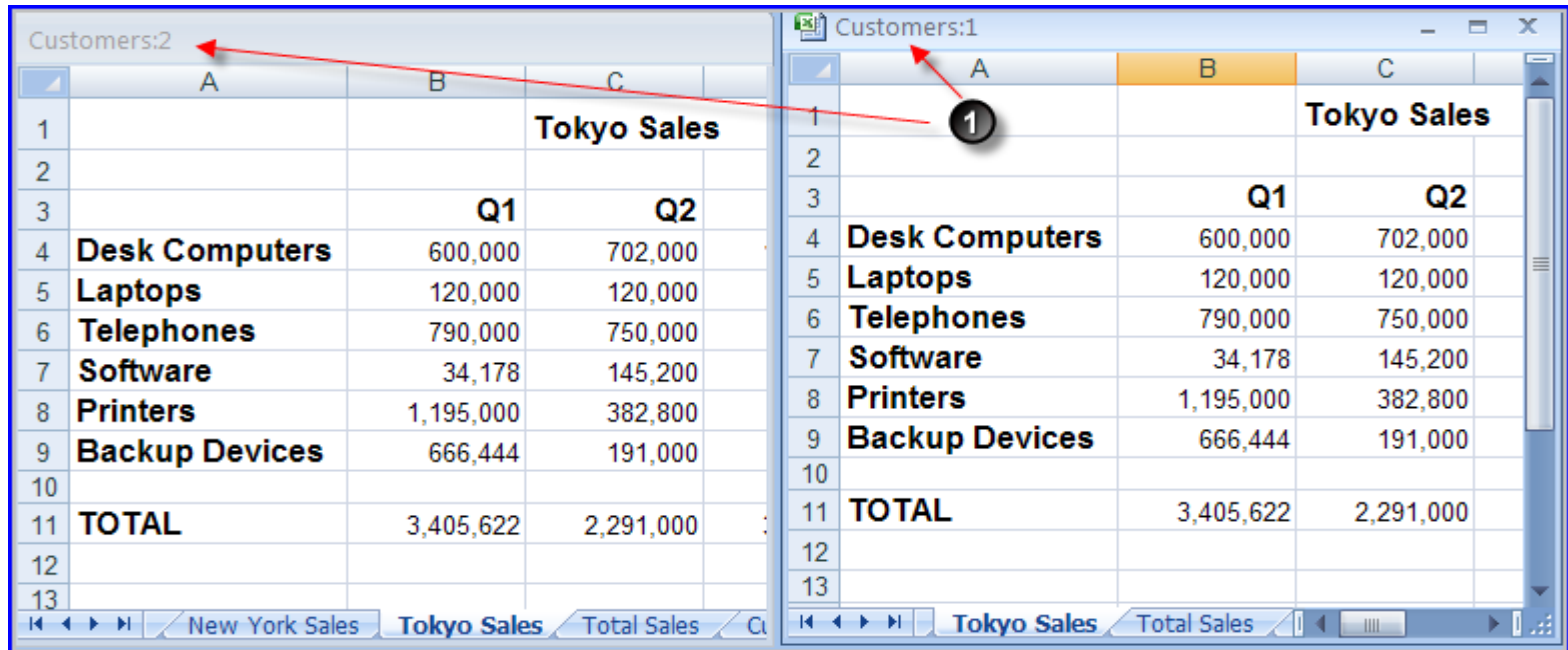
Multiple Windows

- Langkah-langkah :
 - Open the required file.
 - From the Ribbon select the **View** tab → **New Window** icon.
 - To position the windows side by side select the **View** tab → **Arrange All** icon. The Arrange Windows dialog box is displayed.
 - Select the layout option required.
 - In this example we have selected **Tiled**.



Multiple Windows

- Notice in the preview below the workbook names, Customer:2, Customers:1.
- Customers1 is the original view, every time the New Window option is selected the additional view name will increase. (Customers:1, Customers:2, Customers:3 etc).
- It is now possible to move your cursor between each of the views, selecting different areas in the workbook in each view.



The screenshot displays two side-by-side Excel windows, each showing a different view of the same workbook. The left window is titled 'Customers:2' and the right window is titled 'Customers:1'. Both windows show a table with the following data:

	A	B	C
1			Tokyo Sales
2			
3		Q1	Q2
4	Desk Computers	600,000	702,000
5	Laptops	120,000	120,000
6	Telephones	790,000	750,000
7	Software	34,178	145,200
8	Printers	1,195,000	382,800
9	Backup Devices	666,444	191,000
10			
11	TOTAL	3,405,622	2,291,000
12			
13			

The 'Customers:1' window has a black circle with the number '1' next to its title bar. A red arrow points from the 'Customers:2' title bar to the 'Customers:1' title bar.

Latihan - 1

- Mengeksplorasi worksheet :
 - Mencoba membuat multiple windows untuk sebuah worksheet tertentu
 - Menampilkan windows dalam berbagai tampilan (view)
 - Mengeksekusi windows yang berbeda-beda dan melihat efeknya

Tes - 1

- Buat Worksheet baru, dan beri nama 'Honor'
- Isi cell A1 : B5 dengan data : nama, honor (dalam rupiah)
- Buat Multiple windows, dan tampilkan dalam format cascade

Freeze Panes

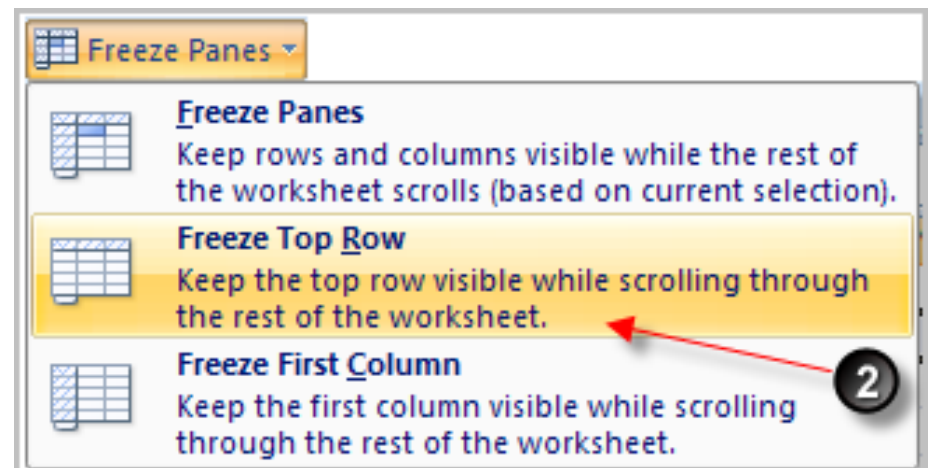
- Freeze Panes is very useful when working with a Table, a Table can consist of thousands of rows and columns.
- The problem is when you scroll down the table the headings will disappear from the top of the page.
- Freeze Panes will allow you to lock the headings at the top of the page while scrolling down the table.

Freeze Panes

- Langkah-langkah :
 - If the headings are in row 1 between columns A:G, highlight row 2 in the left margin.

	A	B	C	D	E	F	G
1	Heading 1	Heading 2	Heading 3	Heading 4	Heading 5	Heading 6	Heading 7
2							
3							

- From the **View** tab, select the **Freeze Panes** icon.
- The titles will now stay displayed at the top of the page until the **Unfreeze Panes** command is selected.



Latihan - 2

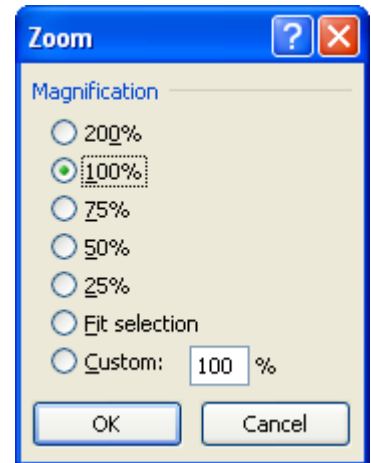
- Mengeksplorasi worksheet :
 - Memunculkan Quick Tab Freeze Panes
 - Mencoba membuat Freeze Panes

Tes - 2

- Pada Worksheet dengan nama 'Honor'
- Isi cell A1 : B5 digeser ke B2:C6, tambahkan pada A1 : C1, header no, nama, gaji.
Dan pada A2 : A6, no urut 1 s.d 5
- Buat Freeze Panes untuk kolom

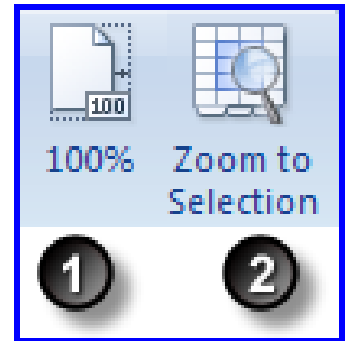
Zoom Magnification

- Langkah-Langkah :
- Select the **Zoom** icon from the View tab.
- The Zoom Magnification dialog box is displayed.
- Select the required magnification and click on the ok button.



Additional Zoom Features

- 100%, this will restore the spreadsheet to the default screen size layout.
- **Zoom to Selection**, highlight the data that is required to be viewed.
- Select the feature, the area highlighted will be zoomed to fit the page.
- The Zoom tool can also be accessed by using the Zoom scrollbar found at the bottom right of the screen.

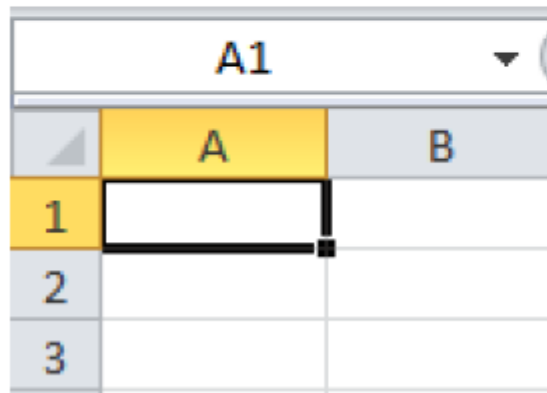


Latihan - 3

- Mencoba 2 model Zoom Magnification

Cell dan Range

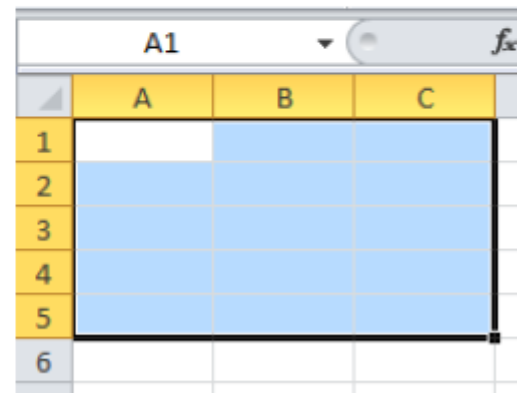
- ▶ **Cell** adalah sebuah kotak yang merupakan perpotongan sebuah kolom dan baris.
- ▶ **Range** adalah sebutan bagi satu atau lebih cell.



The image shows a portion of an Excel spreadsheet. The column headers are 'A' and 'B', and the row headers are '1', '2', and '3'. The cell at the intersection of column A and row 1 (cell A1) is highlighted with a thick black border, indicating it is the active cell. The formula bar at the top shows 'A1'.

	A	B
1		
2		
3		

Cell A1



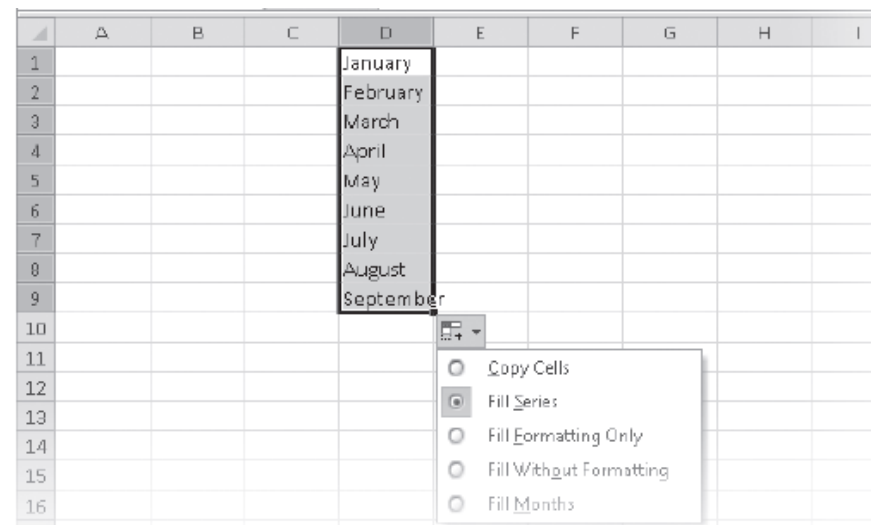
The image shows an Excel spreadsheet with columns A, B, and C, and rows 1 through 6. The range of cells from A1 to C5 is highlighted in light blue, indicating it is the selected range. The formula bar at the top shows 'A1'.

	A	B	C
1			
2			
3			
4			
5			
6			

Range A1:C5

AutoFill Technique

Option	Action
Copy Cells	This copies the contents of the selected cells to the cells indicated by the fill operation.
Fill Series	This action fills the cells indicated by the fill operation with the next items in the series.
Fill Formatting Only	This copies the format of the selected cell to the cells indicated by the fill operation, but does not place any values in the target cells.
Fill Without Formatting	This action fills the cells indicated by the fill operation with the next items in the series, but ignores any formatting from the source cells.
Fill Days, Weekdays, and so on	The appearance of this option changes depending on the series you extend. For example, if you extend the values 1 through 7, Excel presents two options, Fill Days and Fill Weekdays, and you can choose the one you want. If you do not use a recognized sequence, this option does not appear.



Latihan - 3

- Mencoba penulisan data dengan Autofill, dengan berbagai kombinasi

Cell dan Range

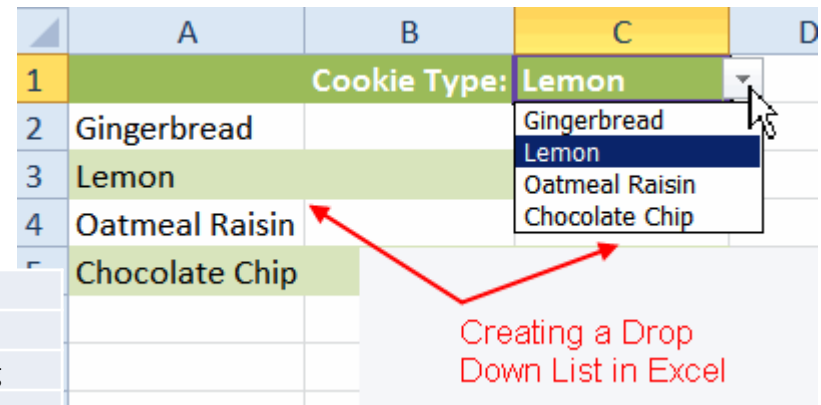
- Teknik dalam “data input”

Method	Action
AutoFill	Enter the first value in a recognized series and use the fill handle to extend the series.
FillSeries	Enter the first two values in a series and use the fill handle to extend the series.
AutoComplete	Type the first few letters in a cell, and if a similar value exists in the same column, Excel suggests the existing value.
Pick From Drop-Down List	Right-click a cell, and then click Pick From Drop-Down List. A list of existing values in the cell's column is displayed. Click the value you want to enter into the cell.
Ctrl+Enter	Select a range of cells, each of which you want to contain the same data, type the data in the active cell, and press Ctrl+Enter.

- Dengan bantuan asisten bisa dicoba pada worksheet anda

Drop Down List Technique

- Excel's data validation options include creating a drop down list that limits the data that can be entered into a specific cell to a pre-set list of



- The benefits for using a drop down list for data validation include:
 - making data entry easier
 - preventing data entry errors
 - restricting the number of locations for entering data

Latihan - 4

- Mencoba kasus kecil untuk membuat drop down list

Tes - 3

- Pada Worksheet dengan nama 'Honor'
- Tambahkan pada kolom D, Jabatan untuk setiap pegawai
- Buat Drop Down List untuk mengisi setiap cell jabatan


Name Cell and Range (1)

- ▶ Sebuah range dapat diberi nama yang disebut dengan istilah **name**.
- ▶ Daftar name yang ada dapat dilihat pada bagian bawah ribbon.



- ▶ Saat sebuah name dipilih, secara otomatis range yang dimaksud akan terpilih.

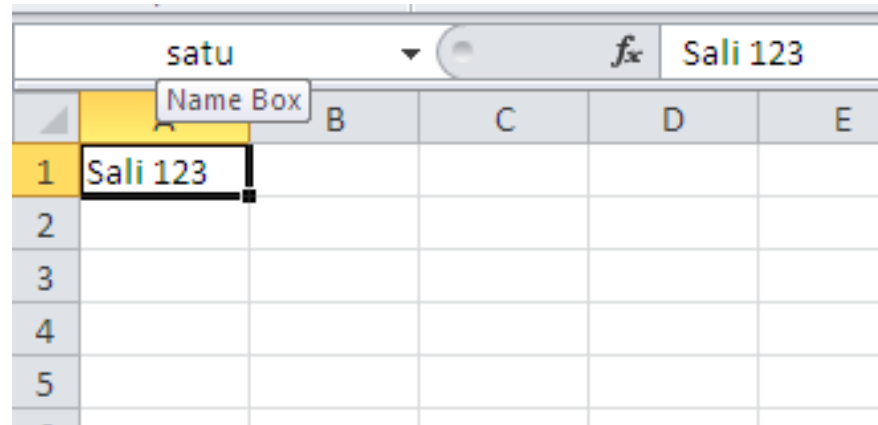
Name Cell and Range (2)

1. Select the cell, range of cells, or **nonadjacent selections** that you want to name.
2. Click the **Name** box at the left end of the formula bar .



Name box

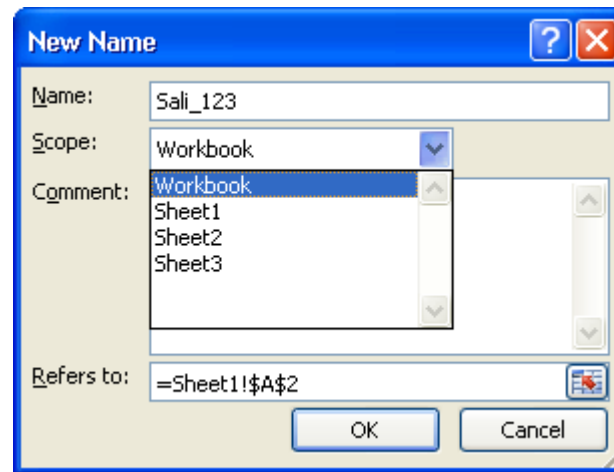
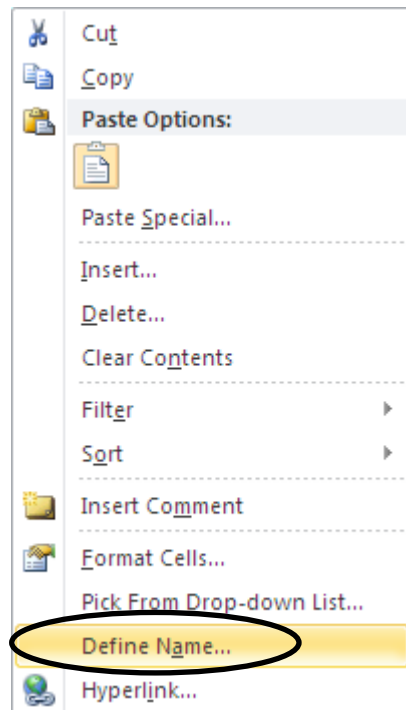
3. Type the name for the cells.
4. Press ENTER.



NOTE You cannot name a cell while you are changing the contents of the cell.

Name Cell and Range (3)

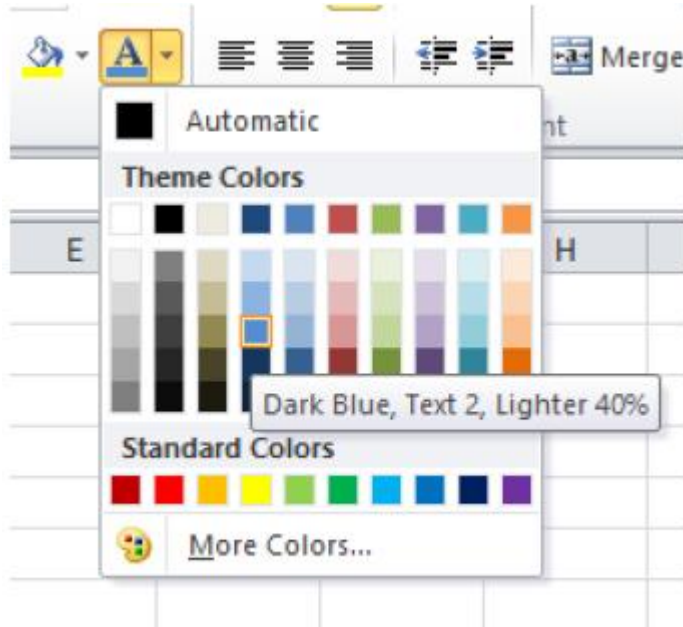
- Bisa juga dengan menekan tombol klik kanan mouse, dengan posisi pointer aktif pada cell atau range yang diinginkan



Latihan - 5

- Mencoba membuat Cell Name
- Mencoba membuat Range Name

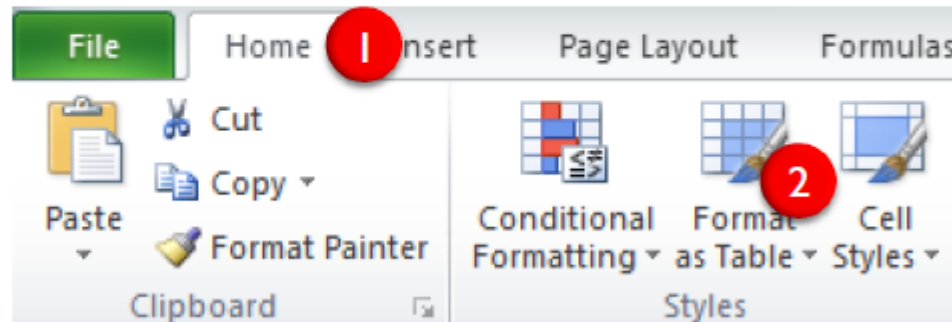
Penamaan Warna dan Style (1)



- ▶ Contoh nama warna yang digunakan ialah **Dark Blue, Text 2, Lighter 40%**.
- ▶ Untuk melihat nama warna, arahkan pointer ke kotak warna yang ada.
- ▶ Akan muncul nama dari warna tersebut.

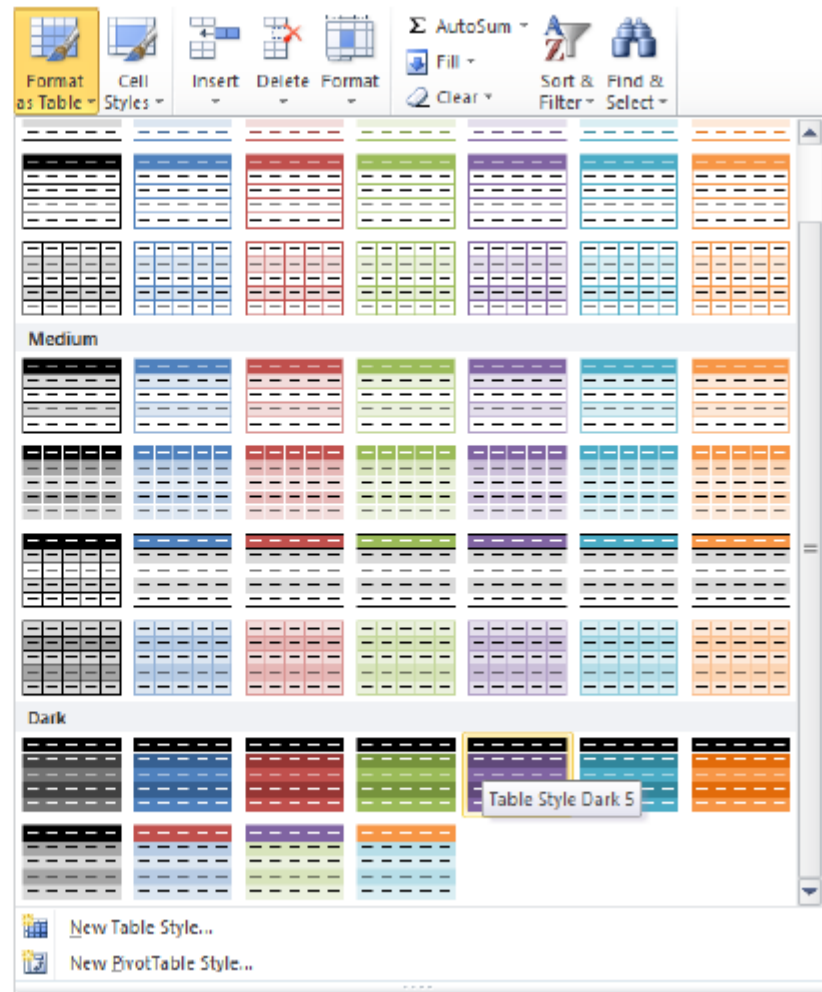
Penamaan Warna dan Style (2)

- Memberi warna range, pada tabel heading tertentu
 - Pertama, pilihlah area, mis : A2:G26
 - Kemudian, pilih **tab Home** → **group Styles** → **Format as Table**.



Penamaan Warna dan Style (3)

- ▶ Akan muncul banyak jenis tabel yang dapat dipilih.
- ▶ Untuk melihat nama dari jenis tabel, arahkan dan diamkan pointer mouse selama beberapa saat.
- ▶ Pilihlah tabel yang bernama **Table Style Dark 5**.



Latihan - 6

- Mencoba merubah warna dan Style table

Next : Sesi - 3

- Cell Formating
- Sparklines
- Comment
- Sort