

Microsoft Excel

Part 1



Spreadsheet

A **spreadsheet** is an interactive computer application program for organization and analysis of data in tabular form. Spreadsheets developed as computerized simulations of paper accounting worksheets.

The program operates on data represented as cells of an array, **organized in rows and columns**. Each cell of the array is a model–view–controller element that can contain either numeric or text data, or the results of formulas that automatically calculate and display a value based on the contents of other cells.



Spreadsheet (2)

A modern spreadsheet file consists of multiple **worksheets** (usually called by the shorter name **sheets**) that make up one **workbook**, with each file being one workbook. A cell on one sheet is capable of referencing cells on other, different sheets, whether within the same workbook or even, in some cases, in different workbooks.

Spreadsheets share many principles and traits of databases, but spreadsheets and databases are not the same thing. **A spreadsheet is essentially just one table**, whereas a **database** is a collection of many tables with machine-readable semantic relationships between them.

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Clipboard Font Alignment Number Styles Cells Editing

C13

| | A | B | C | D | E | F | G | H | I |
|----|---|---|--|---|---|---|---|---|---|
| 1 | | | | | | | | | |
| 2 | | | KETERANGAN | | | | | | |
| 3 | | | Berdasarkan mesin inferensi internal, didapatkan kelompok sbb: | | | | | | |
| 4 | | | Information system strategic | | | | | | |
| 5 | | | IT governance framework | | | | | | |
| 6 | | | Data and information management | | | | | | |
| 7 | | | Business Intelligence and Decision Support | | | | | | |
| 8 | | | Systems Analysis & Design | | | | | | |
| 9 | | | enterprise architecture | | | | | | |
| 10 | | | IS user Experience | | | | | | |
| 11 | | | Evaluating Performance of Information Technology Investments | | | | | | |
| 12 | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| 16 | | | | | | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 | | | | | | | | | |
| 21 | | | | | | | | | |

nama pengelompokan data detail Sheet3

Ready 130%

Why Excel?

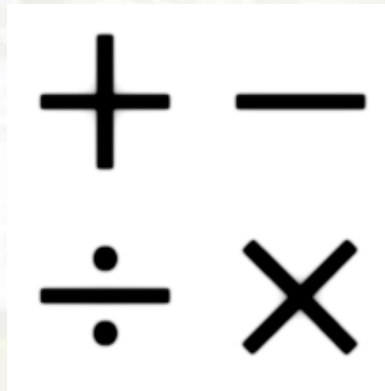
- Popular business tool
- Easy to use
- Excellent GUI
- Fast
- Used in most data analysis

This weeks

- Mathematics
- Statistics
- IF functions

Mathematics

- Use = or - first
- Followed by Operator
 - SUM Σ



Example

| | A | B | C | D | E | F |
|---|--------|--------|--------|--------|------|------|
| 1 | DATA 1 | DATA 2 | HASIL | | | |
| 2 | | | TAMBAH | KURANG | KALI | BAGI |
| 3 | 30 | 30 | | | | |
| 4 | 15 | 15 | | | | |
| 5 | 10 | 10 | | | | |
| 6 | | | | | | |

Statistics

- AVERAGE
- COUNT, COUNTIF
- MAX, MIN, MEDIAN
- MODE (modus)
- GROWTH

Examples

| | A | B | C | D | E |
|---|---|-------------------------------|---------------|---|---|
| 1 | | | | | |
| 2 | | Nama Siswa | Status | | |
| 3 | | Siti Nurhaliza | LULUS | | |
| 4 | | Trie Utami | LULUS | | |
| 5 | | Iwan Fals | GAGAL | | |
| 6 | | Doel Sumbang | LULUS | | |
| 7 | | Jumlah Siswa yg Lulus: | | | |
| 8 | | | | | |

| | A | B | C | D | E |
|---|---|------------------------|----------------------|---|---|
| 1 | | | | | |
| 2 | | Materi Training | Nilai | | |
| 3 | | Word | 75 | | |
| 4 | | Excel | 100 | | |
| 5 | | PowerPoint | 90 | | |
| 6 | | OneNote | 85 | | |
| 7 | | Nilai Maksimum: | <input type="text"/> | | |
| 8 | | Nilai Minimum: | | | |
| 9 | | | | | |

| | A | B |
|----|--------------|--------------------------------------|
| 1 | Bulan | Jumlah Tempe Terjual (ribuan) |
| 2 | 11 | 331 |
| 3 | 12 | 473 |
| 4 | 13 | 690 |
| 5 | 14 | 1020 |
| 6 | 15 | 1500 |
| 7 | 16 | 2200 |
| 8 | 17 | |
| 9 | 18 | |
| 10 | | |

FUNCTION

- IF for comparison

= IF (logical test, [value_if_true], [value_if_false])

Important :

Use , or ; → depends your excel settings.

Example

| | A | B | C | D |
|---|----|----------|-------|------------|
| 1 | No | Nama | Nilai | Keterangan |
| 2 | 1 | Andika | 76 | A |
| 3 | 2 | Apri | 80 | A |
| 4 | 3 | Aris | 75 | B |
| 5 | 4 | Asep | 87 | A |
| 6 | 5 | Budi | 55 | D |
| 7 | 6 | Sujarman | 83 | A |
| 8 | 7 | Wastu | 25 | E |

Answer

| | A | B | C | D | E | F | G | H | I |
|---|----|----------|-------|--|---|---|---|---|---|
| 1 | No | Nama | Nilai | Keterangan | | | | | |
| 2 | 1 | Andika | 76 | =IF(C2>75,"A",IF(C2>65,"B",IF(C2>55,"C",IF(C2>45,"D","E")))) | | | | | |
| 3 | 2 | Apri | 80 | IF(logical_test, [value_if_true], [value_if_false]) | | | | | |
| 4 | 3 | Aris | 75 | | | | | | |
| 5 | 4 | Asep | 87 | | | | | | |
| 6 | 5 | Budi | 55 | | | | | | |
| 7 | 6 | Sujarman | 83 | | | | | | |
| 8 | 7 | Wastu | 25 | | | | | | |

Assignment

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Soal #1

| Kode dokter | Nama kamar | Lama praktek/hari | Hari praktek dokter | Income dokter/minggu |
|-------------|------------|-------------------|---------------------|----------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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Soal #1

- ▶ Kode dokter adalah
 - MD001;
 - MD002;
 - MD003;
 - MD004
- ▶ Nama kamar adalah:
 - Mawar untuk MD001
 - Melati untuk MD002
 - Bugenville untuk MD003
 - Anggrek untuk MD004
- ▶ Lama praktek dokter
 - MD001 selama 3 jam
 - MD002 selama 5 jam
 - MD003 selama 6 jam
 - MD004 selama 2 jam
- ▶ Hari praktek dokter
 - ▶ Selasa untuk semua dokter kecuali MD003 tiap hari kamis
- ▶ Income dokter
 - ▶ Semua dokter perjam 600.000,- kecuali MD004 perjam 1.000.000,-

KOMISI = 25% gaji; LEMBUR/jam 150.000

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Soal #2

| No | NAMA | POS | GOL | BAGIAN | GAJI | Tunjangan | Komisi | Jam Lembur | Lembur | PPh 10% | TOTAL GAJI |
|----|-----------|-----|-----|--------|------|-----------|--------|------------|--------|---------|------------|
| 1 | Elsa | HRD | A | | | | | 3 | | | |
| 2 | Ihda | DIR | A | | | | | 11 | | | |
| 3 | Yuyun | ADM | B | | | | | 10 | | | |
| 4 | Lutfi | HRD | C | | | | | 21 | | | |
| 5 | Lina | ADM | C | | | | | 23 | | | |
| 6 | Hanifati | HRD | B | | | | | 25 | | | |
| 7 | Romdan | MAN | A | | | | | 15 | | | |
| 8 | Moh Irfan | HRD | C | | | | | 0 | | | |
| 9 | Putri | MAN | C | | | | | 6 | | | |
| 10 | Deki | ADM | B | | | | | 11 | | | |

| POS | BAGIAN |
|-----|----------------|
| HRD | Human Resource |
| DIR | Direktur |
| ADM | Administrasi |
| MAN | Manajer |

| GOL | GAJI | Tunjangan |
|-----|-----------|-----------|
| A | 5.000.000 | 1.000.000 |
| B | 4.000.000 | 750.000 |
| C | 3.000.000 | 500.000 |