

***UMPLib - Program Pemantapan Kompetensi
Pembantu Pustakawan: Excel, Back to Basic
(4th Session)
29 September 2021***

The screenshot shows a Google Meet session in progress. The browser address bar displays the URL `meet.google.com/gfc-zlrz-rcv`. The meeting interface features a grid of 22 participants, each with a name and a profile picture or initials. The participants are arranged in a grid that is 4 rows high and 6 columns wide, with the last row containing only 4 participants. The participants are:

- ROHAIDA BINTI MOHAMA... (Initials: R)
- ROHAIDA BINTI MOHAM... (Video on)
- NOR NADIA SHAHIDA BIN...
- NAZRI BIN KAMIS
- NOORAZLI BIN OTHMAN (Initials: N)
- NOOR FATEEHA BINTI MO...
- NURULAIDA BINTI ABDUL ... (Initials: N)
- NORASHIKIN BINTI NORDIN
- AZHAR BIN WAHAB (Initials: A)
- ROZIATI BINTI RAZALI (Initials: R)
- AZHAR BIN WAHAB (Initials: A)
- ZAIRI BIN IBRAHIM
- NOR ASHIKIN BINTI AHMAD (Initials: N)
- BAIZLINDA AZLIN BINTI JA... (Initials: B)
- NUREZZATUL AKMAL BINT...
- MUHAMAD FIRDAUS BIN J...
- MOHD FAUZI BIN MOHAM... (Initials: M)
- ROHANA BTE MAT SAID (Initials: R)
- RIZAL BIN RAMLY
- SYED MOHD FAIZ BIN SYE... (Initials: S)
- ZAIFUL BAHARI BIN BAHA...
- You (Initials: You)

At the bottom of the screen, there is a control bar with icons for mute, video, chat, hand raise, share screen, and end call. The time displayed is 10:03 AM. The meeting ID `gfc-zlrz-rcv` is visible in the bottom left corner.

10:05 AM | gfc-zirz-rcv

ROHAIDA BINTI MOH...	ROHAIDA BINTI MO...	NOR NADIA SHAHIDA...	NAZRI BIN KAMIS	NOORAZLI BIN OTHM...	NOOR FATEEHA BINTI...	NURULAIMA BINTI AB...
NORASHIKIN BINTI N...	AZHAR BIN WAHAB	ROZIATI BINTI RAZALI	AZHAR BIN WAHAB	ZAIRI BIN IBRAHIM	NOR ASHIKIN BINTI A...	MOHD ARIFFIN BIN A...
NUREZZATUL AKMAL ...	MUHAMAD FIRDAUS ...	MOHD FAUZI BIN MO...	ROHANA BTE MAT SA...	RIZAL BIN RAMLY	ZAIRI BIN IBRAHIM	ZAIFUL BAHARI BIN B...
WAN ROSNUR IRMA B...	SYED MOHD FAIZ BIN...	BAIZLINDA AZLIN BIN...	You			

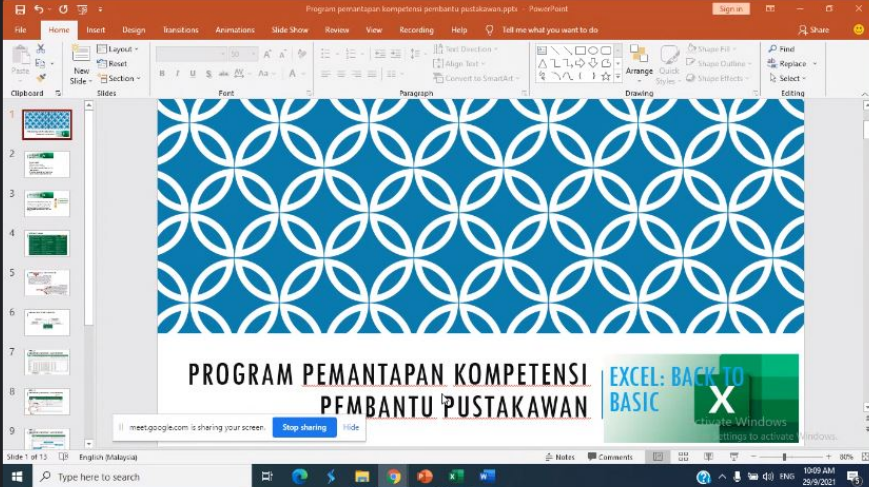
10:05 AM | gfc-zirz-rcv

Microphone, Video, Chat, Hand, Screen Share, More, End Call

25

Info, Participants, Chat, Screen Share

ROHAIDA BINTI MOHAMAD IDARIS is presenting



PROGRAM PEMANTAPAN KOMPETENSI PFM BANTU PUSTAKAWAN
EXCEL: BACK TO BASIC

ROHAIDA BINTI M...
MOHD FAKHRURR...
AZHAR BIN WAHAB
NAZRI BIN KAMIS
ZAIFUL BAHARI BI...
MOHD ESUADI BI...
ROHANA BTE MA...
21 others
You

10:09 AM | gfc-zirz-rcv

ROHAIDA BINTI MOHAMAD IDARIS is presenting

Program penarapan kompetensi pembantu pendidikan.apptx - PowerPoint

NAK BELAJAR APA YE??

- Apa itu Excel?
- Shortcut dalam Excel
- Excel UI (User Interface)
- Pengiraan Asas dalam Excel (+, -, /, *) – (ada hands on)
- Tips dan Teknik (del row/hide unhide column/Change Case/split/combine)

meet.google.com is sharing your screen Stop sharing Hide

Activate Windows
Go to Settings to activate Windows.

You

ROHAIDA BINTI MOHAMA...

27 others



ROHAIDA BINTI MOHAMAD IDARIS is presenting

APA ITU EXCEL?

Tahukah Anda

Microsoft Office Excel merupakan satu perisian yang dibangunkan oleh Microsoft yang membenarkan anda menyimpan, mempersembahkan, memanipulasi dan menganalisis sejumlah data yang berbeza (format). Excel dapat membantu meningkatkan kecekapan bekerja di pejabat dengan menganalisis jumlah data yang besar.

ROHAIDA BINTI MOHAMAD IDARIS

29 others

You

In-call messages

- ROHAIDA BINTI MOHAMAD IDARIS 10:00 AM
Assalamualaikum..kita tunggu yang lain2 juga ye..
 - ZAIRI BIN IBRAHIM 10:02 AM
Walaikumussalam.. Selamat pagi... Ok...
 - ROZIATI BINTI RAZALI 10:03 AM
Wmslmm
 - NAZRI BIN KAMIS 10:03 AM
Waalaikumussalam
 - ROHAIDA BINTI MOHAMAD IDARIS 10:07 AM
2 org lgi...
 - AZHAR BIN WAHAB 10:12 AM
kawan dah tua2 baru nak belajar excel
- Send a message to everyone

ROHAIDA BINTI MOHAMAD IDARIS is presenting

SHORTCUT IN EXCEL : DOLLAR SIGN (\$)

TO LOCK

STEP A

STEP B

The slide displays two keyboard layouts. In 'STEP A', a red arrow points from the 'LOCK' key to the 'TO LOCK' box. In 'STEP B', a red arrow points from the 'LOCK' key to the 'TO LOCK' box. The 'TO LOCK' box is a red-bordered rectangle containing the text 'TO LOCK'.

You

ROHAIDA BINTI MOHAMA...

30 others



ROHAIDA BINTI MOHAMAD IDARIS is presenting

The slide is titled "EXCEL UI: FILL HANDLE". It features two main visual elements: a screenshot of the Microsoft Excel interface on the left and a diagram of a fill handle on the right. The Excel screenshot shows the "Home" tab with the font set to Calibri, size 11. The active cell is A1, and the spreadsheet shows columns A, B, C, and D, and rows 1, 2, 3, and 4. A red arrow points from the fill handle in the Excel screenshot to the corresponding fill handle in the diagram. The diagram shows a rectangular box with a small square handle at the bottom-right corner. A red arrow points to this handle with the text: "Fill handle – fungsi untuk autofill kan senarai yang dibuat." Below the diagram, there is a watermark that says "Activate Windows Go to Settings to activate Windows."

You

ROHAIDA BINTI MOHAMA...

30 others



REC ROHAIDA BINTI MOHAMAD IDARIS is presenting

	nilai X	nilai Y	jumlah XY	tolak	darab
3				tambah	
4	560	900	1460		-340
5	475	341	816		134
6	451	90	541		361
7	254	200	454		54
8	123	150	273		-27
9			3544		

ROHAIDA BINTI M... MOHD FAKHRURR... AZHAR BIN WAHAB
NAZRI BIN KAMIS RATNA WILIS ... MOHD ESUADI BI...
NOR ASHIKIN BIN... 25 others You

10:48 AM | gfc-zirz-rcv



ROHAIDA BINTI MOHAMAD IDARIS is presenting

Microsoft Excel spreadsheet showing text input and formula results:

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2		utk tkar case letter										
3												
4		Saya suka makan buah										
5		SAYA SUKA MAKAN BUAH										
6												
7	upper	SAYA SUKA MAKAN BUAH										
8	lower	saya suka makan buah										
9	proper											
10												
11												
12												
13												

You

ROHAIDA BINTI MOHAMA...


















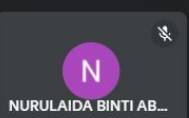

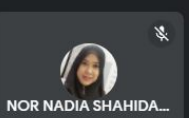



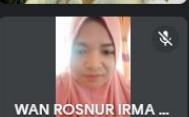
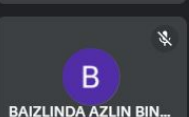
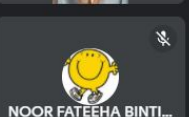
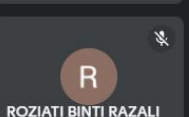







31 others

In-call messages

- slash
 - RATNA WILIS HARYATI BINTI MUSTAPA 10:52 AM
tak locj
lock
 - MOHD ESUADI BIN MUSTAFFA 10:56 AM
Klu data campur2 xleh guna kannn.. usd ader euro ader. Dirhammm pun ada.
 - RATNA WILIS HARYATI BINTI MUSTAPA 10:56 AM
jika ada add between row atau colum dim table adakah formula auto atau kena add semula
 - RATNA WILIS HARYATI BINTI MUSTAPA 10:58 AM
ok tq
- Send a message to everyone



REC

 <p>RIZAL BIN RAMLY</p>	 <p>ROHAIDA BINTI MO...</p>	 <p>MOHD FAKHRURRAZI...</p>	 <p>AZHAR BIN WAHAB</p>	 <p>NAZRI BIN KAMIS</p>	 <p>MUHAMAD FIRDAUS ...</p>	 <p>ZAIFUL BAHARI BIN ...</p>
 <p>MOHD ESUADI BIN ...</p>	 <p>NOR ASHIKIN BINTI A...</p>	 <p>ZAIRI BIN IBRAHIM</p>	 <p>ROHANA BTE MAT S...</p>	 <p>MOHD FAUZI BIN M...</p>	 <p>ROHAIDA BINTI MOH...</p>	 <p>NOORAZLI BIN OTHM...</p>
 <p>HAIRILAMRI BIN IBRA...</p>	 <p>WAN NURULHUDA BI...</p>	 <p>ZAIRI BIN IBRAHIM</p>	 <p>NURULDA BINTI AB...</p>	 <p>SUFARINI BINTI MO...</p>	 <p>NOR NADIA SHAHIDA...</p>	 <p>ZURIAKATINA BINTI ...</p>
 <p>NUREZZATUL AKMAL ...</p>	 <p>AZHAR BIN WAHAB</p>	 <p>WAN ROSNUR IRMA ...</p>	 <p>BAIZLINDA AZLIN BIN...</p>	 <p>NOOR FATEEHA BINTI...</p>	 <p>ROZIATI BINTI RAZALI</p>	 <p>MOHD AMIRUL BIN M...</p>
 <p>MOHAMMAD DZULA...</p>	 <p>NOORUL FARINA BIN...</p>	 <p>RATNA WILIS HARYAT...</p>	 <p>SYED MOHD FAIZ BIN ...</p>	 <p>SHAHRIL BIN JOHARI</p>	 <p>You</p>	

gfc-zirz-rcv

Meeting controls: Mute, Unmute, Video Off, Video On, Chat, More Options, End Call, Screen Share, 34 participants, Info, People, Messages, Settings.

ROHAIDA BINTI MOHAMAD IDARIS is presenting

EXCEL UI:
SPREADSHEETS, WORKSHEETS, AND WORKBOOKS

Workbook

Ribbon

Name Box

Formula Bar

Column

Row

Cell

Worksheet

Status Bar

ROHAIDA BINTI M...

MOHD FAKHRURR...

AZHAR BIN WAHAB

NAZRI BIN KAMIS

NOORAZLI BIN O...

WAN NURULHUD...

NORASHIKIN BINT...

27 others


























You

10:22 AM | gfc-zirz-rcv

Meet - gfc-zirz-rcv

meet.google.com/gfc-zirz-rcv?pli=1&authuser=1

Apps E-COM UMPIR ecolib efind efind OPAC efindDEV efindDEV OPAC infogate ezproxy onWebChat WhatsApp Inbox y2mate Reading list

 NOORAZLI BIN OTHM...	 NORASHIKIN BINTI N...	 ZAIRI BIN IBRAHIM	 NURULAIDA BINTI AB...	 NOR NADIA SHAHIDA...	 NUREZZATUL AKMAL ...	 AMELIA BINTI HASAN
 ZAIRI BIN IBRAHIM	 MUHAMAD FIRDAUS ...	 ROHAIDA BINTI MOH...	 NOOR FATEEHA BINTI...	 NOR ASHIKIN BINTI A...	 ROHAIDA BINTI MO...	 ROHANA BTE MAT SA...
 WAN ROSNUR IRMA B...	 AZHAR BIN WAHAB	 ZAIFUL BAHARI BIN B...	 MOHD FAUZI BIN MO...	 RIZAL BIN RAMLY	 ROZIATI BINTI RAZALI	 SYED MOHD FAIZ BIN...
 AZHAR BIN WAHAB	 NAZRI BIN KAMIS	 BAIZLINDA AZLIN BIN...	 You			

10:04 AM | gfc-zirz-rcv

10:04 AM 29/9/2021

ROHAIDA BINTI MOHAMAD IDARIS is presenting

Program penarbitan kompetensi pembantu pendidikan ppt - PowerPoint

EXCEL UI: SPREADSHEETS, WORKSHEETS, AND WORKBOOKS

Name	Qty_1	Qty_2	Qty_3	Qty_4	Total	Average	Highest	Lowest	Commission	Commission
1. Name	113000	113000	80000	107100	411100	102775	107100	80000	18000	4%
2. Madeline	113000	113000	283700	197800	674500	168625	283700	113000	27005.4	
3. Ahmad	113000	113000	100700	110000	436700	109175	113000	100700	17100	
4. Londgren	79000	113000	80000	438700	144700	36175	113000	81670	13708.8	
5. Taylor	120000	113000	100000	102100	425100	106275	113000	100000	23800	
6. Lee	120000	274000	76000	142300	614600	153650	274000	76000	24317.3	
7. Longstreng	120000	261700	113000	102100	614600	153650	274000	76000	24317.3	
8. Matheson	113000	292200	80000	102200	587400	146850	292200	80000	23618.8	
9. Anderson	113000	261200	100700	102100	486900	121725	261200	113000	27106.4	
10. Smith	118000	113000	100000	211000	542000	135500	211000	100000	22296.8	
11. Wong	113000	113000	80000	100000	406000	101500	113000	80000	16170	
12. Roberts	274100	296100	120000	118300	808500	202125	296100	120000	32463.4	
13. Avasthane	118000	113000	80000	173000	534000	133500	118000	80000	81262	
14. Clark	251100	80000	76000	158800	556700	139175	251100	76000	20103.8	
15. F. Chan	113000	113000	113000	173400	512700	128175	173400	113000	17708	

Worksheets in the workbook | Worksheet | Activate Windows

Participant avatars and names:

- NOORAZLI BIN OT...
- WAN NURULHUD...
- NORASHIKIN BIN...
- ROHAIDA BINTI M... (Presenting)
- MOHD FAKHRURR...
- AZHAR BIN WAHAB
- NAZRI BIN KAMIS
- 26 others
- You

ROHAIDA BINTI MOHAMAD IDARIS is presenting

The slide displays an Excel window with the following components labeled:

- Workbook:** The top-level container for the spreadsheet.
- Ribbon:** The menu bar containing tabs like File, Home, Insert, Page Layout, Formulas, Data, Review, and View.
- Row:** The horizontal grid lines separating rows in the worksheet.
- Cell:** An individual unit within the grid, currently selected as A1.
- Worksheet:** A single sheet of data within the workbook.
- Status Bar:** The bottom-most part of the Excel window.

A grid of participant avatars is shown on the right side of the screen. The participants listed are:

- ROHAIDA BINTI M...
- MOHD FAKHRUR...
- AZHAR BIN WAHAB
- NAZRI BIN KAMIS
- NOORAZLI BIN O...
- WAN NURULHUD...
- NORASHIKIN BINT...
- 27 others
- You

10:22 AM | gfc-zirz-rcv

A set of standard meeting control icons including mute, video, chat, hand, share, and call.