



EXCELLENT IN MICROSOFT EXCEL



- 14 FEB 2020
(FRIDAY)



- 8.30AM –
12.00PM



- MAIN
CAMPUS,
UCYP



- BRO. AZAM
FAUZI



- FOOD
PROVIDED

EXCEL SHEETS



EVERYWHERE



EXCELLENT IN MICROSOFT EXCEL



CONTENT



ON PAPER

- UNDERSTANDING BASIC SPREADSHEET CONCEPTS
- CREATING BASIC FORMULA
- PERFORMING CALCULATIONS
- FORMATTING SPREADSHEETS
- USE MULTIPLE SPREADSHEET



- CONT...

- CREATING BAR, LINE AND PIE CHARTS
- CREATING DRAWINGS AND PICTURE OBJECTS
- PRINTING AND VIEWING WORKSHEETS.



EXCELLENT IN MICROSOFT EXCEL



CONTENT



SESSION 1

- HISTORY OF EXCEL
- LEVEL OF USER
- INTRO TO OFFICE APPS
- FORMATTING AND DISPLAY
- SORTING AND QUERY DATA



SESSION 2

- FUNCTION & FORMULA
- CONDITIONAL FORMATTING
- GRAPH/CHART
- PRINTING
- SAVE
- STORAGE



EXCELLENT IN MICROSOFT EXCEL

? WHAT IS EXCEL?

- SPREADSHEET
SOFTWARE/APPLICATION
- ROWS & COLUMN
- DATA MANIPULATION
- DATA STORING/ORGANIZING
- TABLES



EXCELLENT IN MICROSOFT EXCEL

BEGINNER'S GUIDE

- OPENING SPREADSHEET
- WORKING WITH RIBBON
- MANAGING WORKSHEET
- ENTERING DATA
- BASIC CALCULATIONS
- SAVING/PRINTING YOUR WORK



EXCELLENT IN MICROSOFT EXCEL



HISTORY OF EXCEL (WINDOWS)

- 1987 : EXCEL 2.0 | VER 2.0. FIRST ON INTEL PLATFORM
- 1995 : EXCEL 95 (INCLUDED IN OFFICE95) | VER 3.0
- 2002 : EXCEL 2002 (INCLUDED IN OFFICE XP) | VER 10.0
- 2007 : EXCEL 2007 (INCLUDED IN OFFICE 2007) | VER 12.0
- 2010 : EXCEL 2010 (INCLUDED IN OFFICE 2010) | VER 14.0
- 2013 : EXCEL 2013 (INCLUDED IN OFFICE 2013) | VER 15.0
- 2016 : EXCEL 2016 (INCLUDED IN OFFICE 2016) | VER 16.0
- 2018 : EXCEL 2019 (INCLUDED IN OFFICE 2019)
- OFFICE 365

*In 1990, Microsoft Excel
sold more than Lotus 1-2-3*



EXCELLENT IN MICROSOFT EXCEL




FILE TYPE (WINDOWS) 








- **.XLS : EXCEL 97/2003 WORKBOOK**
- **.XLSX : EXCEL 365/2019/2016/2013/2010/2007**
- **.XLT**
- **.XLTM**
- **.XLTX**
- **.XLW**
- **.XML**
- **.XPS**
- **.TXT**
- **.CSV**

CSV is a small file that can be opened using Notepad

Save As

← → ▾ ↑ 

Organize ▾ **Ne**

-  Movies
-  Saved Pictures
-  Microsoft Excel
-  Creative Cloud
-  Dropbox
-  OneDrive
-  This PC

File name:

Save as type: **Excel 97-2003 Workbook** ▾

Authors: **Azam Fauzi** Tags: [Add a tag](#)

Save Thumbnail

^ Hide Folders Tools ▾ **Save** Cancel

Excel 97-2003 Workbook

- Excel Workbook
- Excel Macro-Enabled Workbook
- Excel Binary Workbook
- Excel 97-2003 Workbook**
- CSV UTF-8 (Comma delimited)
- XML Data
- Single File Web Page
- Web Page
- Excel Template
- Excel Macro-Enabled Template
- Excel 97-2003 Template
- Text (Tab delimited)
- Unicode Text
- XML Spreadsheet 2003
- Microsoft Excel 5.0/95 Workbook
- CSV (Comma delimited)
- Formatted Text (Space delimited)
- Text (Macintosh)
- Text (MS-DOS)
- CSV (Macintosh)
- CSV (MS-DOS)
- DIF (Data Interchange Format)
- SYLK (Symbolic Link)
- Excel Add-in
- Excel 97-2003 Add-in
- PDF
- XPS Document
- Strict Open XML Spreadsheet
- OpenDocument Spreadsheet



**I DON'T
ALWAYS USE EXCEL**

**OH...WAIT!
I ACTUALLY DO**



EXCELLENT IN MICROSOFT EXCEL



HISTORY OF EXCEL



- WILLIAM HENRY GATES III
- FOUNDER OF MICROSOFT
- 64 YEARS OLD
- YEAR 1975
LAUNCHED
MICROSOFT WITH
PAUL ALLEN



- CHARLES SIMONYI
- SOFTWARE ARCHITECT
- UNIVERSITY OF
CALIFORNIA
- STANFORD UNIVERSITY
- 1981 DEVELOPED WORD
& EXCEL FOR MICROSOFT





EXCELLENT IN MICROSOFT EXCEL



ABOUT ME



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- SEN. ASST. INFORMATION TECHNOLOGY OFFICER
- MICROSOFT EXCEL USER
- PROGRAMMER/DBA
- KULLIYAH OF DENTISTRY, IIUM KUANTAN
- TRAINER ON REQUEST
- TECHNICIAN
- CYCLIST
- BAKER





EXCELLENT IN MICROSOFT EXCEL



LEVEL OF USER



- NOVICE
- KNOW WHAT IS EXCEL BUT USE WORD TO CREATE TABLE



- INTERMEDIATE
- KNOW HOW TO USE EXCEL BUT NOT USE ALL THE FEATURES GIVEN



- ADVANCED/PRO
- ABLE TO EXCEL WITH ANY CONDITION



WHERE ARE YOU ?



EXCELLENT IN MICROSOFT EXCEL



MICROSOFT OFFICE APPS





EXCELLENT IN MICROSOFT EXCEL



MICROSOFT OFFICE APPS

- MICROSOFT CALENDAR
- MICROSOFT CLASS NOTEBOOK
- MICROSOFT DELVE
- MICROSOFT DYNAMICS 365
- MICROSOFT FLOW
- MICROSOFT FORMS
- MICROSOFT ONEDRIVE
- MICROSOFT SHAREPOINT
- MICROSOFT SWAY
- MICROSOFT YAMMER
- MICROSOFT PEOPLE
- MICROSOFT PLANNER
- MICROSOFT DELVE
- MICROSOFT POWER BI
- MICROSOFT POWERAPPS
- MICROSOFT STAFF NOTEBOOK
- MICROSOFT STAFFHUB
- MICROSOFT SHAREPOINT
- MICROSOFT STREAM
- MICROSOFT TASK



EXCELLENT IN MICROSOFT EXCEL



LET'S START



MICROSOFT EXCEL 365

Excel in Excel

AZAM FAUZI BIN MOHD. SAID

AF

Product Information

Office

Subscription Product

Microsoft Office 365 ProPlus

This product contains



Manage Account

Change License

Ribbon Tabs

Clipboard Font Alignment Number Styles Cells Editing Ideas Sensitivity

Calibri 11 A A Wrap Text General Conditional Formatting Format as Table Cell Styles Insert Delete Format Sum Filter Select Sort & Find & Filter Ideas Sensitivity

A1

Name Box

Formula Bar

Ribbon Group

Cell

COLUMN

ROWS

Worksheet Tab

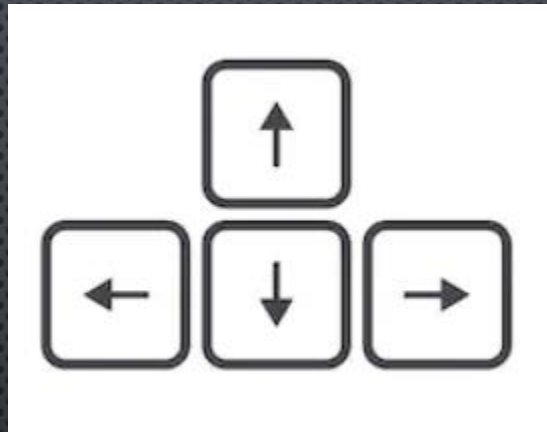
Status Bar

Scroll Bars



SHORTCUTS

Arrow
Keys



Move one cell up,
down, left, or right in
a worksheet

Ctrl

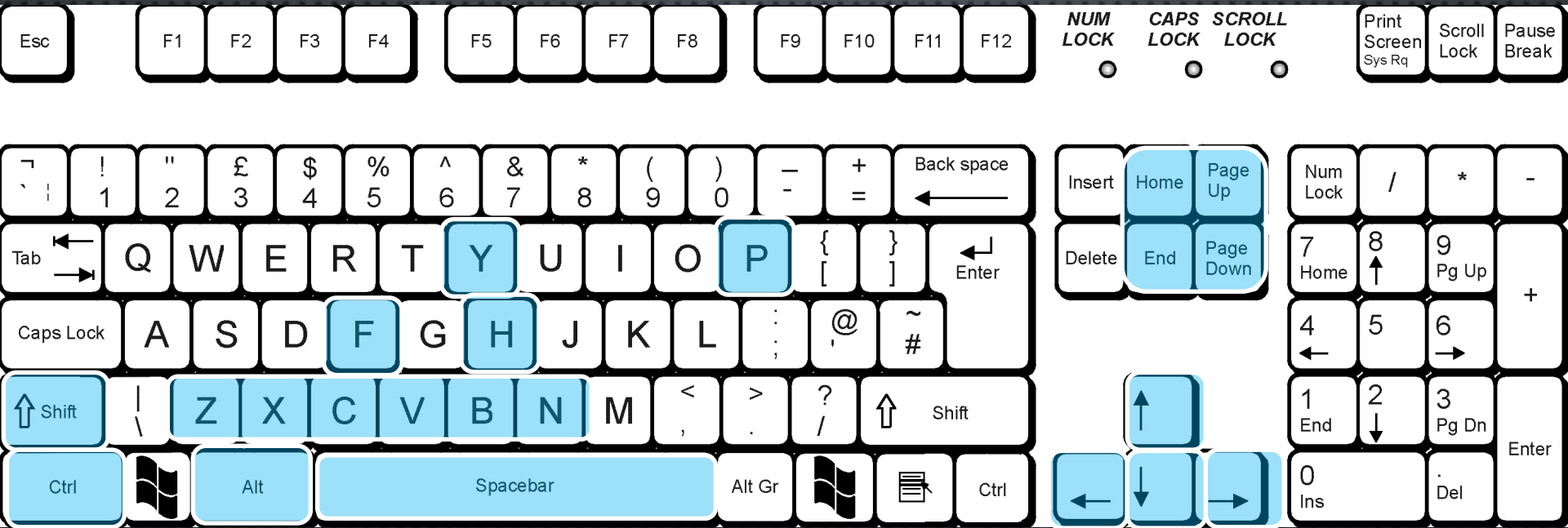
Select 1 cell

Shift

Select
multiple cells



KEYBOARD LAYOUT





WHEN SHIFT KEY IS PRESSED + ARROW

	A	B	C	D	E	F	G	H	I
1									
2									
3									
4									
5				Shift	Shift	Shift	Shift	Shift	
6				Shift	Shift	Shift	Shift	Shift	
7				Shift	Shift	Shift	Shift	Shift	
8				Shift	Shift	Shift	Shift	Shift	
9				Shift	Shift	Shift	Shift	Shift	
10				Shift	Shift	Shift	Shift	Shift	
11				Shift	Shift	Shift	Shift	Shift	
12				Shift	Shift	Shift	Shift	Shift	
13									
14									



EXCEL SHORTCUT KEYS

Ctrl

+

C

COPY the selected cells.

+

V

PASTE/Inserts the contents of the Clipboard at the insertion point and replaces any selection. Available only after you have CUT or COPIED an object, text, or cell contents.

+

X

CUT the selected cells.

+

Z

UNDO command to reverse the last command or to delete the last entry that you typed.

+

Y

REDO command to reverse the last command or to delete the last entry that you typed.



EXCEL SHORTCUT KEYS

Ctrl

+

F

Displays the **FIND and Replace** dialog box, with the **FIND** tab selected.
= SHIFT+F5 also displays this tab

+

H

Displays the **Find and REPLACE** dialog box, with the **Replace** tab selected.

+

N

Creates a **NEW**, blank workbook.

+

O

OPEN Excel file.

+

PgUp

Switches between worksheet tabs, from LEFT to RIGHT

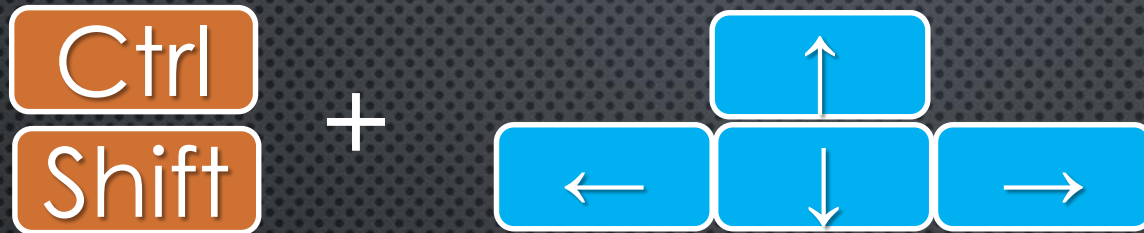
+

PgDn

Switches between worksheet tabs, from RIGHT to LEFT.



EXCEL SHORTCUT KEYS



CTRL+ARROW key moves to the edge of the current data region.

- data region: A range of cells that contains data and that is bounded by empty cells or datasheet borders.) in a worksheet.

SHIFT+ARROW KEY extends the selection of cells by one cell.

CTRL+SHIFT+ARROW KEY extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell.



EXCEL SHORTCUT KEYS



Moves to the beginning of a row in a worksheet.

CTRL+HOME moves to the beginning of a worksheet.

CTRL+SHIFT+HOME extends the selection of cells to the beginning of the worksheet.



EXCEL SHORTCUT KEYS AND TIPS



CTRL+END moves to the last cell on a worksheet, to the lowest used row of the rightmost used column. If the cursor is in the formula bar, **CTRL+END** moves the cursor to the end of the text.
CTRL+SHIFT+END extends the selection of cells to the last used cell on the worksheet (lower-right corner).



EXCEL SHORTCUT KEYS AND TIPS



- CTRL+SPACEBAR** selects an entire COLUMN in a worksheet.
- SHIFT+SPACEBAR** selects an entire ROW in a worksheet.
- CTRL+SHIFT+SPACEBAR** selects the ENTIRE worksheet.



CTRL+PgUp	Switches between worksheet tabs, from left-to-right.
CTRL+PgDn	Switches between worksheet tabs, from right-to-left.
CTRL+C	Copies the selected cells.
CTRL+V	Inserts the contents of the Clipboard at the insertion point and replaces any selection. Available only after you have cut or copied an object, text, or cell contents.
CTRL+F	Displays the Find and Replace dialog box, with the Find tab selected. SHIFT+F5 also displays this tab, while SHIFT+F4 repeats the last Find action. CTRL+SHIFT+F opens the Format Cells dialog box with the Font tab selected.
CTRL+H	Displays the Find and Replace dialog box, with the Replace tab selected.
CTRL+N	Creates a new, blank workbook.

ARROW KEYS	<p>Move one cell up, down, left, or right in a worksheet.</p> <p>CTRL+ARROW KEY moves to the edge of the current data region (data region: A range of cells that contains data and that is bounded by empty cells or datasheet borders.) in a worksheet.</p> <p>SHIFT+ARROW KEY extends the selection of cells by one cell.</p> <p>CTRL+SHIFT+ARROW KEY extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell.</p>
HOME	<p>Moves to the beginning of a row in a worksheet.</p> <p>CTRL+HOME moves to the beginning of a worksheet.</p> <p>CTRL+SHIFT+HOME extends the selection of cells to the beginning of the worksheet.</p>
END	<p>CTRL+END moves to the last cell on a worksheet, to the lowest used row of the rightmost used column. If the cursor is in the formula bar, CTRL+END moves the cursor to the end of the text.</p> <p>CTRL+SHIFT+END extends the selection of cells to the last used cell on the worksheet (lower-right corner).</p>

SPACEBAR	CTRL+SPACEBAR selects an entire column in a worksheet. SHIFT+SPACEBAR selects an entire row in a worksheet. CTRL+SHIFT+SPACEBAR selects the entire worksheet.
CTRL+A	Selects the entire worksheet.
CTRL+Z	Uses the Undo command to reverse the last command or to delete the last entry that you typed.



I PREFER A REAL DATABASE

I SAID A REAL DATABASE

PERFECTION



EXCEL SHORTCUT KEYS AND TIPS

Ctrl + **C** TO COPY

PASTE FUNCTION

- **ALL**
- **FORMULAS**
- **VALUES**
- **FORMATS**
- **COMMENTS**



EXCEL SHORTCUT KEYS AND TIPS

PASTE FUNCTION

- **ALL**
 - to paste all the stuff in the cell selection (formulas, formatting, you name it). This is what happens when you paste normally.
- **VALUES**
 - to paste all the text, numbers, and formulas in the current cell selection without their formatting



EXCEL SHORTCUT KEYS AND TIPS

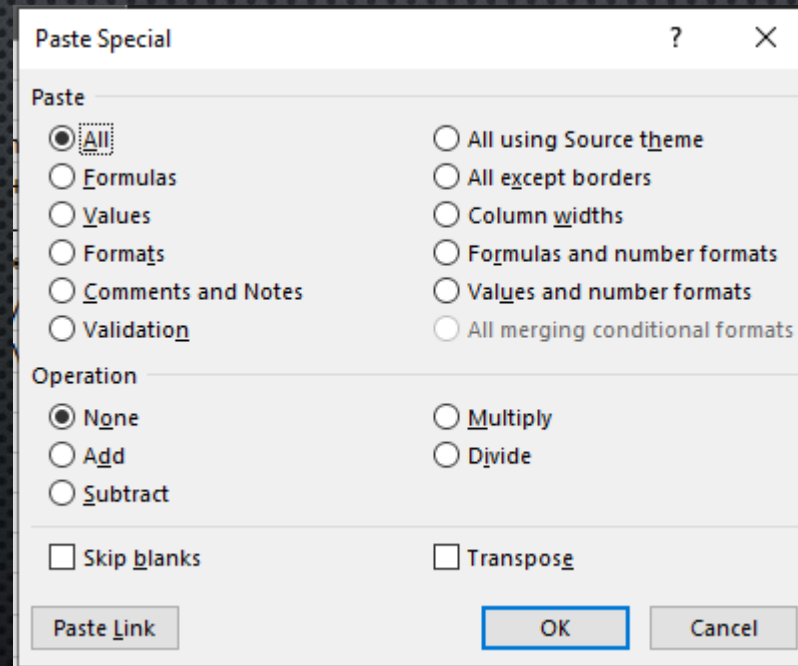
PASTE FUNCTION

- **FORMATS**
 - to paste only the formatting from the current cell selection, without the cell entries.
- **COMMENTS**
 - to paste only the notes that you attach to their cells (kinda like electronic self-stick notes)



EXCEL SHORTCUT KEYS AND TIPS

PASTE SPECIAL





EXCEL SHORTCUT KEYS AND TIPS

PASTE FUNCTION

- **TRANPOSE**

- Select this check box when you want Excel to change the ORIENTATION of the pasted entries. For example, if the original cells' entries run down the rows of a single column of the worksheet, the transposed pasted entries will run across the columns of a single row.

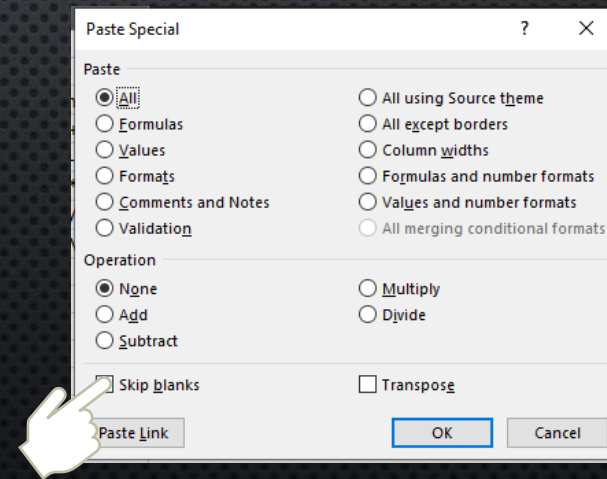


EXCEL SHORTCUT KEYS AND TIPS

PASTE FUNCTION

- **SKIP BLANK**

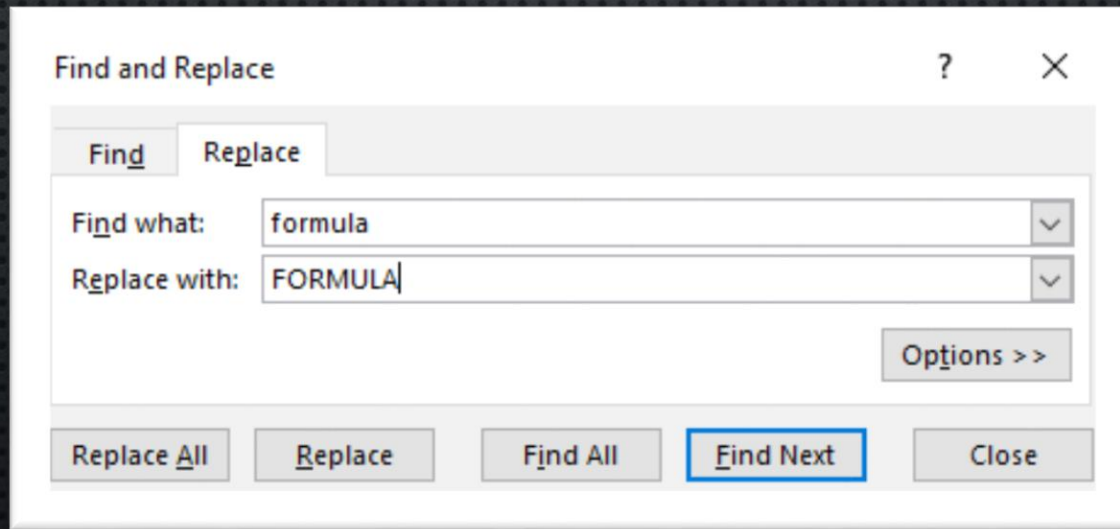
- Select this check box when you want Excel to paste only from the cells that aren't empty.





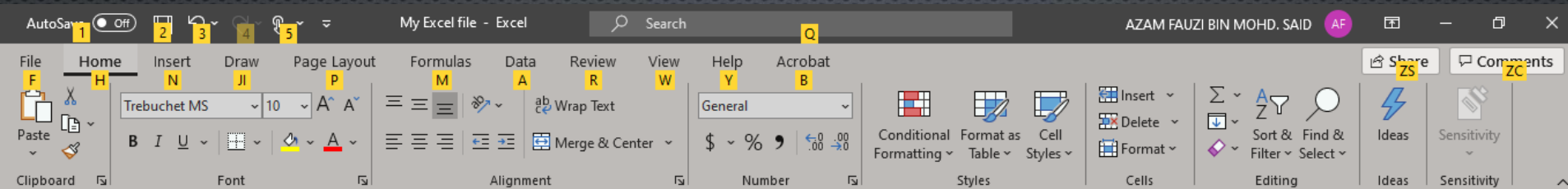
EXCEL SHORTCUT KEYS AND TIPS

Ctrl + **H** TO REPLACE

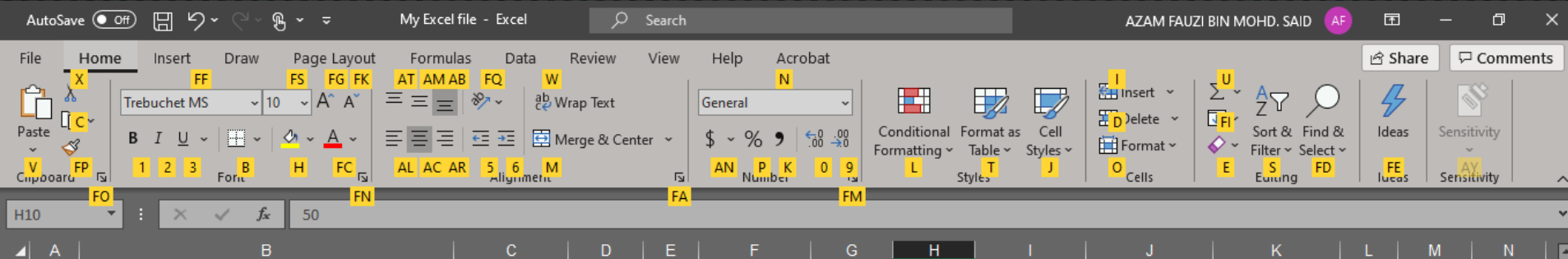




EXCEL SHORTCUT KEYS AND TIPS

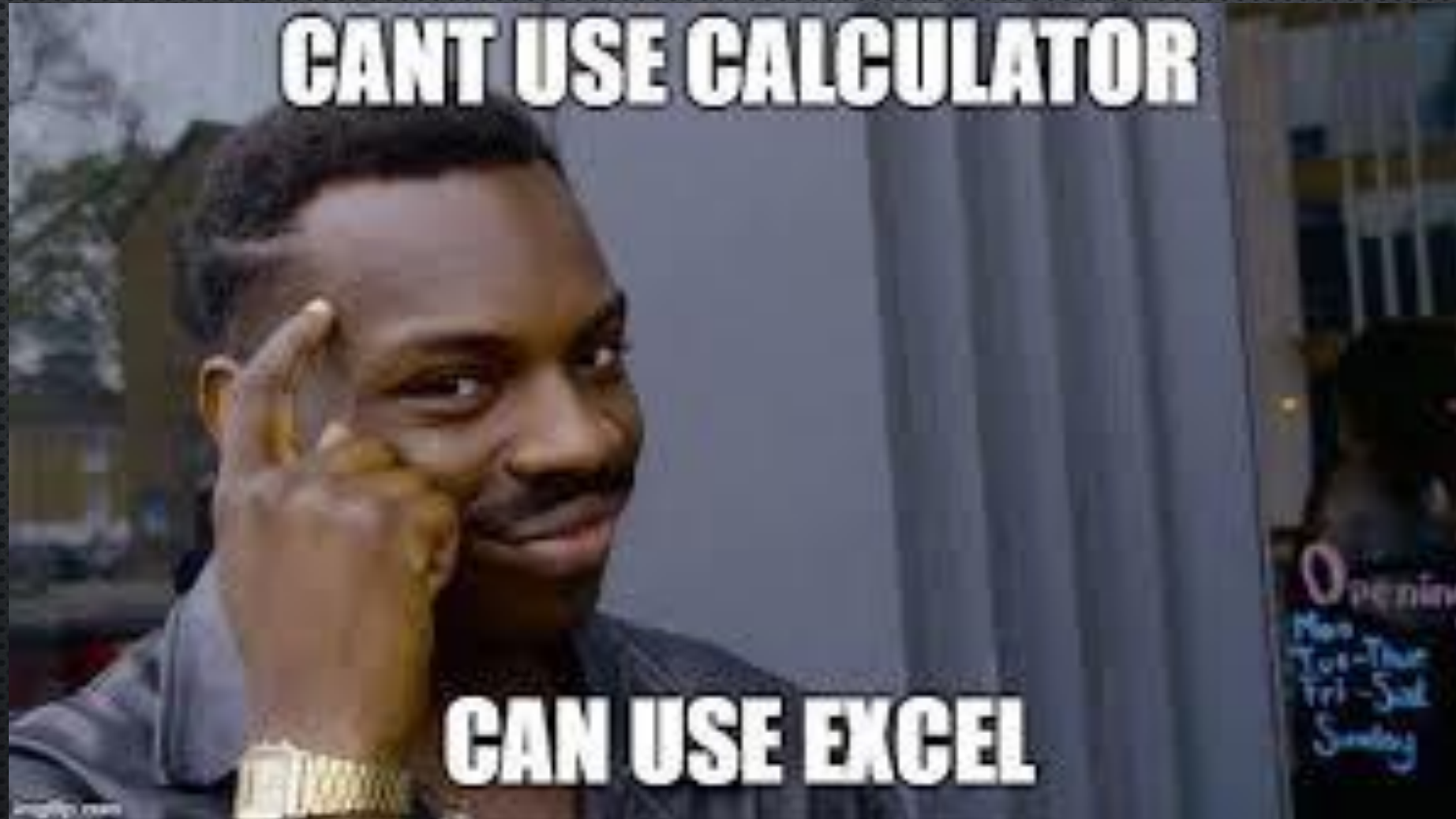


- PRESS ALT



- PRESS H

CANT USE CALCULATOR



CAN USE EXCEL



BASIC FORMULA

- ADD : $15 + 5$
- SUBTRACT : $15 - 5$
- MULTIPLE : 15×5
- DIVIDE : $15 \div 5$
- SUM : =



BASIC FORMULA

- $=A1+A6$ THIS EXCEL FORMULA ADDS THE CONTENTS OF CELL A1 AND A6
- $=A1+A2+A3$ THIS EXCEL FORMULA ADDS THE CONTENTS OF THE THREE CELLS SPECIFIED.
- $=A3-A1$ THIS EXCEL FORMULA SUBTRACTS THE CONTENTS OF CELL A1 FROM THE CONTENTS OF CELL A3
- $=B2*B3$ THIS EXCEL FORMULA MULTIPLES THE NUMBERS IN CELLS B2 AND B3



BASIC FORMULA

- $=G5/A5$ THIS EXCEL FORMULA DIVIDES G5 BY A5.
- $=(C1+C3)/C4$ THIS EXCEL FORMULA ADDS THE VALUE IN C1 TO THE VALUE IN C3, AND THEN DIVIDES THE RESULT BY THE VALUE IN C4
- $=4*(A2+A5)+3$ THIS EXCEL FORMULA ADDS THE CONTENTS OF A2 AND A5, MULTIPLES THIS SUM BY 4, AND THEN ADDS 3.



MATHEMATICAL ORDER OF OPERATIONS

- REMEMBER THE ORDER OF OPERATIONS BY REMEMBERING THE PHRASE
- PLEASE EXCUSE MY DEAR AUNT SALLY.
- THE LETTERS STAND FOR: PARENTHESES, EXPONENTS, MULTIPLICATION, DIVISION, ADDITION, AND SUBTRACTION. AND ALL OPERATIONS ARE CARRIED OUT FROM **LEFT** TO **RIGHT**. HERE IS HOW THE ORDER IS APPLIED:
- FIRST, ANY MATH INSIDE OF PARENTHESES IS CALCULATED.
- ON THE SECOND PASS, ALL EXPONENTS ARE RESOLVED.
- THEN ANY MULTIPLICATION OR DIVISION IS PERFORMED.
- LASTLY, ANY ADDITION OR SUBTRACTION IS PERFORMED.



BASIC FORMULA

- LET'S ILLUSTRATE WITH A SIMPLE FORMULA: $4+2*3$
 - PASS 1 - SINCE THE MULTIPLICATION MUST BE DONE FIRST, OUR EXPRESSION RESOLVES ITSELF TO $4+6=10$.
- LET'S PRACTICE WITH A MORE COMPLEX FORMULA: $(2*4)+3^2-8/4$
 - PASS 1 - PARENTHESES: $2*4 = 8$. NOW OUR EXPRESSION READS: $8+3^2-8/4$
 - PASS 2 - EXPONENTS: $3^2=9$. NOW OUR EXPRESSION READS: $8+9-8/4$
 - PASS 3 - MULTIPLY AND DIVIDE: $8/4=2$. NOW OUR EXPRESSION READS: $8+9-2$
 - PASS 4 - ADD AND SUBTRACT: THE ANSWER IS 15

IT'S NOT MAGIC



IT'S EXCEL

makeameme.org



BASIC FORMULA

AutoSave Off Book1 - Excel

File Home Insert Draw Page Layout **Formulas** Data Review View Help Acrobat

fx Insert Function Name Manager

Function Library

- Σ Sum
- Average
- Count Numbers
- Max
- Mjn
- More Functions...

	D	E	F	G	H	I
1						
2						
3		Number 1	Number 2	Equal to	Formula	
4		15	5	20	=D4+E4	This formula ADDS Cell D4 and E4
5		15	5	10	=D4-E4	This formula SUBTRACTS Cell E4 from D4
6		15	5	75	=D4*E4	This formula MULTIPLIES Cell D4 and E4
7		15	5	3	=D4/E4	This formula DIVIDES Cell D4 by E4
8				108	=SUM(F4:F7)	This formula SUMS Column G start from cell G4 to G7
9						



BASIC FORMULA

UPPERCASE/LOWERCASE/PROPERCASE

- **SYNTAX**

- =UPPER : Converts a text string to ALL uppercase letters
- =LOWER(A1) : Converts a text string to ALL lowercase letters
- =PROPER(A1) : First letter in each word is in UPPERCASE

	baSIC foRMula	BASIC FORMULA	<i>using =upper(C3)</i>	
	baSIC foRMula	basic formula	<i>using =lower(C4)</i>	
	baSIC foRMula	Basic Formula	<i>using =proper(C5)</i>	



BASIC FORMULA

CONCATENATE

- **SYNTAX**

- =concat (A1) : join several text strings into one string
- =concatenate(A1)

I love	Nasi Kerabu	<i>using CONCAT(C3,D3)</i>	I loveNasi Kerabu
I love	Nasi Lemak	<i>using CONCAT(C4,D4)</i>	I loveNasi Lemak



BASIC FORMULA

DATEDIF()

- **SYNTAX**

- =datedif (A1,Date)
- Returns the time between two dates, measured in your choice of completed years, completed months, or days. This function is handy for calculating a person's age. Put the person's birth date in cell A1 and write this formula in cell B1 to calculate the age in years:
`=DATEDIF(I2,"13/02/2020","Y")`



BASIC FORMULA

DATEDIF()

Unit	Meaning	Explanation
Y	Years	Number of complete years between the start and end dates.
M	Months	Number of complete months between the dates.
D	Days	Number of days between the start date and end date.
MD	Days excluding years and months	The date difference in days, ignoring months and years.
YD	Days excluding years	The date difference in days, ignoring years.
YM	Months excluding days and years	The date difference in months, ignoring days and years.

A close-up, high-angle shot of Morpheus from the movie The Matrix. He is wearing his signature black sunglasses and has a serious, intense expression. The background is a blurred outdoor setting. The text "WHAT IF I TOLD YOU" is overlaid in large, white, bold, sans-serif font at the top of the image.

WHAT IF I TOLD YOU

**THAT EXCEL IS FOR NUMBERS AND
WORD IS FOR WORDS**



CHANGING STANDARD FORMATTING

Format Cells

Number Alignment Font Border Fill Protection

Category:

- General
- Number
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample
15-Feb

Type:

- 0.00E+00
- ##0.0E+0
- # ?/?
- # ??/??
- dd-mm-yy
- dd-mmm-yy
- dd-mmm
- mmm-yy
- h:mm AM/PM
- h:mm:ss AM/PM
- h:mm
- h:mm:ss

Delete

Type the number format code, using one of the existing codes as a starting point.

OK Cancel



CONDITIONAL FORMATTING

AutoSave Off My Excel file - Excel Search AZAM FAUZI BIN M

File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat

Clipboard Font Alignment Number

Conditional Formatting

	A	B	C	D	E	F	G
	NO	NAME	MATRIC NO	COURSE	GROUP	DOB	Age
1	1	AHMAD RAFIQI MUKHRIZ BIN RAMLI	000320110357	ASD1063	A	12/01/1999	21 years
2	2	AIN NAZIRAH MOHD KHADRI	000603060388	ASD1063	B	25/05/2000	19 years
3	3	AMIRA NUR NISAA' MUHAMMAD NIZAM	001005140032	ASDS3123		01/01/1999	21 years
4	4	AMYRA NATASHA BINTI MOHAMAD ZAKIR	001110060560	ASDS3123		16/02/2015	4 years
5	5	ANIS AMIRAH BT MOHD	000209060208	ASDS3123		16/02/1999	20 years
6	6	ANIS NURANISSA BINTI ABDUL HALIM	000116060874	ASD1063	A	21/03/1998	21 years
7	7	ANISHA BALQIS BINTI AMINORDIN	001023010784	ASDS3123		01/01/1933	87 years
8	8	DIVAHSHINI A/P RAVI	001217060456	ASD1063	A	01/09/1934	85 years
9	9	FATIN NAJUA BINTI FAIZATUL ANUAR	00041108-034	ASD1063	A	01/01/1936	84 years
10	10	FAZILAH MANSOR MAJDIN	001107060228	ASD1063	B	28/03/2008	11 years
11	11	HASNA NUSAIBAH BINTI MD SABRI	000912060744	ASD1063	A	14/06/2004	15 years
12	12	HEMALATHA A/P SUBRAMANIAM	990617065142	ASD1063	B	08/08/2010	9 years
13	13	MAIZATUL NUR AFIFAH BINTI MOHD MIZI	000512060470	ASD1063	A	27/09/2009	10 years
14	14	MEHGALA A/P CHANDRAN	000705060274	ASD1063	B	07/12/2008	11 years

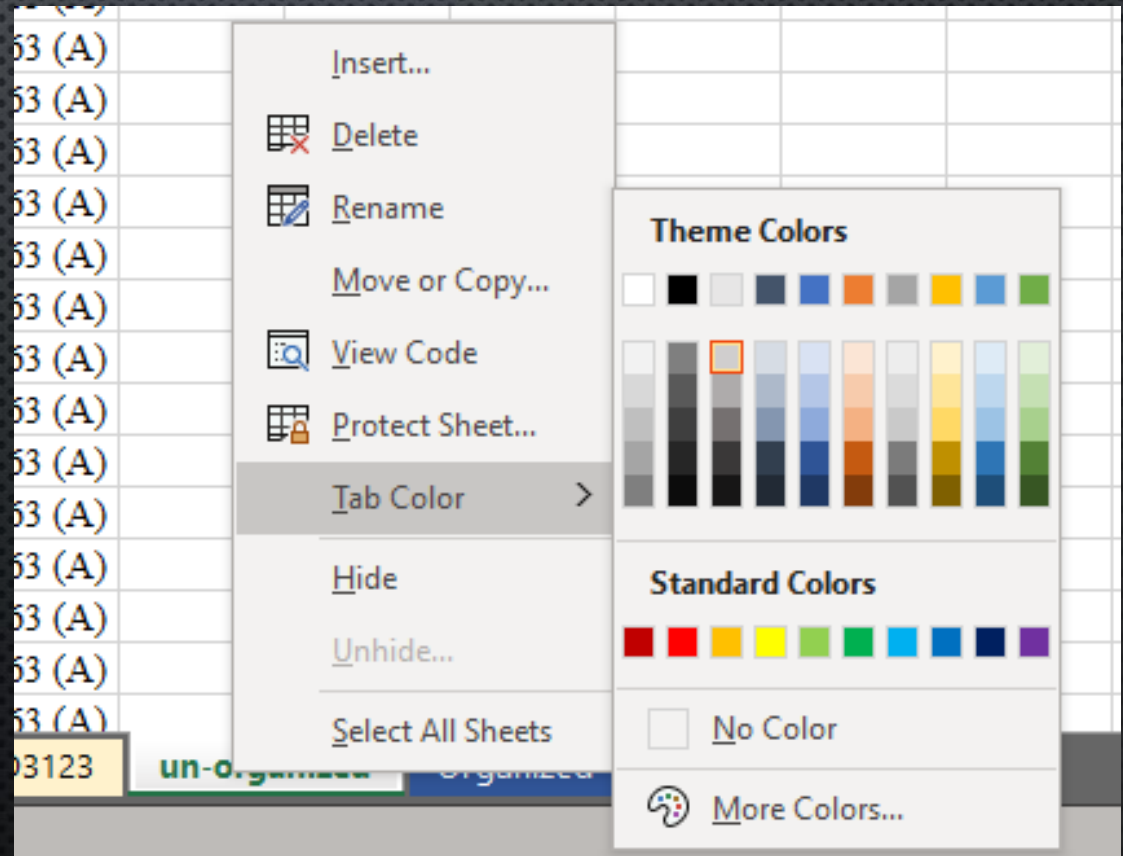
Highlight Cells Rules >
Top/Bottom Rules >
Data Bars >
Color Scales >
Icon Sets >
New Rule...
Clear Rules >
Manage Rules...
Gradient Fill
Solid Fill
More Rules...



CUSTOMIZE WORKSHEET

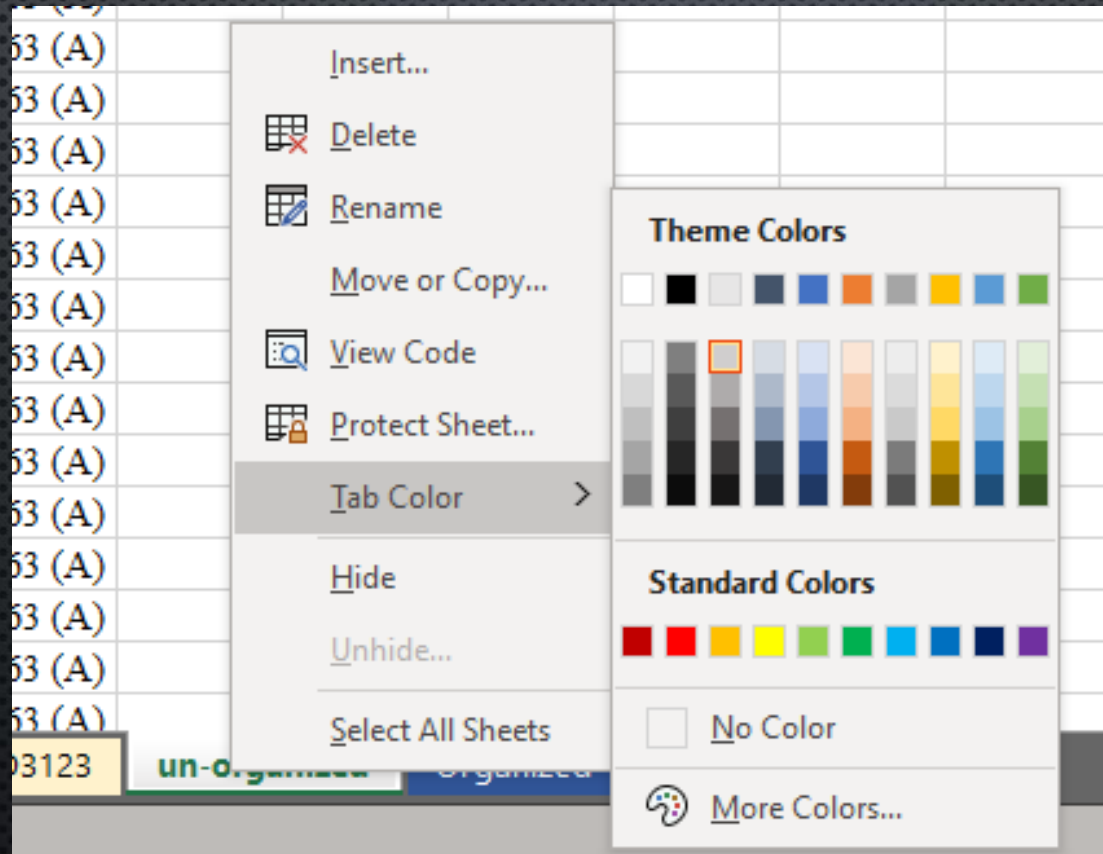
• OPERATIONS

- Insert
- Delete
- Rename
- Move/Copy
- View Code
- Protect Sheet
- Tab Color
- Hide/Unhide





CUSTOMIZE WORKSHEET





SORTING

AutoSave Off My Excel file - Saved Search

File Home Insert Draw Page Layout Formulas **Data** Review View Help Acrobat

Get Data From Text/CSV From Web From Table/Range Recent Sources Existing Connections Refresh All Queries & Connections Properties Edit Links Stocks Geography Data Types Sort & Filter Filter Clear Reapply Advanced Text to Columns

B2 ASD1063 (A)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2		ASD1063 (A)	ahmad rafiqi mu	000320110357									
3		ASD1063 (A)	nur aiman hadi k	000807070983									
4		ASD1063 (A)	anis nuranissa b	000116060874									
5		ASD1063 (A)	divahshini a/p ra	001217060456									
6		ASD1063 (A)	fatin najua binti	00041108-034									
7		ASD1063 (A)	hasna nusaibah	000912060744									
8		ASD1063 (A)	maizatul nur afif	000512060470									
9		ASD1063 (A)	nazira binti raml	000213060518									
10		ASD1063 (A)	nirshana a/p aso	000712060512									
11		ASD1063 (A)	norrazlin haslind	000726060396									
12		ASD1063 (A)	nor faizah binti r	000211060370									
13		ASD1063 (A)	nur ainaa athiral	000606060172									
14		ASD1063 (A)	nur amirah qurr	000522060212									

Sort

+ Add Level X Delete Level Copy Level Options... My data has headers

Column	Sort On	Order
Sort by Column B	Cell Values	A to Z
Then by Column C	Cell Values	A to Z

OK Cancel



FILTER

AutoSave Off My Excel file - Excel Search AZAM FAUZI BI

File Home Insert Draw Page Layout Formulas **Data** Review View Help Acrobat

Get Data From Text/CSV From Web From Table/Range Recent Sources Existing Connections Queries & Connections Refresh All Properties Edit Links Stocks Geography Sort Filter Clear Reapply Advanced Text to Columns

Get & Transform Data Queries & Connections Data Types Sort & Filter Data Tools

H5 90

	A	B	C	D	E	F	G	H	I	J
1	NC	NAME	MATRIC NC	COURS	GRO	DOB	Age	Marks	Remarks	
2	1	AHMAD RAFIQI MUKHRIZ BIN RAMLI	000320110357	ASD1063	A	12/01/1999	21 years	✗ 50		
3	2	AIN NAZIRAH MOHD KHADRI	000603060388	ASD1063	B	25/05/2000	19 years	⚠ 75		
4	3	AMIRA NUR NISAA' MUHAMMAD NIZAM	001005140032	ASDS3123		01/01/1999	21 years	⚠ 80		
5	4	AMYRA NATASHA BINTI MOHAMAD ZAKIR	001110060560	ASDS3123		16/02/2015	4 years	✓ 90		
6	5	ANIS AMIRAH BT MOHD	000209060208	ASDS3123		16/02/1999	20 years	✗ 45	FAILED	
7	6	ANIS NURANISSA BINTI ABDUL HALIM	000116060874	ASD1063	A	21/03/1998	21 years	⚠ 65		
8	7	ANISHA BALQIS BINTI AMINORDIN	001032010784	ASDS3123		01/01/1999	27 years	⚠ 80		



TEXT TO COLUMN

My Excel file - Excel

File Home Insert Draw Page Layout Formulas **Data** Review View Help Acrobat

Get Data From Text/CSV From Web From Table/Range Recent Sources Existing Connections

Refresh All Queries & Connections Properties Edit Links

Stocks Geography Data Types

Sort Filter Sort & Filter

Text to Columns Data Tools

B1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2																
3		ASDS312:	amira nur nisaa' muhammad nizam													
4		ASDS312:	anis amirah bt mohd													
5		ASDS312:	nor dayana atikah rosni jamal													
6		ASDS312:	nor nabilla sahilla binti zakaria													
7		ASDS312:	norshahira binti mohamad sabri													
8		ASDS312:	nurul hidayah binti mazelan													
9		ASDS312:	puteri emylia sumira mohd elmi													
10		ASDS312:	see hui teng a/p see kuan choong													
11		ASDS312:	umie wahida binti rozali													
12		ASDS312:	ummi asmira binti zainuddin													
13		ASDS312:	amyra natasha binti mohamad zakir													
14		ASDS312:	nor faqihah auni binti nor azmi													
15		ASDS312:	nor ain syafiqah binti muhamad razi													
16		ASDS312:	nurhidayah binti idris													
17		ASDS312:	nor isma zamzaviyana bt iswan													
18		ASDS312:	thivya a/p ramesh													
19		ASDS312:	anisha balqis binti aminordin													
20																
21																
22																
23																
24																
25																

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

```
3 ASDS3123amira nur nisaa' muhammad nizam
4 ASDS3123anis amirah bt mohd
5 ASDS3123nor dayana atikah rosni jamal
6 ASDS3123nor nabilla sahilla binti zakaria
7 ASDS3123norshahira binti mohamad sabri
```

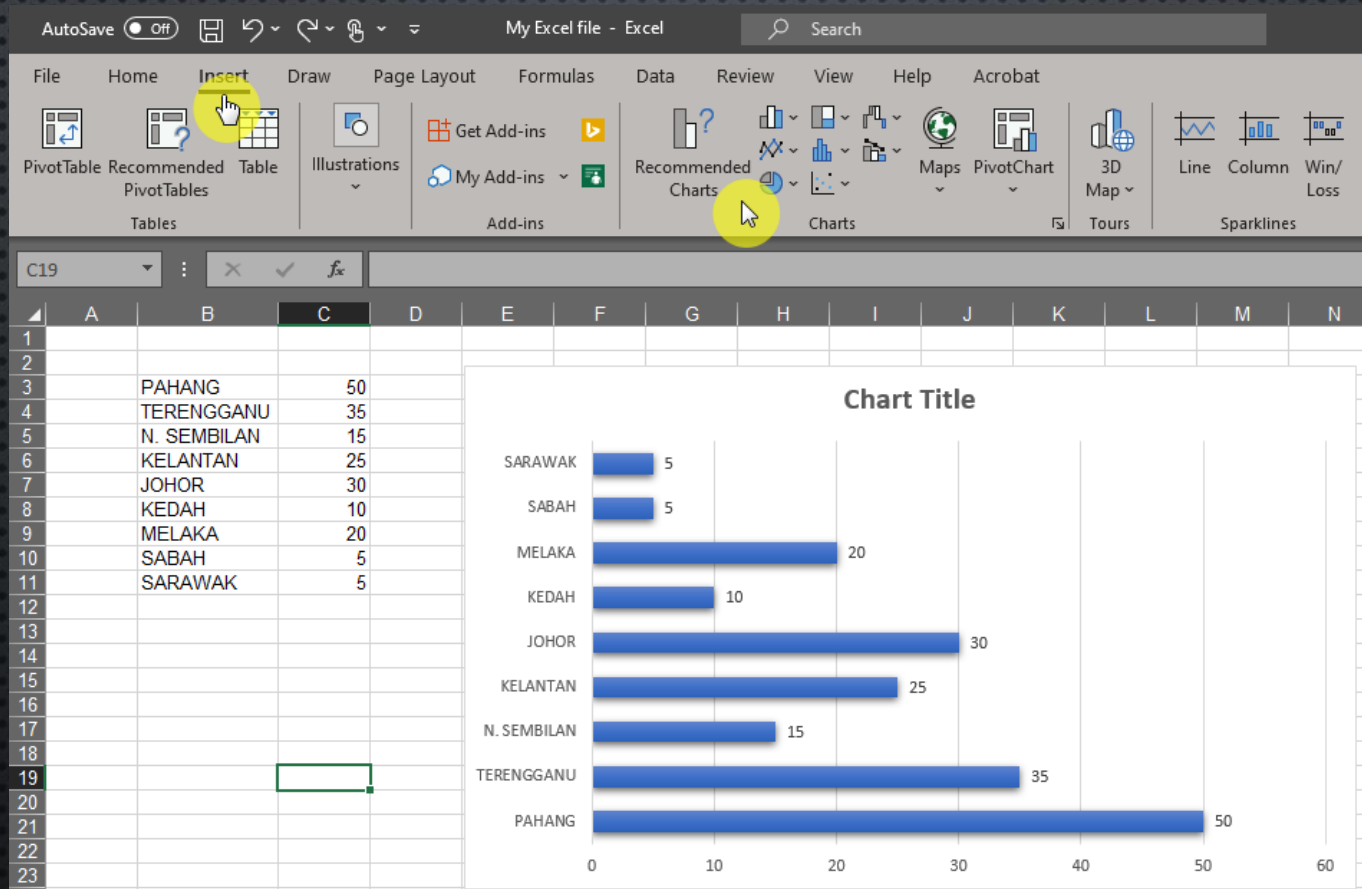
Cancel < Back Next > Finish

**CAN'T DO CHART IN
EXCEL?**

CHALLENGE ACCEPTED



GRAPH AND CHART





SAVING & PRINTING

- **SAVE**

- By default .xlsx/.xls
- Save to local-drive (My Documents)
- Save to thumb-drive/external HDD
- Save to cloud(Google Drive/DropBox)
- Print



Now I know Excel...



SAVING CLOUD

- **GOOGLE DRIVE**

- Using Gmail account
- Open Gmail
- Go to Drive

