Office 365 ProPlus: Chapter 7: Excel 2016

Disediakan oleh: Saiful Nizam Jamaluddin

PEJABAT SETIAUSAHA KERAJAAN NEGERI PULAU PINANG

PRESTARIANG

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Cepul Technologies

Microsoft in Education Global Training Partner

Microsoft AEP Authorized Education Partner

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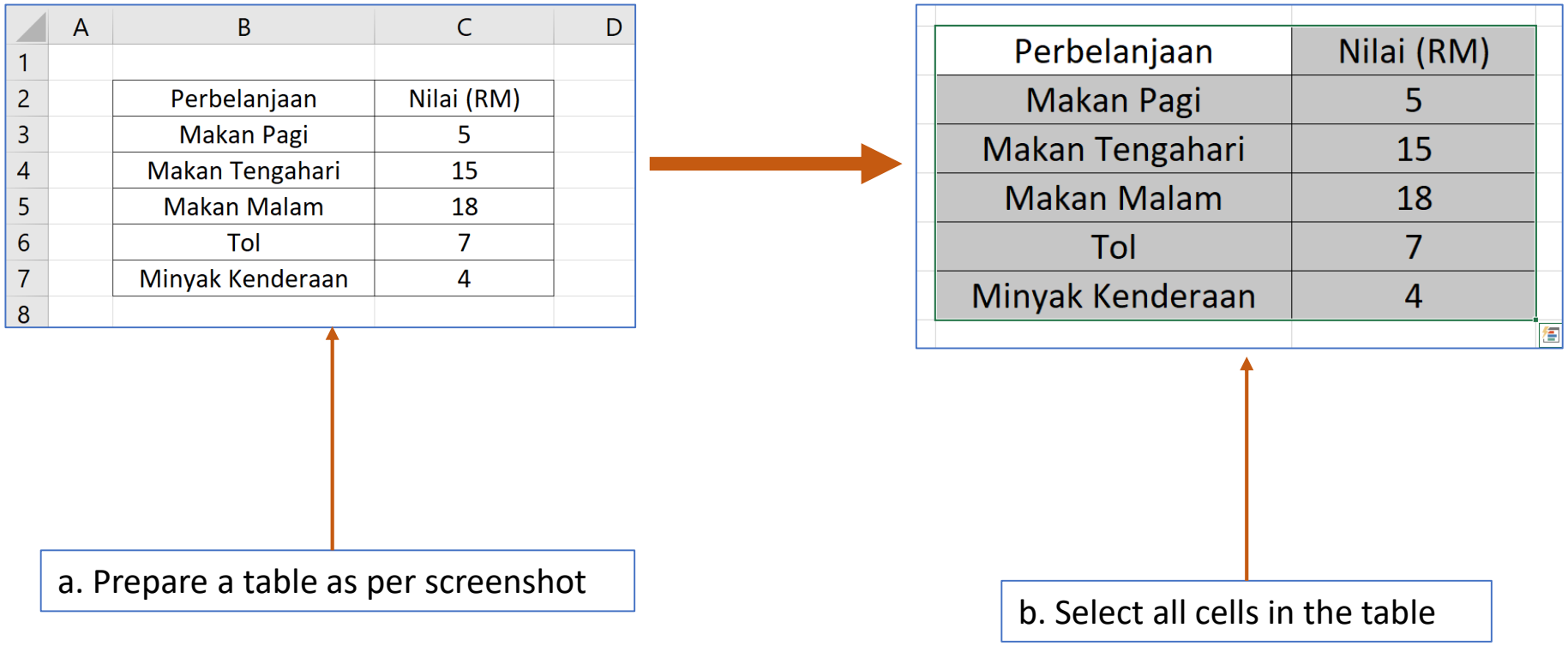
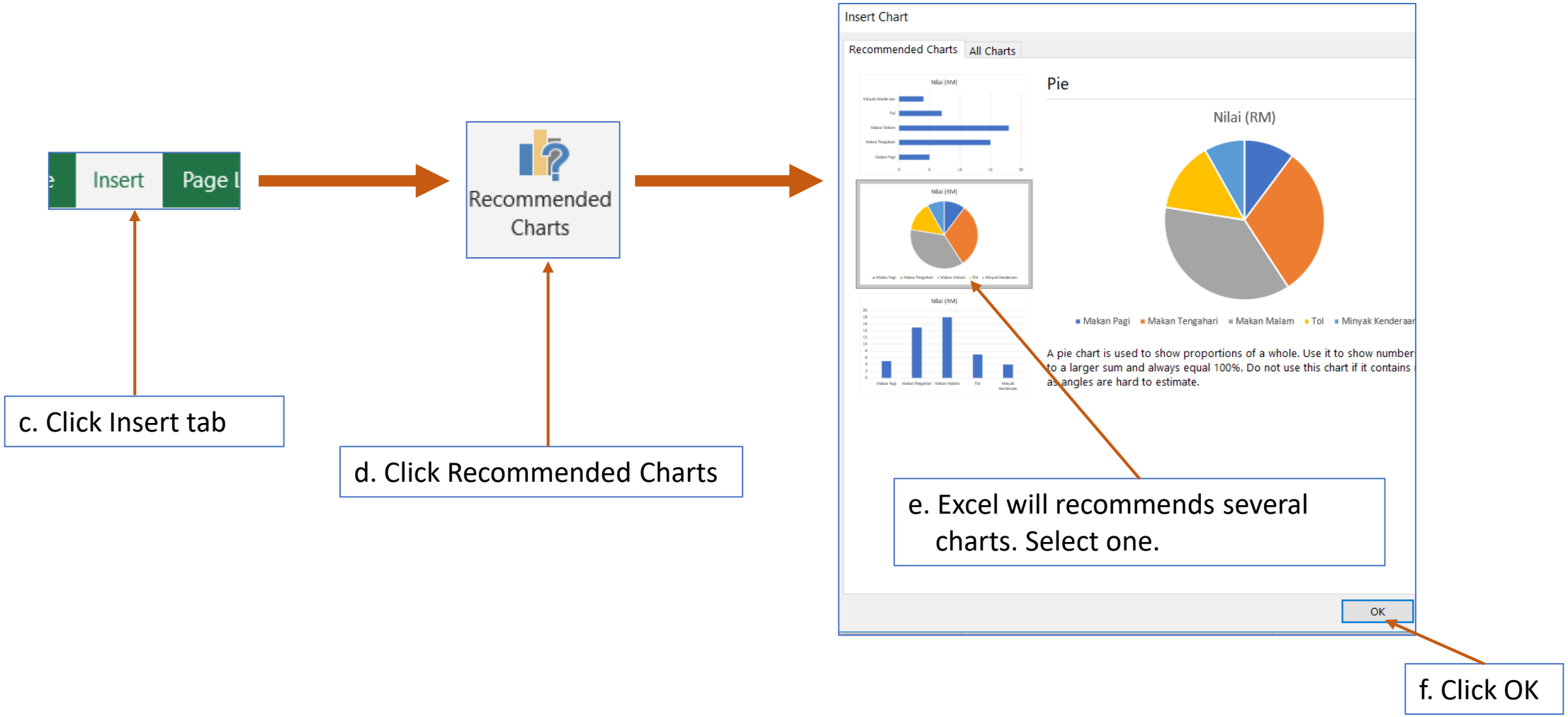
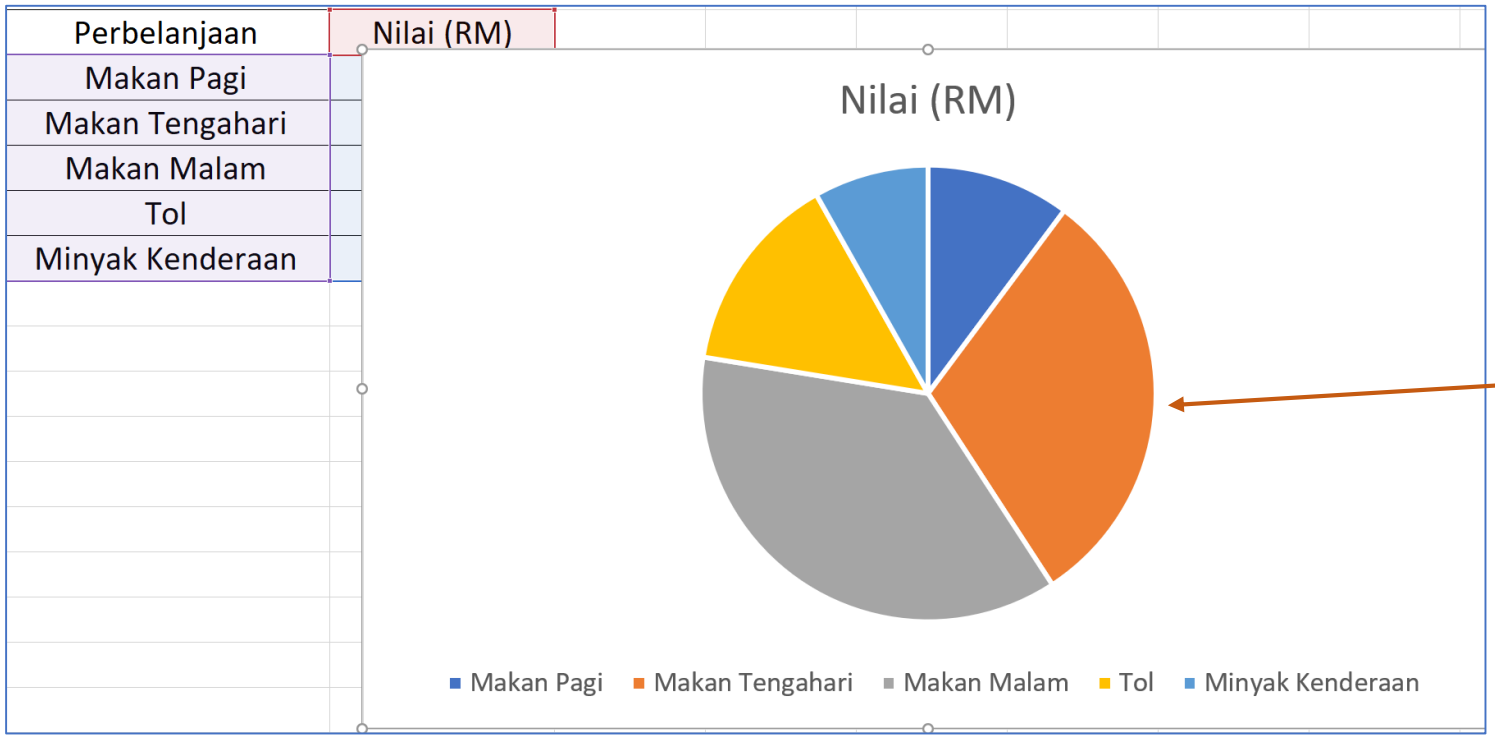
1. Using Recommended Charts (Part 1)



1. Using Recommended Charts (Part 2)

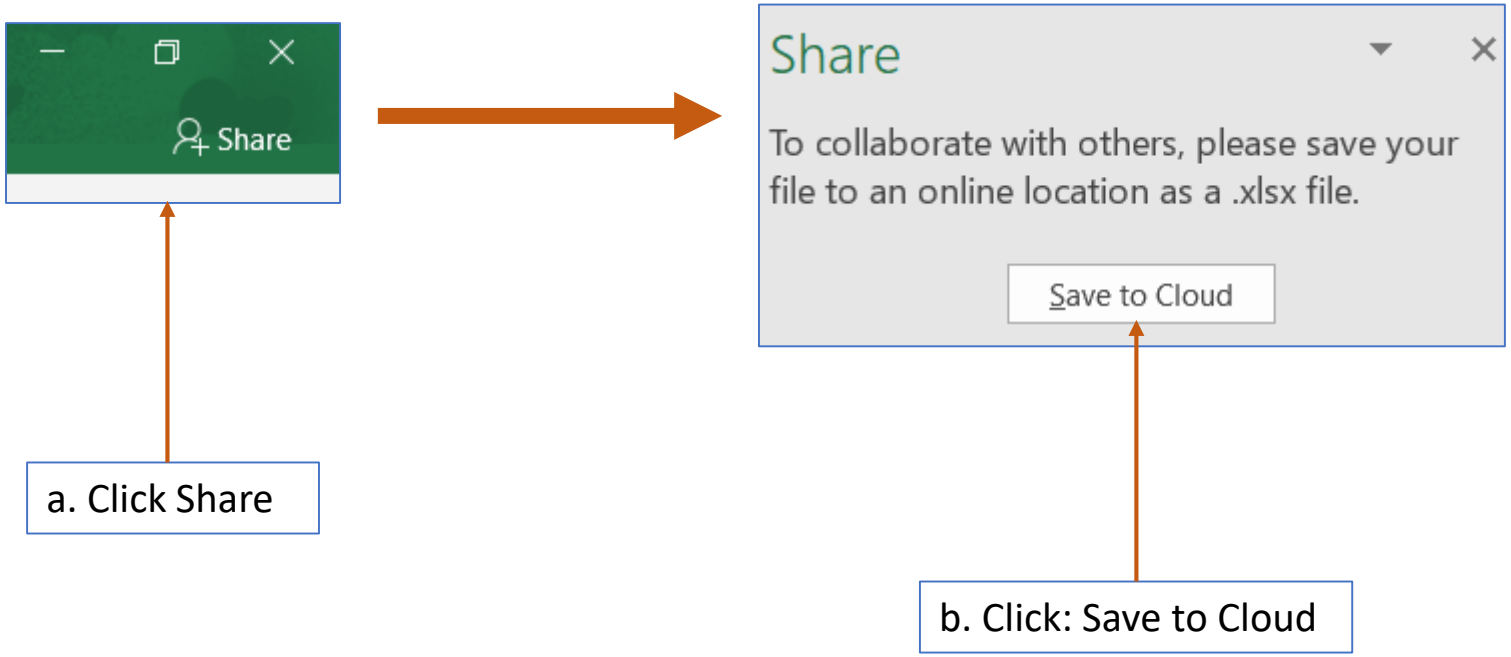


1. Using Recommended Charts (Part 3)



g. Your chart appears

2. Sharing and Co-Authoring (Part 1)



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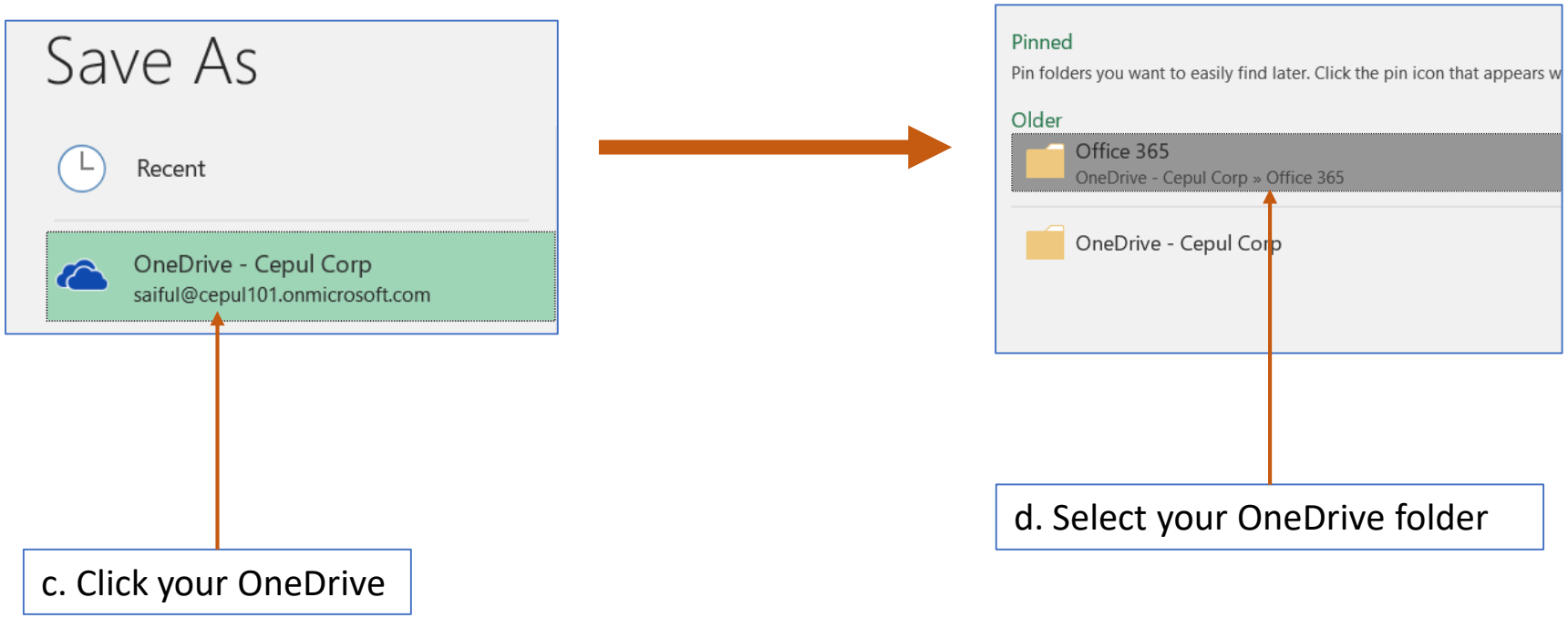

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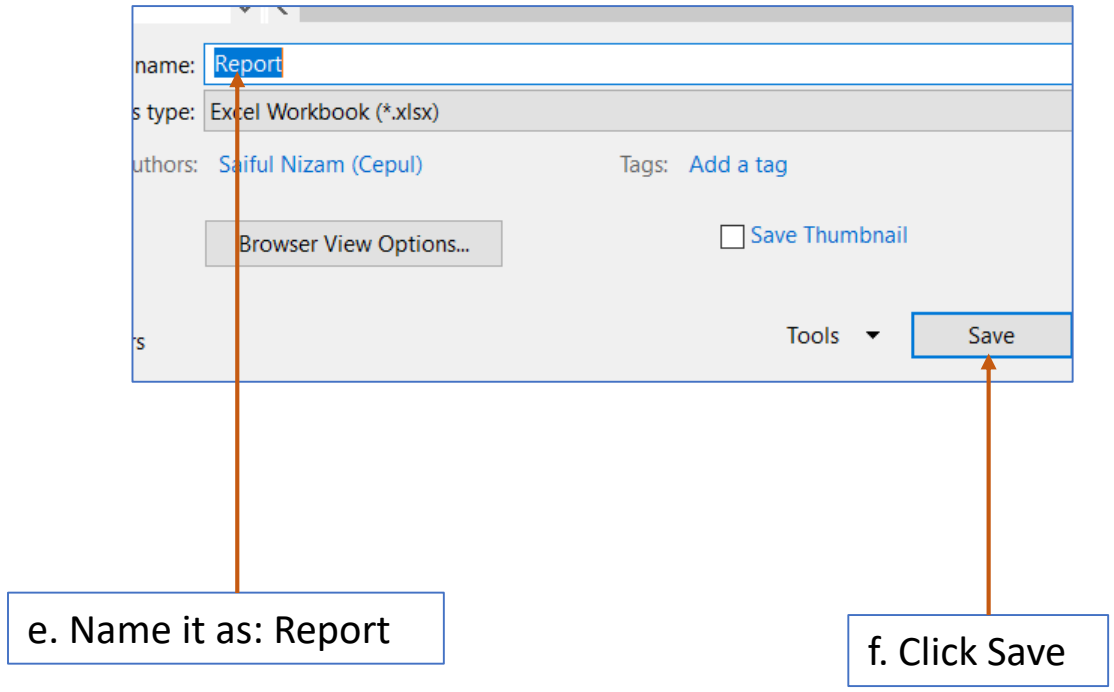
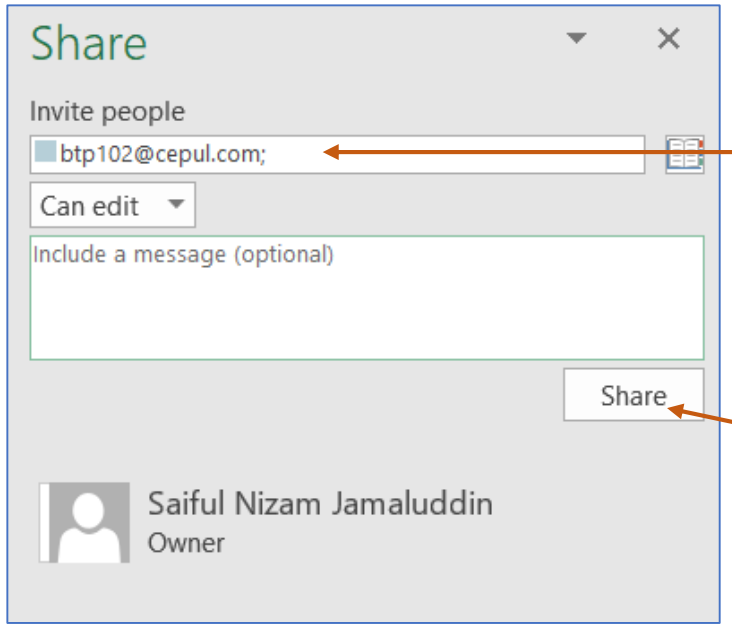


2. Sharing and Co-Authoring (Part 4)



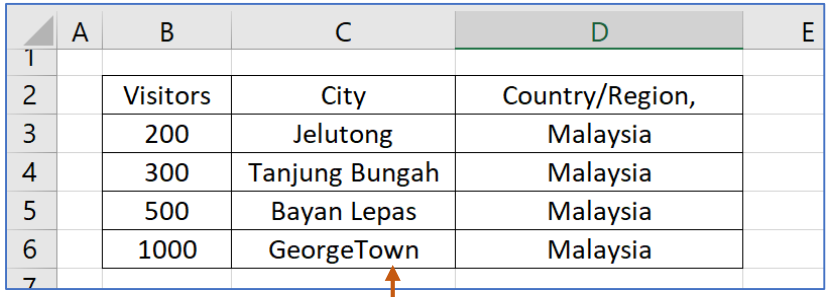
g. Type person* that you like to share and edit together

h. Click Share**

* The format is <IC Number>@penang.gov.my

** The person should receiving an email invitation. Ask them to click the link in the email

3. Using 3D Maps (Part 1)



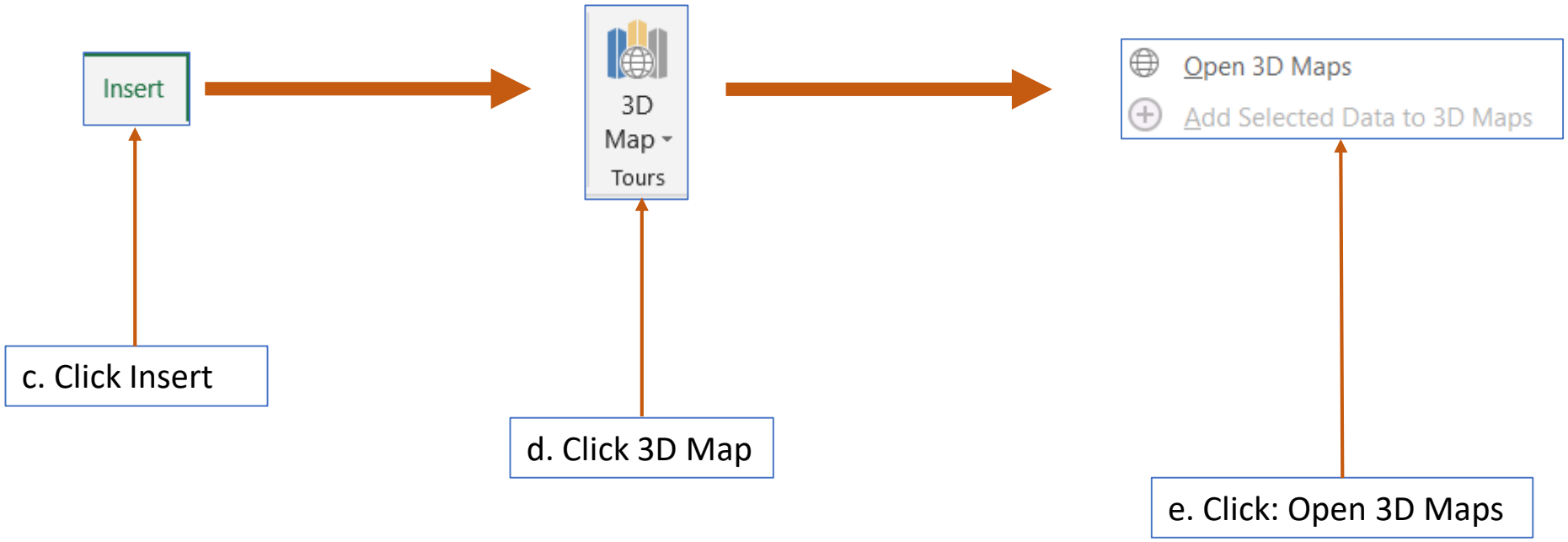
	A	B	C	D	E
1					
2		Visitors	City	Country/Region,	
3		200	Jelutong	Malaysia	
4		300	Tanjung Bungah	Malaysia	
5		500	Bayan Lepas	Malaysia	
6		1000	GeorgeTown	Malaysia	
7					

Visitors	City	Country/Region,
200	Jelutong	Malaysia
300	Tanjung Bungah	Malaysia
500	Bayan Lepas	Malaysia
1000	GeorgeTown	Malaysia

a. Prepare a table as per screenshot

b. Select all cells in the table

3. Using 3D Maps (Part 2)



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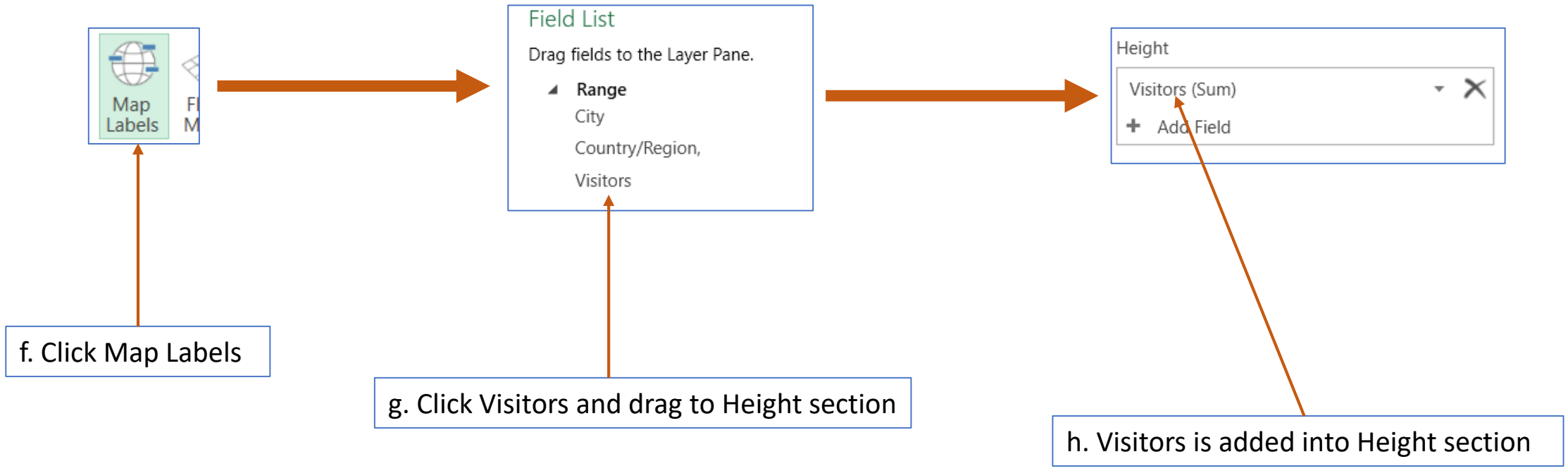
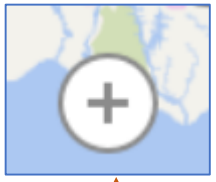
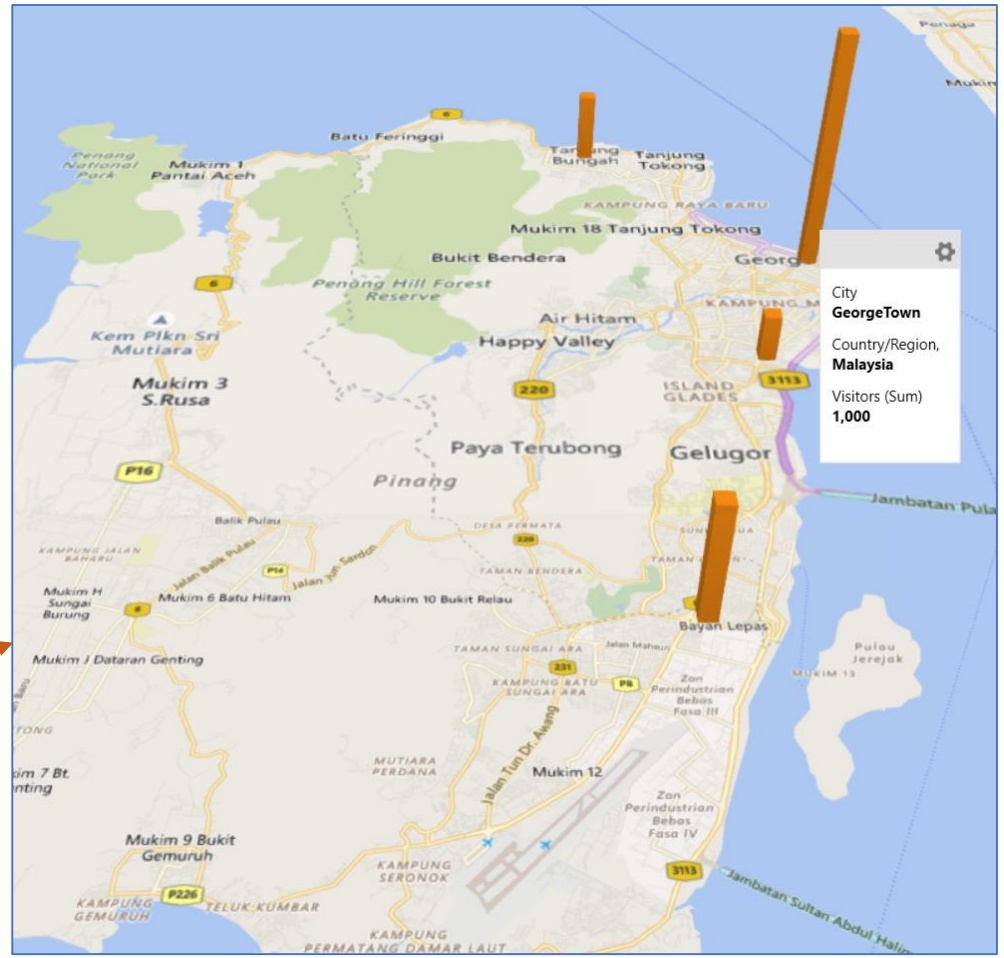


3. Using 3D Maps (Part 4)



i. Click Zoom icon to zoom in the 3D Map



j. You can see the 3D Map together with the information from the table

Tamat
Terima kasih

Disediakan oleh: Saiful Nizam Jamaluddin

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Youtube:

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