

PORTOFOLIO MS. EXCEL .


 **KarirNex**


Part of




2 Weeks Intensive Bootcamp Ms. Excel by

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2 Minggu Jago Excel dan Siap Kerja!

NOW YOU SEE EXCEL BOOTCAMP

Pelatihan Sertifikasi Microsoft Excel Specialist

Muhammad Sifaul Rizky

Day 1-3

- Data Analytics Manager of Electronic Distributors Company



Yosanatan Manuel

Day 4

- Excel and Digital Marketing mentor
- Performance Marketing Specialist at Aracor AI, Miami, US

Aracor.



Hi!

Namaku Zafirah Aida Adista

Nama Lengkap : Zafirah Aida Adista

Tujuan Mengikuti Bootcamp :

1. Investasi untuk "Masa Depan" yang Lebih Baik
2. Membangun Fondasi Logika yang Kuat
3. Meningkatkan Nilai Jual Profesional

Skill Yang dikuasai

1. Shortcut Ms. Excel
2. Worksheet & Workbook
3. SUM
4. AVERAGE
5. IF
6. VLOOKUP
7. INDEX MATCH
8. Data Cells and Ranges (Formal cell, Absolute, Relative)
9. Concat
10. Round
11. Count
12. Kalkulasi Presentase
13. DATE FUNCTION
14. PIVOT TABLE
15. Grafik Dari Data
16. TEXT
17. COUNTIFS
18. AVERAGEIFS
19. SUMIFS
20. PIVOT CHART
21. SLICER
22. DATA VALIDATION
23. MACRO VBA
24. DASHBOARD

Ringkasan Bootcamp

- Penyelenggara : Karirnex
- Tanggal : 15, 17, 19, 22 Desember 2025
- Total Jam Belajar : 10 Jam
- Total Jam Mini Project : 5 Jam
- Hasil Utama : Sertifikat Berpredikat, Mini Project

Dummy Data

"Transaksi Penjualan Sembako"

| Order ID | Order Date | Customer Name | City | Product Name | Unit Price | Quantity | Discount (%) | Subtotal | Amount | Total Sales | Shipping Fee | Brand | Total Amount | Method | Order Status | Platform | Customer Rating | Notes |
|----------|---------------------|---------------------------|-------------------------|--------------|------------|----------|--------------|----------|--------|-------------|--------------|------------|--------------|------------|--------------|-----------|-----------------|-------|
| ORD01855 | 2024-09-16 00:22:49 | Zahra Kurni Wamena | Daging Ayam - Brand C | 45000 | 4 | 0 | 180000 | 0 | 180000 | 15000 | 195000 | Kartu Kre | Complete | Toko Hijau | 3 | Perempus | | |
| ORD01741 | 2024-09-16 00:40:51 | Yani Pradi Palembang | Garam - Brand B | 5000 | 4 | 20 | 20000 | 4000 | 16000 | 17000 | 33000 | Transfer B | Complete | Toko Ungi | 5 | Perempus | | |
| ORD00016 | 2024-09-16 12:45:33 | Indra Syaf Semarang | Minyak Goreng - Brand A | 16000 | 5 | 5 | 80000 | 4000 | 76000 | 76000 | 213200 | COD | Complete | Toko Oran | 1 | Laki-laki | | |
| ORD00016 | 2024-09-16 12:45:33 | Indra Syaf Semarang | Telur Ayam - Brand C | 28000 | 1 | 10 | 28000 | 2800 | 25200 | 0 | 0 | COD | Complete | Toko Oran | 1 | Laki-laki | | |
| ORD00411 | 2024-09-16 13:45:49 | Yani Nugri Palembang | Garam - Brand A | 4000 | 3 | 0 | 12000 | 0 | 12000 | 17000 | 29000 | Transfer B | Complete | Toko Ungi | 2 | Perempus | | |
| ORD00326 | 2024-09-16 15:12:08 | Lestari Ut Manado | Daging Ayam - Brand B | 40000 | 1 | 0 | 40000 | 0 | 40000 | 93000 | 133000 | COD | Complete | TokTok | 2 | Perempus | | |
| ORD01208 | 2024-09-17 00:12:44 | Erna Sant Samarinda | Tepung Terigu - Brand C | 14000 | 4 | 0 | 56000 | 0 | 56000 | 43000 | 99000 | Kartu Kre | Complete | Toko Ungi | 4 | Perempus | | |
| ORD01664 | 2024-09-17 01:51:29 | Erna Rahn Banda Aceh | Beras - Brand C | 16000 | 2 | 0 | 32000 | 0 | 32000 | 18000 | 50000 | Transfer B | Complete | Toko Ungi | 5 | Perempus | | |
| ORD00644 | 2024-09-17 02:36:10 | Erna Setia Denpasar | Gula Pasir - Brand A | 16000 | 1 | 0 | 16000 | 0 | 16000 | 80000 | 96000 | COD | Complete | Toko Oran | 5 | Perempus | | |
| ORD00628 | 2024-09-17 11:08:31 | Bella Sant Tanjung Selor | Susu Bubuk - Brand B | 50000 | 2 | 10 | 100000 | 10000 | 90000 | 26000 | 116000 | e-Wallet | Complete | Toko Oran | 2 | Perempus | | |
| ORD00049 | 2024-09-17 13:31:52 | Joko Halin Kendari | Beras - Brand B | 15000 | 1 | 20 | 15000 | 3000 | 12000 | 59000 | 71000 | e-Wallet | Complete | Toko Oran | 1 | Laki-laki | | |
| ORD00634 | 2024-09-17 19:00:20 | Fajar Budi Nabire | Bawang Merah - Brand C | 40000 | 4 | 5 | 160000 | 8000 | 152000 | 89000 | 241000 | COD | Complete | TokTok | 1 | Laki-laki | | |
| ORD00954 | 2024-09-17 22:29:45 | Vina Rami Jambi | Susu Bubuk - Brand C | 55000 | 3 | 15 | 165000 | 24750 | 140250 | 87000 | 227250 | COD | Returned | Toko Ungi | 4 | Perempus | | |
| ORD00844 | 2024-09-17 22:33:26 | Lestari Sei Tanjung Selor | Beras - Brand C | 16000 | 3 | 0 | 48000 | 0 | 48000 | 26000 | 74000 | COD | Complete | TokTok | 4 | Perempus | | |
| ORD00946 | 2024-09-17 22:43:36 | Aulia Iskai Surabaya | Minyak Goreng - Brand B | 17000 | 5 | 20 | 85000 | 17000 | 68000 | 74000 | 142000 | Transfer B | Complete | Toko Biru | 2 | Perempus | | |
| ORD00051 | 2024-09-18 04:10:37 | Made Seti Denpasar | Daging Ayam - Brand A | 35000 | 4 | 20 | 140000 | 28000 | 112000 | 80000 | 192000 | Kartu Kre | Complete | Toko Ungi | 2 | Laki-laki | | |
| ORD00559 | 2024-09-18 14:38:30 | Qori Fauzi Surabaya | Beras - Brand A | 14000 | 3 | 0 | 42000 | 0 | 42000 | 74000 | 116000 | COD | Complete | Toko Biru | 4 | Perempus | | |
| ORD01530 | 2024-09-18 19:24:11 | Lestari Sei Tanjung Selor | Garam - Brand A | 4000 | 4 | 20 | 16000 | 3200 | 12800 | 26000 | 38800 | Transfer B | Complete | Toko Oran | 4 | Perempus | | |
| ORD01160 | 2024-09-18 21:33:00 | Yani Sapu Jayapura | Telur Ayam - Brand B | 25000 | 5 | 10 | 125000 | 12500 | 112500 | 30000 | 142500 | e-Wallet | Complete | Toko Biru | 2 | Perempus | | |
| ORD01060 | 2024-09-19 08:20:25 | Qori Halin Pekanbaru | Gula Pasir - Brand A | 16000 | 2 | 20 | 32000 | 6400 | 25600 | 49000 | 74600 | Kartu Kre | Complete | Toko Ungi | 1 | Perempus | | |
| ORD00181 | 2024-09-19 13:10:32 | Gita Hidayat Jayapura | Daging Ayam - Brand B | 40000 | 4 | 10 | 160000 | 16000 | 144000 | 30000 | 174000 | Transfer B | Complete | Toko Ungi | 5 | Perempus | | |
| ORD01730 | 2024-09-19 14:01:24 | Bella Rahn Kendari | Bawang Merah - Brand C | 40000 | 3 | 15 | 120000 | 18000 | 102000 | 59000 | 161000 | Transfer B | Returned | TokTok | 3 | Perempus | | |
| ORD01668 | 2024-09-19 14:08:25 | Bella Ram Pontianak | Bawang Merah - Brand A | 30000 | 1 | 10 | 30000 | 3000 | 27000 | 85000 | 112000 | Kartu Kre | Complete | Toko Hijau | 5 | Perempus | | |
| ORD01529 | 2024-09-19 22:16:45 | Hana Bud Jakarta | Gula Pasir - Brand A | 16000 | 4 | 5 | 64000 | 3200 | 60800 | 97000 | 157800 | e-Wallet | Complete | Toko Oran | 1 | Perempus | | |
| ORD01671 | 2024-09-20 08:57:16 | Vina Budhi Samarinda | Garam - Brand C | 6000 | 4 | 5 | 24000 | 1200 | 22800 | 43000 | 65800 | Kartu Kre | Complete | Toko Biru | 4 | Perempus | | |
| ORD00239 | 2024-09-20 11:35:04 | Vina Pusp Manokwari | Daging Ayam - Brand C | 45000 | 3 | 0 | 135000 | 0 | 135000 | 18000 | 153000 | Transfer B | Complete | TokTok | 1 | Perempus | | |
| ORD00403 | 2024-09-20 13:31:45 | Zahra Rah Bengkulu | Tepung Terigu - Brand C | 14000 | 3 | 15 | 42000 | 6300 | 35700 | 72000 | 107700 | e-Wallet | Complete | Toko Hijau | 4 | Perempus | | |
| ORD00933 | 2024-09-20 14:18:30 | Lestari WI Bandung | Susu Bubuk - Brand C | 55000 | 2 | 0 | 110000 | 0 | 110000 | 0 | 0 | Kartu Kre | Complete | TokTok | 2 | Perempus | | |
| ORD01507 | 2024-09-20 19:19:58 | Vina Kurn Yogyakarta | Telur Ayam - Brand A | 22000 | 4 | 10 | 88000 | 8800 | 79200 | 78000 | 157200 | Transfer B | Cancelled | Toko Hijau | 3 | Perempus | | |
| ORD01414 | 2024-09-20 21:17:12 | Eka Anant Makassar | Tepung Terigu - Brand C | 14000 | 1 | 0 | 14000 | 0 | 14000 | 84000 | 98000 | Transfer B | Complete | TokTok | 1 | Perempus | | |
| ORD00811 | 2024-09-20 21:54:04 | Nanda Isk Pontianak | Daging Ayam - Brand C | 45000 | 5 | 10 | 225000 | 22500 | 202500 | 85000 | 287500 | COD | Complete | Toko Hijau | 4 | Laki-laki | | |
| ORD01550 | 2024-09-20 22:19:32 | Dina Budi Merauke | Garam - Brand A | 4000 | 3 | 10 | 12000 | 1200 | 10800 | 59000 | 69800 | Transfer B | Complete | Toko Hijau | 2 | Perempus | | |

TASK DAY 1

Latihan

Berdasarkan dummy data sembako sebelumnya, silahkan isi kolom Grand Total dengan menggunakan rumus Total Sales ditambah Shipping Fee. Setelah itu jawab pertanyaan berikut.

1. Berapa jumlah Grand Total dari sheet Data?
2. Berapa rata-rata Quantity dari sheet Data?
3. Berapa payment method yang tersedia dari sheet Data?
4. Berapa rata-rata rating untuk customer Laki-Laki?
5. Berapa jumlah Shipping Fee untuk kota Surabaya?

Result

| Pertanyaan | Jawaban |
|-------------------------------|---------------|
| Grand total | \$231,538,050 |
| Rata-rata qty | 3 |
| Payment method | 4 |
| Rata-rata rating cs laki-laki | 3.03 |
| Jumlah shipping fee Surabaya | \$4,958,000 |

=SUM(M2:M2001)

=AVERAGE(Table1[Quantity])

=SUMPRODUCT(1/COUNTIF(Table1[Payment Method],Table1[Payment Method]))

=AVERAGEIF(Table1[JenisKelamin],"Laki-laki",Table1[Customer Rating])

=SUMIF(Table1[City], "Surabaya", Table1[Shipping Fee])

TASK DAY 2

Latihan

Buat 1 kolom baru bernama Disc Category yang memiliki kriteria sebagai berikut.

| Discount Amount | Disc Category |
|-----------------|---------------|
| 0 - 5,000 | Sangat Rendah |
| 5,001 - 15,000 | Rendah |
| 15,001 - 30,000 | Normal |
| 30,001 - 50,000 | Tinggi |
| >50,000 | All Out |

Setelah itu, jawab pertanyaan berikut.

1. Berapa jumlah qty yang termasuk kategori Normal?
2. Berapa total shipping fee untuk kategori Sangat Rendah?
3. Berapa rata-rata Customer Rating untuk kategori All Out?
4. Berapa transaksi yang berada di kategori Tinggi dan menggunakan pembayaran e-Wallet?
5. Disc Category mana yang memiliki jumlah Grand Total yang paling besar?

Result

| Disc Category |
|---------------|
| Very Low |
| Normal |
| Very Low |
| Very Low |
| Very Low |
| High |
| Low |
| Normal |
| Low |
| Very Low |
| Very Low |
| Very Low |
| Very Low |
| Very Low |
| Very Low |
| Very Low |
| Low |
| Normal |

Menambahkan 1 kolom dengan judul disc category pada tabel berdasarkan disc amount menggunakan rumus VLOOKUP

Result

| Pertanyaan | Jawaban |
|---|--------------|
| Jumlah qty disc category normal | 879 |
| Total shipping fee disc category sangat rendah | \$30,612,000 |
| Rata-rata customer rating disc category all out | 3 |
| Transaksi disc category tinggi menggunakan e wallet | 0 |
| Disc category dengan jumlah grand total yang paling besar | Very Low |

=SUMIF(Table1[Disc Category],"normal",Table1[Quantity])

=SUMIF(Table1[Disc Category],"RENDAH",Table1[Shipping Fee])

=AVERAGEIF(Table1[Disc Category],"All Out",Table1[Customer Rating])

=COUNTIFS(Table1[Payment Method],"e-Wallet",Table1[Disc Category],"tinggi")

Membuat tabel baru dengan kolom disc category dan jumlah disc amount dengan rumus SUMIF

| Disc Category | Jumlah Disc Amount |
|---------------|--------------------|
| Very Low | \$ 108,161,000 |
| Low | \$ 73,665,150 |
| normal | \$ 38,416,650 |
| High | \$ 10,703,250 |
| all out | \$ 592,000 |

TASK DAY 3

Latihan

Buatlah pivot table untuk menjawab pertanyaan seperti ini.

1. Jumlah Discount Amount berdasarkan Payment Method
2. Rata-rata Shipping Fee per Kota
3. Jumlah Grand Total berdasarkan Platform dan Order Status
4. Rata-rata Customer Rating berdasarkan Gender dan Disc Category
5. Top 10 Product berdasarkan jumlah Grand Total

TASK DAY 3

Latihan



Cari nilai dengan menggunakan rumus berdasarkan tabel berikut (Wajib rumus)

| Nomor | Hitung | Kalkulasi | Filter 1 | Filter 2 |
|-------|-----------|-----------------|----------------------|--|
| 6 | Data | Customer Name | Bandung | |
| 7 | Jumlah | Grand Total | COD | TokTok |
| 8 | Rata-rata | Customer Rating | Telur Ayam - Brand B | |
| 9 | Rata-rata | Shipping Fee | Laki-laki | Normal |
| 10 | Jumlah | Discount Amount | Tinggi | Double Date (11.11, 12.12, dan seterusnya) |

Hint Double Date: rumus MONTH() untuk mengambil bulan, DAY() untuk mengambil tanggal.

Result

Jumlah diskon berdasarkan payment method Rata rata shipping fee per kota

| Payment Method | Sum of Discount Amount |
|--------------------|-------------------------|
| Bank Transfer | \$ 3,700,700.00 |
| COD | \$ 3,553,450.00 |
| Credit Card | \$ 3,385,200.00 |
| e-Wallet | \$ 3,200,600.00 |
| Grand Total | \$ 13,839,950.00 |

| City | Average of Shipping Fee |
|----------------|-------------------------|
| Ambon | \$ 46,772.73 |
| Banda Aceh | \$ 17,647.06 |
| Bandar Lampung | \$ 26,444.44 |
| Bandung | \$ - |
| Banjarbaru | \$ 52,659.57 |
| Bengkulu | \$ 70,779.66 |
| Denpasar | \$ 80,000.00 |
| Gorontalo | \$ 74,074.07 |
| Jakarta | \$ 86,640.78 |
| Jambi | \$ 83,297.87 |
| Jayapura | \$ 28,750.00 |
| Kendari | \$ 52,789.47 |
| Kupang | \$ 21,000.00 |
| Makassar | \$ 81,529.41 |
| Mamuju | \$ 43,513.51 |
| Manado | \$ 84,348.84 |
| Manokwari | \$ 16,524.59 |
| Mataram | \$ 53,052.63 |
| Medan | \$ 74,260.00 |
| Merauke | \$ 56,640.00 |
| Nabire | \$ 86,880.95 |
| Padang | \$ 65,384.62 |
| Palangka Raya | \$ 47,222.22 |
| Palembang | \$ 17,000.00 |
| Palu | \$ 59,555.56 |
| Pangkalpinang | \$ 15,868.42 |
| Pekanbaru | \$ 44,625.00 |

Rata rata customer rating berdasarkan gender dan disc category

| Average of Customer Rating | Gender | | |
|----------------------------|------------|------------|-------------|
| Disc Category | Men | Women | Grand Total |
| All out | | 3.0 | 3.0 |
| High | | 2.2 | 3.0 |
| Low | | 3.1 | 3.0 |
| Normal | | 3.0 | 3.0 |
| Very Low | | 3.0 | 3.0 |
| Grand Total | 3.0 | 3.0 | 3.0 |

Top 10 product berdasarkan jumlah grand total

| Product Name | Sum of Grand Total |
|------------------------|-----------------------|
| Susu Bubuk - Brand C | \$ 14,914,750 |
| Daging Ayam - Brand C | \$ 14,698,500 |
| Susu Bubuk - Brand B | \$ 14,227,000 |
| Daging Ayam - Brand B | \$ 14,041,000 |
| Susu Bubuk - Brand A | \$ 12,372,750 |
| Bawang Merah - Brand B | \$ 10,556,750 |
| Daging Ayam - Brand A | \$ 10,336,000 |
| Telur Ayam - Brand C | \$ 9,824,600 |
| Telur Ayam - Brand B | \$ 9,050,750 |
| Telur Ayam - Brand A | \$ 8,890,000 |
| Grand Total | \$ 118,912,100 |

Jumlah grand total berdasarkan platform dan order status

| Sum of Grand Total | Platform | | | | | | |
|--------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|--|
| City | Toko Biru | Toko Hijau | Toko Orange | Toko Ungu | TokTok | Grand Total | |
| Cancelled | \$ 2,518,900 | \$ 3,631,500 | \$ 2,679,950 | \$ 1,519,900 | \$ 2,196,000 | \$ 12,546,250 | |
| Completed | \$ 34,287,150 | \$ 34,824,650 | \$ 33,355,800 | \$ 35,524,650 | \$ 33,457,100 | \$ 171,449,350 | |
| Pending | \$ 1,864,100 | \$ 1,231,150 | \$ 1,077,400 | \$ 2,506,550 | \$ 1,485,200 | \$ 8,164,400 | |
| Returned | \$ 6,209,750 | \$ 5,833,300 | \$ 6,535,350 | \$ 5,826,500 | \$ 8,585,750 | \$ 32,990,650 | |
| Shipped | \$ 1,166,550 | \$ 1,054,000 | \$ 1,334,050 | \$ 2,100,050 | \$ 732,750 | \$ 6,387,400 | |
| Grand Total | \$ 46,046,450 | \$ 46,574,600 | \$ 44,982,550 | \$ 47,477,650 | \$ 46,456,800 | \$ 231,538,050 | |

Result

| Pertanyaan | Jawaban |
|--|---------------|
| Hitung data, kalkulasi customer name, filter bandung | 69 |
| Hitung jumlah, kalkulasi grand total, filter COD dan Toktok | \$ 12,353,800 |
| Hitung rata-rata, kalkulasi customer rating, filter telur ayam-Brand B | 3.13 |
| Hitung rata-rata, kalkulasi shipping fee, filter Men dan normal | \$ 57,587 |
| Hitung jumlah, kalkulasi discount amount, filter tinggi & double date | \$ 64,000 |

=COUNTIFS(Table1[City],"Bandung",Table1[Customer Name],"<>")

=SUMIFS(Table1[Grand Total],Table1[Payment Method],"COD",Table1[Platform],"TokTok")

=AVERAGEIF(Table1[Product Name],"Telur Ayam - Brand B",Table1[Customer Rating])

=AVERAGEIFS(Table1[Shipping Fee],Table1[Jenis Kelamin],"Laki-laki",Table1[Disc Category],"normal")

=SUMIFS(Table1[Discount Amount],Table1[Disc Category],"tinggi",Table1[Double Date],TRUE)

TASK DAY 4

Latihan

Jika kalian adalah pemilik toko sembako dan dengan data yang sudah teman-teman olah selama ini, coba berikan **3 pertanyaan apa yang mau kalian tanyakan dan bisa dijawab oleh data ini.**

Setelah itu buatlah **dashboard** di Excel dengan syarat seperti ini.

- Minimal ada 1 Scorecard (menunjukkan metrics/kalkulasi utama)
- Minimal ada 3 grafik visual yang menunjukkan 3 pertanyaan yang sebelumnya telah dibuat (terserah mau warna/visualnya seperti apa, silahkan berkreasi).
- Minimal 1 slicer (untuk bisa filter data dari semua grafik dan scorecard agar bisa mendapat informasi lain).

Tidak ada jawaban benar/salah, silahkan berkreasi. Jika bingung silahkan googling dengan keyword (contoh layout dashboard).

Result

Pertanyaan:

1. Bagaimana perbandingan performa penjualan antara momen Double Date dan hari biasa?
2. Platform mana yang memiliki Shipping Fee tertinggi dan apa Payment Method yang paling sering digunakan oleh pelanggan di platform tersebut?
3. Apa saja 10 Produk dengan Grand Amount tertinggi?
4. Bagaimana trend penjualan per bulannya?
5. Bagaimana hubungan Disc Category dengan Quantity order?
6. Bagaimana hubungan customer rating dengan rata-rata revenue?

Result

Sales Monitoring Dashboard

Gender

Men

Women

City

Ambon

Banda Aceh

Bandar Lampung

Bandung

Banjarnbaru

Bengkulu

Dergasar

Gorontalo

Jakarta

Jambi

TOTAL REVENUE

\$231,538,050

TOTAL DISCOUNT

\$ 13,839,950

TOTAL ORDER

2000

CUSTOMER SATISFACTION

2.98

Revenue Distribution by Date Category



Top 10 Prouducts By Revenue



Monthly Sales Trend



PLATFORM PERFORMANCE: SHIPPING & PAYMENT TRENDS



The Impact of Discounts on Product Quantity Sold



The Impact of Customer Ratings on Revenue

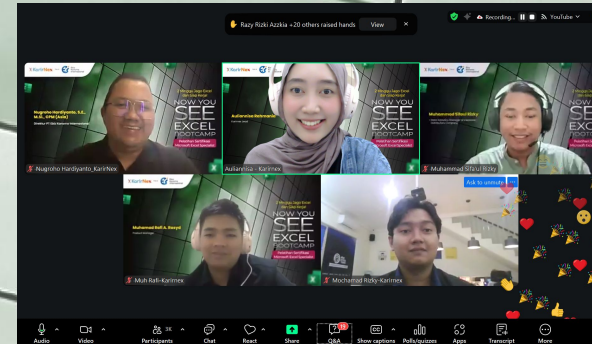
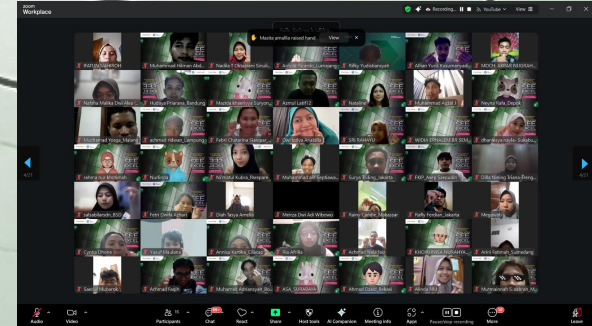
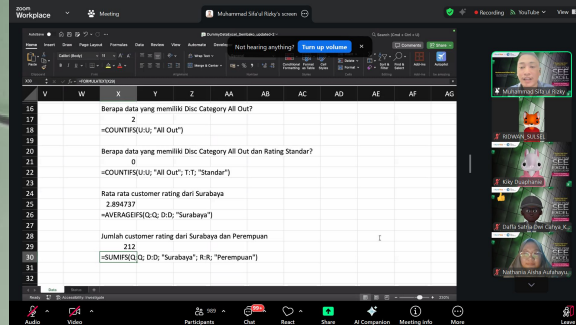
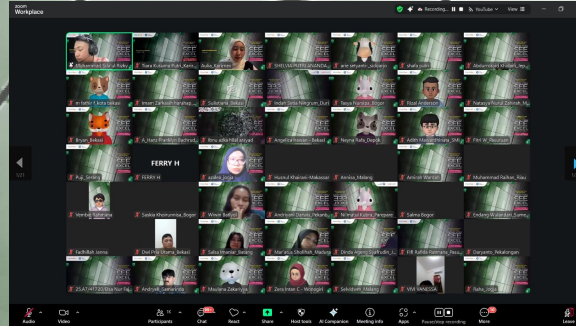


Dokumentasi

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
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


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