



High Performance with Microsoft Excel

Officer Development Program Bank Papua

Disusun oleh :
LEMBAGA PENGEMBANGAN PERBANKAN INDONESIA

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Mochamad Asril Aminuloh **CHRP., CMRP.**

Current Position:

- Research & Product Development Head
- Faculty Member (HR, Risk Management, General Banking, Bourse Game, Bank Simulation & Branch Simulation Facilitator)
- Consultant
- Assessor

Consulting Project:

- Tim Penyusun SKKNI Penjaminan (OJK)
- Syaria Peception Research (BPJS Ketenaga Kerjaan)
- Training Architecture (Bank Aceh & Bank SulselBar)
- Good Corporate Governance Manual (Bank Sumselbabel)
- Corporate Plan (Bank Papua, Bank Kalbar, Bank Sulselbar)
- Individual Development Plan Catalog (PT. PLN Persero)
- Competency Directory (Bank Aceh)
- Review BOD&BOC Remunerations (Bank Jateng & BPKH)
- Review Loan Policy & Procedure (Bank Kalbar)
- Workload Analysis (Bank Aceh, Bank Maluku, Bank Sulut Go & Askrindo)
- Feasibility Study: Foreign Exchange Bank Conversion (Bank Sumut)



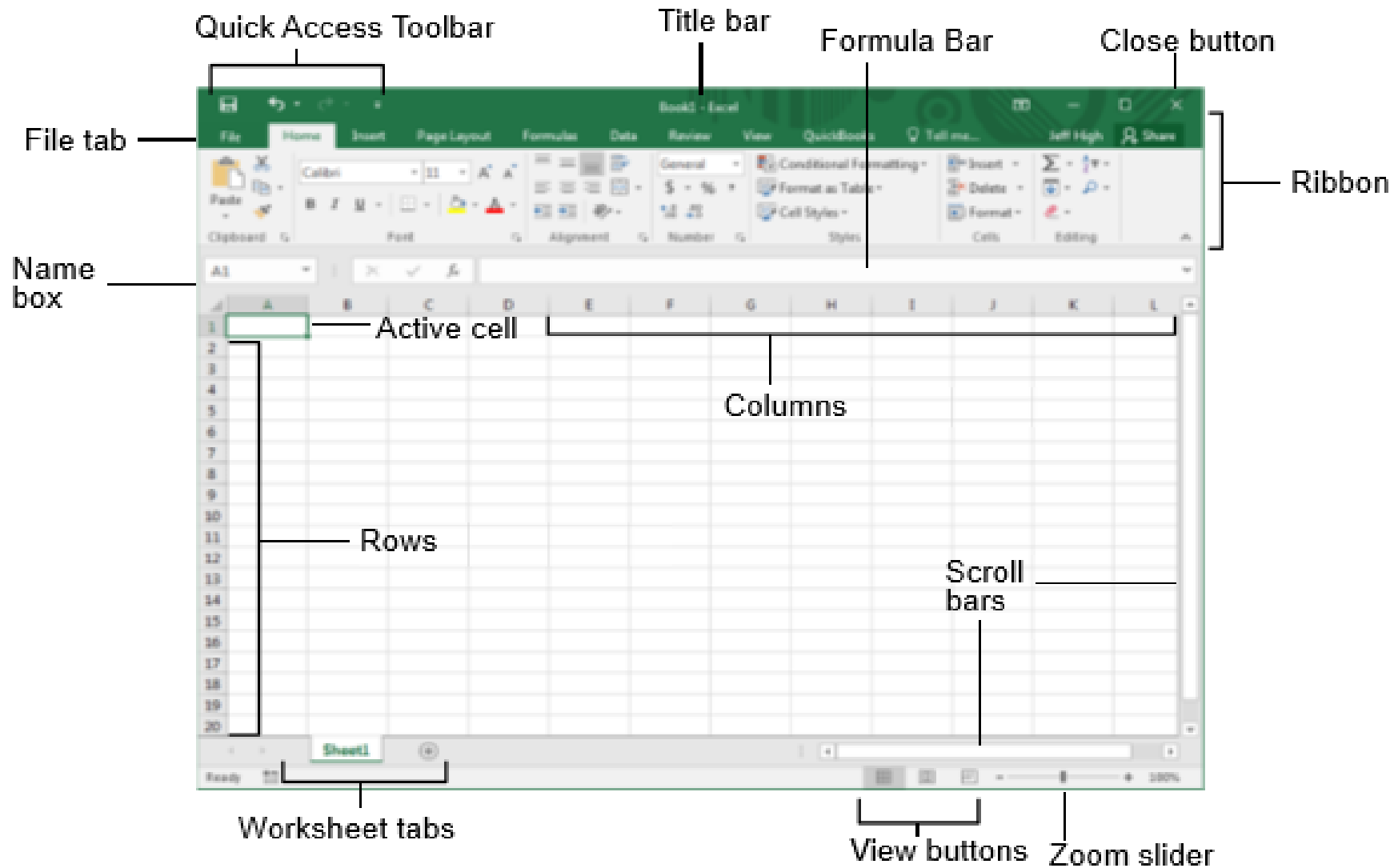
1. Pengantar Microsoft Excel - Manfaat menguasai Excel
2. Identifikasi elemen dan Excel interface
3. Modifikasi Excel interface
4. Navigate dan Select Cells dalam Worksheets
5. Fungsi Dasar Excel: Copy & Paste, Custom Formatting, Validasi Data, Create & Modify Tables
6. Fungsi & Formula Dalam Excel
7. Fungsi Autosum, Fungsi Matematika, Fungsi Logika, Fungsi Text, Fungsi Date & Time, Fungsi Vlookup, Membuat Chart

MANFAAT MENGUASAI MS EXCEL

1. Visualisasi dan Analisa Data
2. Membuat perhitungan yang kompleks untuk membantu Anda mengajukan dan menjawab pertanyaan tentang keuangan perusahaan, efisiensi, alur kerja, inventori, dan lain-lain
3. Membersihkan dan menyiapkan data untuk dianalisa
4. Desain spreadsheet tingkat profesional untuk menata data secara cerdas dan bermanfaat
5. Menganalisa informasi dengan cepat dan akurat
6. Memecahkan masalah bisnis dengan aplikasi data yang canggih
7. Membantu mengidentifikasi trend
8. Meningkatkan efisiensi
9. Menjadikan pekerjaan Anda lebih mudah
10. Meningkatkan nilai (value) Anda sebagai Karyawan



ELEMEN & INTERFACE MS EXCEL



Keyboard Shortcut

General

Open a Workbook	Ctrl + O
Create New	Ctrl + N
Save	Ctrl + S
Preview and Print	Ctrl + P
Close a Workbook	Ctrl + W
Help	F1
Run Spelling Check	F7
Calculate worksheets	F9
Create an absolute, normal, or mixed reference	F4

Navigation:

Move Between Cells	↑, ↓, ←, →
Right One Cell	Tab
Left One Cell	Shift + Tab
Down One Cell	Enter
Up One Cell	Shift + Enter
Down One Screen	Page Down
Up One Screen	Page Up
To Cell A1	Ctrl + Home
To Last Cell	Ctrl + End
Go To Dialog Box	F5

Keyboard Shortcut

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H
Select All	Ctrl + A
Edit active cell	F2
Clear cell contents	Delete

Formatting

Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U
Open Format Cells Dialog Box	Ctrl + Shift + F
Select All	Ctrl + A
Select entire row	Shift+ Space
Select entire column	Ctrl + Space
Hide selected rows	Ctrl + 9
Hide selected columns	Ctrl + 0

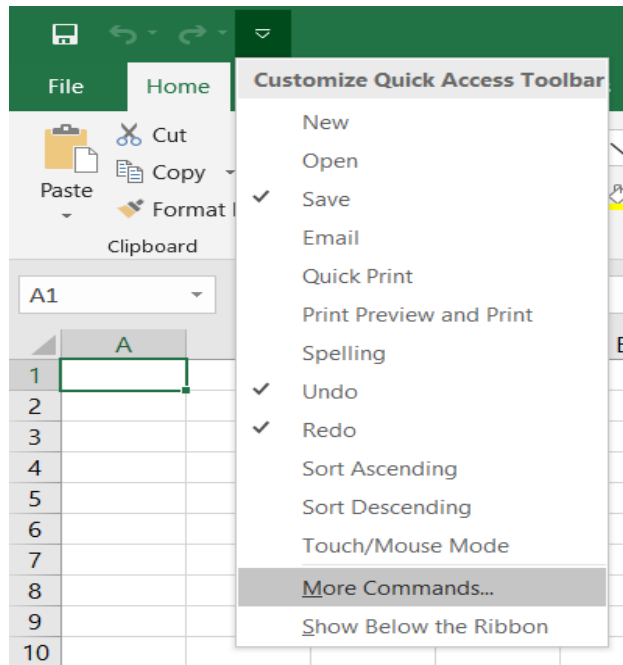
MODIFIKASI INTERFACE MS EXCEL

Quick Access Toolbar (QAT)

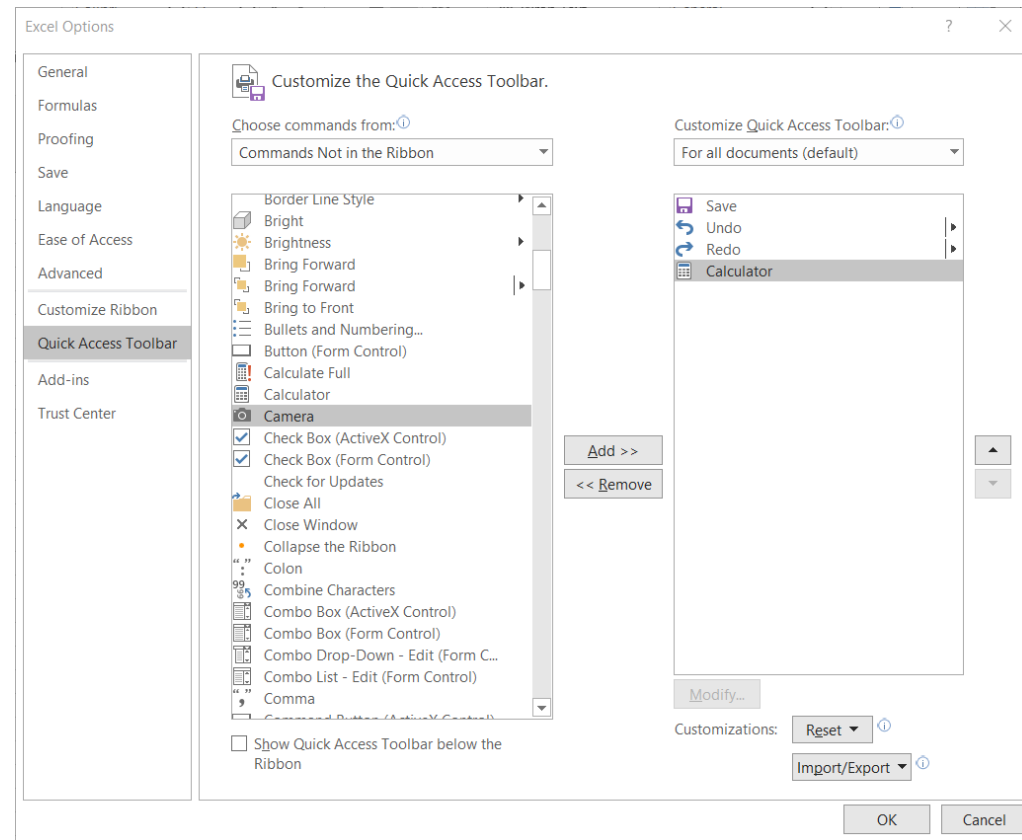


QAT dapat di update dengan cara:

1. Klik File->Options, kemudian klik pada pilihan Quick Access Toolbar **ATAU**
2. Klik tombol Customize Quick Access Toolbar, kemudian klik More Commands



Fungsi Quick Acces Toolbar (**QAT**) adalah untuk menempatkan tombol-tombol perintah yang sering digunakan sehingga menjadi lebih mudah untuk menjalankan perintah tersebut.



Pilih dan klik fungsi yang akan ditambahkan kedalam QAT, kemudian klik tombol Add

MODIFIKASI INTERFACE MS EXCEL

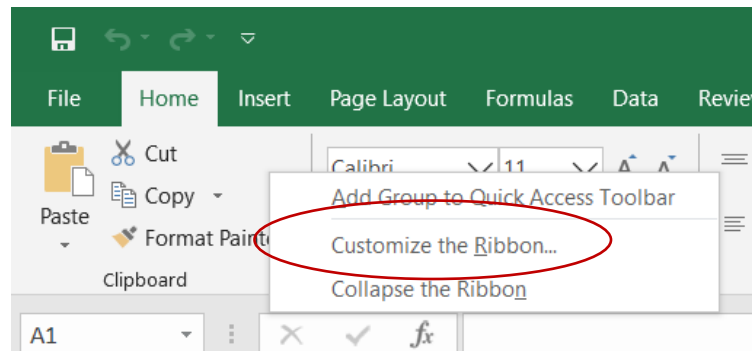
Customize Ribbon

Ribbon dapat di update dengan cara:

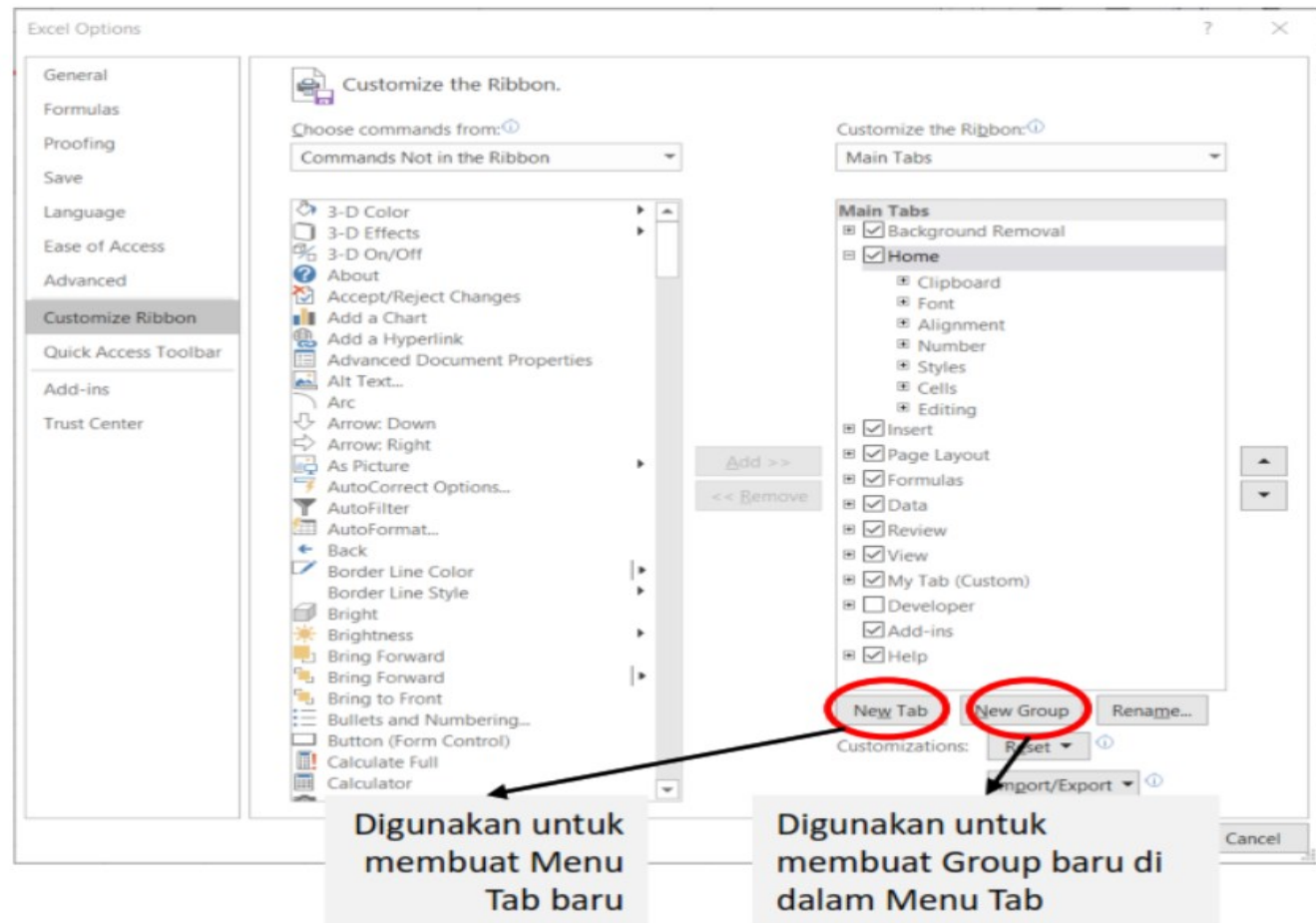
1. Klik File->Options, kemudian klik pada pilihan Customize Ribbon

ATAU

2. Klik kanan pada area Ribbon, kemudian klik Customize Ribbon




Ribbon adalah kumpulan tombol perintah pada microsoft excel yang dikelompokkan dalam bentuk Tab berdasarkan kategori kemiripan fungsi-fungsinya. Mulai dari Tab Home, Insert, Page Layout, Formula, Data, Review, View serta tab-tab lain yang tersembunyi.

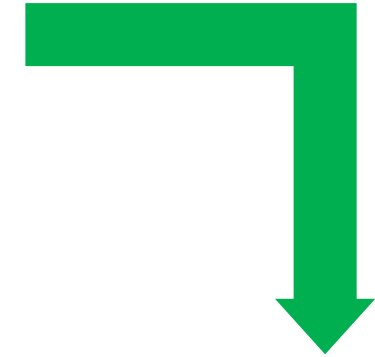


NAVIGATE & SELECT CELLS DALAM WORKSHEETS

Ctrl End pindah ke sel yang terakhir digunakan dalam sheet




	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2		Cabang	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
3		Jakarta	4,502	4,162	2,049	3,069	4,687	3,633	2,568	2,384	4,934	4,476	4,501	1,539
4		Bandung	1,682	2,823	1,698	3,176	3,872	3,483	4,254	4,471	4,624	4,344	3,538	1,227
5		Surabaya	1,482	3,440	3,207	1,155	1,158	4,293	2,483	3,588	4,272	4,753	4,008	4,906
6		Jogjakarta	4,135	1,707	2,661	2,236	1,740	4,855	4,600	1,163	2,891	2,358	3,989	3,499
7		Semarang	1,005	1,830	4,297	4,014	3,602	3,905	2,105	4,965	1,299	1,043	4,499	1,587
8		Bali	4,612	2,131	1,976	4,960	2,503	4,217	3,152	4,527	3,657	2,971	4,235	4,191
9		Medan	2,135	2,582	3,765	2,498	4,424	4,316	1,366	2,651	3,895	2,898	4,358	3,339
10		Padang	4,544	3,387	4,116	2,624	2,041	3,137	2,822	3,254	3,998	1,985	2,107	1,348
11		Balikpapan	2,272	4,343	2,448	4,294	1,403	4,424	1,875	4,727	1,670	3,592	3,673	4,791
12		Makassar	4,615	3,652	3,672	2,166	1,895	4,480	1,872	1,834	4,312	4,183	3,599	4,741
13		Ambon	3,632	3,819	2,940	1,330	4,706	3,156	4,263	1,979	1,631	4,032	4,779	1,706
14														




Ctrl Home pindah ke sel pertama dalam sheet

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2		Cabang	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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7		Semarang	1,005	1,830	4,297	4,014	3,602	3,905	2,105	4,965	1,299	1,043	4,499	1,587
8		Bali	4,612	2,131	1,976	4,960	2,503	4,217	3,152	4,527	3,657	2,971	4,235	4,191
9		Medan	2,135	2,582	3,765	2,498	4,424	4,316	1,366	2,651	3,895	2,898	4,358	3,339
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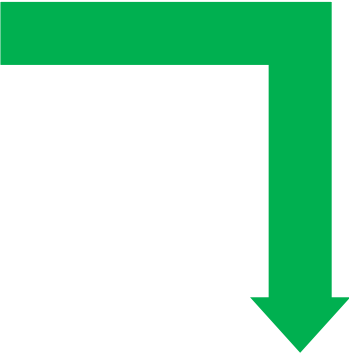


NAVIGATE & SELECT CELLS DALAM WORKSHEETS

Ctrl Arrow Keys pindah ke sel terakhir dalam suatu rentang (range)




	A	B	C	D	E	F	G	H	I	J	K	L	M	N
		Cabang	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
3		Jakarta	4,502	4,162	2,049	3,069	4,687	3,633	2,568	2,384	4,934	4,476	4,501	1,539
4		Bandung	1,682	2,823	1,698	3,176	3,872	3,483	4,254	4,471	4,624	4,344	3,538	1,227
5		Surabaya	1,482	3,440	3,207	1,155	1,158	4,293	2,483	3,588	4,272	4,753	4,008	4,906
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13		Ambon	3,632	3,819	2,940	1,330	4,706	3,156	4,263	1,979	1,631	4,032	4,779	1,706
14														



Shift Arrow Keys memilih beberapa/banyak sel



	A	B	C
1			
2		Cabang	Jan
3		Jakarta	4,502
4		Bandung	1,682
5		Surabaya	1,482
6		Jogjakarta	4,135
7		Semarang	1,005



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2		Cabang	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
3		Jakarta	4,502	4,162	2,049	3,069	4,687	3,633	2,568	2,384	4,934	4,476	4,501	1,539
4		Bandung	1,682	2,823	1,698	3,176	3,872	3,483	4,254	4,471	4,624	4,344	3,538	1,227
5		Surabaya	1,482	3,440	3,207	1,155	1,158	4,293	2,483	3,588	4,272	4,753	4,008	4,906
6		Jogjakarta	4,135	1,707	2,661	2,236	1,740	4,855	4,600	1,163	2,891	2,358	3,989	3,499
7		Semarang	1,005	1,830	4,297	4,014	3,602	3,905	2,105	4,965	1,299	1,043	4,499	1,587
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9		Medan	2,135	2,582	3,765	2,498	4,424	4,316	1,366	2,651	3,895	2,898	4,358	3,339
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11		Balikpapan	2,272	4,343	2,448	4,294	1,403	4,424	1,875	4,727	1,670	3,592	3,673	4,791
12		Makassar	4,615	3,652	3,672	2,166	1,895	4,480	1,872	1,834	4,312	4,183	3,599	4,741
13		Ambon	3,632	3,819	2,940	1,330	4,706	3,156	4,263	1,979	1,631	4,032	4,779	1,706
14														

Ctrl Shift Arrow Keys memilih rentang sel yang digunakan dalam baris / kolom

	A	B	C	D	E
1					
2		Cabang	Jan	Feb	Mar
3		Jakarta	4,502	4,162	2,049
4		Bandung	1,682	2,823	1,698
5		Surabaya	1,482	3,440	3,207
6		Jogjakarta	4,135	1,707	2,661
7		Semarang	1,005	1,830	4,297
8		Bali	4,612	2,131	1,976
9		Medan	2,135	2,582	3,765
10		Padang	4,544	3,387	4,116
11		Balikpapan	2,272	4,343	2,448
12		Makassar	4,615	3,652	3,672
13		Ambon	3,632	3,819	2,940
14					



	A	B	C	D	E
1					
2		Cabang	Jan	Feb	Mar
3		Jakarta	4,502	4,162	2,049
4		Bandung	1,682	2,823	1,698
5		Surabaya	1,482	3,440	3,207
6		Jogjakarta	4,135	1,707	2,661
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11		Balikpapan	2,272	4,343	2,448
12		Makassar	4,615	3,652	3,672
13		Ambon	3,632	3,819	2,940
14					



Ctrl Shift Home/End memilih seluruh rentang sel yang digunakan

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2		Cabang	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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13		Ambon	3,632	3,819	2,940	1,330	4,706	3,156	4,263	1,979	1,631	4,032	4,779	1,706
14														



Ctrl A pilih semua sel dalam rentang yang digunakan

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2		Cabang	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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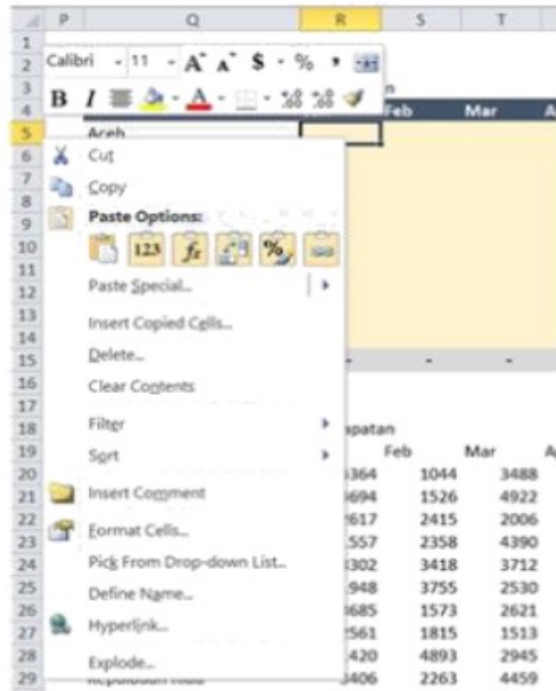
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
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4		Bandung	1,682	2,823	1,698	3,176	3,872	3,483	4,254	4,471	4,624	4,344	3,538	1,227
5		Surabaya	1,482	3,440	3,207	1,155	1,158	2,483	3,588	4,272	4,753	4,008	4,906	4,906
6		Jogjakarta	4,135	1,707	2,661	2,236	1,740	4,855	4,600	1,163	2,891	2,358	3,989	3,499
7		Semarang	1,005	1,830	4,297	4,014	3,602	3,905	2,105	4,965	1,299	1,043	4,499	1,587
8		Bali	4,612	2,131	1,976	4,960	2,503	4,217	3,152	4,527	3,057	2,971	4,235	4,191
9		Medan	2,135	2,582	3,765	2,498	4,424	4,316	1,366	2,651	3,895	2,898	4,358	3,339
10		Padang	4,544	3,387	4,116	2,624	2,041	3,137	2,822	3,254	3,998	1,985	2,107	1,348
11		Balikpapan	2,272	4,343	2,448	4,294	1,403	4,424	1,875	4,727	1,670	3,592	3,673	4,791
12		Makassar	4,615	3,652	3,672	2,166	1,895	4,480	1,872	1,834	4,312	4,183	3,599	4,741
13		Ambon	3,632	3,819	2,940	1,330	4,706	3,156	4,263	1,979	1,631	4,032	4,779	1,706
14														

FUNGSI DASAR EXCEL

I. Copy Paste Value

		Pendapatan												
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
5	Aceh	4,364	1,044	3,488	2,307	2,907	3,411	1,185	4,043	3,181	1,497	1,658	4,218	33,303
6	Sumatera Utara	4,694	1,526	4,922	1,550	1,495	4,736	1,013	1,097	3,080	3,895	1,958	3,689	33,655
7	Sumatera Barat	2,617	2,415	2,006	4,197	2,588	2,397	2,501	2,108	1,935	2,662	4,470	4,457	34,353
8	Riau	1,557	2,358	4,390	1,376	1,608	4,861	2,246	1,694	3,475	1,345	4,161	1,755	30,826
9	Jambi	3,302	3,418	3,712	3,906	2,110	4,147	2,283	1,156	4,962	3,166	3,515	1,020	36,697
10	Sumatera Selatan	1,948	3,755	2,530	3,576	2,697	1,120	4,149	2,953	2,629	1,047	1,561	4,312	32,277
11	Bengkulu	3,685	1,573	2,621	4,682	4,883	1,865	3,304	1,254	2,300	4,577	4,883	1,415	37,042
12	Lampung	2,561	1,815	1,513	3,730	4,436	1,279	2,079	1,966	4,427	4,865	1,459	1,632	31,762
13	Kepulauan Bangka Belitung	1,420	4,893	2,945	2,383	1,091	4,098	1,594	3,275	2,016	3,346	2,900	4,860	34,821
14	Kepulauan Riau	3,406	2,263	4,459	4,683	3,517	2,939	2,551	2,987	4,181	1,891	3,169	4,435	40,481
15	Total	29,554	25,060	32,586	32,390	27,332	30,853	22,905	22,533	32,186	28,291	29,734	31,793	345,217

1 Pilih cell C5:N14 kemudian Copy (Ctrl + C)

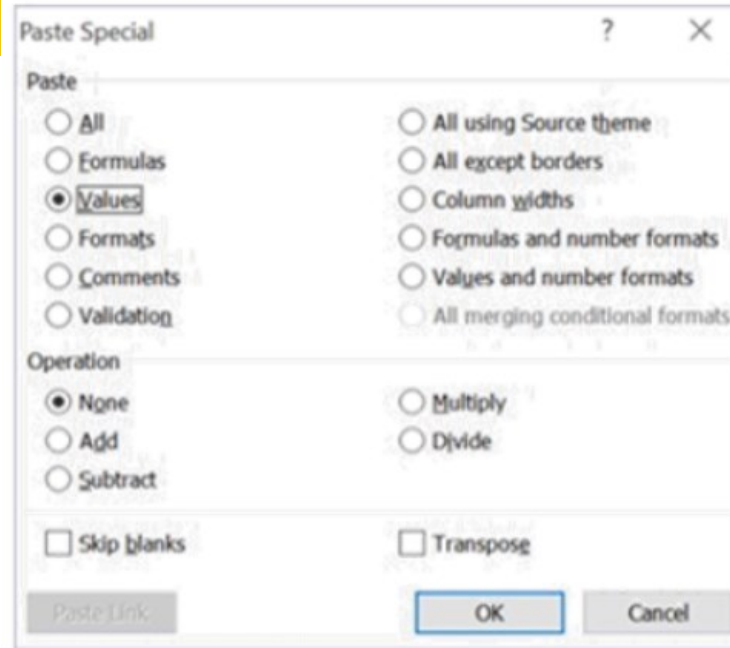


2 Pilih cell R5 kemudian klik Kanan dan pilih Paste Special

Tip: Untuk shortcut menampilkan Paste Special bisa dengan cara menekan tombol **ALT E S** atau **CTRL ALT V**

FUNGSI DASAR EXCEL

I. Copy Paste Value



3 Pilih Value maka akan ter-copy Value Only (Format tidak terbawa)

Shortcut:
ALT E S V [Enter]

FUNGSI DASAR EXCEL

I. Copy Paste Value

		Pendapatan												
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
5	Aceh	4,364	1,044	3,488	2,307	2,907	3,411	1,185	4,043	3,181	1,497	1,658	4,218	33,303
6	Sumatera Utara	4,694	1,526	4,922	1,550	1,495	4,736	1,013	1,097	3,080	3,895	1,958	3,689	33,655
7	Sumatera Barat	2,617	2,415	2,006	4,197	2,588	2,397	2,501	2,108	1,935	2,662	4,470	4,457	34,353
8	Riau	1,557	2,358	4,390	1,376	1,608	4,861	2,246	1,694	3,475	1,345	4,161	1,755	30,826
9	Jambi	3,302	3,418	3,712	3,906	2,110	4,147	2,283	1,156	4,952	3,166	3,515	1,020	36,697
10	Sumatera Selatan	1,948	3,755	2,530	3,576	2,697	1,120	4,149	2,953	2,629	1,047	1,561	4,312	32,277
11	Bengkulu	3,685	1,573	2,621	4,682	4,883	1,865	3,304	1,254	2,300	4,577	4,883	1,415	37,042
12	Lampung	2,561	1,815	1,513	3,730	4,436	1,279	2,079	1,966	4,427	4,865	1,459	1,632	31,762
13	Kepulauan Bangka Belitung	1,420	4,893	2,945	2,383	1,091	4,098	1,594	3,275	2,016	3,346	2,900	4,860	34,821
14	Kepulauan Riau	3,405	2,263	4,459	4,683	3,517	2,939	2,551	2,987	4,181	1,891	3,169	4,435	40,481
15	Total	29,554	25,060	32,586	32,390	27,332	30,853	22,905	22,533	32,186	28,291	29,734	31,793	345,217

4 Cara lain copy paste bisa dengan memilih cell yang akan dicopy - pilih Cell C5:N14 kemudian klik kanan pada ujung range yang dipilih kemudian Tarik ke cell yang dituju

		Pendapatan												
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Aceh														-
Sumatera Utara														-
Sumatera Barat														-
Riau														-
Jambi														-
Sumatera Selatan														-
Bengkulu														-
Lampung														-
Kepulauan Bangka Belitung														-
Kepulauan Riau														-
Total		-	-	-	-	-	-	-	-	-	-	-	-	-

		Pendapatan												
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Aceh		4364	1044	3488	2307	2907	3411	1185	4043	3181	1497	1658	4218	33303
Sumatera Utara		4694	1526	4922	1550	1495	4736	1013	1097	3080	3895	1958	3689	33655
Sumatera Barat		2617	2415	2006	4197	2588	2397	2501	2108	1935	2662	4470	4457	34353
Riau		1557	2358	4390	1376	1608	4861	2246	1694	3475	1345	4161	1755	30826
Jambi		3302	3418	3712	3906	2110	4147	2283	1156	4952	3166	3515	1020	36697

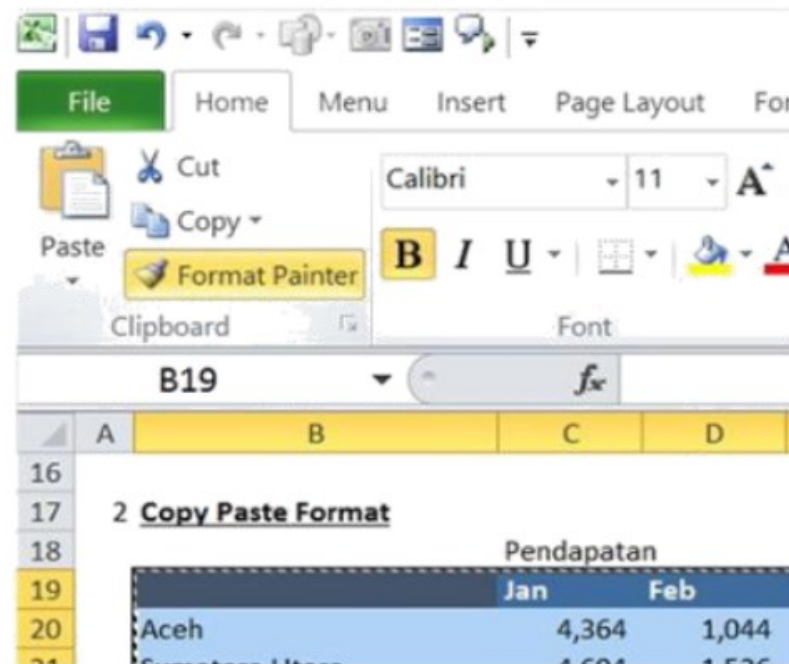
5 Kemudian pilih **Copy Here as Value Only**

FUNGSI DASAR EXCEL

2. Copy Paste Format

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Aceh	4,364	1,044	3,488	2,307	2,907	3,411	1,185	4,043	3,181	1,497	1,658	4,218	33,303
Sumatera Utara	4,694	1,526	4,922	1,550	1,495	4,736	1,013	1,097	3,080	3,895	1,958	3,689	33,655
Sumatera Barat	2,617	2,415	2,006	4,197	2,588	2,397	2,501	2,108	1,935	2,662	4,470	4,457	34,353
Riau	1,557	2,358	4,390	1,376	1,608	4,861	2,246	1,694	3,475	1,345	4,161	1,755	30,826
Jambi	3,302	3,418	3,712	3,906	2,110	4,147	2,283	1,156	4,962	3,166	3,515	1,020	36,697
Sumatera Selatan	1,948	3,755	2,530	3,576	2,697	1,120	4,149	2,953	2,629	1,047	1,561	4,312	32,277
Bengkulu	3,685	1,573	2,621	4,682	4,883	1,865	3,304	1,254	2,300	4,577	4,883	1,415	37,042
Lampung	2,561	1,815	1,513	3,730	4,436	1,279	2,079	1,966	4,427	4,865	1,459	1,632	31,762
Kepulauan Bangka Belitung	1,420	4,893	2,945	2,383	1,091	4,098	1,594	3,275	2,016	3,346	2,900	4,860	34,821
Kepulauan Riau	3,406	2,263	4,459	4,683	3,517	2,939	2,551	2,987	4,181	1,891	3,169	4,435	40,481
Total	29,554	25,060	32,586	32,390	27,332	30,853	22,905	22,533	32,186	28,291	29,734	31,793	345,217

1 Pilih cell B19:O30 kemudian pilih Format Painter



FUNGSI DASAR EXCEL

2. Copy Paste Format

		Pendapatan													
	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
16															
17															
18															
19	33,303	Aceh	4,364	1,044	3,488	2,307	2,907	3,411	1,185	4,043	3,181	1,497	1,658	4,218	33,303
20	33,655	Sumatera Utara	4,694	1,526	4,922	1,550	1,495	4,736	1,013	1,097	3,080	3,895	1,958	3,689	33,655
21	34,353	Sumatera Barat	2,617	2,415	2,006	4,197	2,588	2,397	2,501	2,108	1,935	2,662	4,470	4,457	34,353
22	30,826	Riau	1,557	2,358	4,390	1,376	1,608	4,861	2,246	1,694	3,475	1,345	4,161	1,755	30,826
23	36,697	Jambi	3,302	3,418	3,712	3,906	2,110	4,147	2,283	1,156	4,962	3,166	3,515	1,020	36,697
24	32,277	Sumatera Selatan	1,948	3,755	2,530	3,576	2,697	1,120	4,149	2,953	2,629	1,047	1,561	4,312	32,277
25	37,042	Bengkulu	3,685	1,573	2,621	4,682	4,883	1,865	3,304	1,254	2,300	4,577	4,883	1,415	37,042
26	31,762	Lampung	2,561	1,815	1,513	3,730	4,436	1,279	2,079	1,966	4,427	4,865	1,459	1,632	31,762
27	34,821	Kepulauan Bangka Belitung	1,420	4,893	2,945	2,383	1,091	4,098	1,594	3,275	2,016	3,346	2,900	4,860	34,821
28	40,481	Kepulauan Riau	3,406	2,263	4,459	4,683	3,517	2,939	2,551	2,987	4,181	1,891	3,169	4,435	40,481
29	345,217	Total	29,554	25,060	32,586	32,390	27,332	30,853	22,905	22,533	32,186	28,291	29,734	31,793	###
30															
31															

2 Letakkan pada cell Q20 maka format akan menyesuaikan format yang sebelumnya kita pilih menggunakan Format painter

Tip: untuk melakukan multiple Format Painter bisa dilakukan dengan melakukan Double Klik pada Format Painter

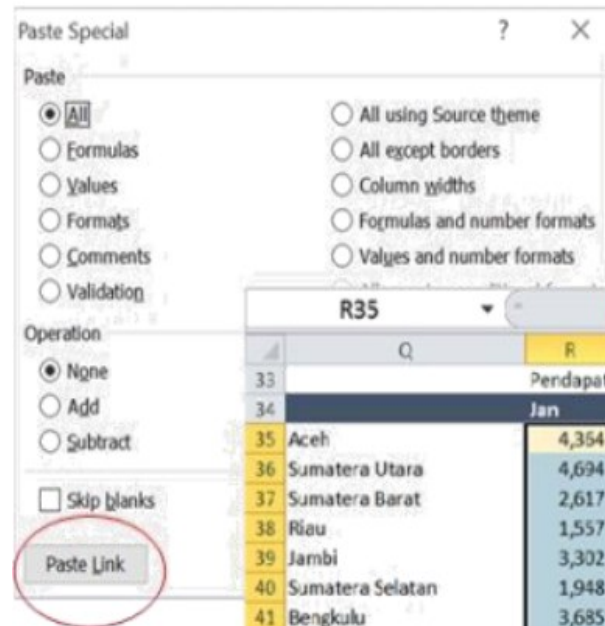
Shortcut:
ALT E S T [Enter]

FUNGSI DASAR EXCEL

3. Copy Paste Link

Pendapatan													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Aceh	4,364	1,044	3,488	2,307	2,907	3,411	1,185	4,043	3,181	1,497	1,658	4,218	33,303
Sumatera Utara	4,694	1,526	4,922	1,550	1,495	4,736	1,013	1,097	3,080	3,895	1,958	3,689	33,455
Sumatera Barat	2,617	2,415	2,006	4,197	2,588	2,397	2,501	2,108	1,935	2,662	4,470	4,457	34,353
Riau	1,557	2,358	4,390	1,376	1,608	4,861	2,246	1,694	3,475	1,345	4,161	1,755	30,826
Jambi	3,302	3,418	3,712	3,906	2,110	4,147	2,283	1,156	4,962	3,166	3,515	1,020	36,697
Sumatera Selatan	1,948	3,755	2,530	3,576	2,697	1,120	4,149	2,953	2,629	1,047	1,561	4,312	32,277
Bengkulu	3,685	1,573	2,621	4,682	4,883	1,865	3,304	1,254	2,300	4,577	4,883	1,415	37,042
Lampung	2,561	1,815	1,513	3,730	4,436	1,279	2,079	1,966	4,427	4,865	1,459	1,632	31,762
Kepulauan Bangka Belitung	1,420	4,893	2,945	2,383	1,091	4,098	1,594	3,275	2,016	3,346	2,900	4,860	34,821
Kepulauan Riau	3,406	2,253	4,459	4,683	3,517	2,939	2,551	2,987	4,181	1,891	3,169	4,435	40,481
Total	29,554	25,060	32,586	32,390	27,332	30,853	22,905	22,533	32,186	28,291	29,734	31,793	345,217

1 Pilih cell C35:N44 kemudian Copy



2 Pilih cell R35 Klik kanan kemudian pilih Paste Special - Paste Link
Shortcut: **ALT E S L**

Pendapatan													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Aceh	4,354	1,044	3,488	2,307	2,907	3,411	1,185	4,043	3,181	1,497	1,658	4,218	33,303
Sumatera Utara	4,694	1,526	4,922	1,550	1,495	4,736	1,013	1,097	3,080	3,895	1,958	3,689	33,655
Sumatera Barat	2,617	2,415	2,006	4,197	2,588	2,397	2,501	2,108	1,935	2,662	4,470	4,457	34,353
Riau	1,557	2,358	4,390	1,376	1,608	4,861	2,246	1,694	3,475	1,345	4,161	1,755	30,826
Jambi	3,302	3,418	3,712	3,906	2,110	4,147	2,283	1,156	4,962	3,166	3,515	1,020	36,697
Sumatera Selatan	1,948	3,755	2,530	3,576	2,697	1,120	4,149	2,953	2,629	1,047	1,561	4,312	32,277
Bengkulu	3,685	1,573	2,621	4,682	4,883	1,865	3,304	1,254	2,300	4,577	4,883	1,415	37,042
Lampung	2,561	1,815	1,513	3,730	4,435	1,279	2,079	1,966	4,427	4,865	1,459	1,632	31,762
Kepulauan Bangka Belitung	1,420	4,893	2,945	2,383	1,091	4,098	1,594	3,275	2,016	3,346	2,900	4,860	34,821
Kepulauan Riau	3,406	2,263	4,459	4,683	3,517	2,939	2,551	2,987	4,181	1,891	3,169	4,435	40,481
Total	29,554	25,060	32,586	32,390	27,332	30,853	22,905	22,533	32,186	28,291	29,734	31,793	345,217

FUNGSI DASAR EXCEL

4. Copy Paste Right & Down

4 Shortcut - Copy to Right

		Pendapatan											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
50	Aceh	4,364											
51	Sumatera Utara	4,694											
52	Sumatera Barat	2,617											
53	Riau	1,557											
54	Jambi	3,302											
55	Sumatera Selatan	1,948											
56	Bengkulu	3,685											
57	Lampung	2,561											
58	Kepulauan Bangka Belitung	1,420											
59	Kepulauan Riau	3,406											
60	Total	29,554	-	-	-	-	-	-	-	-	-	-	-

1 Pilih cell C50:N59 kemudian tekan **Ctrl + R**, maka akan tercopy dari Column C sampai Row N

5 Shortcut - Copy to Down

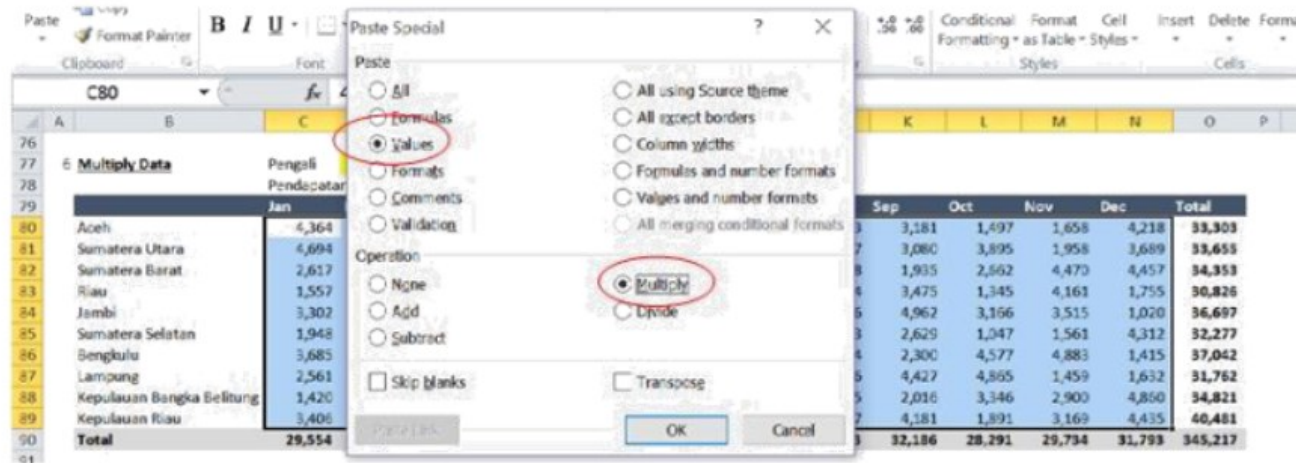
		Pendapatan											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
65	Aceh	4,364	1,044	3,488	2,307	2,907	3,411	1,185	4,043	3,181	1,497	1,658	4,218
66	Sumatera Utara												
67	Sumatera Barat												
68	Riau												
69	Jambi												
70	Sumatera Selatan												
71	Bengkulu												
72	Lampung												
73	Kepulauan Bangka Belitung												
74	Kepulauan Riau												
75	Total	4,364	1,044	3,488	2,307	2,907	3,411	1,185	4,043	3,181	1,497	1,658	4,218

2 Pilih cell C65:N74 kemudian tekan **Ctrl + D**, maka akan tercopy dari row 65 sampai Row 74

5. Multiply Data

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
76														
77	5 Multiply Data													
78														
79														
80	Aceh	4,364	1,044	3,488	2,307	2,907	3,411	1,185	4,043	3,181	1,497	1,658	4,218	33,303
81	Sumatera Utara	4,694	1,526	4,922	1,550	1,495	4,736	1,013	1,097	3,080	3,895	1,958	3,689	33,655
82	Sumatera Barat	2,617	2,415	2,006	4,197	2,588	2,397	2,501	2,108	1,935	2,662	4,470	4,457	34,353
83	Riau	1,557	2,358	4,390	1,376	1,608	4,861	2,246	1,694	3,475	1,345	4,161	1,755	30,826
84	Jambi	3,302	3,418	3,712	3,906	2,110	4,147	2,283	1,156	4,962	3,166	3,515	1,020	36,697
85	Sumatera Selatan	1,948	3,755	2,530	3,576	2,697	1,120	4,149	2,953	2,629	1,047	1,561	4,312	32,277
86	Bengkulu	3,685	1,573	2,621	4,682	4,883	1,865	3,304	1,254	2,300	4,577	4,883	1,415	37,042
87	Lampung	2,561	1,815	1,513	3,730	4,436	1,279	2,079	1,966	4,427	4,865	1,459	1,632	31,762
88	Kepulauan Bangka Belitung	1,420	4,893	2,945	2,383	1,091	4,098	1,594	3,275	2,016	3,346	2,900	4,860	34,821
89	Kepulauan Riau	3,406	2,263	4,459	4,683	3,517	2,939	2,551	2,987	4,181	1,891	3,169	4,435	40,481
90	Total	29,554	25,060	32,586	32,390	27,332	30,853	22,905	22,533	32,186	28,291	29,734	31,793	345,217

1 Pilih cell D77 kemudian copy



2 Pilih cell C80:N89 klik kanan kemudian pilih Value dan Multiply, semua cell di C80:N89 akan dikali dengan 1.1

Shortcut:
ALT E S V M [Enter]

FUNGSI DASAR EXCEL

6. Divide Data

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P		
89		Kepulauan Riau	3,406	2,263	4,459	4,683	3,517	2,939	2,551	2,987	4,181	1,891	3,169	4,435	40,481			
90		Total	29,554	25,060	32,586	32,390	27,332	30,853	22,905	22,533	32,186	28,291	29,734	31,793	#####			
91		7 Divide Data																
92					Pembagi	1.1												
93					Pendapatan													
94						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
95		Aceh	4,364	1,044	3,488	2,307	2,907	3,411	1,185	4,043	3,181	1,497	1,658	4,218	33,303			
96		Sumatera Utara	4,694	1,526	4,922	1,550	1,495	4,736	1,013	1,097	3,080	3,895	1,958	3,689	33,655			
97		Sumatera Barat	2,617	2,415	2,006	4,197	2,588	2,397	2,501	2,108	1,935	2,662	4,470	4,457	34,353			
98		Riau	1,557	2,358	4,390	1,376	1,608	4,861	2,246	1,694	3,475	1,345	4,161	1,755	30,826			
99		Jambi	3,302	3,418	3,712	3,906	2,110	4,147	2,283	1,156	4,962	3,166	3,515	1,020	36,697			
100		Sumatera Selatan	1,948	3,755	2,530	3,576	2,697	1,120	4,149	2,953	2,629	1,047	1,561	4,312	32,277			
101		Bengkulu	3,685	1,573	2,621	4,682	4,883	1,865	3,304	1,254	2,300	4,577	4,883	1,415	37,042			
102		Lampung	2,561	1,815	1,513	3,730	4,436	1,279	2,079	1,966	4,427	4,865	1,459	1,632	31,762			
103		Kepulauan Bangka Belitung	1,420	4,893	2,945	2,383	1,091	4,098	1,594	3,275	2,016	3,346	2,900	4,860	34,821			
104		Kepulauan Riau	3,406	2,263	4,459	4,683	3,517	2,939	2,551	2,987	4,181	1,891	3,169	4,435	40,481			
105		Total	29,554	25,060	32,586	32,390	27,332	30,853	22,905	22,533	32,186	28,291	29,734	31,793	#####			
106																		

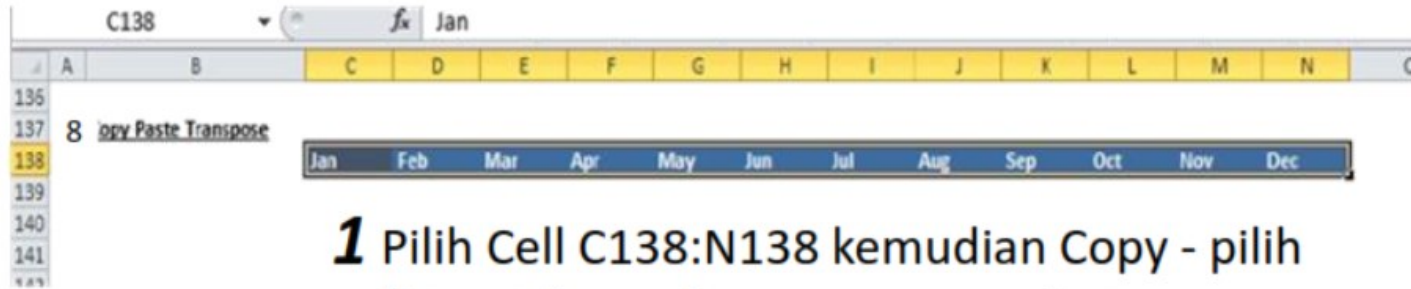
1 Pilih cell D92 kemudian Copy

The screenshot shows the Excel interface with the 'Paste Special' dialog box open. The 'Values' option is selected under the 'Paste' section, and the 'Divide' option is selected under the 'Operation' section. The background shows the same data table as above, with the 'Divide Data' section highlighted in yellow.

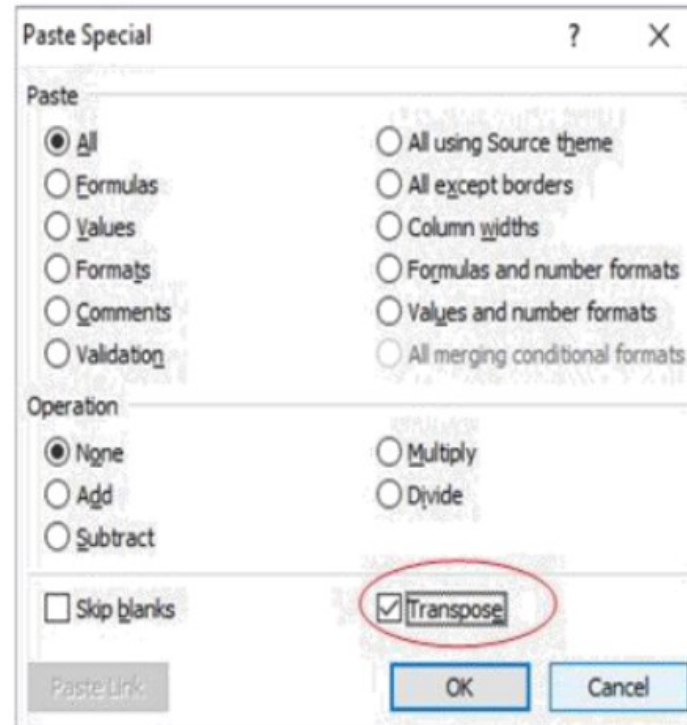
2 Paste special - pilih - Value - Divide

Shortcut:
ALT E S V I [Enter]

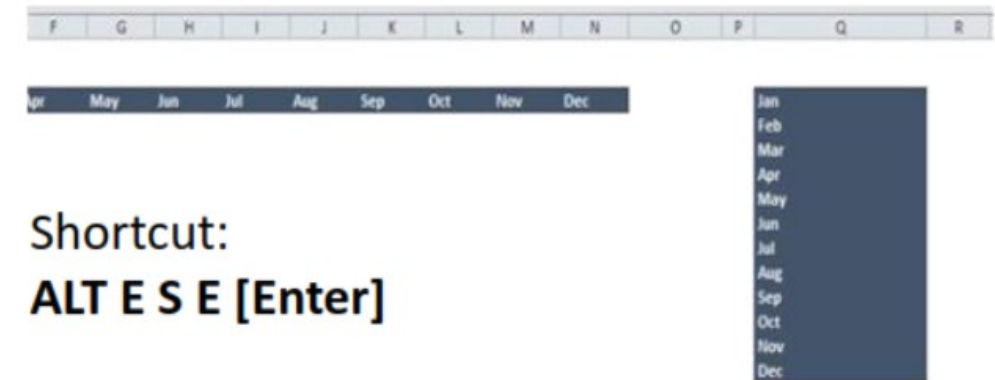
7. Transpose Data



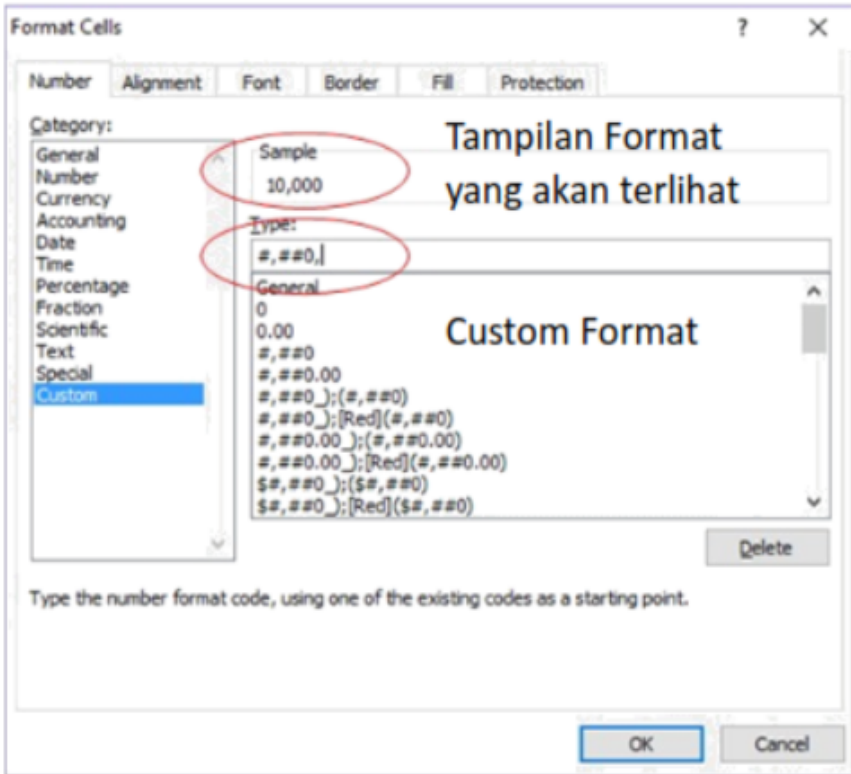
1 Pilih Cell C138:N138 kemudian Copy - pilih cell Q138 kemudian Paste Special - Transpose



2 Hasil copy akan berubah dari horizontal menjadi Vertical



CUSTOM FORMATING



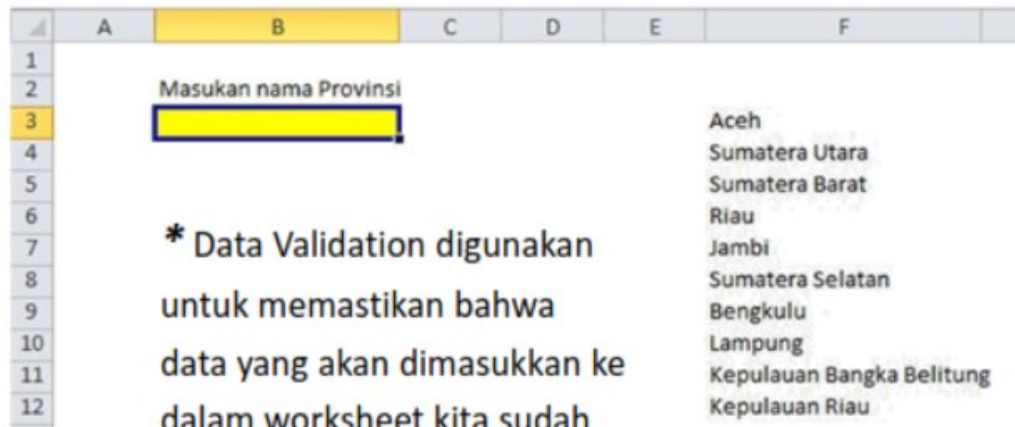
1 Kita bisa melakukan custom format / menampilkan format dengan tampilan yang kita create sendiri dengan menggunakan Format Cell > Custom kemudian rubah sesuai tampilan yang diinginkan. Tekan **Ctrl 1** untuk menampilkan Format Cells

10,000	#,##0,	Menampilkan Format angka dalam ribuan
10	#,##0,,	Menampilkan Format angka dalam Jutaan
10 M	#,##0,, "M"	Menampilkan Format angka dalam Jutaan dan dengan tambahan Text
Total	10 M "Total: "* #,##0,, "M"	Menampilkan Format angka dalam Jutaan dan dengan tambahan Text M dan Total di depan angka

2 Custom Format dan Tampilan yang akan muncul

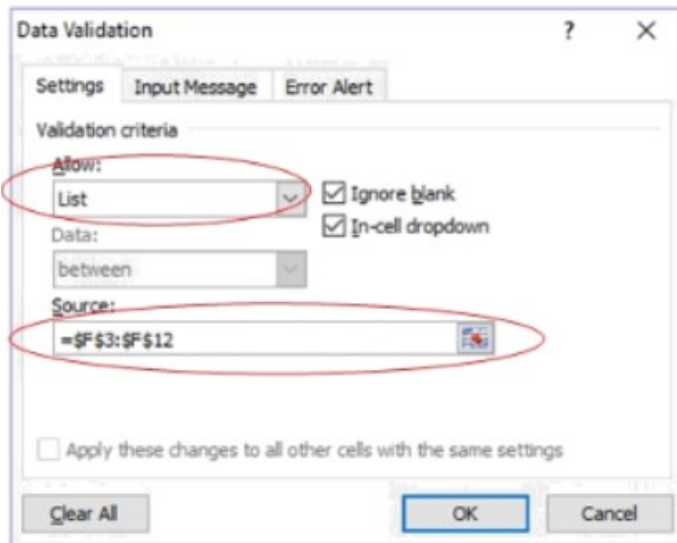
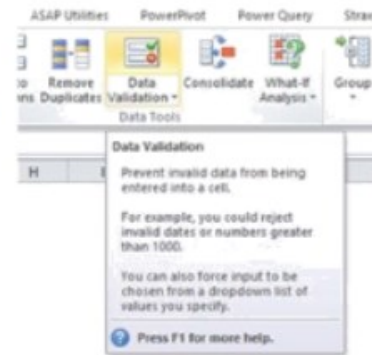
DATA VALIDATION

Data Validation menggunakan List



* Data Validation digunakan untuk memastikan bahwa data yang akan dimasukkan ke dalam worksheet kita sudah benar (Datanya valid)

1 Pilih cell B3
kemudian masuk Data
> Data Validation > List



2 Kemudian masukkan
Source F3:F12

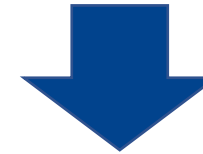
DATA VALIDATION

Data Validation menggunakan **Between**

	A	B	C	D	E	F	G
13							
14							
15		Masukkan angka antara 2000 - 5000				Batas bawah	
16						2000	
17						Batas Atas	
18						5000	
19							
20							

1 Pilih cell B16 kemudian **Data > Data Validation > Wholenumber**

2 Pilih **Between** kemudian masukkan data atas dan data bawah



Data Validation menggunakan **Between**

	A	B	C	D	E	F	G
13							
14							
15		Masukkan angka antara 2000 - 5000				Batas bawah	
16						2000	
17						Batas Atas	
18						5000	
19							
20							
21							
22							
23							
24							

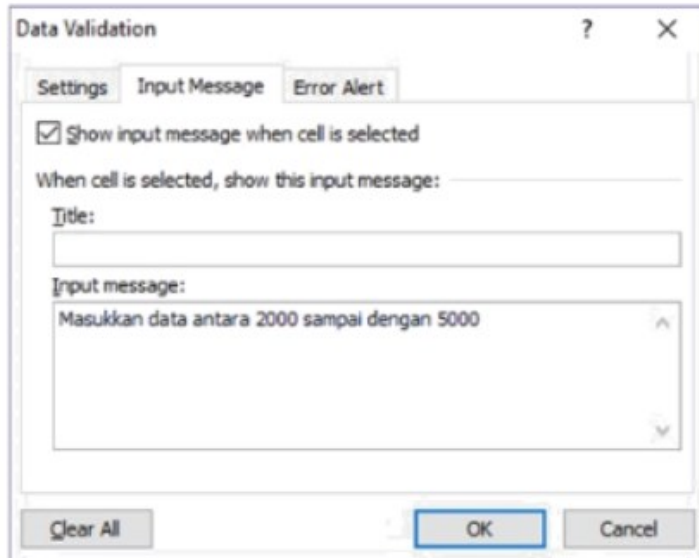
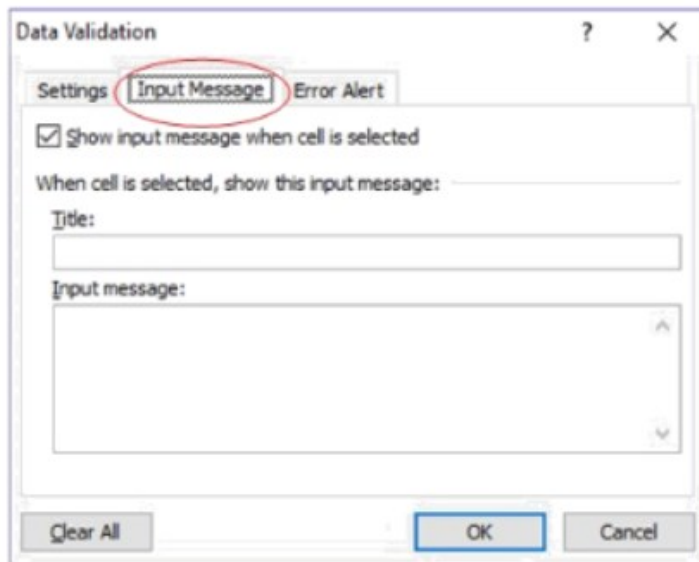
3 Data bisa masuk sesuai dengan Range Batas bawah dan Atas,

	A	B	C	D	E	F	G
13							
14							
15							
16		2000 - 5000				Batas bawah	
17		6000				2000	
18						Batas Atas	
19						5000	
20							
21							
22							
23							
24							

4 Apabila data tidak sesuai akan muncul

DATA VALIDATION

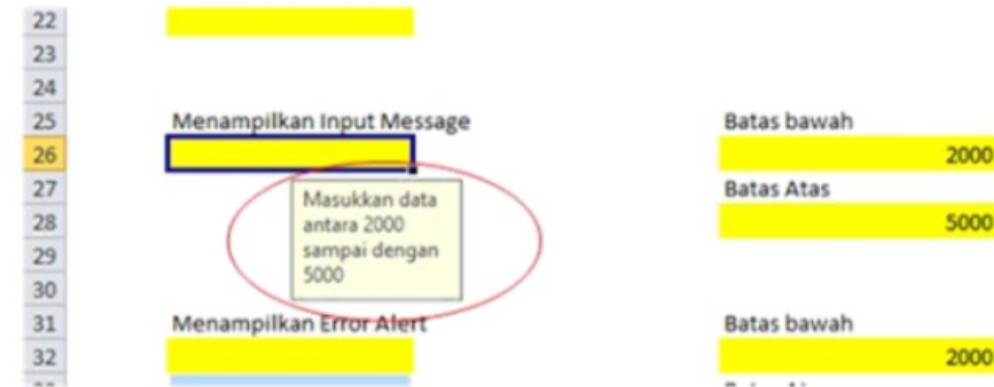
Data Validation - Menampilkan Input Message



1 Untuk memastikan bahwa data yang akan dimasukkan benar, kita bisa menambahkan Input Message, sehingga data dimasukkan dengan benar

2 kita bisa menambahkan message sesuai dengan batasan yang sudah kita set pada data validation

3 Input message akan muncul setiap kali cell tersebut ditunjuk / Aktif



DATA VALIDATION

Data Validation - Menampilkan Error Alert

Menampilkan Error Alert



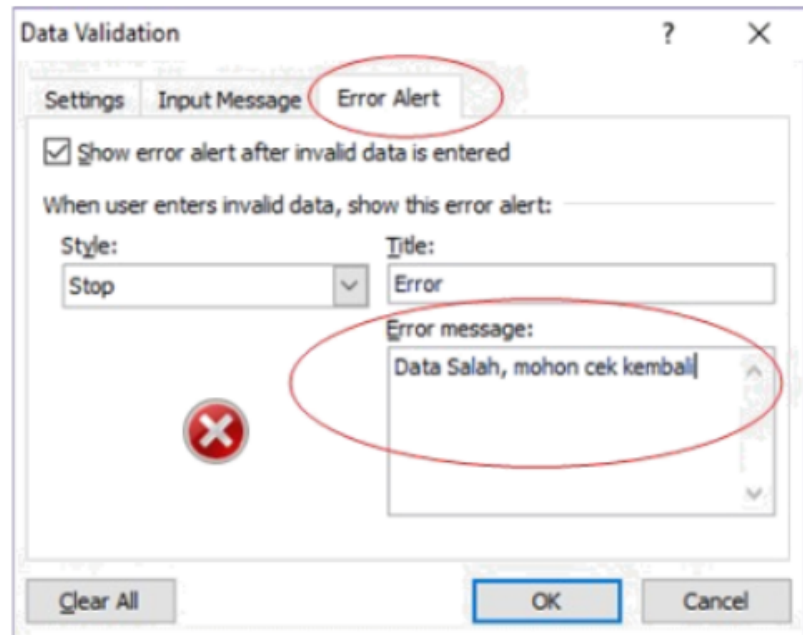
Batas bawah

2000

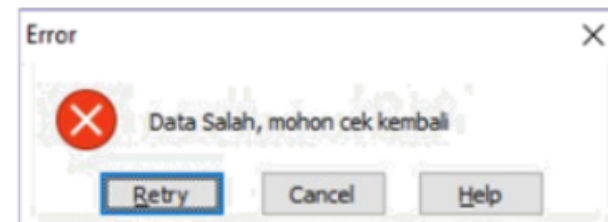
Batas Atas

5000

1 Kita bisa merubah tampilan Error Message dengan menambahkan message di Error Message



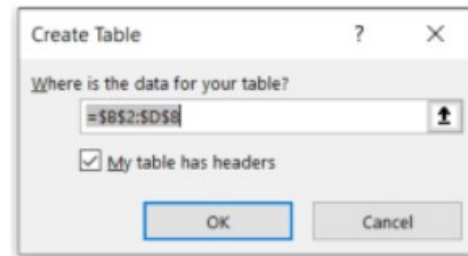
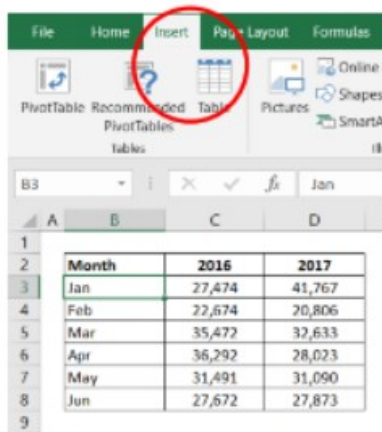
2 Apabila terjadi kesalahan dalam memasukkan data maka error alert akan muncul sesuai dengan message yang kita inginkan



CREATE & MODIFY TABLES

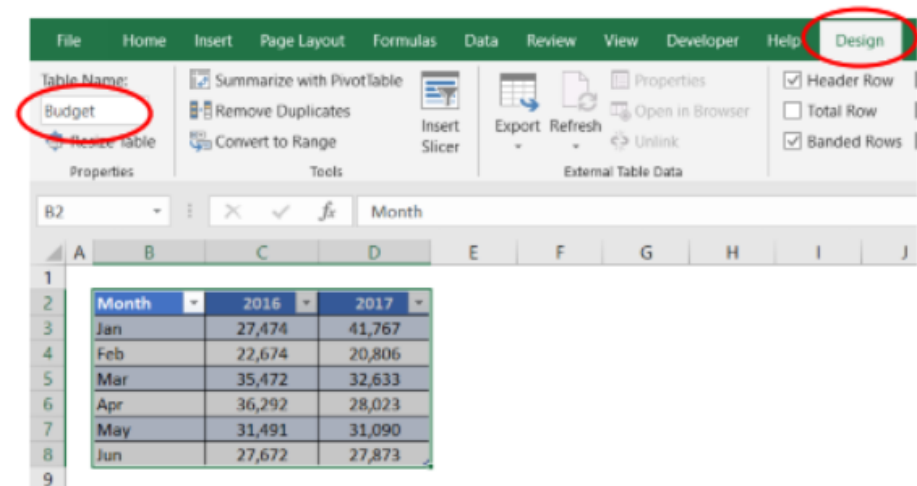
Smart Table

1. Klik sembarang sel pada area table, kemudian klik tab menu **Insert – Table** ATAU gunakan shortcut **Ctrl T**



2. Klik **Ok**

3. Klik tab menu **Design**, pada bagian **Table Name** ketik **Budget** kemudian tekan **Enter**



FUNGSI DAN FORMULA EXCEL

I. Fungsi Auto Sum

	A	B	C	D	E	F	G
1							
2	Customer	Q1	Q2	Q3	Q4	Total	
3	Aceh	29,120.00	19,162.00	19,219.00	13,240.00		
4	Sumatera Utara	15,154.00	24,516.00	29,110.00	28,228.00		
5	Sumatera Barat	12,005.00	20,728.00	25,454.00	28,650.00		
6	Riau	12,724.00	20,714.00	16,969.00	19,777.00		
7	Jambi	29,893.00	25,585.00	15,244.00	22,373.00		
8	Sumatera Selatan	19,505.00	26,123.00	14,444.00	25,501.00		
9	Bengkulu	13,074.00	10,495.00	21,567.00	12,334.00		
10	Lampung	12,818.00	26,835.00	28,948.00	11,872.00		
11	Kepulauan Bangka Belitung	24,981.00	16,197.00	19,031.00	16,269.00		
12	Kepulauan Riau	24,555.00	19,244.00	12,817.00	15,713.00		
13	DKI Jakarta	27,825.00	26,673.00	21,549.00	20,681.00		
14	Jawa Barat	23,815.00	26,861.00	20,381.00	22,299.00		
15	Total						

1 Blok Cell B15:E15 kemudian tekan **Alt + =**

2 Blok Cell B37:F49 kemudian tekan **Alt + =**

	B	C	D	E	F	G
35						
36	Customer	Q1	Q2	Q3	Q4	Total
37	Aceh	29,120.00	19,162.00	19,219.00	13,240.00	80,741.00
38	Sumatera Utara	15,154.00	24,516.00	29,110.00	28,228.00	97,008.00
39	Sumatera Barat	12,005.00	20,728.00	25,454.00	28,650.00	86,837.00
40	Riau	12,724.00	20,714.00	16,969.00	19,777.00	70,184.00
41	Jambi	29,893.00	25,585.00	15,244.00	22,373.00	93,095.00
42	Sumatera Selatan	19,505.00	26,123.00	14,444.00	25,501.00	85,573.00
43	Bengkulu	13,074.00	10,495.00	21,567.00	12,334.00	57,470.00
44	Lampung	12,818.00	26,835.00	28,948.00	11,872.00	80,473.00
45	Kepulauan Bangka Belitung	24,981.00	16,197.00	19,031.00	16,269.00	76,478.00
46	Kepulauan Riau	24,555.00	19,244.00	12,817.00	15,713.00	72,329.00
47	DKI Jakarta	27,825.00	26,673.00	21,549.00	20,681.00	96,728.00
48	Jawa Barat	23,815.00	26,861.00	20,381.00	22,299.00	93,356.00
49	Total	245,469.00	263,133.00	244,733.00	236,937.00	990,272.00

FUNGSI DAN FORMULA EXCEL

I. Fungsi Auto Sum

The screenshot shows the Microsoft Excel interface. The 'Formulas' tab is active, and the 'AutoSum' button (Σ) is highlighted. A dropdown menu is open, showing options: Sum, Average, Count Numbers, Max, Min, and More Functions... The 'Average' option is selected. Below the menu, a data table is visible with columns for quarters (Q1, Q2, Q3, Q4) and an 'Average' column. The data rows list provinces and their corresponding values.

	Q1	Q2	Q3	Q4	Average
54 Aceh	29,120.00	19,162.00	19,219.00	13,240.00	
55 Sumatera Utara	15,154.00	24,516.00	29,110.00	28,228.00	
56 Sumatera Barat	12,005.00	20,728.00	25,454.00	28,650.00	
57 Riau	12,724.00	20,714.00	16,969.00	19,777.00	
58 Jambi	29,893.00	25,585.00	15,244.00	22,373.00	
59 Sumatera Selatan	19,505.00	26,123.00	14,444.00	25,501.00	
60 Bengkulu	13,074.00	10,495.00	21,567.00	12,334.00	
61 Lampung	12,818.00	26,835.00	28,948.00	11,872.00	
62 Kepulauan Bangka Belitung	24,981.00	16,197.00	19,031.00	16,269.00	
63 Kepulauan Riau	24,555.00	19,244.00	12,817.00	15,713.00	
64 DKI Jakarta	27,825.00	26,673.00	21,549.00	20,681.00	
65 Jawa Barat	23,815.00	26,861.00	20,381.00	22,299.00	
66					
67					

3 Blok Cell B54:F65 kemudian pilih Formula - Autosum - Average

FUNGSI DAN FORMULA EXCEL

2. Fungsi Matematika

Operator-operator ini digunakan untuk melakukan operasi matematika dasar seperti penjumlahan, pengurangan, perkalian, dan pembagian:

Operator	Meaning	Formula example
+ (plus sign)	Addition	=A2+B2
- (minus sign)	Subtraction Negation (reversing the sign)	=A2-B2 =-A2 (changes the sign of the value in A2)
* (asterisk)	Multiplication	=A2*B2
/ (forward slash)	Division	=A2/B2
% (percent sign)	Percentage	=A2*10% (returns 10% of the value in A2)
^ (caret)	Exponential (power of)	=A2^3 (raises the number in A2 to the power of 3)

FUNGSI DAN FORMULA EXCEL

2. Fungsi Matematika

	A	B	C	D	E	F	G	H	I
1									
2		Branch	This Year	Last Year	% Var to LY	% Cont			
3		Jakarta	41.32 M	45.77 M	-10%	11%			$= (C3 - D3) / D3$
4		Bandung	42.47 M	27.26 M	56%	11%			$= C3 / \$C\14
5		Surabaya	11.17 M	27.41 M	-59%	3%			
6		Jogjakarta	22.29 M	49.48 M	-55%	6%			
7		Semarang	44.83 M	39.51 M	13%	12%			
8		Bali	26.12 M	16.47 M	59%	7%			
9		Medan	34.32 M	49.41 M	-31%	9%			
10		Padang	37.42 M	23.10 M	62%	10%			
11		Balikpapan	39.93 M	36.04 M	11%	11%			
12		Makassar	44.15 M	15.74 M	181%	12%			
13		Ambon	26.58 M	49.75 M	-47%	7%			
14		Total	370.61 M	379.94 M	-2%	100%			
15									

FUNGSI DAN FORMULA EXCEL

3. Fungsi Logika

1 IF Function

Description	Budgeted	Actual	Status
Expense 1	\$ 800.00	\$ 921.58	Within Budget
Expense 2	\$ 375.00	\$ 324.98	Over Budget
Expense 3	\$ 150.00	\$ 128.43	Over Budget
Expense 4	\$ 150.00	\$ 174.38	Within Budget
Expense 5	\$ 600.00	\$ 634.67	Within Budget

=IF(C5<D5,\$B\$13,\$B\$14)

Rules:

Status	Description
Within Budget	If budgeted is less than actual
Over Budget	If budgeted is greater than actual

2 IF Function with AND Criteria

Name	Score 1	Score 2	Result
John	93	80	Fail
David	60	91	Pass
Abigail	58	75	Fail
Thomas	79	94	Pass
Linda	41	33	Fail

=IF(AND(C19>=60,D19>=90),\$B\$27,\$B\$28)

Rules:

Result	Description
Pass	If Score 1 is greater/equal than 60 AND Score 2 is greater/equal than 90
Fail	If the above conditions are not met

FUNGSI DAN FORMULA EXCEL

3. Fungsi Logika

3 IF Function with OR Criteria

Name	Score 1	Score 2	Result
John	93	80	Pass
David	60	91	Pass
Abigail	58	75	Pass
Thomas	79	94	Pass
Linda	41	33	Fail

=IF(OR(C33>=60,D33>=60),\$B\$41,\$B\$42)

Rules:

Result	Description
Pass	If Score 1 is greater/equal than 60 OR Score 2 is greater/equal than 60
Fail	If the above conditions are not met

4 IFERROR Function

Product Name	This Year	Last Year	% Variance
Product 1	2,432	4,442	-45.25%
Product 2	3,323	-	
Product 3	3,940	3,311	19.00%
Product 4	1,601	-	
Product 5	3,191	4,499	-29.07%

=IFERROR((C47-D47)/D47,"")

Formula:

% Variance = (This Year - Last Year) / Last Year

FUNGSI DAN FORMULA EXCEL

4. Fungsi Text

1 A B C D E F G H I J K L M N O P Q

2 1 **CONCATENATE Function**

First Name	Last Name	Full Name
William	Henry	William Henry
Dave	Lombardo	Dave Lombardo

=CONCATENATE(B5," ",C5) OR **=B6&" "&C6**

3 2 **LEFT, MID, RIGHT Functions**

Full Name	First Name	Middle Name	Last Name
Maureen Amber Smith	Maureen	Amber	Smith

=LEFT(B11,7) **=MID(B11,9,5)** **=RIGHT(B11,5)**

4 3 **LEN Function**

Text	Length of Text
Welcome to the Beach	20

=LEN(B16)

5 4 **TEXT Function**

Value	Result
4/7/2007	07-Apr-2007
790521	0000790521

=TEXT(B21,"DD-MMM-YYYY")
=TEXT(B22,"0000000000")

6 5 **TRIM Function**

Text	Trimmed Text
Trim function will remove spaces	Trim function will remove spaces

=TRIM(B27)

7 6 **VALUE Function**

Text	Value
\$10,000.25	10000.25
07-Apr-2007	4/7/2007

=VALUE(B32)
=VALUE(B33)

8 7 **SUBSTITUTE Function**

Name	Result
Richard-Simon-Robertson	Richard Simon Robertson

=SUBSTITUTE(B38,"-"," ")

FUNGSI DAN FORMULA EXCEL

5. Fungsi Date & Time

1 DATE Function

Year	Month	Day	Date
2015	2	14	2/14/2015
2018	7	20	7/20/2018
2018	10	17	10/17/2018
2018	11	5	11/5/2018
2015	8	11	8/11/2015
2015	4	11	4/11/2015
2018	4	25	4/25/2018
2018	9	9	9/9/2018
2017	8	18	8/18/2017
2017	12	22	12/22/2017
2016	3	25	3/25/2016

=DATE(B5,C5,D5)

2 DATEVALUE Function

Date (Text)	Date (Value)
12/3/2018	12/3/2018
4/21/2019	4/21/2019
8/1/2017	8/1/2017
10/17/2018	10/17/2018
7/4/2017	7/4/2017

=DATEVALUE(B20)

3 MONTH, YEAR, NOW, TODAY, DATEDIF Functions

Birth Date	Month	Year	Now	Today	Age		
					Year	Month	Day
6/1/1988	6	1988	9/15/2019 21:49	9/15/2019	31	3	14
12/14/1978	12	1978	9/15/2019 21:49	9/15/2019	40	9	1
3/4/1986	3	1986	9/15/2019 21:49	9/15/2019	33	6	11
9/1/1973	9	1973	9/15/2019 21:49	9/15/2019	46	0	14
12/26/1986	12	1986	9/15/2019 21:49	9/15/2019	32	8	20
9/1/1990	9	1990	9/15/2019 21:49	9/15/2019	29	0	14
7/5/1988	7	1988	9/15/2019 21:49	9/15/2019	31	2	10
6/20/1963	6	1963	9/15/2019 21:49	9/15/2019	56	2	26
1/22/1989	1	1989	9/15/2019 21:49	9/15/2019	30	7	24
5/6/1976	5	1976	9/15/2019 21:49	9/15/2019	43	4	9
6/4/1967	6	1967	9/15/2019 21:49	9/15/2019	52	3	11
11/24/1986	11	1986	9/15/2019 21:49	9/15/2019	32	9	22
12/7/1962	12	1962	9/15/2019 21:49	9/15/2019	56	9	8
12/16/1971	12	1971	9/15/2019 21:49	9/15/2019	47	8	30
1/7/1961	1	1961	9/15/2019 21:49	9/15/2019	58	8	8
7/15/1979	7	1979	9/15/2019 21:49	9/15/2019	40	2	0
7/9/1987	7	1987	9/15/2019 21:49	9/15/2019	32	2	6
6/2/1979	6	1979	9/15/2019 21:49	9/15/2019	40	3	13
4/18/1980	4	1980	9/15/2019 21:49	9/15/2019	39	4	28
7/14/1963	7	1963	9/15/2019 21:49	9/15/2019	56	2	1

1 **=MONTH(B30)**

2 **=YEAR(B30)**

3 **=NOW()**

4 **=TODAY()**

5 **=DATEDIF(B30,E30,"Y")**

6 **=DATEDIF(B30,E30,"YM")**

7 **=DATEDIF(B30,E30,"MD")**

Note:

- Y** Difference in complete years
- M** Difference in complete months
- D** Difference in days
- MD** Difference in days, ignoring months and years
- YM** Difference in months, ignoring days and years
- YD** Difference in days, ignoring years

FUNGSI DAN FORMULA EXCEL

5. Fungsi Date & Time

1 DATE Function

Year	Month	Day	Date
2015	2	14	2/14/2015
2018	7	20	7/20/2018
2018	10	17	10/17/2018
2018	11	5	11/5/2018
2015	8	11	8/11/2015
2015	4	11	4/11/2015
2018	4	25	4/25/2018
2018	9	9	9/9/2018
2017	8	18	8/18/2017
2017	12	22	12/22/2017
2016	3	25	3/25/2016

=DATE(B5,C5,D5)

2 DATEVALUE Function

Date (Text)	Date (Value)
12/3/2018	12/3/2018
4/21/2019	4/21/2019
8/1/2017	8/1/2017
10/17/2018	10/17/2018
7/4/2017	7/4/2017

=DATEVALUE(B20)

3 MONTH, YEAR, NOW, TODAY, DATEDIF Functions

Birth Date	Month	Year	Now	Today	Age		
					Year	Month	Day
6/1/1988	6	1988	9/15/2019 21:49	9/15/2019	31	3	14
12/14/1978	12	1978	9/15/2019 21:49	9/15/2019	40	9	1
3/4/1986	3	1986	9/15/2019 21:49	9/15/2019	33	6	11
9/1/1973	9	1973	9/15/2019 21:49	9/15/2019	46	0	14
12/26/1986	12	1986	9/15/2019 21:49	9/15/2019	32	8	20
9/1/1990	9	1990	9/15/2019 21:49	9/15/2019	29	0	14
7/5/1988	7	1988	9/15/2019 21:49	9/15/2019	31	2	10
6/20/1963	6	1963	9/15/2019 21:49	9/15/2019	56	2	26
1/22/1989	1	1989	9/15/2019 21:49	9/15/2019	30	7	24
5/6/1976	5	1976	9/15/2019 21:49	9/15/2019	43	4	9
6/4/1967	6	1967	9/15/2019 21:49	9/15/2019	52	3	11
11/24/1986	11	1986	9/15/2019 21:49	9/15/2019	32	9	22
12/7/1962	12	1962	9/15/2019 21:49	9/15/2019	56	9	8
12/16/1971	12	1971	9/15/2019 21:49	9/15/2019	47	8	30
1/7/1961	1	1961	9/15/2019 21:49	9/15/2019	58	8	8
7/15/1979	7	1979	9/15/2019 21:49	9/15/2019	40	2	0
7/9/1987	7	1987	9/15/2019 21:49	9/15/2019	32	2	6
6/2/1979	6	1979	9/15/2019 21:49	9/15/2019	40	3	13
4/18/1980	4	1980	9/15/2019 21:49	9/15/2019	39	4	28
7/14/1963	7	1963	9/15/2019 21:49	9/15/2019	56	2	1

1 **=MONTH(B30)**

2 **=YEAR(B30)**

3 **=NOW()**

4 **=TODAY()**

5 **=DATEDIF(B30,E30,"Y")**

6 **=DATEDIF(B30,E30,"YM")**

7 **=DATEDIF(B30,E30,"MD")**

Note:

- Y** Difference in complete years
- M** Difference in complete months
- D** Difference in days
- MD** Difference in days, ignoring months and years
- YM** Difference in months, ignoring days and years
- YD** Difference in days, ignoring years

FUNGSI DAN FORMULA EXCEL

6. Fungsi VLOOKUP

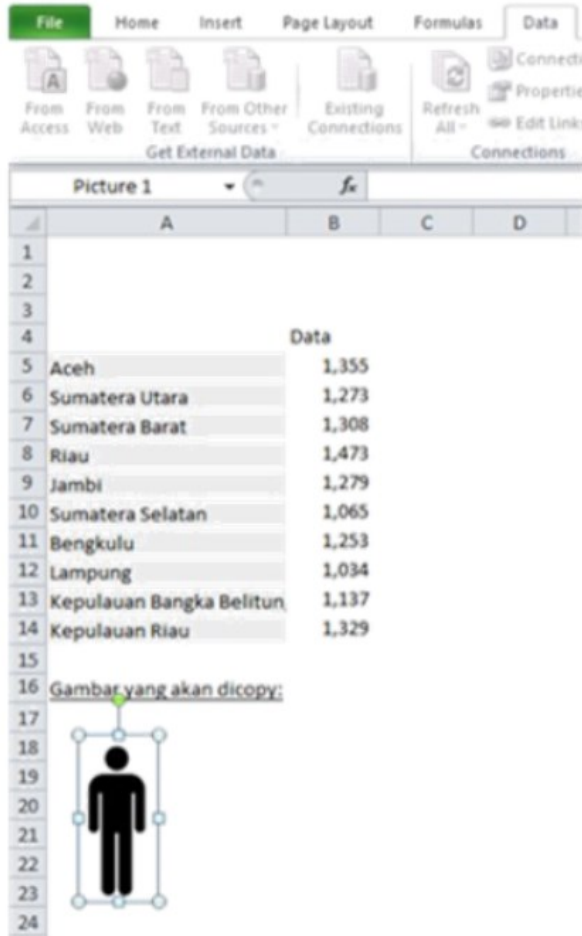
	A	B	C	D	E	F	G	H	I	J	K	L	M
1		2	3	4	5	6	7						
2		2010	2011	2012	2013	2014	2015						
3	Aceh	1,517	2,298	1,275	1,046	2,120	3,462						
4													
5													
6													
7		2010	2011	2012	2013	2014	2015						
8	Aceh	1,517	2,298	1,275	1,046	2,120	3,462						
9	Sumatera Utara	2,065	1,379	1,100	1,679	1,658	3,190						
10	Sumatera Barat	1,020	2,195	1,838	1,662	2,132	2,007						
11	Riau	1,726	1,857	1,715	1,069	2,151	3,251						
12	Jambi	1,038	1,824	2,008	2,160	2,389	2,077						
13	Sumatera Selatan	2,041	1,158	1,073	1,335	1,702	3,163						
14	Bengkulu	1,758	1,252	1,030	1,235	2,476	2,864						

Formula Cell B3

=VLOOKUP(\$A3,\$A\$8:\$G\$41,2,TRUE)
=VLOOKUP(\$A3,\$A\$8:\$G\$41,2,0)

FUNGSI DAN FORMULA EXCEL

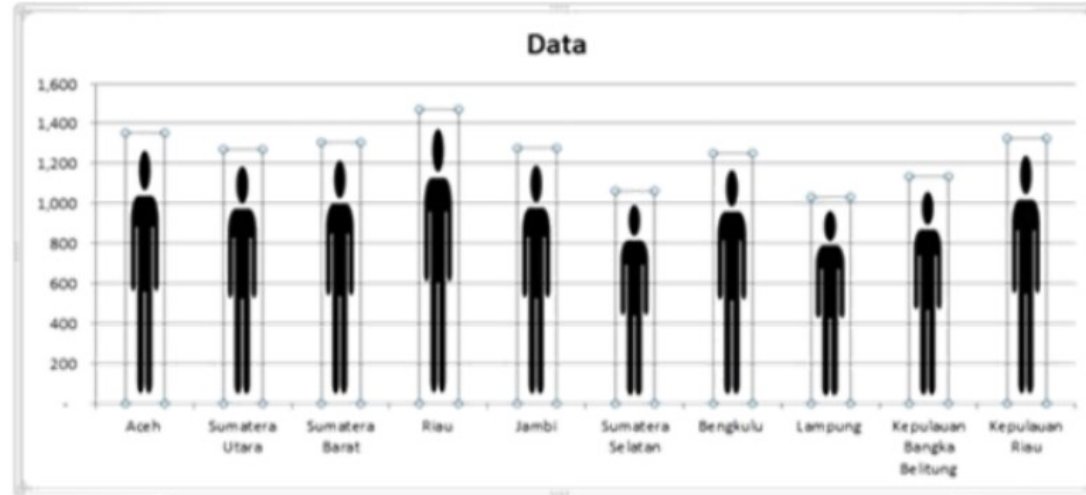
7. Chart



The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. Below the ribbon, a table of data is visible:

	A	B	C	D
1				
2				
3				
4				
5	Aceh	1,355		
6	Sumatera Utara	1,273		
7	Sumatera Barat	1,308		
8	Riau	1,473		
9	Jambi	1,279		
10	Sumatera Selatan	1,065		
11	Bengkulu	1,253		
12	Lampung	1,034		
13	Kepulauan Bangka Belitung	1,137		
14	Kepulauan Riau	1,329		
15				
16	Gambar yang akan dicopy:			
17				
18				
19				
20				
21				
22				
23				
24				

1 Pilih gambar icon orang kemudian copy



2 Pilih salah satu chart series kemudian Paste - Ctrl - V

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T E R I M A
K A S I H

