

Soal

jawaban tempatkan diblog masing-masing

1. Jelaskan langkah mengganti warna garis-garis grid pada excel?
2. untuk mengamankan file, sebaiknya kita menggunakan password agar tidak sembarang orang membuka file tersebut. uraikan langkah-langkah menyimpan dengan password
3. Perhatikan gambar Berikut ini :

| | A | B | C | D | E | F | G | H | I |
|----|---|-------------|-------------|----------|----------|--------------|--------------|--------------|--------------|
| 1 | | | | | | | | | |
| 2 | | NO | NAMA | A | B | A + B | A - B | A x B | A : B |
| 3 | | 1 | ANDI | 75 | 25 | | | | |
| 4 | | 2 | BUDI | 11 | 9 | | | | |
| 5 | | 3 | DODI | 24 | 16 | | | | |
| 6 | | JUMLAH | | | | | | | |
| 7 | | RATA-RATA | | | | | | | |
| 8 | | TERTINGGI | | | | | | | |
| 9 | | TERENDAH | | | | | | | |
| 10 | | JUMLAH DATA | | | | | | | |

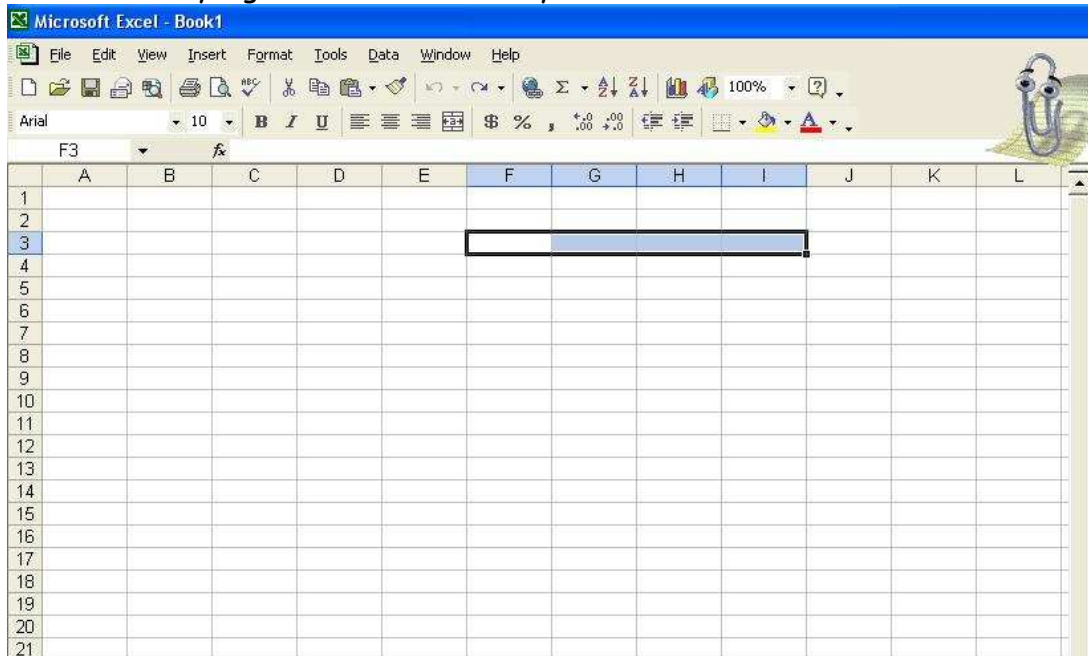
Tuliskan rumus dicell yang kosong.

selamat mengerjakan

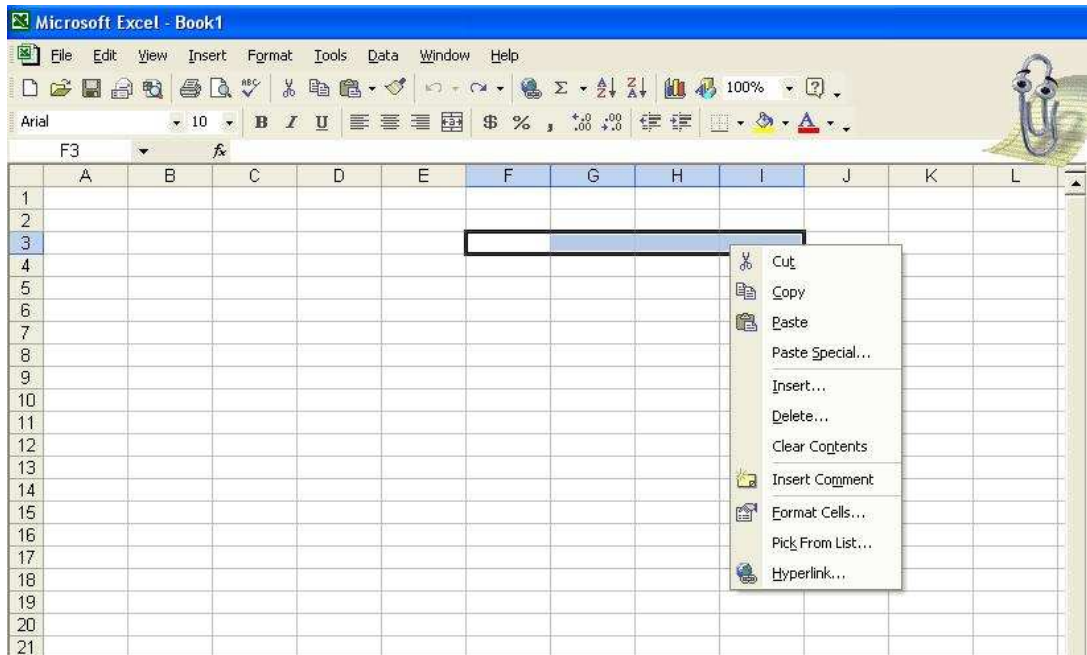
Jawaban :

1. Cara mengganti warna garis-garis pada grid excel

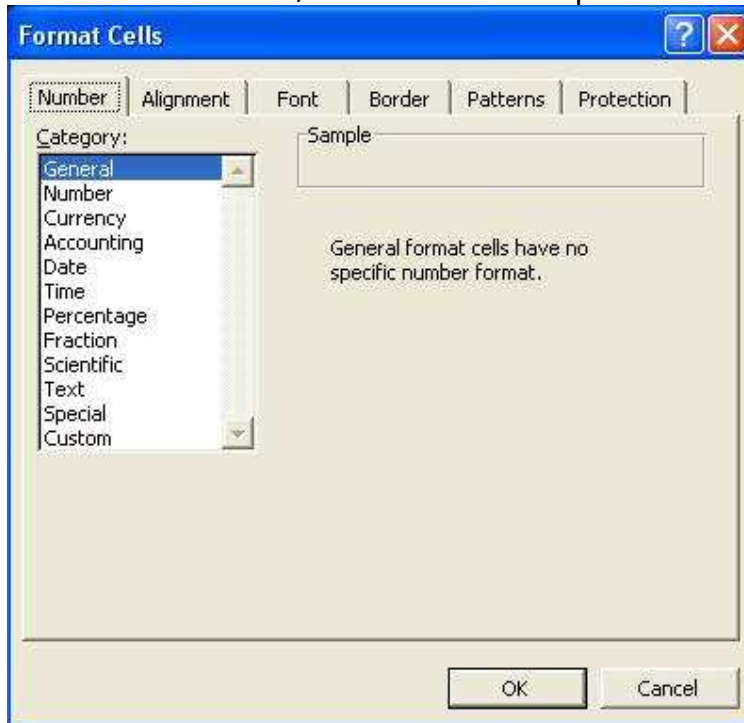
- Buka Ms.Excel terlebih dahulu
- Blok area yang akan diubah warnanya



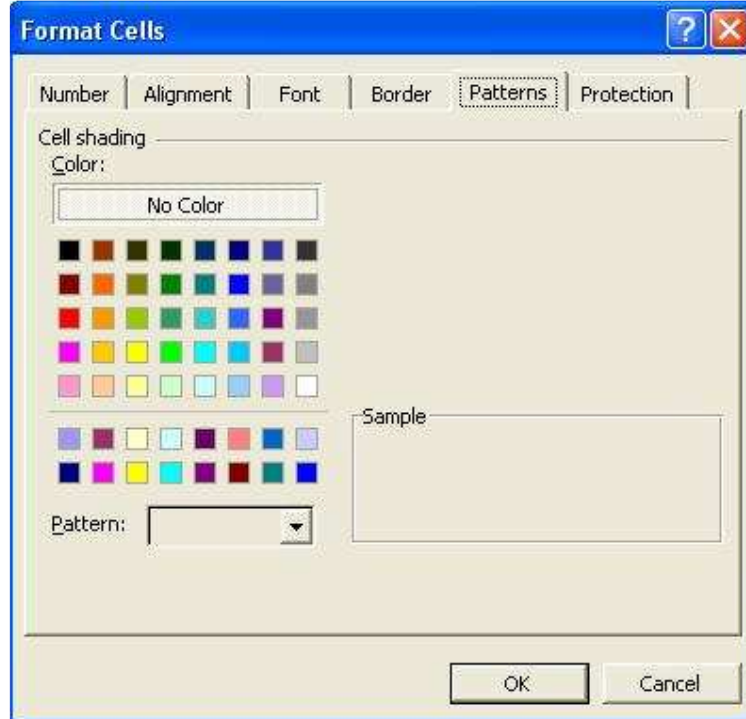
➤ Setelah itu klik kanan



➤ Klik Format Cells, dan akan muncul seperti ini



➤ Pilih "Patterns"

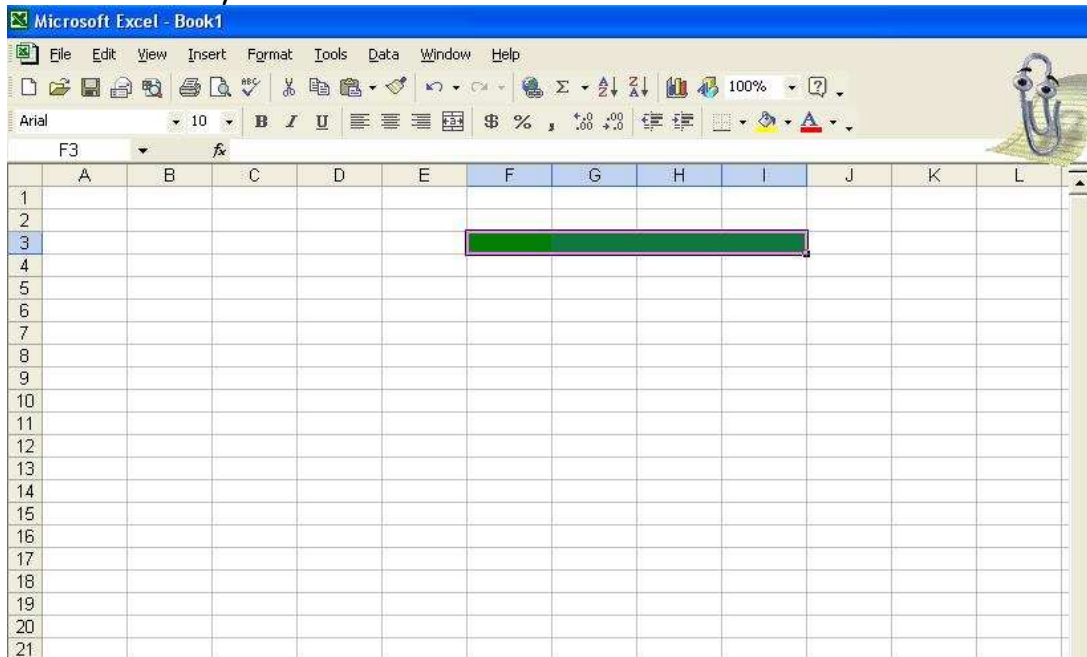


➤ Pilih warna yang di inginkan, misal HIJAU



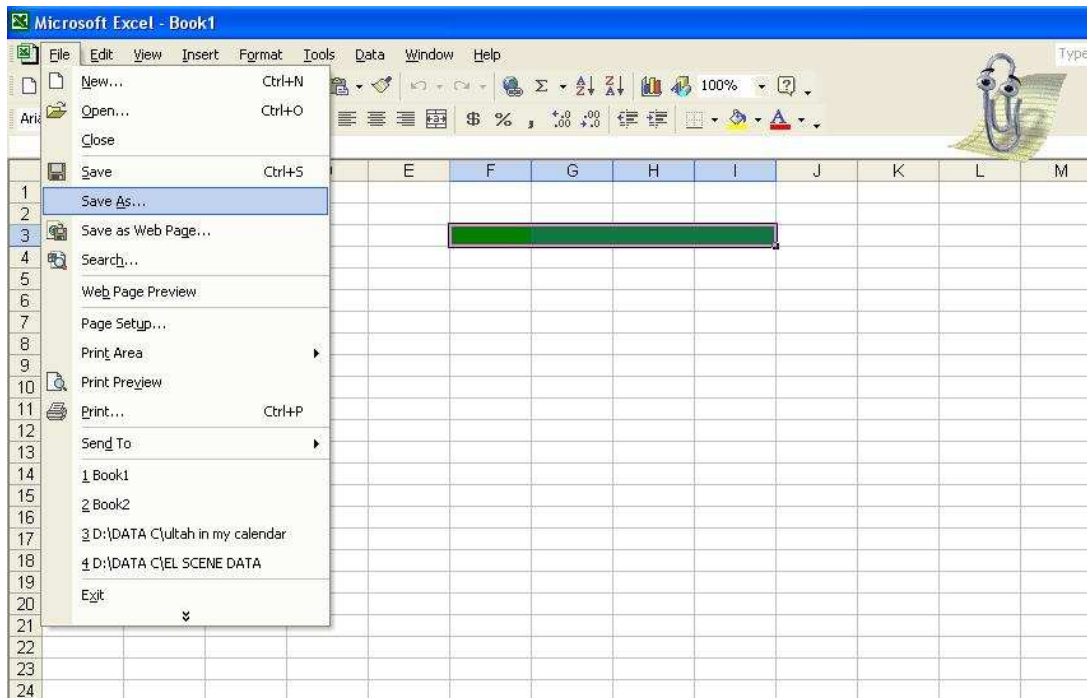
➤ setelah itu klik tombol OK

➤ Maka hasilnya

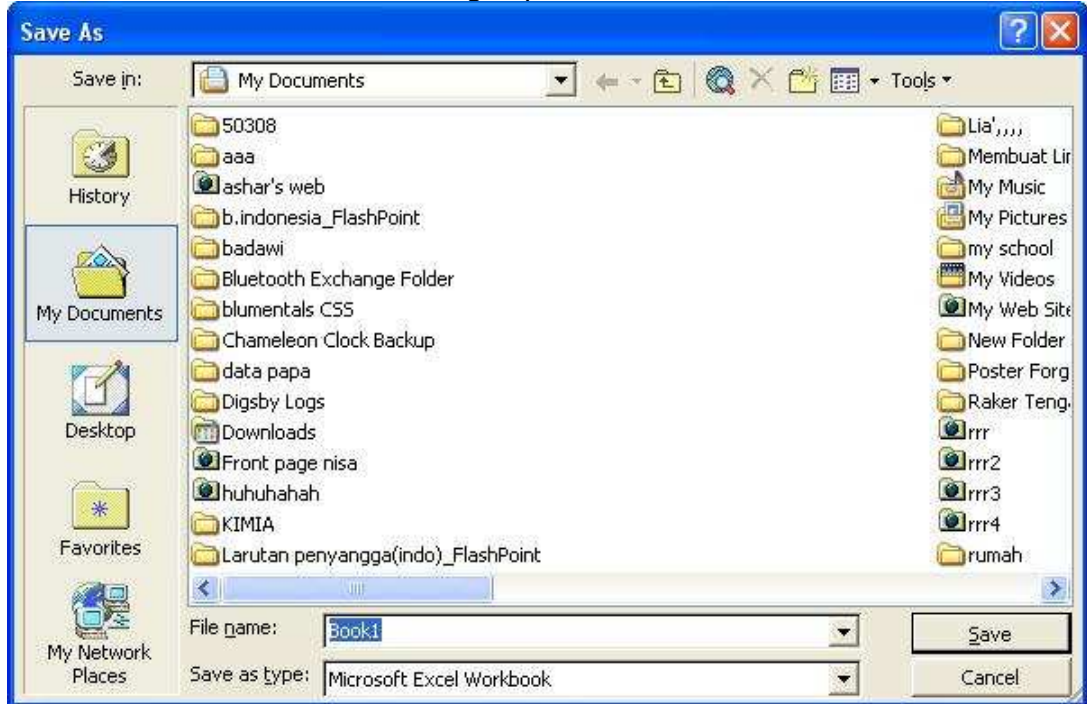


2. Langkah-langkah menyimpan dengan password

- Klik File
- Klik Save As



- Maka akan muncul kotak dialog seperti ini

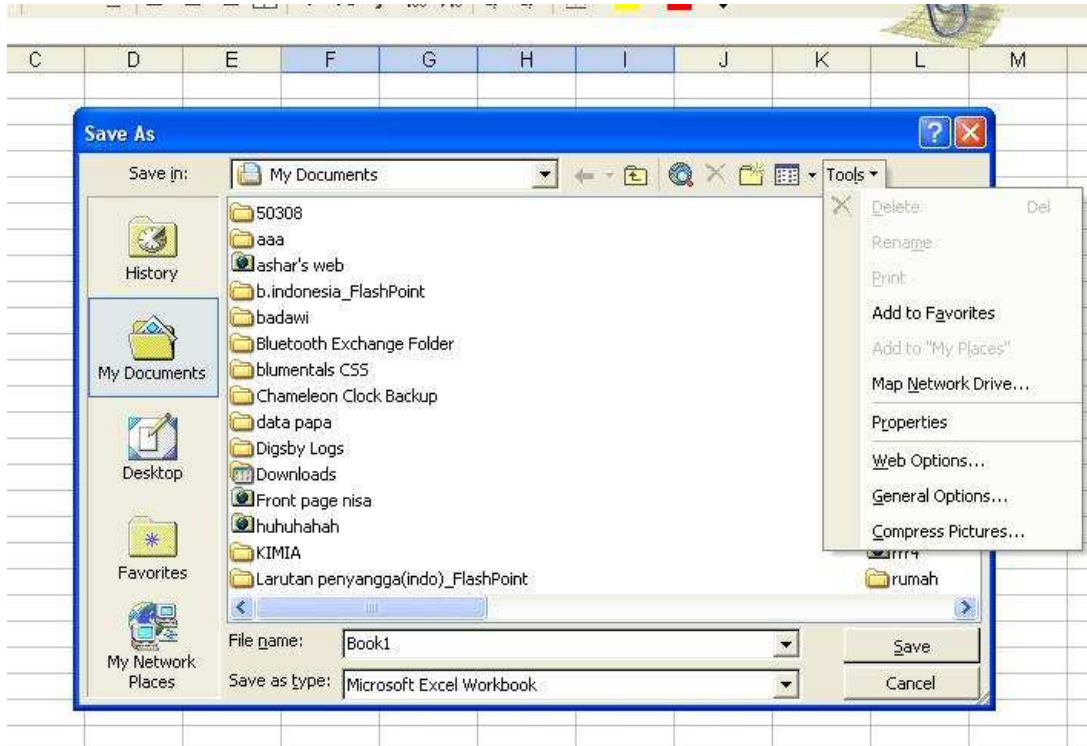


Pada kotak Save in >> tentukan drive dan folder untuk penempatan file

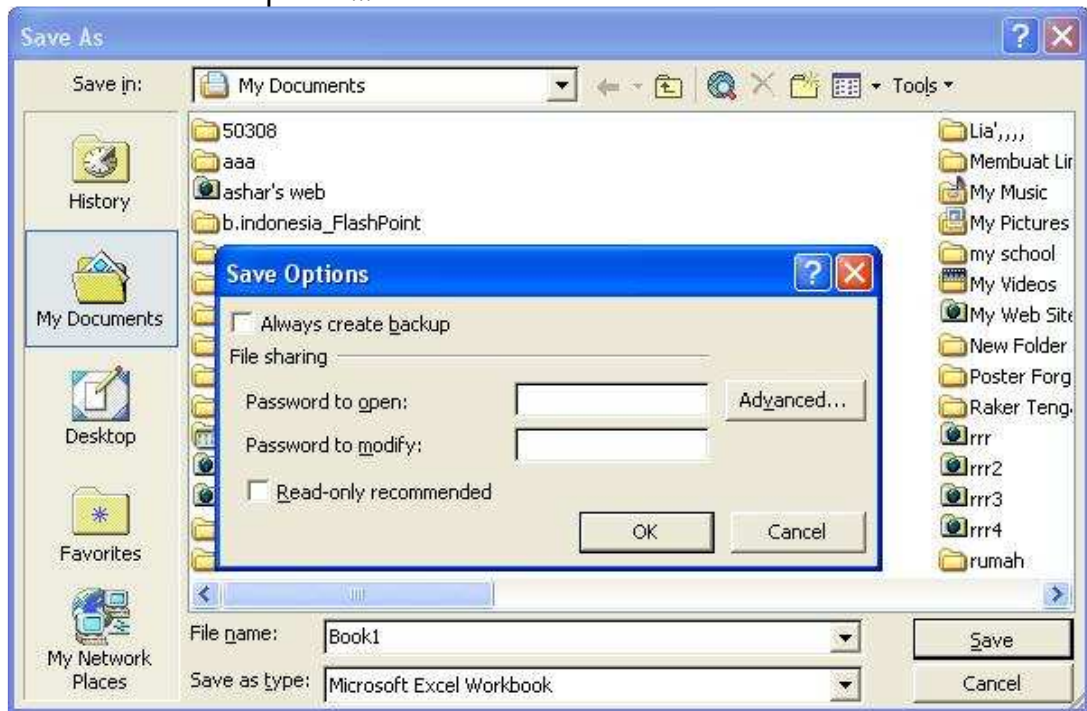
Pada kotak File name >> ketik nama file yang akan disimpan

Pada kotak Save as type >> klik drop-down dan pilih tipe file yang diinginkan

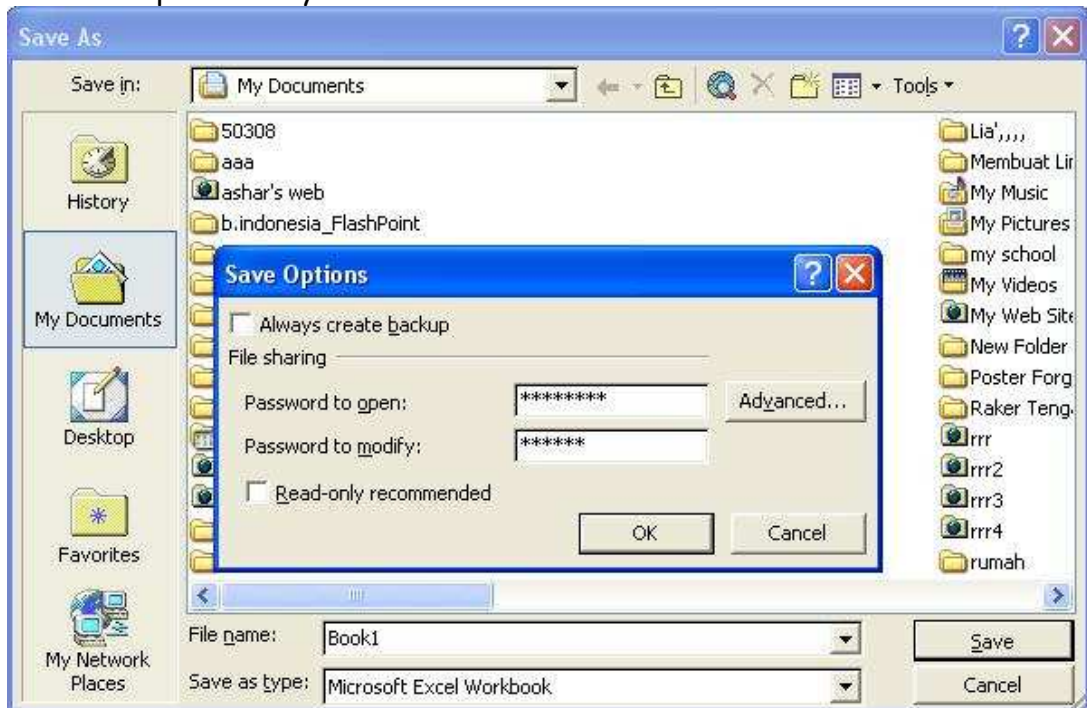
- Setelah itu klik Tools



➤ Pilih General Options...



➤ Isi lah passwordnya



- Kotak periksa **Always create backup**, tandai kotak cek ini jika ingin dibuatkan buku kerja cadangan.

- **Password to open**, isi dengan karakter(huruf, angka atau kombinasi keduanya) untuk mengaktifkan buku kerja (password).
- **Password to modify**, isi jika akan memodifikasi password, isi jika akan memodifikasi password. Isian pada kotak ini dapat berbeda dengan isian pada Password to open.
- Kotak perikasi **Read-only recommended** tandai kotak periksa ini jika ingin buku kerja dengan status read-only.

- Klik tombol OK. Kotak dialog Confirm Password ditampilkan
- Pada kotak isian **Reenter password to proceed**. Isi password yang sama dengan yang diisikan kotak isian Password to open



- Klik tombol OK, dan juga tadi mengisi password pada kotak isian Password to modif, kotak dialog Confirm Password ditampilkan kembali. Selanjutnya, isikan password yang sama pada kotak isian **Reenter password to modify**



- Klik OK
- Setelah itu, klik tombol Save

3. Rumus dalam cell yang kosong

- Rumus dalam cell merah adalah

=(D3+E3)

=(D4+E4)

=(D5+E5)

| | A | B | C | D | E | F | G | H | I | J |
|----|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |
| 12 | | | | | | | | | | |

| NO | NAMA | A | B | A + B | A - B | A x B | A : B |
|-------------|------|----------|----------|----------|-------|-------|----------|
| 1 | ANDI | 75 | 25 | 100 | 50 | 1875 | 3 |
| 2 | BUDI | 11 | 9 | 20 | 2 | 99 | 1.222222 |
| 3 | DODI | 24 | 16 | 40 | 8 | 384 | 1.5 |
| JUMLAH | | 110 | 50 | 160 | 60 | 2358 | 5.722222 |
| RATA-RATA | | 36.66667 | 16.66667 | 53.33333 | 20 | 786 | 1.907407 |
| TERTINGGI | | 75 | 25 | 100 | 50 | 1875 | 3 |
| TERENDAH | | 11 | 9 | 20 | 2 | 99 | 1.222222 |
| JUMLAH DATA | | 18 | | | | | |

- Rumus dalam cell merah adalah

=(D3-E3)

=(D4-E4)

=(D5-E5)

| | A | B | C | D | E | F | G | H | I | J |
|----|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |
| 12 | | | | | | | | | | |

| NO | NAMA | A | B | A + B | A - B | A x B | A : B |
|-------------|------|----------|----------|----------|-------|-------|----------|
| 1 | ANDI | 75 | 25 | 100 | 50 | 1875 | 3 |
| 2 | BUDI | 11 | 9 | 20 | 2 | 99 | 1.222222 |
| 3 | DODI | 24 | 16 | 40 | 8 | 384 | 1.5 |
| JUMLAH | | 110 | 50 | 160 | 60 | 2358 | 5.722222 |
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| TERTINGGI | | 75 | 25 | 100 | 50 | 1875 | 3 |
| TERENDAH | | 11 | 9 | 20 | 2 | 99 | 1.222222 |
| JUMLAH DATA | | 18 | | | | | |

- Rumus dalam cell merah adalah

=(D3*E3)

=(D4*E4)

=(D5*E5)

| | A | B | C | D | E | F | G | H | I | J |
|----|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |
| 12 | | | | | | | | | | |

| NO | NAMA | A | B | A + B | A - B | A x B | A : B |
|-------------|------|----------|----------|----------|-------|-------|----------|
| 1 | ANDI | 75 | 25 | 100 | 50 | 1875 | 3 |
| 2 | BUDI | 11 | 9 | 20 | 2 | 99 | 1.222222 |
| 3 | DODI | 24 | 16 | 40 | 8 | 384 | 1.5 |
| JUMLAH | | 110 | 50 | 160 | 60 | 2358 | 5.722222 |
| RATA-RATA | | 36.66667 | 16.66667 | 53.33333 | 20 | 786 | 1.907407 |
| TERTINGGI | | 75 | 25 | 100 | 50 | 1875 | 3 |
| TERENDAH | | 11 | 9 | 20 | 2 | 99 | 1.222222 |
| JUMLAH DATA | | 18 | | | | | |

- Rumus dalam cell merah adalah

=(D3/E3)

=(D4/E4)

=(D5/E5)

| | A | B | C | D | E | F | G | H | I | J |
|----|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |
| 12 | | | | | | | | | | |

| NO | NAMA | A | B | A + B | A - B | A x B | A : B |
|-------------|------|----------|----------|----------|-------|-------|----------|
| 1 | ANDI | 75 | 25 | 100 | 50 | 1875 | 3 |
| 2 | BUDI | 11 | 9 | 20 | 2 | 99 | 1.222222 |
| 3 | DODI | 24 | 16 | 40 | 8 | 384 | 1.5 |
| JUMLAH | | 110 | 50 | 160 | 60 | 2358 | 5.722222 |
| RATA-RATA | | 36.66667 | 16.66667 | 53.33333 | 20 | 786 | 1.907407 |
| TERTINGGI | | 75 | 25 | 100 | 50 | 1875 | 3 |
| TERENDAH | | 11 | 9 | 20 | 2 | 99 | 1.222222 |
| JUMLAH DATA | | 18 | | | | | |

- Rumus dalam cell merah adalah

=SUM(D3:D5)

=SUM(E3:E5)

=SUM(F3:F5)

=SUM(G3:G5)

=SUM(H3:H5)

=SUM(I3:I5)

| | A | B | C | D | E | F | G | H | I | J |
|----|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |
| 12 | | | | | | | | | | |

| NO | NAMA | A | B | A + B | A - B | A x B | A : B |
|-------------|------|----------|----------|----------|-------|-------|----------|
| 1 | ANDI | 75 | 25 | 100 | 50 | 1875 | 3 |
| 2 | BUDI | 11 | 9 | 20 | 2 | 99 | 1.222222 |
| 3 | DODI | 24 | 16 | 40 | 8 | 384 | 1.5 |
| JUMLAH | | 110 | 50 | 160 | 60 | 2358 | 5.722222 |
| RATA-RATA | | 36.66667 | 16.66667 | 53.33333 | 20 | 786 | 1.907407 |
| TERTINGGI | | 75 | 25 | 100 | 50 | 1875 | 3 |
| TERENDAH | | 11 | 9 | 20 | 2 | 99 | 1.222222 |
| JUMLAH DATA | | 18 | | | | | |

- Rumus dalam cell merah adalah

=AVERAGE(D3:D5)

=AVERAGE(E3:E5)

=AVERAGE(F3:F5)

=AVERAGE(G3:G5)

=AVERAGE(H3:H5)

=AVERAGE(I3:I5)

| | A | B | C | D | E | F | G | H | I | J |
|----|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |
| 12 | | | | | | | | | | |

| NO | NAMA | A | B | A + B | A - B | A x B | A : B |
|-------------|------|----------|----------|----------|-------|-------|----------|
| 1 | ANDI | 75 | 25 | 100 | 50 | 1875 | 3 |
| 2 | BUDI | 11 | 9 | 20 | 2 | 99 | 1.222222 |
| 3 | DODI | 24 | 16 | 40 | 8 | 384 | 1.5 |
| JUMLAH | | 110 | 50 | 160 | 60 | 2358 | 5.722222 |
| RATA-RATA | | 36.66667 | 16.66667 | 53.33333 | 20 | 786 | 1.907407 |
| TERTINGGI | | 75 | 25 | 100 | 50 | 1875 | 3 |
| TERENDAH | | 11 | 9 | 20 | 2 | 99 | 1.222222 |
| JUMLAH DATA | | 18 | | | | | |

- Rumus dalam cell merah

=MAX(D3:D5)

=MAX(E3:E5)

=MAX(F3:F5)

=MAX(G3:G5)

=MAX(H3:H5)

=MAX(I3:I5)

| | A | B | C | D | E | F | G | H | I | J |
|----|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |
| 12 | | | | | | | | | | |

| NO | NAMA | A | B | A + B | A - B | A x B | A : B |
|----|-------------|----------|----------|----------|-------|-------|----------|
| 1 | ANDI | 75 | 25 | 100 | 50 | 1875 | 3 |
| 2 | BUDI | 11 | 9 | 20 | 2 | 99 | 1.222222 |
| 3 | DODI | 24 | 16 | 40 | 8 | 384 | 1.5 |
| | JUMLAH | 110 | 50 | 160 | 60 | 2358 | 5.722222 |
| | RATA-RATA | 36.66667 | 16.66667 | 53.33333 | 20 | 786 | 1.907407 |
| | TERTINGGI | 75 | 25 | 100 | 50 | 1875 | 3 |
| | TERENDAH | 11 | 9 | 20 | 2 | 99 | 1.222222 |
| | JUMLAH DATA | 18 | | | | | |

- Rumus dalam cell merah

=MIN(D3:D5)

=MIN(E3:E5)

=MIN(F3:F5)

=MIN(G3:G5)

=MIN(H3:H5)

=MIN(I3:I5)

| | A | B | C | D | E | F | G | H | I | J |
|----|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |
| 12 | | | | | | | | | | |

| NO | NAMA | A | B | A + B | A - B | A x B | A : B |
|----|-------------|----------|----------|----------|-------|-------|----------|
| 1 | ANDI | 75 | 25 | 100 | 50 | 1875 | 3 |
| 2 | BUDI | 11 | 9 | 20 | 2 | 99 | 1.222222 |
| 3 | DODI | 24 | 16 | 40 | 8 | 384 | 1.5 |
| | JUMLAH | 110 | 50 | 160 | 60 | 2358 | 5.722222 |
| | RATA-RATA | 36.66667 | 16.66667 | 53.33333 | 20 | 786 | 1.907407 |
| | TERTINGGI | 75 | 25 | 100 | 50 | 1875 | 3 |
| | TERENDAH | 11 | 9 | 20 | 2 | 99 | 1.222222 |
| | JUMLAH DATA | 18 | | | | | |

➤ Rumus dalam cell merah

=COUNT(D3:I5)

| | A | B | C | D | E | F | G | H | I | J |
|----|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |
| 12 | | | | | | | | | | |

| NO | NAMA | A | B | A + B | A - B | A x B | A : B |
|-------------|------|----------|----------|----------|-------|-------|----------|
| 1 | ANDI | 75 | 25 | 100 | 50 | 1875 | 3 |
| 2 | BUDI | 11 | 9 | 20 | 2 | 99 | 1.222222 |
| 3 | DODI | 24 | 16 | 40 | 8 | 384 | 1.5 |
| JUMLAH | | 110 | 50 | 160 | 60 | 2358 | 5.722222 |
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| TERTINGGI | | 75 | 25 | 100 | 50 | 1875 | 3 |
| TERENDAH | | 11 | 9 | 20 | 2 | 99 | 1.222222 |
| JUMLAH DATA | | 18 | | | | | |