

***UMPLib - Program Pemantapan Kompetensi
Pembantu Pustakawan: Excel, Back to Basic
(4rd 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 24 participant tiles. The top row includes ROHAIDA BINTI MOHAMA... (muted), ROHAIDA BINTI MOHAM... (active), NOR NADIA SHAHIDA BIN..., NAZRI BIN KAMIS (muted), NOORAZLI BIN OTHMAN, and NOOR FATEEHA BINTI MO... (muted). The second row contains NURULAIDA BINTI ABDUL ... (muted), NORASHIKIN BINTI NORDIN, AZHAR BIN WAHAB, ROZIATI BINTI RAZALI, AZHAR BIN WAHAB, and ZAIRI BIN IBRAHIM. The third row shows NOR ASHIKIN BINTI AHMAD, BAIZLINDA AZLIN BINTI JA... (muted), NUREZZATUL AKMAL BINT... (muted), MUHAMAD FIRDAUS BIN J... (muted), MOHD FAUZI BIN MOHAM... (muted), and ROHANA BTE MAT SAID. The bottom row consists of RIZAL BIN RAMLY, SYED MOHD FAIZ BIN SYE... (muted), ZAIFUL BAHARI BIN BAHA... (muted), and 'You' (muted). The bottom control bar includes icons for mute, video, chat, hand raise, share screen, and end call, along with a notification for 22 unread messages.

10:05 AM | gfc-zirz-rcv

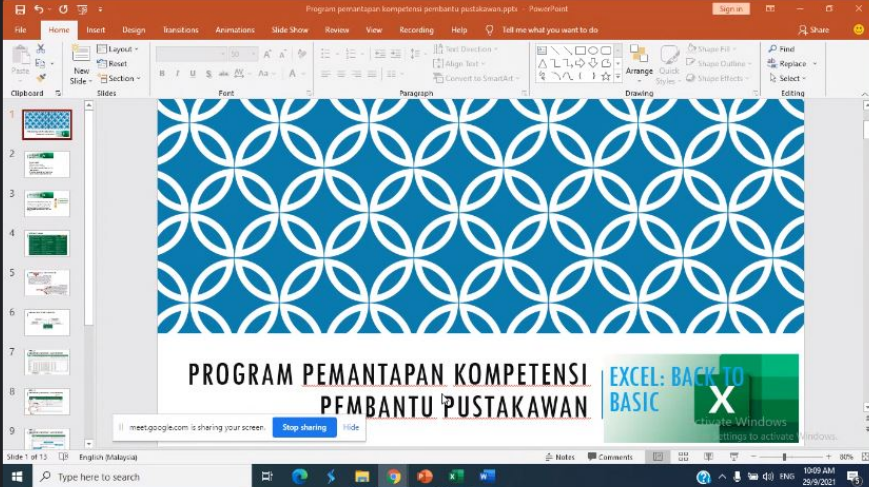
ROHAIDA BINTI MOH...	ROHAIDA BINTI MO...	NOR NADIA SHAHIDA...	NAZRI BIN KAMIS	NOORAZLI BIN OTHM...	NOOR FATEEHA BINTI...	NURULAIMA BINTI AB...
NORASHIKIN BINTI N...	AZHAR BIN WAHAB	ROZIATI BINTI RAZALI	AZHAR BIN WAHAB	ZAIRI BIN IBRAHIM	NOR ASHIKIN BINTI A...	MOHD ARIFFIN BIN A...
NUREZZATUL AKMAL ...	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

🔇 🗑️ 📄 🖱️ 📺 ⋮ 📞

🔍 👤 25 🗨️ 🏠

ROHAIDA BINTI MOHAMAD IDARIS is presenting



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 pustakawan.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)

Slide 2 of 11 English (Malaysia)

You

ROHAIDA BINTI MOHAMA...

A

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

Program pemarkahan kompetensi pembantu pendidikan.apptx - PowerPoint

SHORTCUT IN EXCEL : DOLLAR SIGN (\$)

TO LOCK

STEP A

TO LOCK

STEP B

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. A red arrow points from the fill handle in the diagram to the small square in the bottom-right corner of cell A1 in the spreadsheet. The diagram shows a rectangular box with a small square handle at its bottom-right corner, with a red arrow pointing to it. Below the diagram, there is a text box that reads: "Fill handle – fungsi untuk autofill kan senarai yang dibuat." At the bottom of the slide, there is a small text box 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
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...







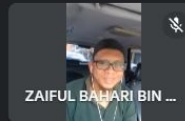







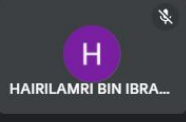


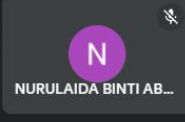

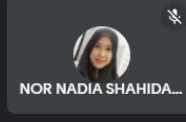



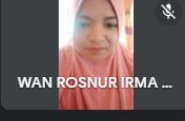
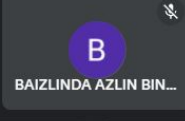









31 others

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>NURULAIMA 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

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

25

Type here to search

ENG 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	70000	142000	616000	154000	274000	70000	24317.3	
7. Longstreng	120000	261700	113000	102100	616000	154000	261700	113000	24600	
8. Matheson	113000	292200	80000	102200	587400	146850	292200	80000	23619.8	
9. Anderson	113000	261000	100700	102100	486800	121700	261000	113000	27100.4	
10. Smith	118000	113000	100000	211000	542000	135500	211000	100000	22296.8	
11. Longstreng	113000	261000	100700	102100	486800	121700	261000	113000	26170	
12. Roberts	274100	296100	100000	118300	800000	200000	296100	100000	32463.4	
13. Avasthane	118000	113000	80000	170000	381000	95250	118000	80000	8100	
14. Clark	251100	80000	70000	158000	559100	139775	251100	70000	20103.8	
15. Clark	113000	80000	113000	170000	476000	119000	170000	113000	17700	

Worksheets in the workbook | Worksheet | Activate Windows

Participant grid:

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

10:21 AM | gfc-zirz-rcv

ROHAIDA BINTI MOHAMAD IDARIS is presenting

The slide displays the Microsoft Excel user interface with several components labeled with red arrows and text:

- Workbook:** Points to the top window title bar.
- Ribbon:** Points to the menu bar (File, Home, Insert, etc.).
- Name Box:** Points to the box showing the active cell address (A1).
- Formula Bar:** Points to the input area for data or formulas.
- Worksheet:** Points to the grid area.
- Cell:** Points to a specific cell within the grid.
- Status Bar:** Points to the bottom bar showing 'Ready'.

A grid of participant avatars in a Google Meet session. The participants are:

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

10:22 AM | gfc-zirz-rcv

