

Office 365 ProPlus: Chapter 7: Excel 2016

Disediakan oleh: Saiful Nizam Jamaluddin



PEJABAT SETIAUSAHA
KERAJAAN NEGERI
PULAU PINANG



PRESTARIANG'



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1. Using Recommended Charts (Part 1)

	A	B	C	D
1				
2		Perbelanjaan	Nilai (RM)	
3		Makan Pagi	5	
4		Makan Tengahari	15	
5		Makan Malam	18	
6		Tol	7	
7		Minyak Kenderaan	4	
8				

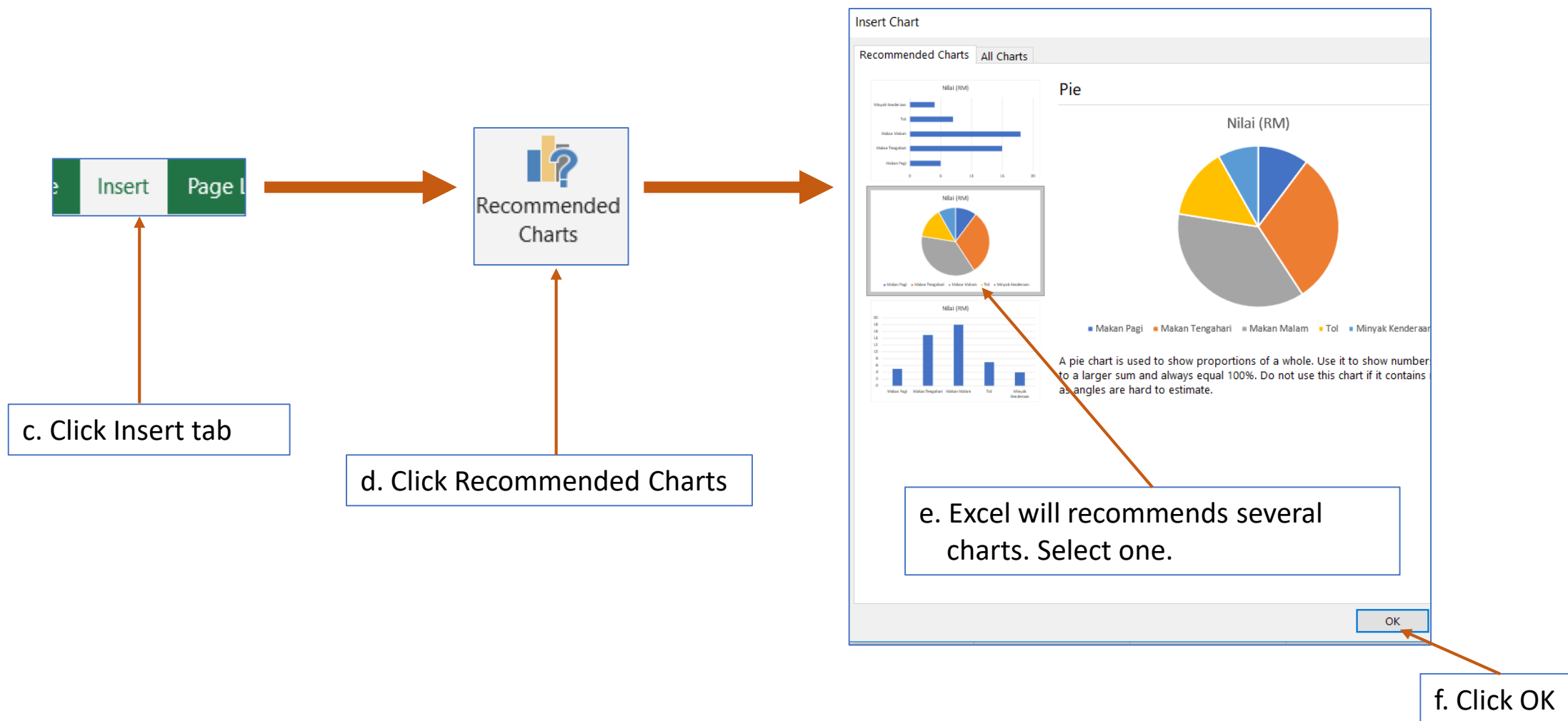


Perbelanjaan	Nilai (RM)
Makan Pagi	5
Makan Tengahari	15
Makan Malam	18
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Minyak Kenderaan	4

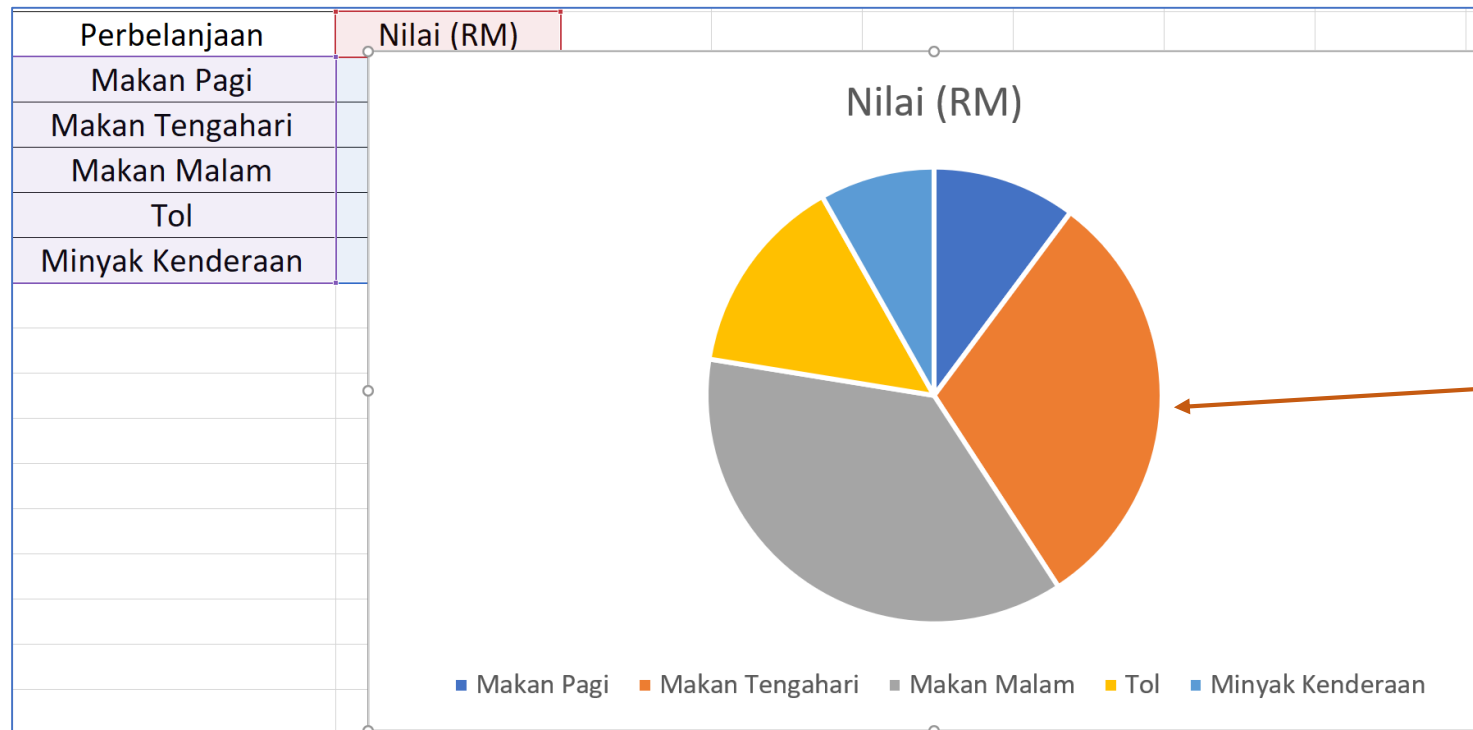
a. Prepare a table as per screenshot

b. Select all cells in the table

1. Using Recommended Charts (Part 2)

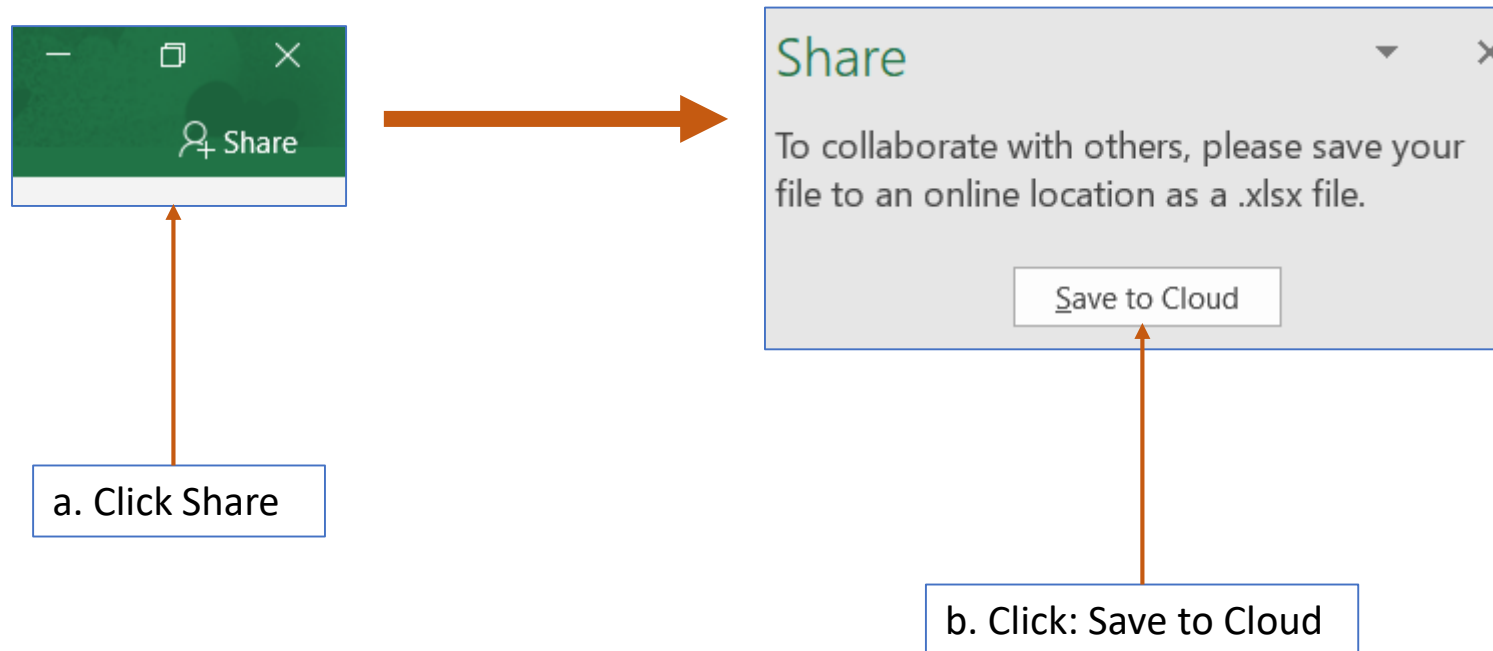


1. Using Recommended Charts (Part 3)

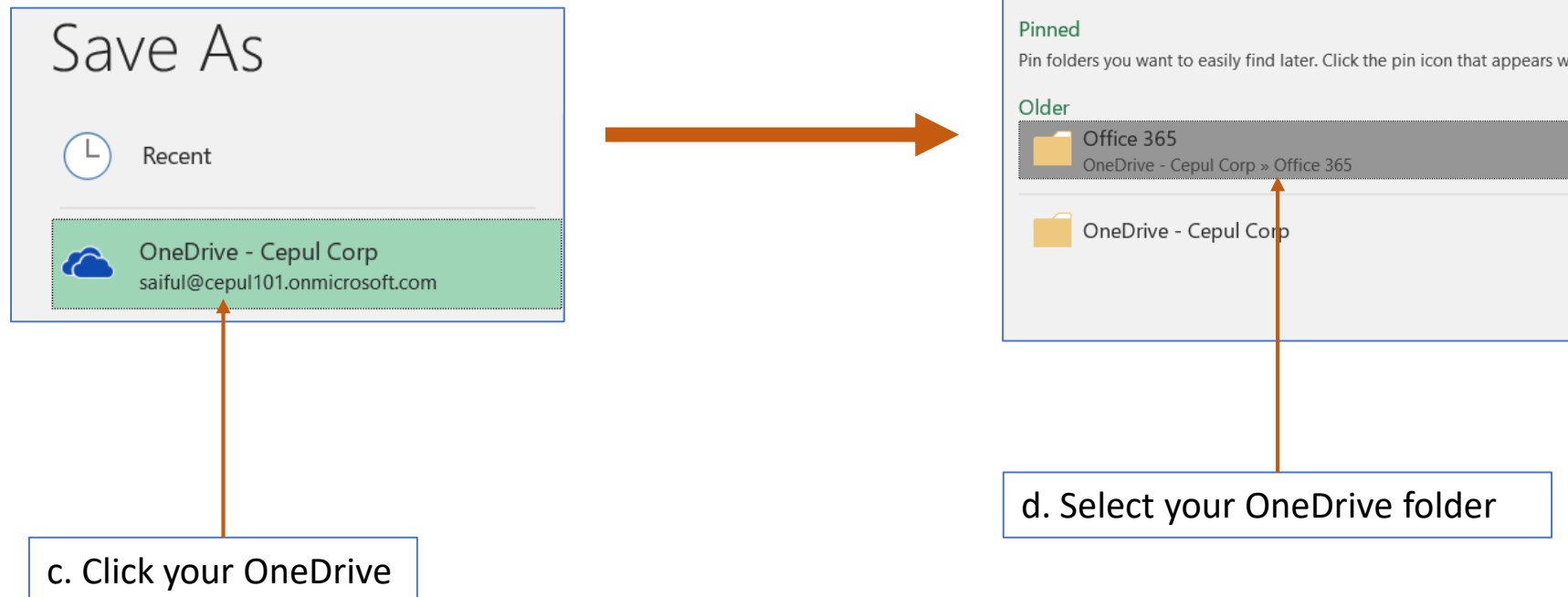


g. Your chart appears

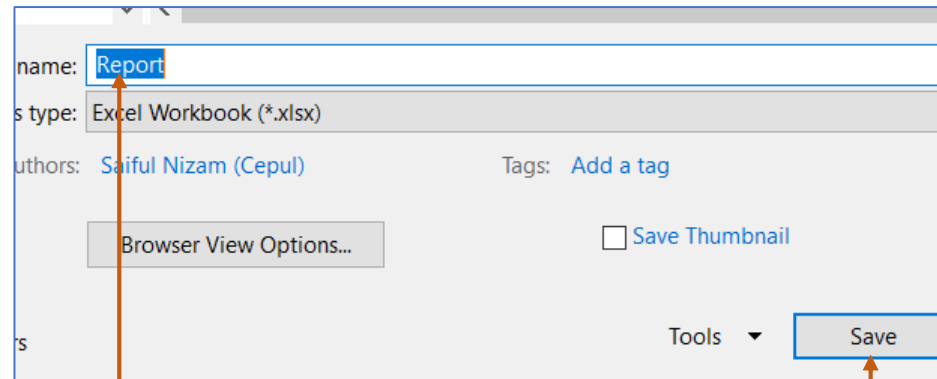
2. Sharing and Co-Authoring (Part 1)



2. Sharing and Co-Authoring (Part 2)



2. Sharing and Co-Authoring (Part 3)



e. Name it as: Report

f. Click Save

2. Sharing and Co-Authoring (Part 4)

Share

Invite people

btp102@cepul.com;

Can edit

Include a message (optional)

Share

Saiful Nizam Jamaluddin
Owner

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					

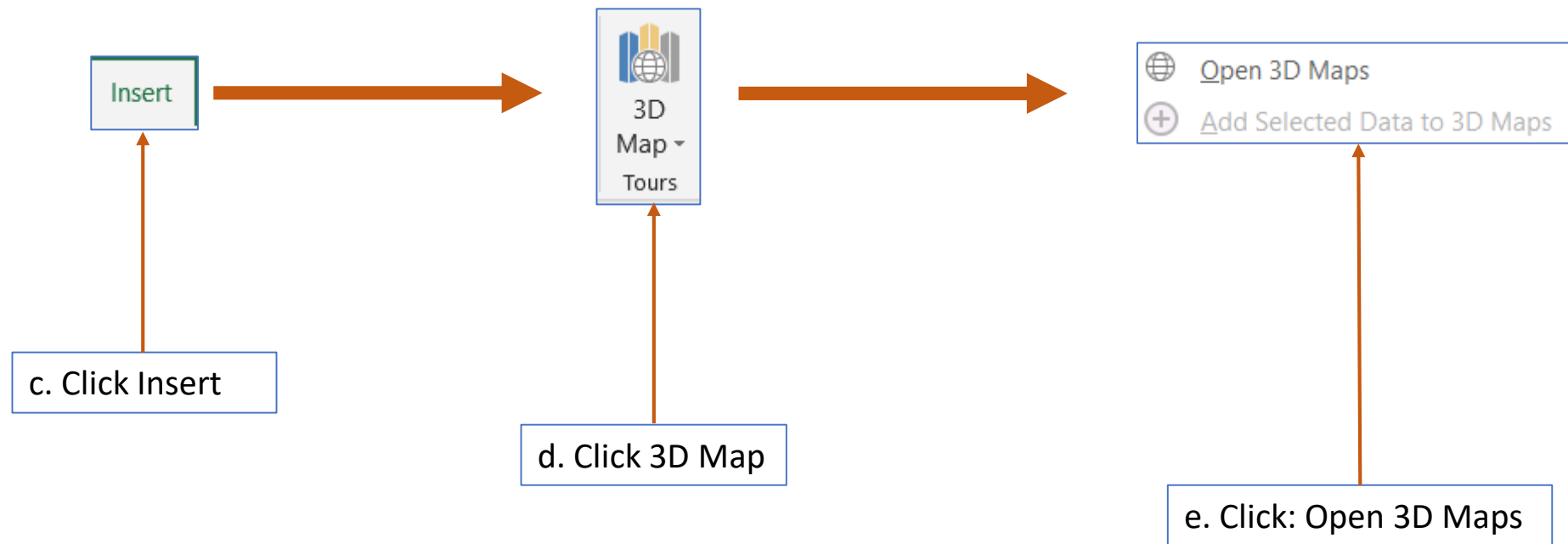


Visitors	City	Country/Region,
200	Jelutong	Malaysia
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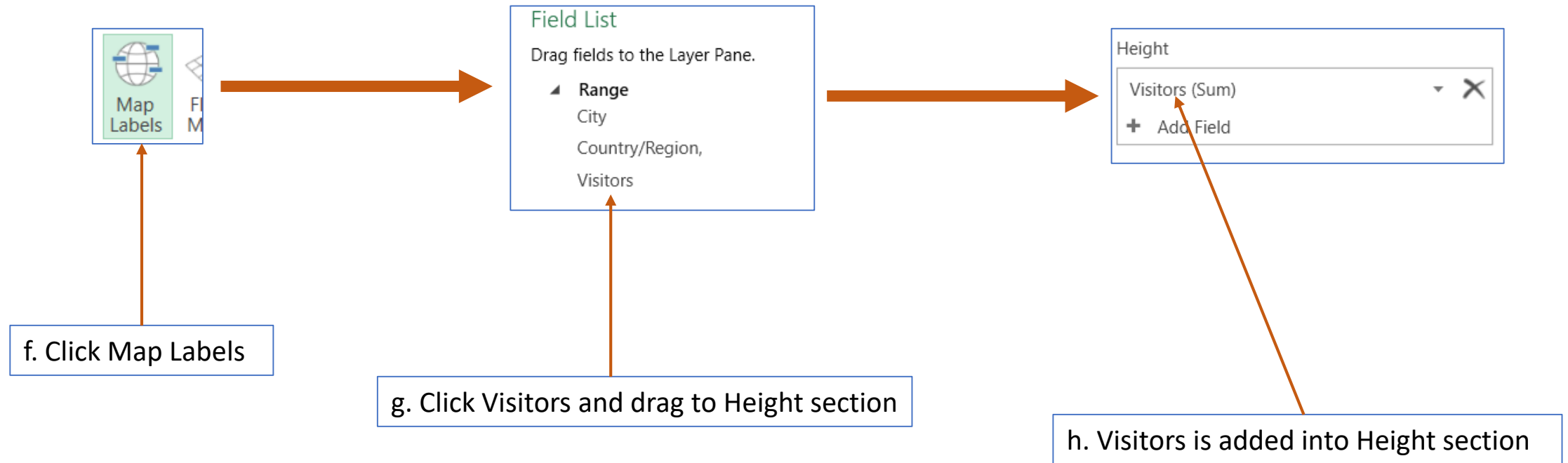
a. Prepare a table as per screenshot

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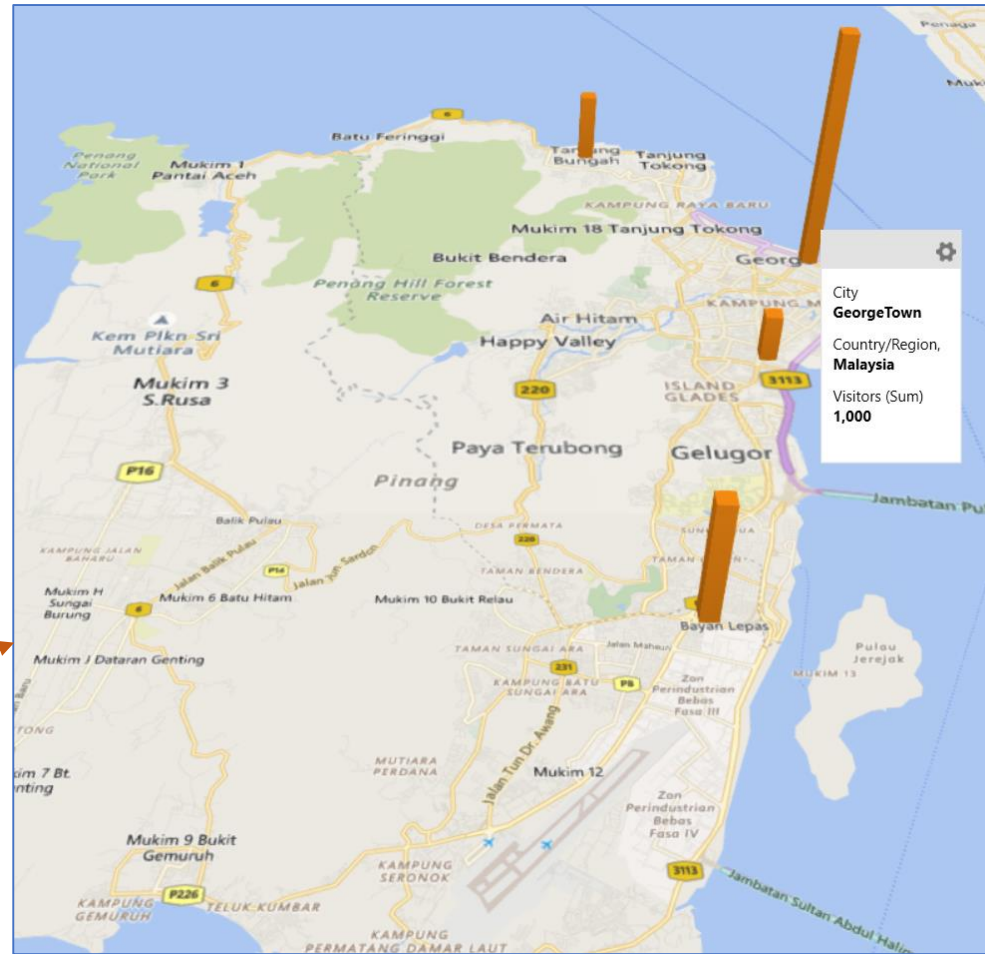
3. Using 3D Maps (Part 2)



3. Using 3D Maps (Part 3)



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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