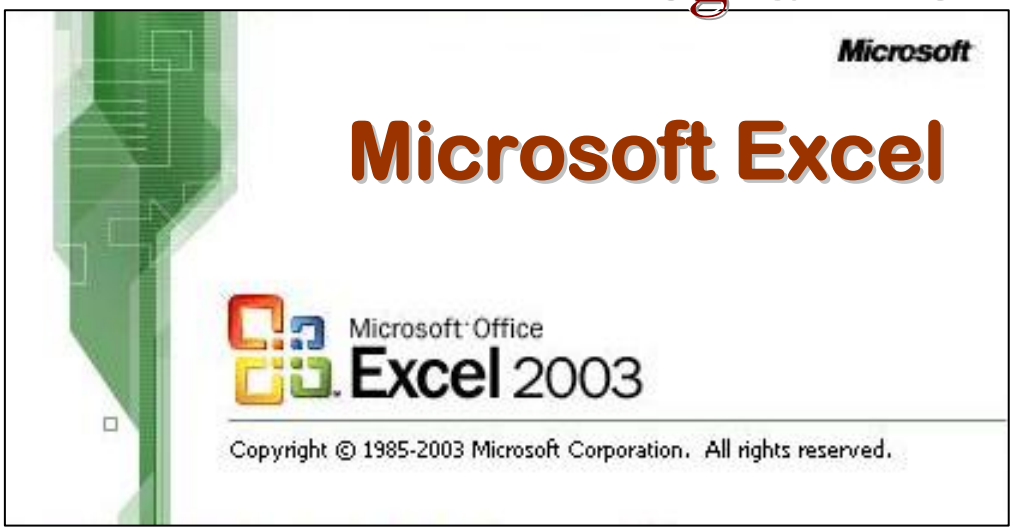
KEMENTERIAN PELAJARAN MALAYSIA

Self Access Learning Module

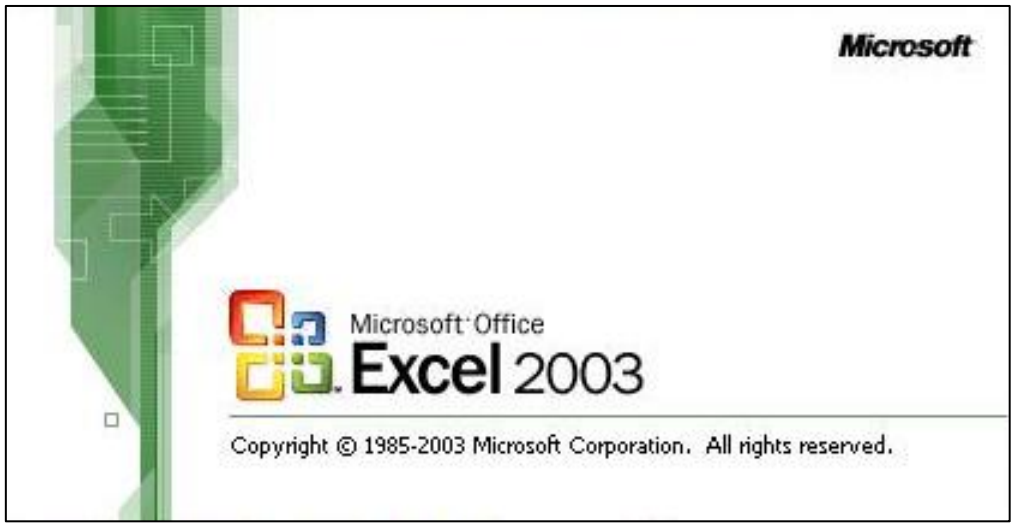
ICT Literacy for Secondary School Programme



PUSAT PERKEMBANGAN KURIKULUM
KEMENTERIAN PELAJARAN MALAYSIA

MODULE 1

INTRODUCTION TO MICROSOFT EXCEL 2003



Curriculum Development Centre
Ministry of Education Malaysia

Name of Module : **Introduction to Microsoft Excel 2003**

Learning Outcomes: The students should be able to:

1) State the steps to launch spreadsheet software
2) Launch a spreadsheet application
3) State and identify features in spreadsheet application and demonstrate understanding of user interface State the main toolbars in spreadsheet software
4) List icons in standard, formatting, formula and chart toolbars.
5) Create a new worksheet using spreadsheet software
6) Enter data into new worksheet
7) Copy, Cut, Paste and Delete data
8) Save the worksheet

Knowledge and Skills:

a) Open, Save and Close workbook
b) Create New Workbook
c) Close Workbook
d) Exit Application
e) Type data
f) Copy, Paste, Cut and Delete

Module Summary: At the end of the module student should be able to produce invoice worksheet.

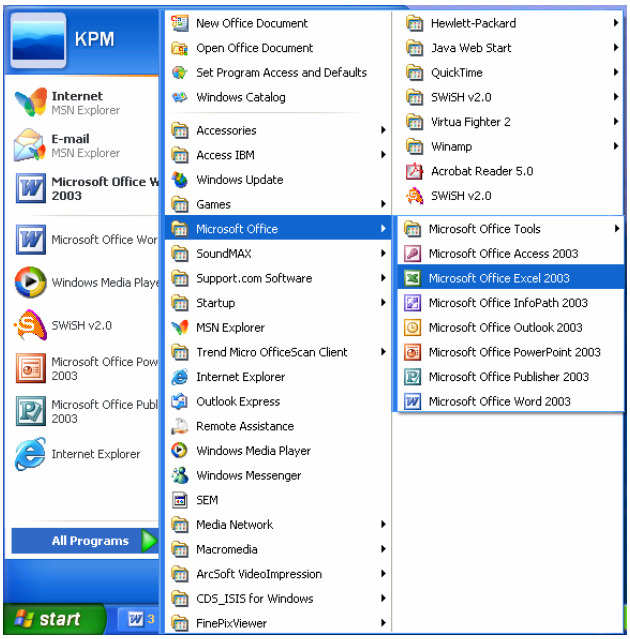
	A	B	C	D	E	F	G
1	KOPERASI SEKOLAH MENENGAH KEBANGSAAN BANDAR BARU						
2	JALAN LOMBONG, KOTA TINGGI						
3	JOHOR						
4	INVOICE						
5	Customer						
6	Name:	Computer Club		Invoice Nu	G1085		
7							
8	Address	SMK Bandar Baru		Date	8.9.05		
9		Jalan Lombong, Kota Tinggi					
10		Johor		L/O Numb	12345		
11							
12	No.	TOTAL	ITEM	Quantity	Cost	Total	
13							

Activity 1: Launch Microsoft Excel

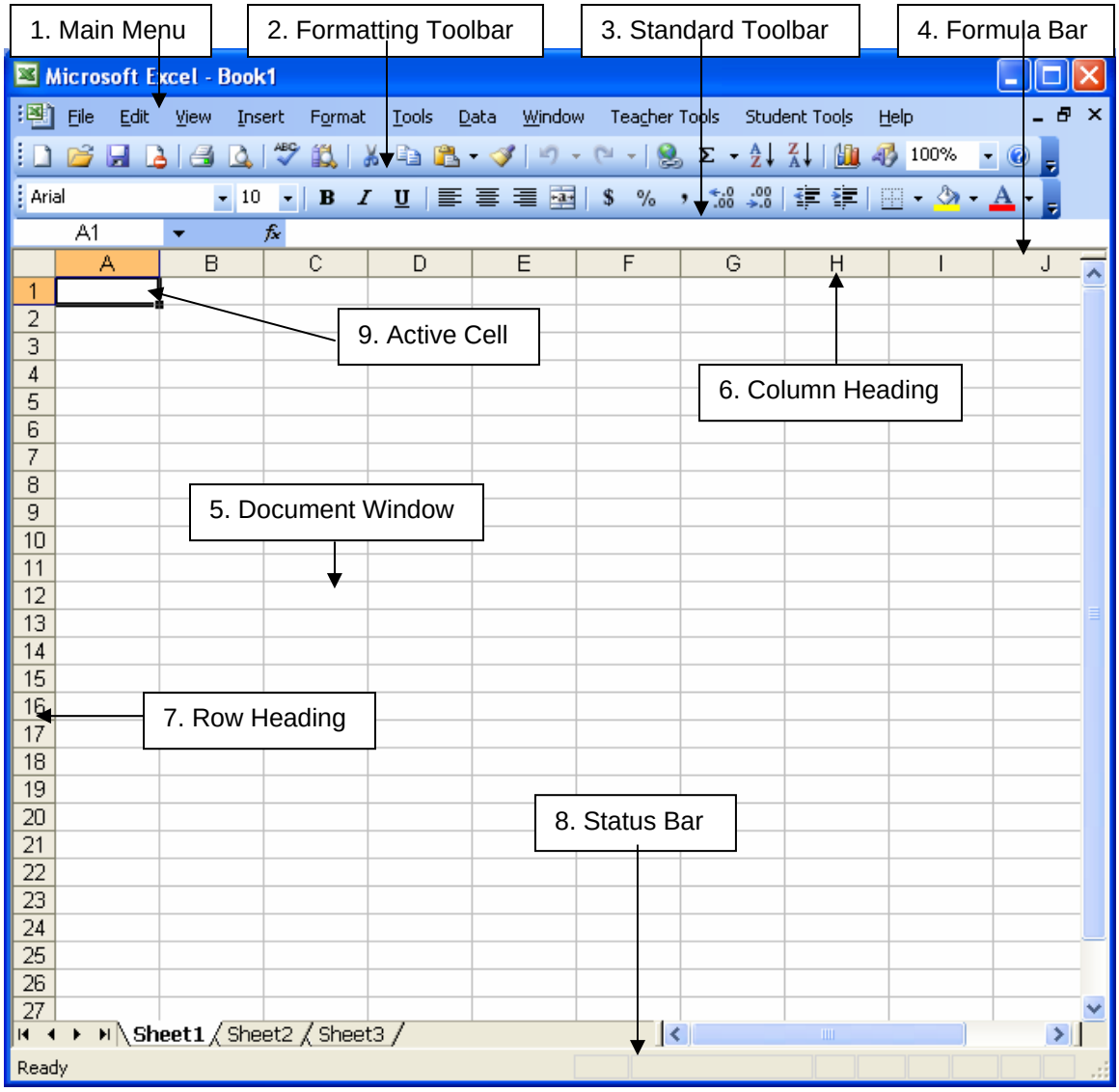
1. Click *Start* button at the Task Bar

2. Click **All Programs**

3. Click **Microsoft Office** to open **Microsoft Excel** application.



Activity 2: Introduction to MS Excel window.



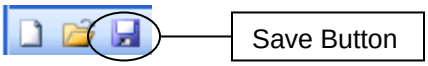
1. Main Menu

Main menu consist of 9 commands (*File, Edit, View, Insert, Format, Tools, Data, Window* and *Help)* which is the first letter of the commands word was underline. Otherwise you can open all of the commands word with enter *ALT + letter* .

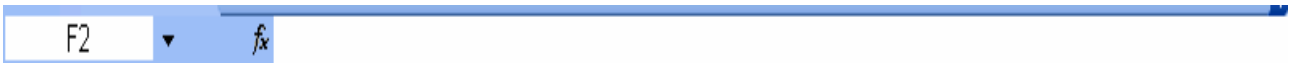
Example, enter ***ALT + F*** to open menu *File*.

2. Formatting Toolbar

3. Standard Toolbar

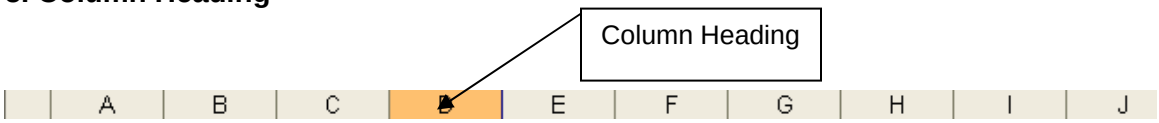


4. Formula Bar



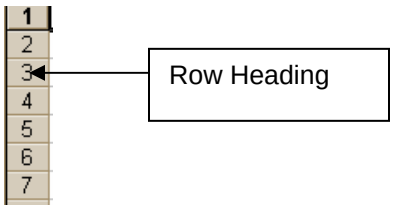
Formula Bar is a bar (row) located above column heading. Any data contain in the active cell will be displayed in the formula bar.

5. Column Heading



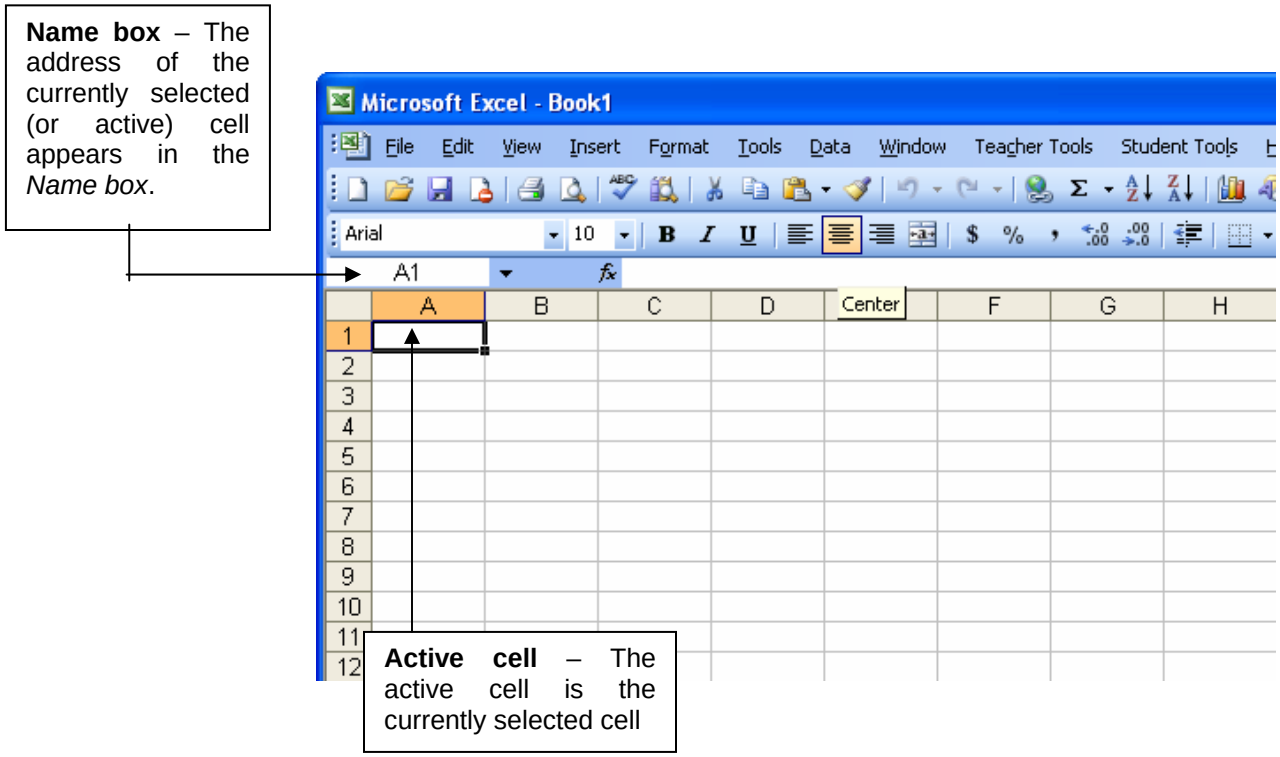
For each worksheet in Microsoft Excel its consist of 256 column and each column will represent one letter; such as A, B, ….. Z, AA, AB, … AZ, BA, BB, … IV. If you click the title of the column, the column will highlighted.

6. Row Heading



For each worksheet in Microsoft Excel its consist of 65,536 row and each row is label as 1 until 65, 536.

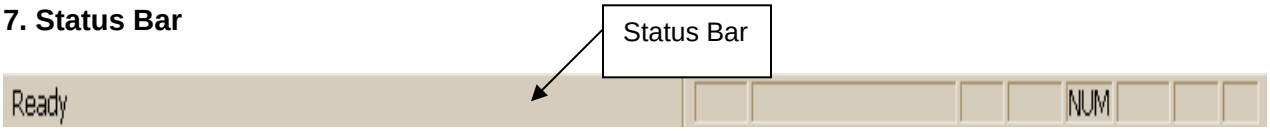
The figure below shows the cell A1, (column A and row 1)



8. Active Cell

The active cell is the currently selected cell (its address appears in the Name box); you enter data in the active cell.

7. Status Bar

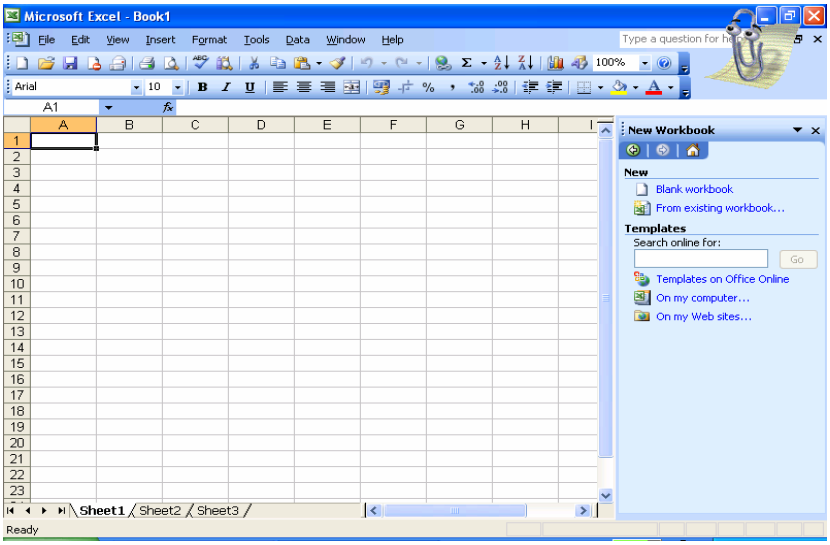


The status bar shows information about selected commands or procedures.

Activity 3: Open Worksheet MS Excel 2003

1. Creating Worksheet

(i) Click *File* at a main menu after that click *New*. The dialog box will appear. (ii) One new worksheet with name *Book1* will open in a screen.



Note:

We can also open new sheet with shortcut key CTRL+N.

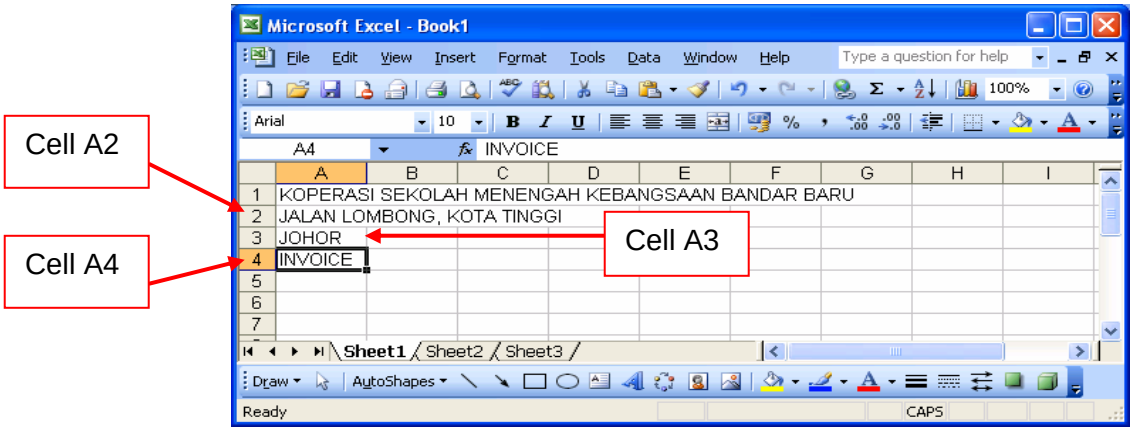
Activity 4: Entering Data

1. Enter a title in cell A1.

   (a) Click cell A1.
   (b) Type a title “KOPERASI SEKOLAH MENENGAH KEBANGSAAN BANDAR BARU”.
   (c) Press **Enter** key.

2. Enter a text in cell A2, “JALAN LOMBONG, KOTA TINGGI”
cell A3, “JOHOR”

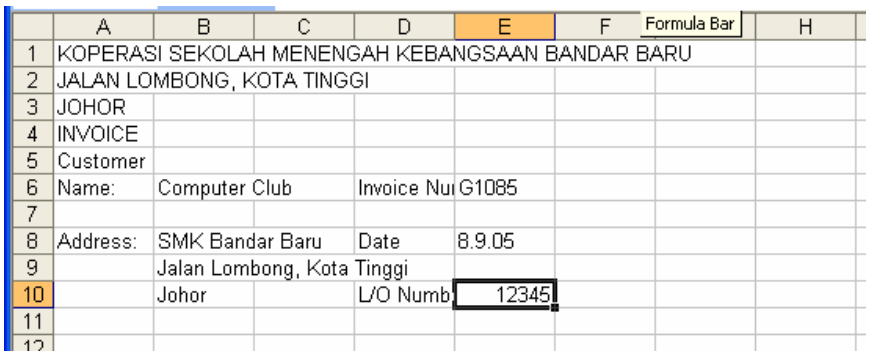
Note : Follow step 1



3. Enter text below

In cell A5, type “**Customer** “
In cell A6, type “**Name:**“
In cell B6, type “**Computer Club** “
In cell D6, type “**Invoice Number:** “
In cell E6, type “**G1085** “
In cell A8, type “**Address :** “
In cell B8, type “**SMK Bandar Baru** “
In cell D8, type “**Date** “
In cell E8, type “**8.9.05** “
In cell B9, type “**Jalan Lombong, Kota Tinggi** “
In cell B10, type “**Johor**“
In cell D10, type “**L/O Number:**“
In cell E10, type “**12345** “

4. Your screen will be shown below.



5. Continue the next activity to save your workbook.

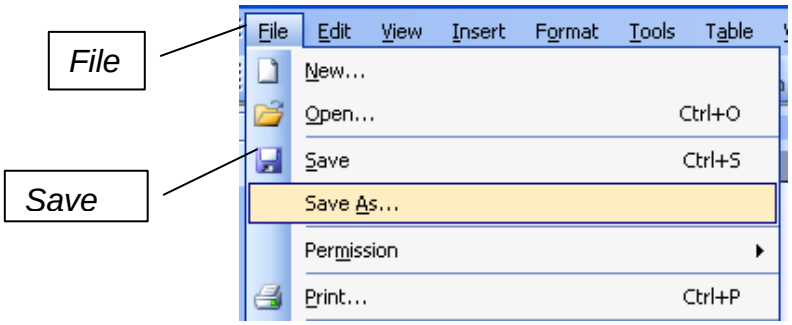
Activity 5: Save A Workbook

Use the **Save** or **Save As** command in **File** on the bar menu to save the document for the first time. There are few options to save your document. You can choose either one.

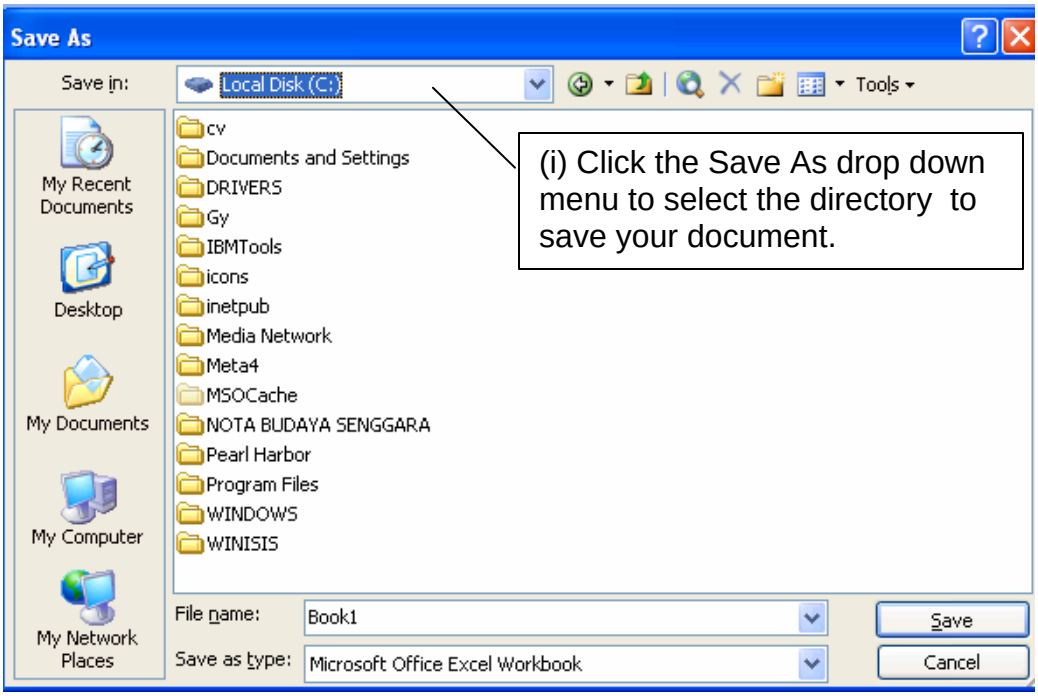
1. Save in My Document

The following examples shows how you can save a new document that you have open in Activity 1 in Floppy disk. This document will be saving as **try.xls** in *My Document* folder.

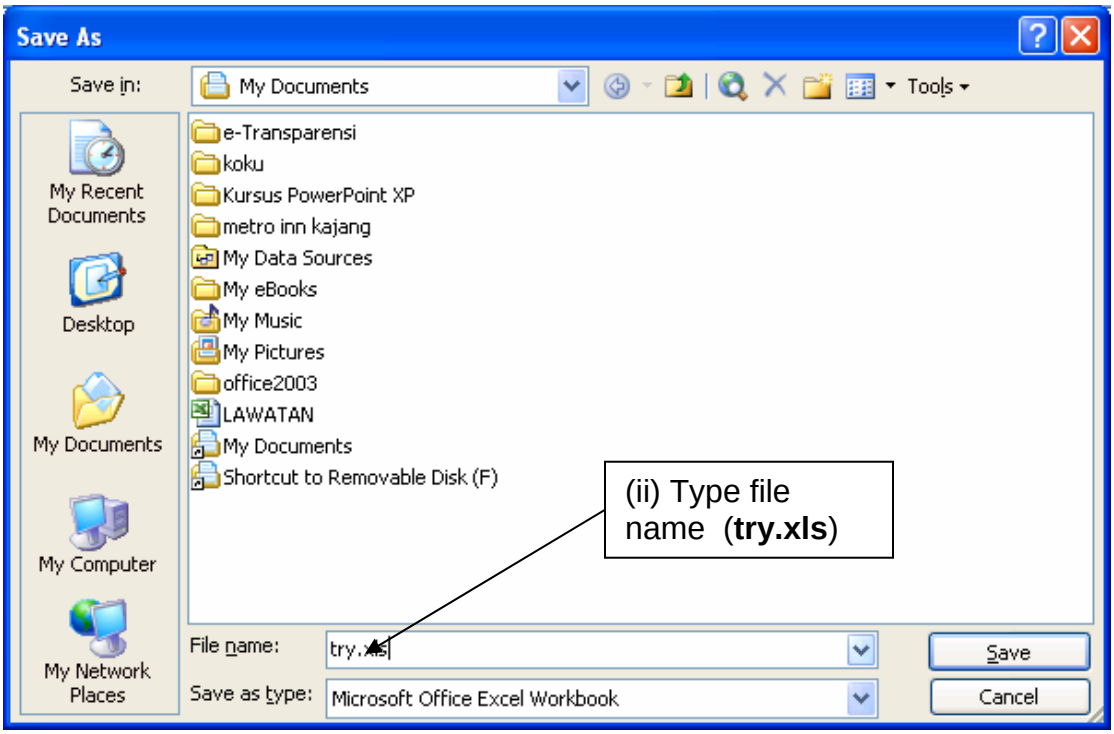
a. Click **File** on the bar menu.



b. Click **Save As**, then the **Save As** dialog box will appear.



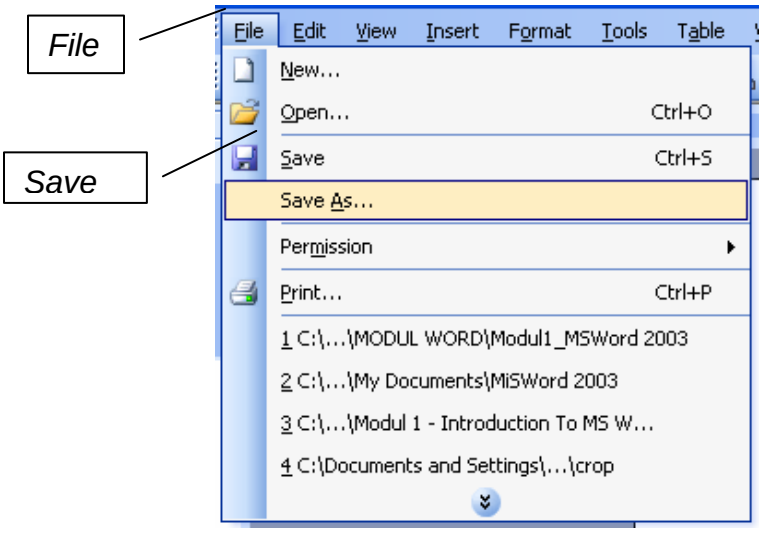
c. The document will be save as **try.xls** file in **My Documents** folder



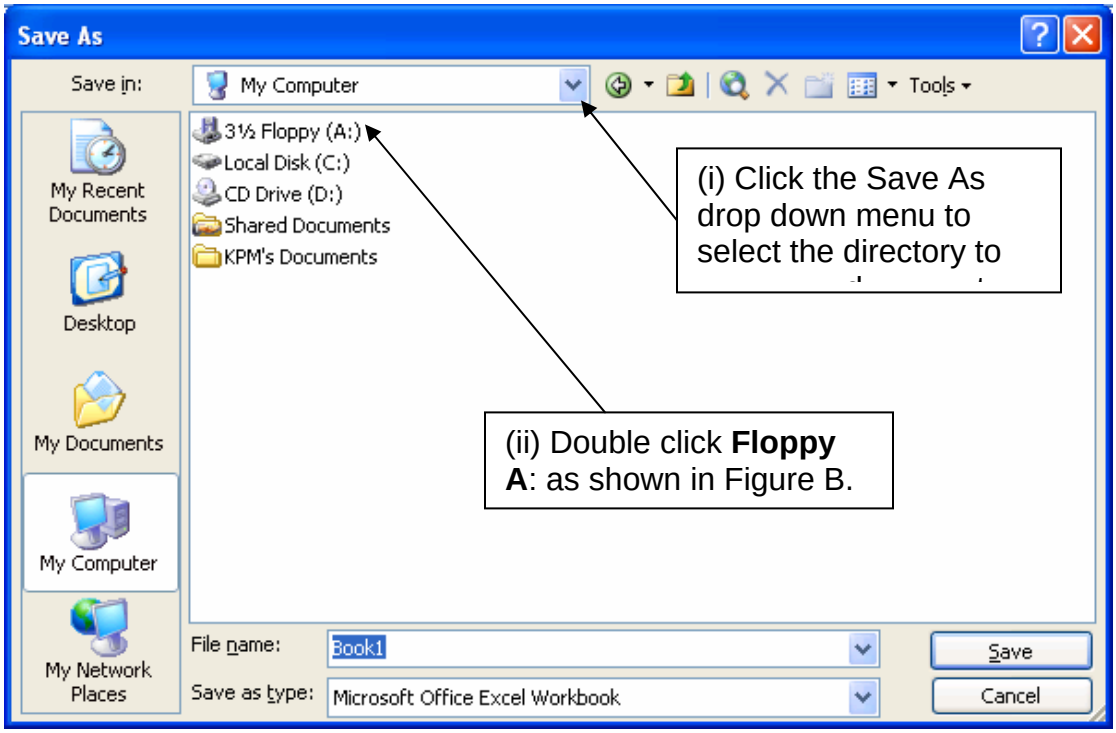
2. Save in Floppy Disk

The following examples shows how you can save a new document that you have open in Activity 1 in Floppy disk. This document will be save as **try.xls**

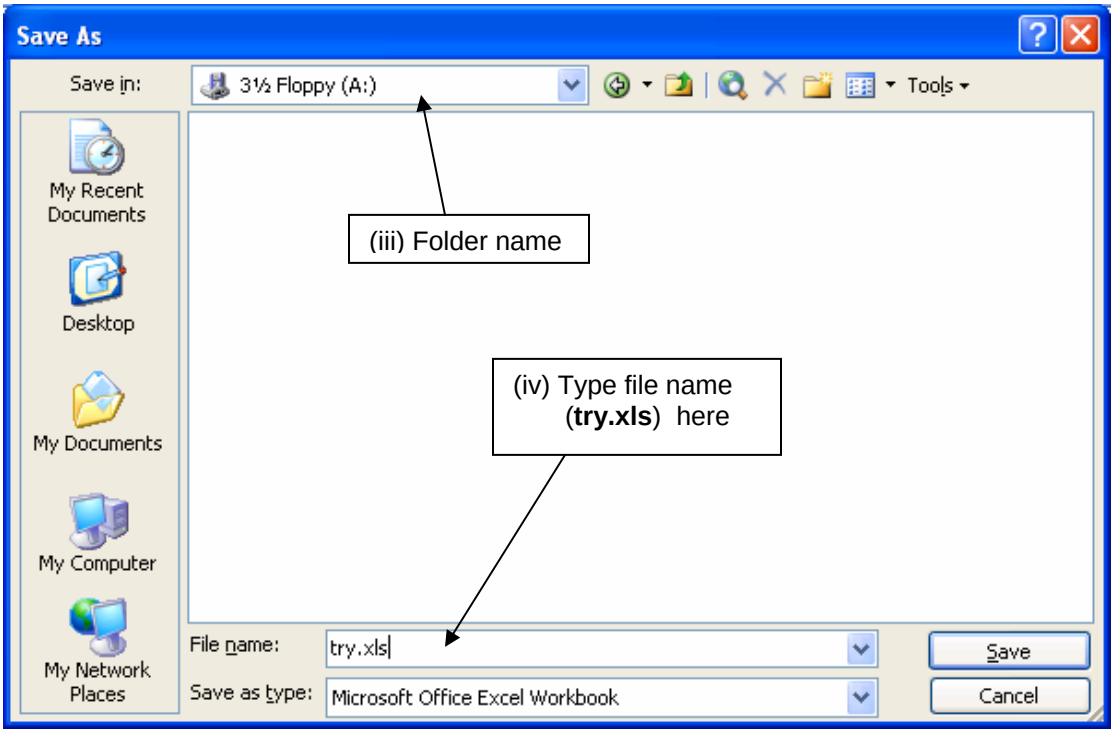
a. Click **File** on the bar menu.



b. Click **Save As**, then the **Save As** dialog box will appear.



c. The document will be save as **try.xls** file in **Floppy A drive**

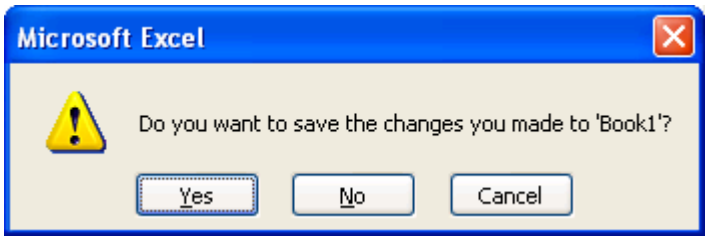


Notes: Make sure you have inserted a diskette in a Floppy A drive before you save, otherwise your computer cannot detect the drive.

Activity 6: Close A Workbook

After the document saved, you can follow the next step to close it from your computer screen.

1. Click **File** on the menu toolbar.
2. Click **Close** to close the current workbook.
3. The following dialog box will be displayed if the workbook is not save.

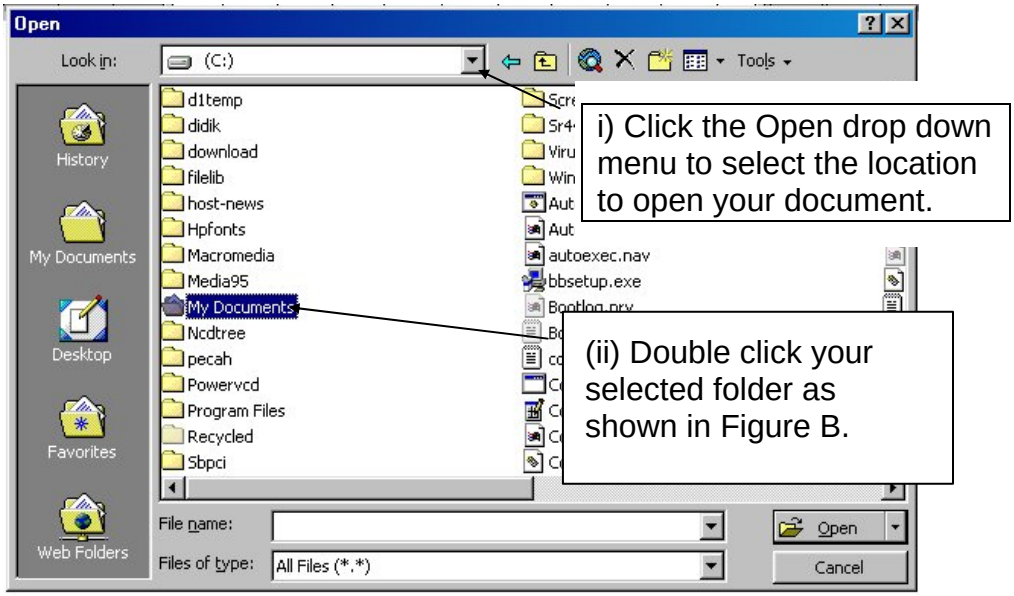


Click **Yes** to close and save the document**.** Click **No** if you do not want to save your document.

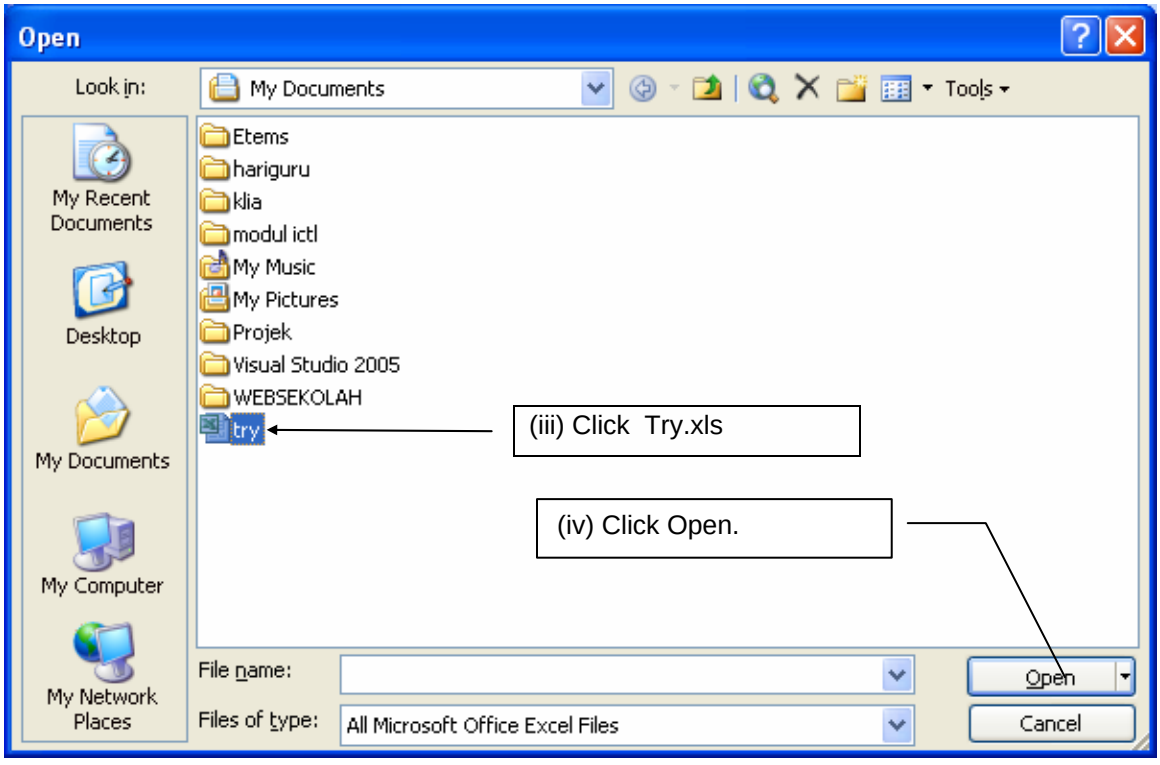
2. Open An Existing Workbook

To edit the existing workbook, you need to open the document. The example below shows how to open **try.xls** from **My Document** folder.

a. Click **File** on the bar menu.
b. Click **Open** from the dialog box below.



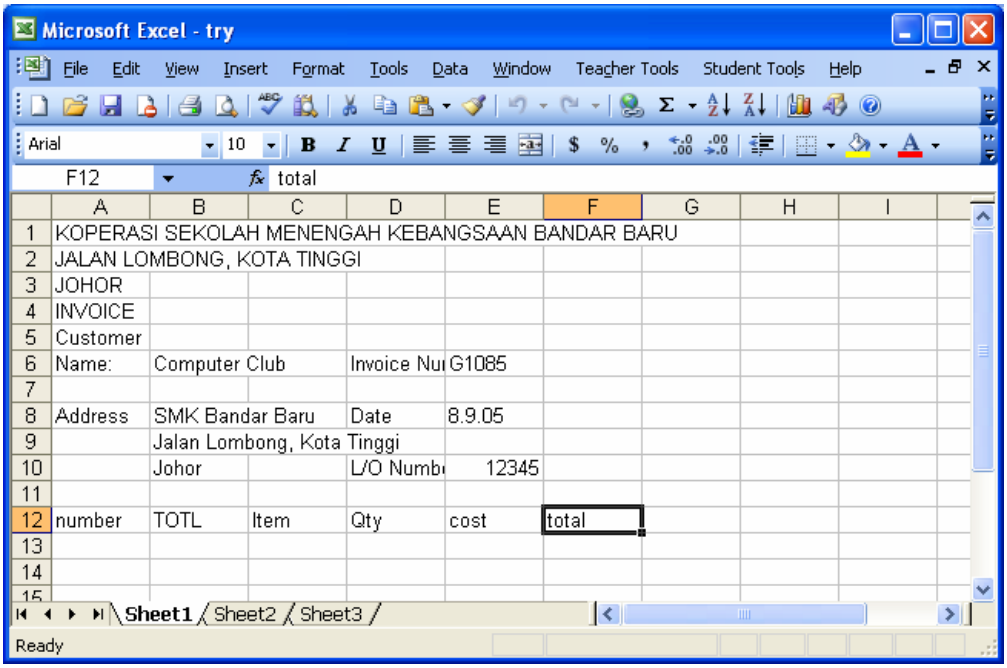
Follow the steps in figures below to open file **try.xls**



Activity 5: Inserting and Deleting data

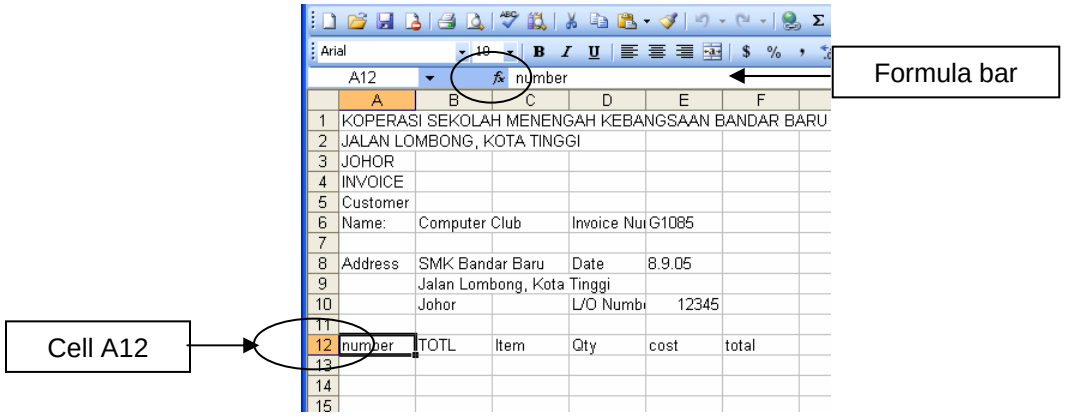
1. Enter the text below
   In cell A12, type “number“
   In cell B12, type “TOTL “
   In cell C12, type “Item “
   In cell D12, type “Qty “
   In cell E12, type “cost “
   In cell F12, type “total “

2. Your worksheet will appear as following



3. To change the content of cell A12, use the steps below.

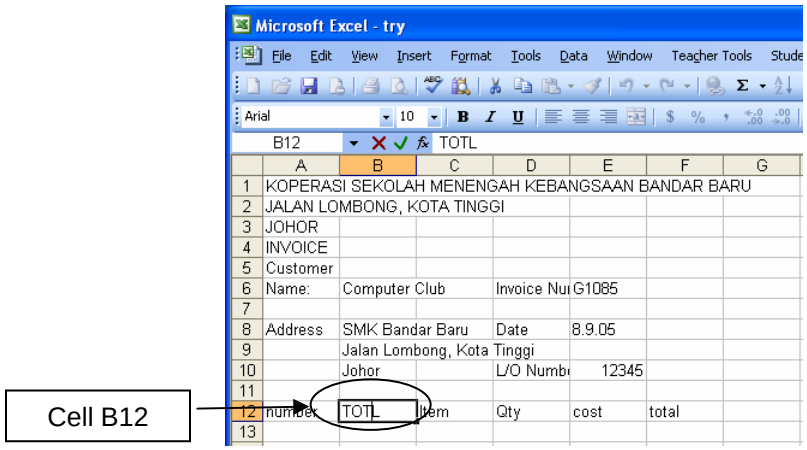
   i. Click the A12 cell, the content of the cell will appear in the formula bar



   ii. Click inside the formula bar, and change the content to “No.”

4. To edit the content of cell B12, use the steps below.

   i. Double Click cell B12, and notice that the cursor will blinking inside the cell instead of on the formula bar.



	A	B	C	D	E	F	G
1	KOPERASI SEKOLAH MENENGAH KEBANGSAAN BANDAR BARU						
2	JALAN LOMBONG, KOTA TINGGI						
3	JOHOR						
4	INVOICE						
5	Customer						
6	Name:	Computer Club		Invoice Nu	G1085		
7							
8	Address	SMK Bandar Baru		Date	8.9.05		
9		Jalan Lombong, Kota Tinggi					
10		Johor		L/O Numb	12345		
11							
12	number	TOTL	Item	Qty	cost	total	
13							

   ii. Edit the cell content, move the cursor before letter “L”, then insert letter “A”.

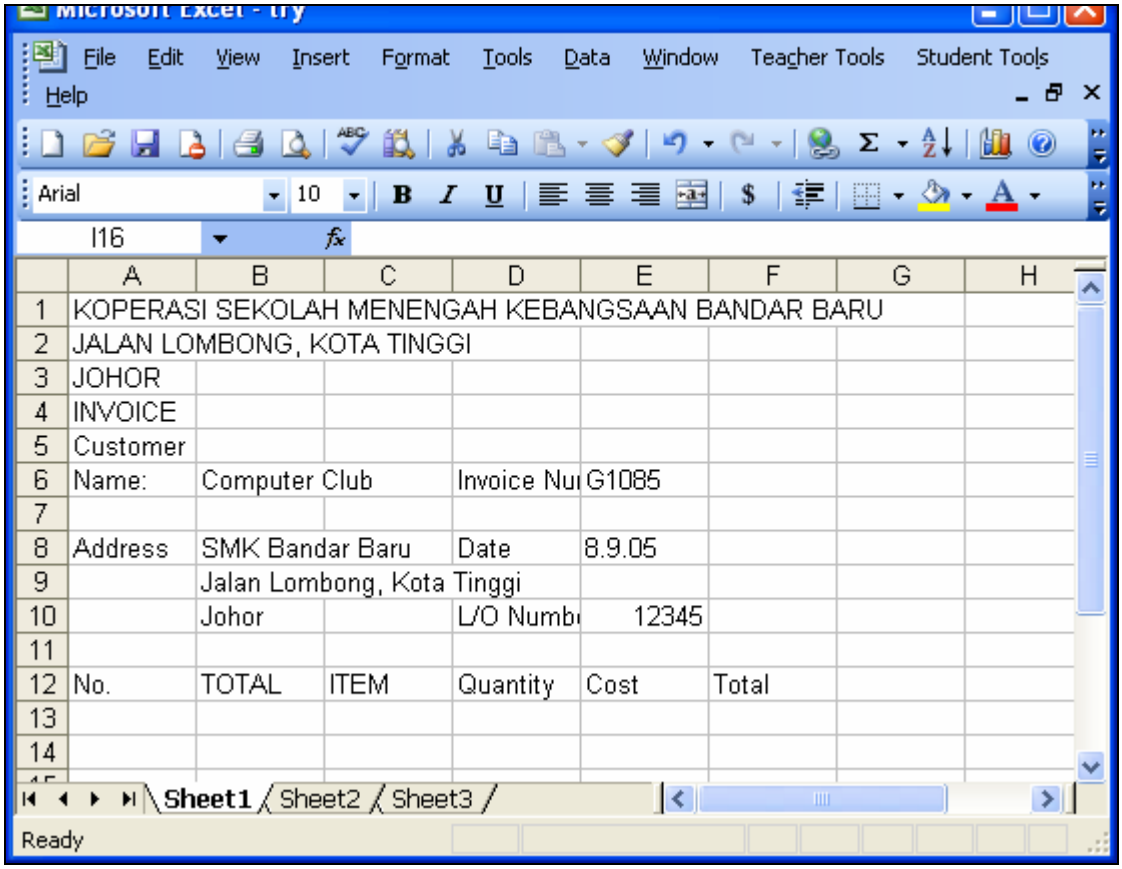
   iii. Click Enter, the new cell content for B12 is “TOTAL” as below.

	A	B	C	D	E	F	G	H
1	KOPERASI SEKOLAH MENENGAH KEBANGSAAN BANDAR BARU							
2	JALAN LOMBONG, KOTA TINGGI							
3	JOHOR							
4	INVOICE							
5	Customer							
6	Name:	Computer Club		Invoice Nu	G1085			
7								
8	Address	SMK Bandar Baru		Date	8.9.05			
9		Jalan Lombong, Kota Tinggi						
10		Johor		L/O Numb	12345			
11								
12	number	TOTAL	Item	Qty	cost	total		
13								
14								

5. Use either step 3 or step 4 to change the following cell content :

   In cell C12, change “Item “ to “ITEM”
   In cell D12, change “Qty “ to “Quantity”
   In cell E12, change “cost “ to “Cost”
   In cell F12, change “total “ to “Total”

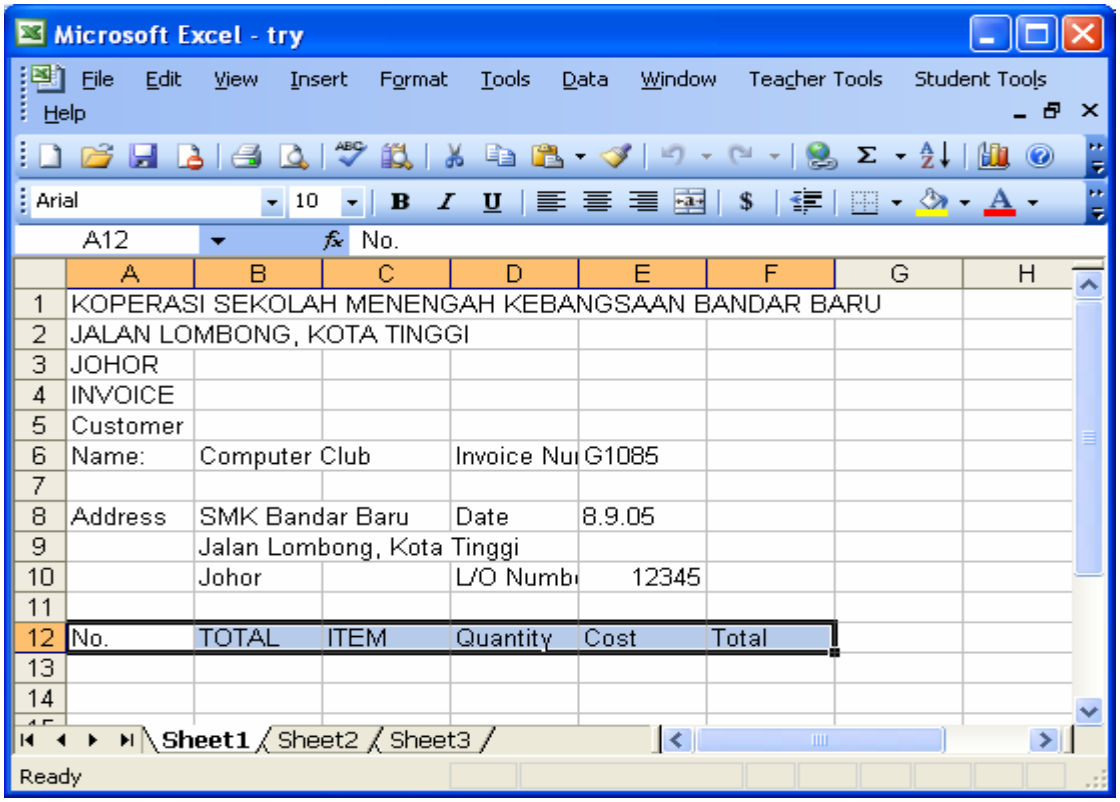
6. Your worksheet will be shown as below.



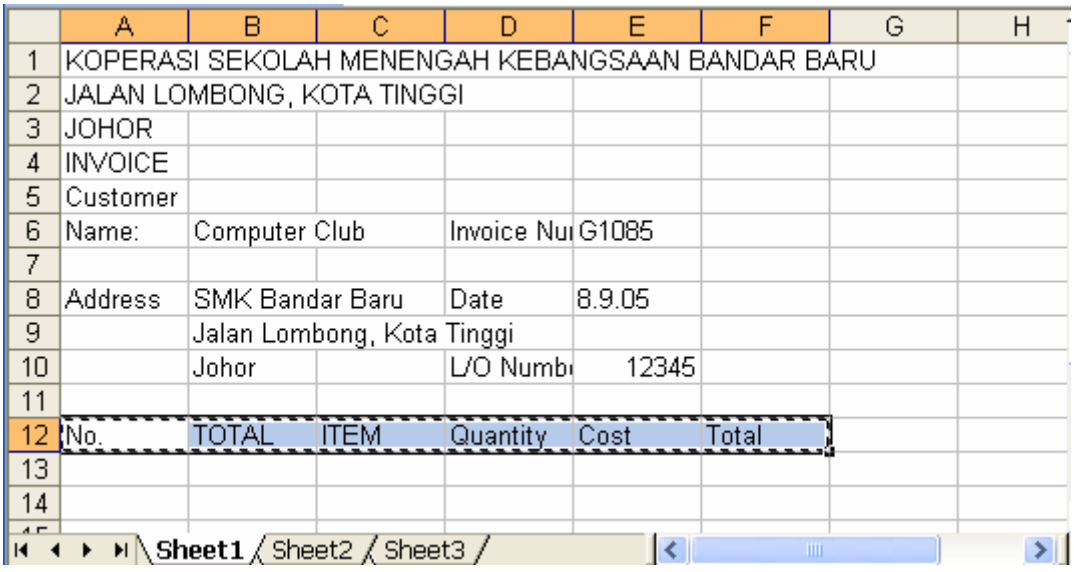
Activity 6 : Copy, Paste and Delete Data

1. Use the same worksheet to do this activities . You can cut and paste the data to another cell.

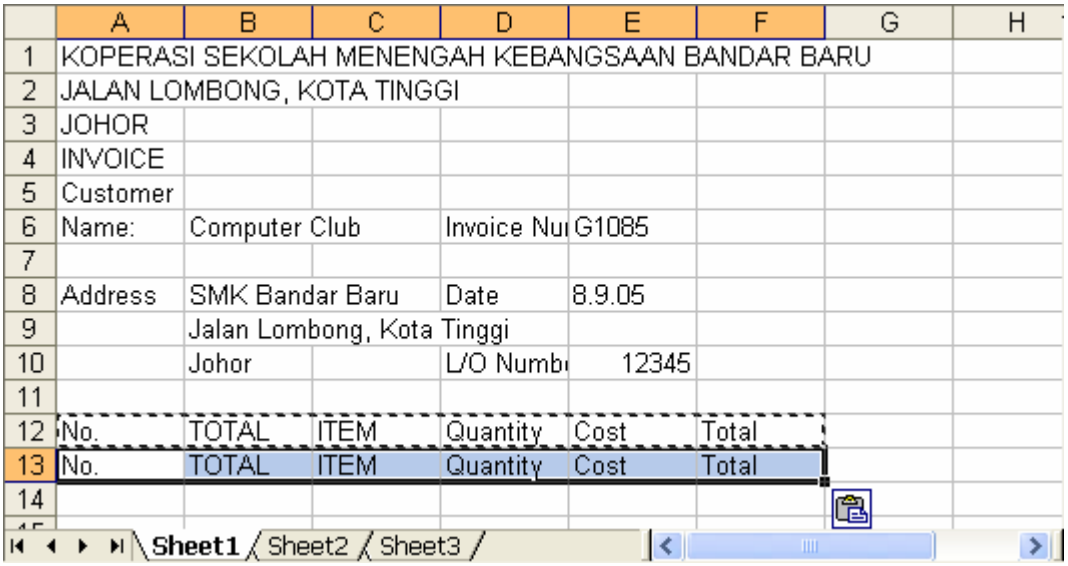
2. Highlight the cell A12 to F12



3. Click icon Copy in Standard Toolbar.



4. Move cursor to cell A13 and Click icon Paste . The highlighted cell will be copied in row A13 to F13.



5. Highlight cell A13 to F13 and press delete on the keyboard. The cell content from A12 to F12 will be deleted.

6. Save the workbook.

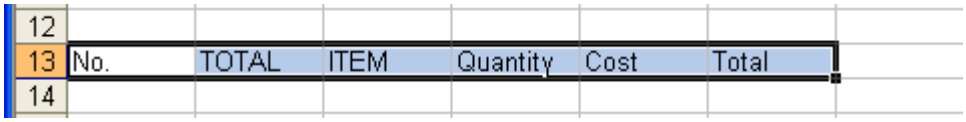
Activity 7: Exit Application

1. Click **File** on the menu bar.
2. Click **Exit** to exit Microsoft Excel
3. You can also Exit the application using icon in the Title Bar.

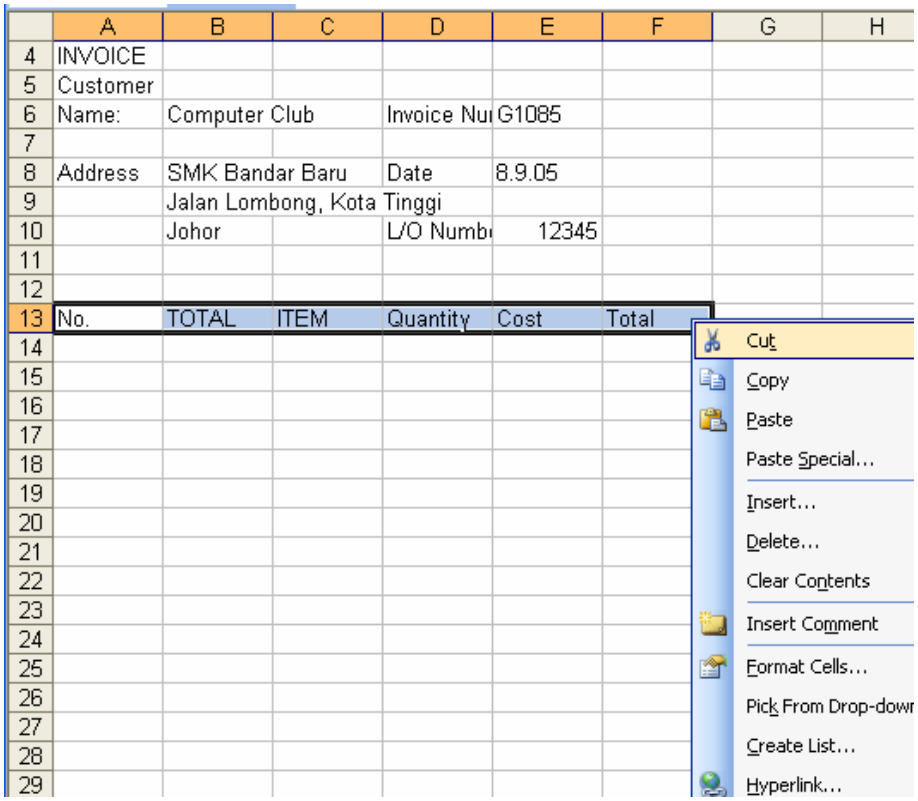
Activity 8: Cut and Paste Data

1. You can use *Cut and Paste* to transfer your data from one cell to another cell. Base on figure below you can see the example how the data from row 13 (cell A13 until F13) transfer to another cell 14 (cell A14 until F14)

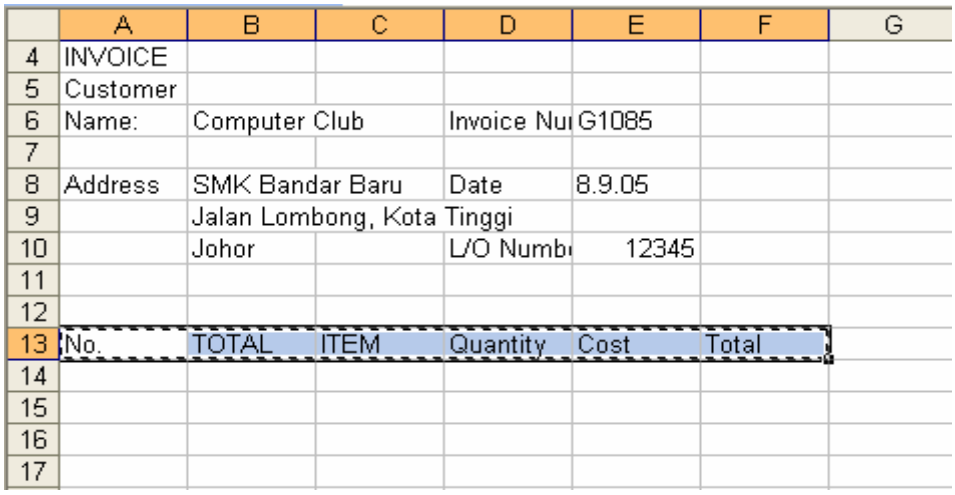
(i) Highlight the location you want to cut (cell A13 until F13)



(ii) Click right mouse button to display the menu, then click Cut.

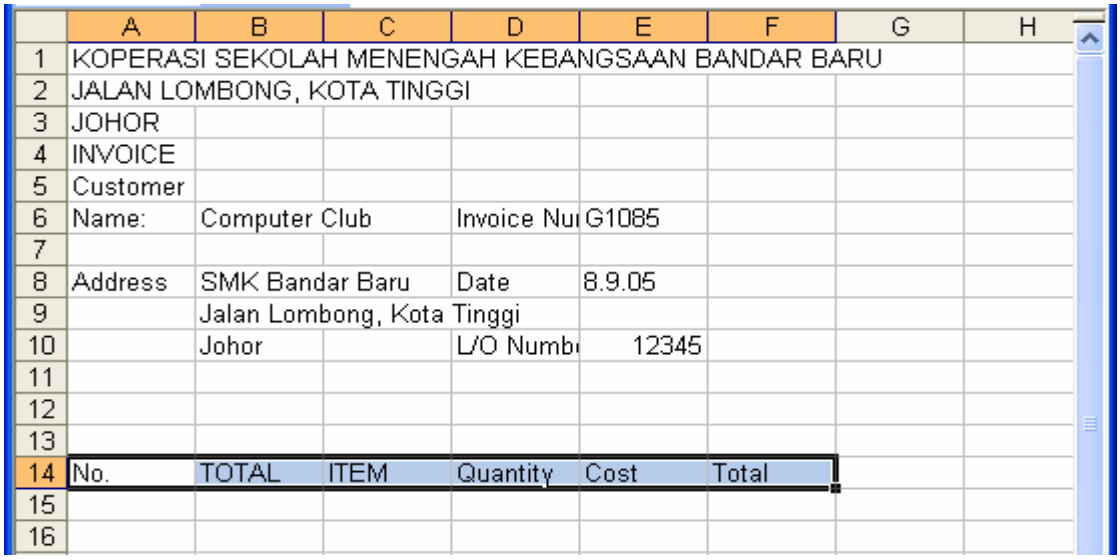


(iii) Notice that the selected cells will change to blinking line.



	A	B	C	D	E	F	G
4	INVOICE						
5	Customer						
6	Name:	Computer Club		Invoice Nu	G1085		
7							
8	Address	SMK Bandar Baru		Date	8.9.05		
9		Jalan Lombong, Kota Tinggi					
10		Johor		L/O Numb	12345		
11							
12							
13	No.	TOTAL	ITEM	Quantity	Cost	Total	
14							
15							
16							
17							

(iv) Place the cursor in Cell A14, Click right mouse button to display the menu, then click paste. The content of Cells A13 to F13 will be deleted and copied into Cells A14 to F14.



	A	B	C	D	E	F	G	H
1	KOPERASI SEKOLAH MENENGAH KEBANGSAAN BANDAR BARU							
2	JALAN LOMBONG, KOTA TINGGI							
3	JOHOR							
4	INVOICE							
5	Customer							
6	Name:	Computer Club		Invoice Nu	G1085			
7								
8	Address	SMK Bandar Baru		Date	8.9.05			
9		Jalan Lombong, Kota Tinggi						
10		Johor		L/O Numb	12345			
11								
12								
13								
14	No.	TOTAL	ITEM	Quantity	Cost	Total		
15								
16								

(iii) Save and exit the application.

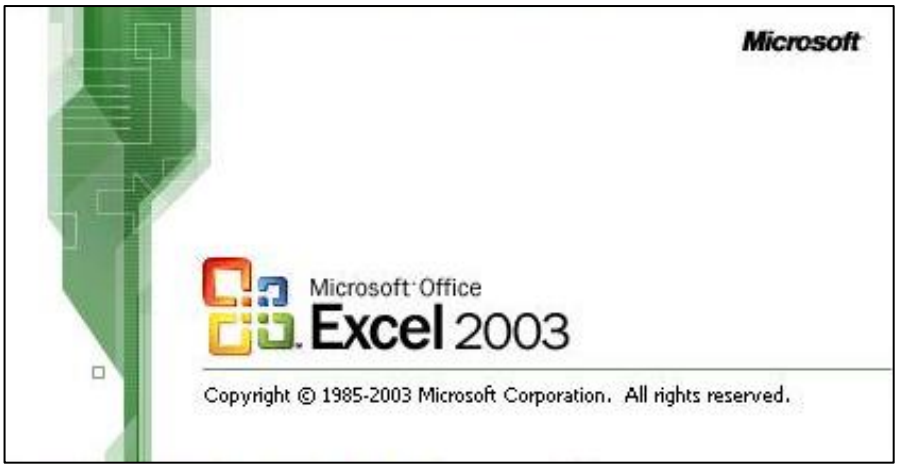
Notes:

Copy and Paste operation is similar with *Cut and Paste* operation. But the different between the two operations is *Copy and Paste* operation is not delete the original data. The differences between **Cut and Paste** with **Copy and Paste**:

i. *Cut and Paste* – the highlighted data will be deleted from sentence when Cut was clicked.
ii. *Copy and Paste* - the highlighted data will not be deleted from sentence when Copy was clicked.

MODULE 2

INVOICE



Curriculum Development Centre
Ministry of Education Malaysia

Name of Module : **Invoice**

Learning Outcomes: The students should be able to:

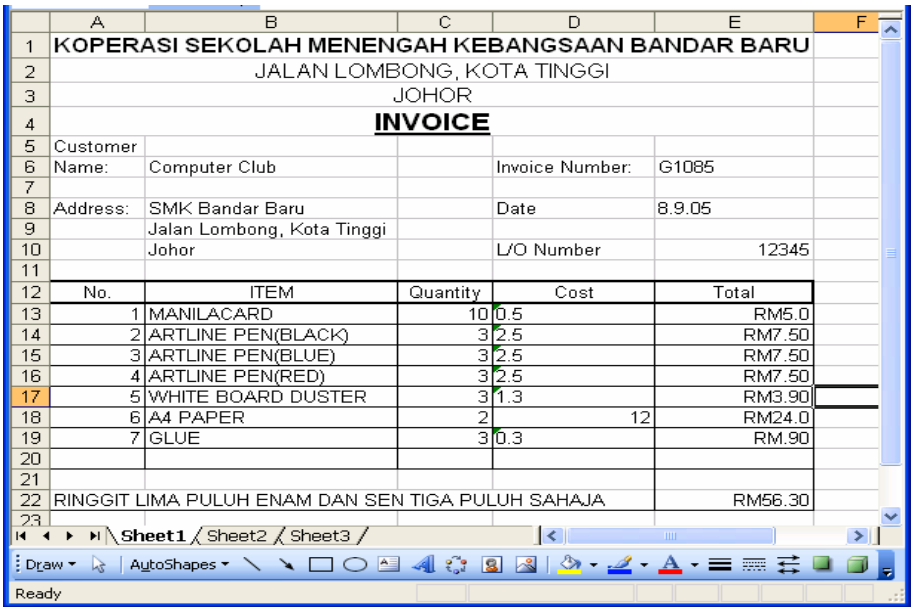
1) Create a new worksheet by using spreadsheet software
2) Set 'page setup'
3) Key in data into worksheet
4) Save workbook
5) Print worksheet
6) Close and exit workbook
7) Use formulae in worksheet (Sum)

Knowledge and Skills:

a) Change a currency
b) Choose and change a font
c) Change a column size
d) Entering a data and formula
e) Create a table and border
f) Save invoice

Module Summary:

At the end of the module, student should be able produce the invoice as shown below.



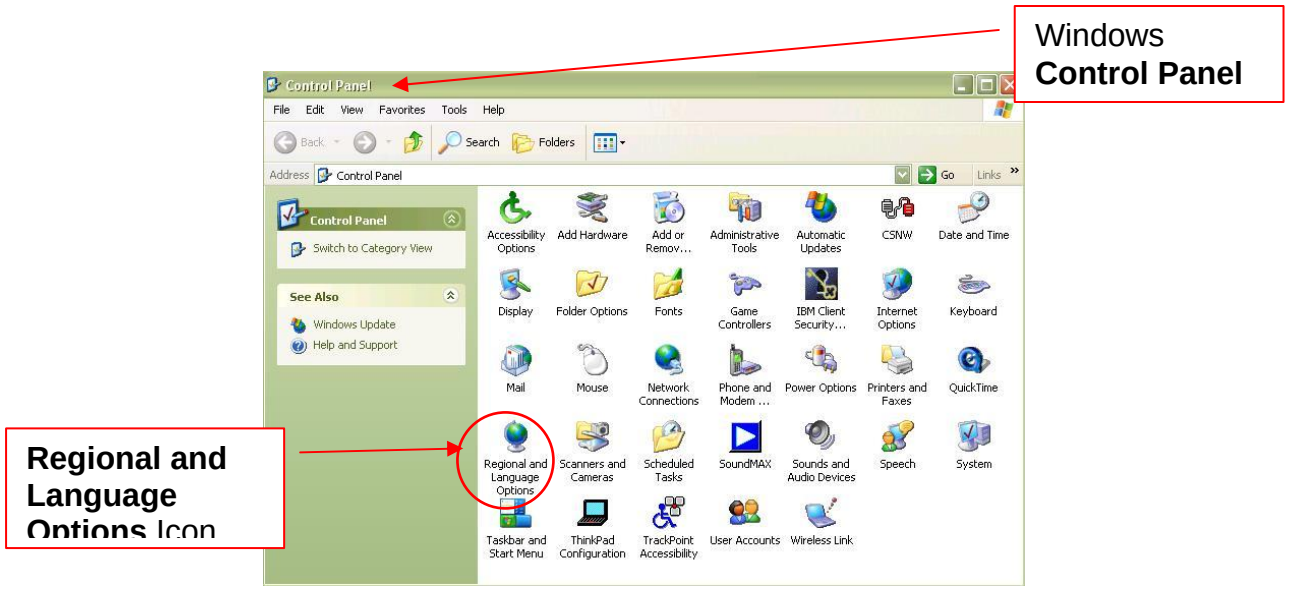
	A	B	C	D	E
1	KOPERASI SEKOLAH MENENGAH KEBANGSAAN BANDAR BARU				
2	JALAN LOMBONG, KOTA TINGGI				
3	JOHOR				
4	**INVOICE**				
5	Customer				
6	Name:	Computer Club		Invoice Number:	G1085
7					
8	Address:	SMK Bandar Baru		Date	8.9.05
9		Jalan Lombong, Kota Tinggi			
10		Johor		L/O Number	12345
11					
12	No.	ITEM	Quantity	Cost	Total
13	1	MANILACARD	10	0.5	RM5.0
14	2	ARTLINE PEN(BLACK)	3	2.5	RM7.50
15	3	ARTLINE PEN(BLUE)	3	2.5	RM7.50
16	4	ARTLINE PEN(RED)	3	2.5	RM7.50
17	5	WHITE BOARD DUSTER	3	1.3	RM3.90
18	6	A4 PAPER	2	12	RM24.0
19	7	GLUE	3	0.3	RM.90
20					
21					
22	RINGGIT LIMA PULUH ENAM DAN SEN TIGA PULUH SAHAJA				RM56.30
23					

Activity 1: Change Currency Symbol From $ To RM

$ is currency symbol that being using by Excel, but it can change to another currency symbol.

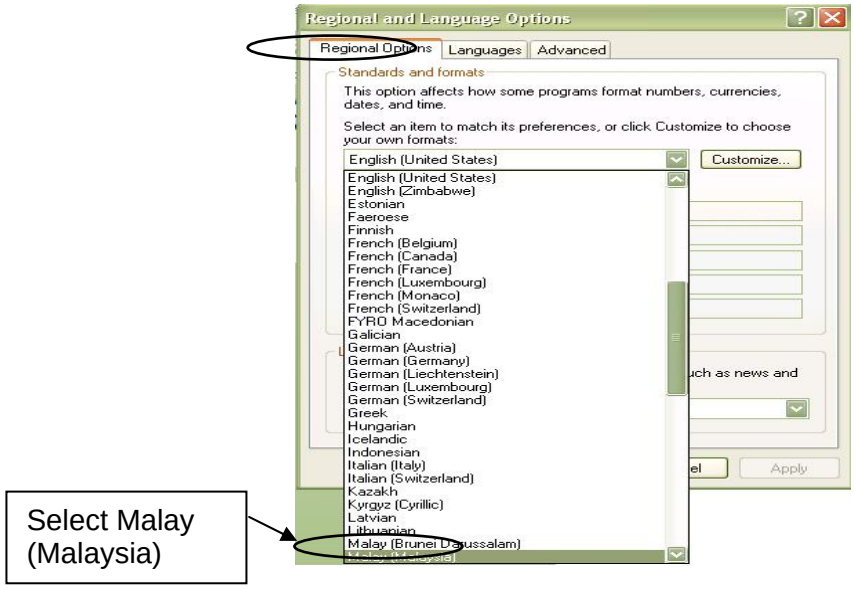
Steps below show how the $ currency symbol can be change to RM (Ringgit Malaysia) symbol.

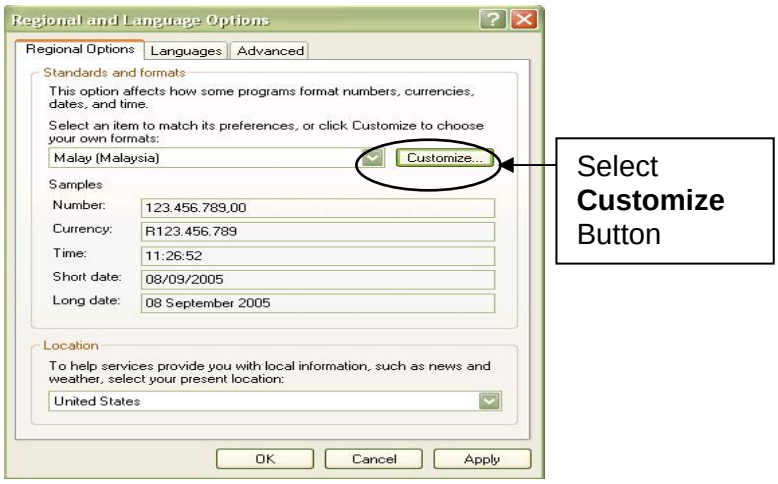
1. Click **Start** button at taskbar Windows 2003 and menu **Start** will appear. Choose **Settings** after that click **Control Panel** to get Windows Control Panel:



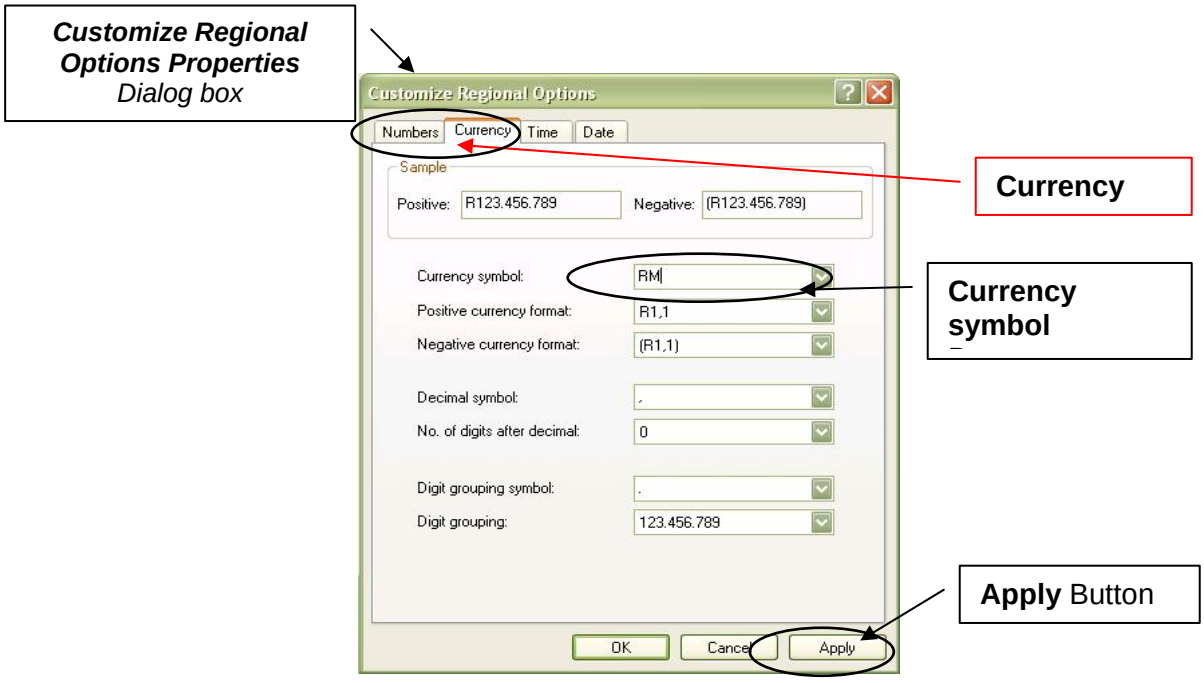
2. Double click **Regional and Language Options** icon inside Windows **Control Panel** to open the **Regional & Language Option** dialogue box.

   Choose Regional Options, a screen will be obtained as follow:

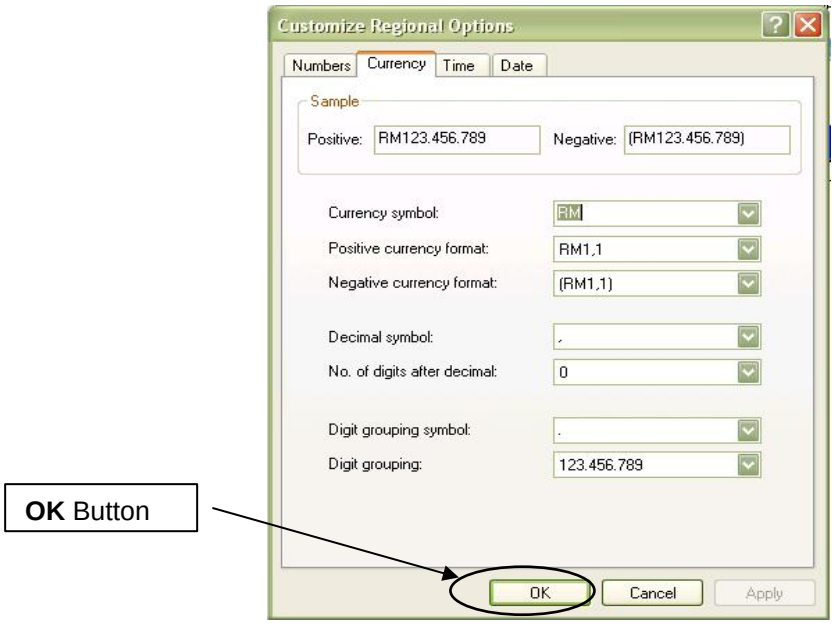




3. After click **Customize** Button, the **Customize Regional Options** Properties will appear as shown below. Click **Currency tab,** type **RM** symbol inside **Currency Symbol** box for change the symbol $.



4. Click **Apply** button then click button **OK.**



5. Click **OK** button.

6. From now, all number will format with **Currency** format and **RM** symbol will appear. (eg: **RM 39.70**)

<u>Activity 2</u>: Moving Data

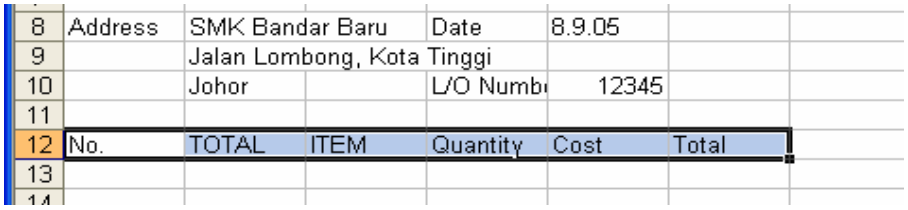
1. Open **try.xls** file

2. Highlight cell A14 t0 F14,

	A	B	C	D	E	F	G
1	KOPERASI SEKOLAH MENENGAH KEBANGSAAN BANDAR BARU						
2	JALAN LOMBONG, KOTA TINGGI						
3	JOHOR						
4	INVOICE						
5	Customer						
6	Name:	Computer Club		Invoice Nu	G1085		
7							
8	Address	SMK Bandar Baru		Date	8.9.05		
9		Jalan Lombong, Kota Tinggi					
10		Johor		L/O Numb	12345		
11							
12							
13							
14	No.	TOTAL	ITEM	Quantity	Cost	Total	
15							
16							
17							

3. Place the cursor inside the highlighted cells, until the arrow turn to four-headed arrow.

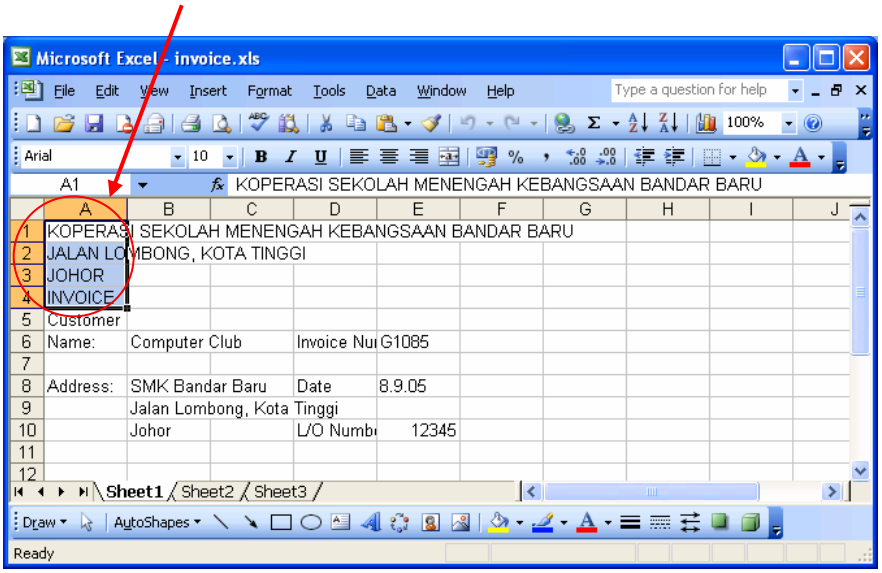
4. Drag and move the content to cells A12 to F12



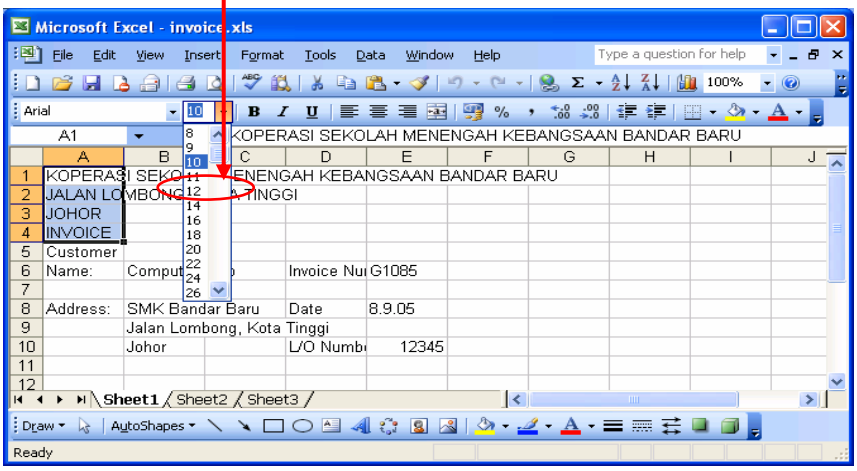
Activity 3: Editing Data

1. Change a **Font Size** for a title.

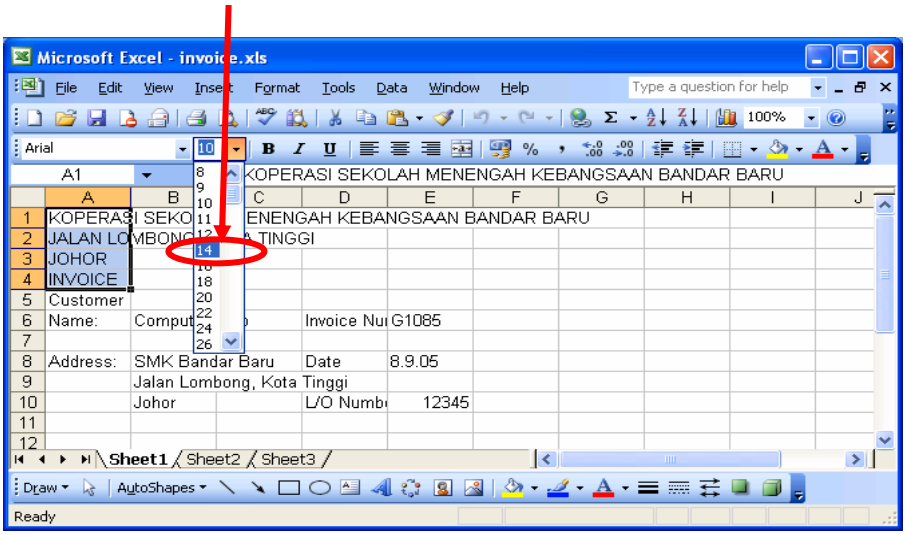
   (a) Highlight cell A1, A2, A3 and A4.



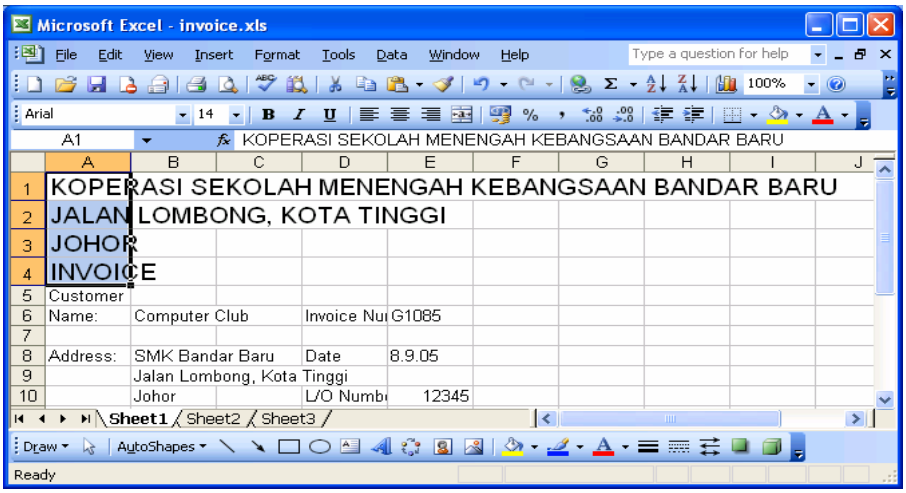
   (b) Click on the down arrow to the right of the Font Size drop down box. A list of available sizes will appear.



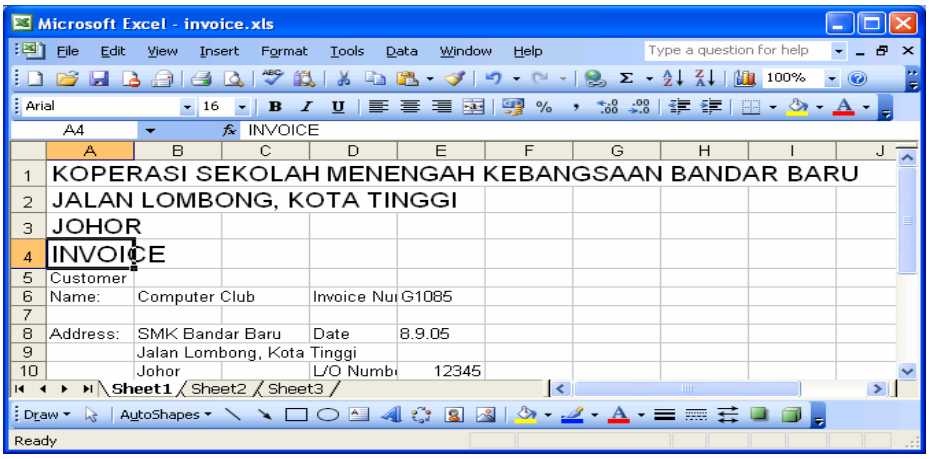
(c) Choose font size 14.



(d) The new size will be applied to your text as shown as below.



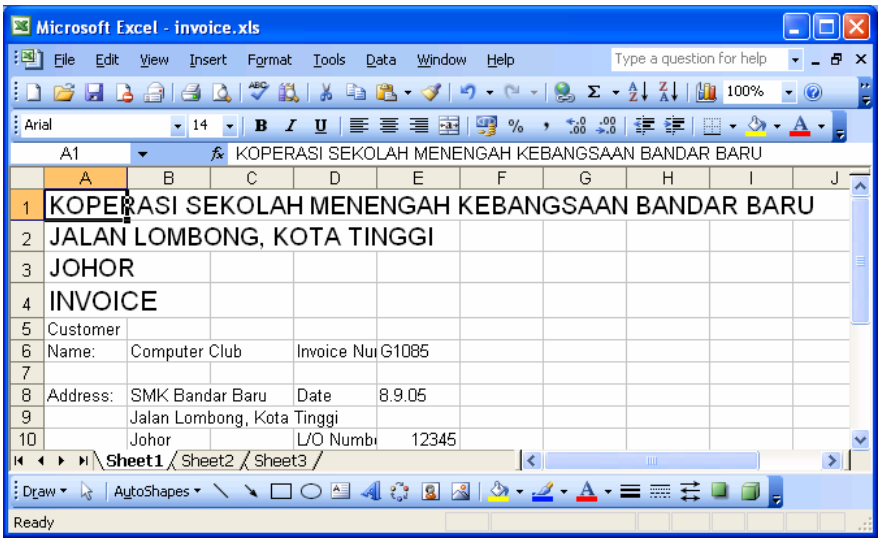
(e) Click cell A4 and repeat step (b) & (c) to change the word INVOICE to font size 16.



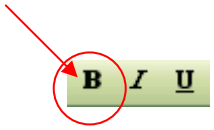
Activity 4: Editing Data

1. **Bold** and **Underline** the Data.

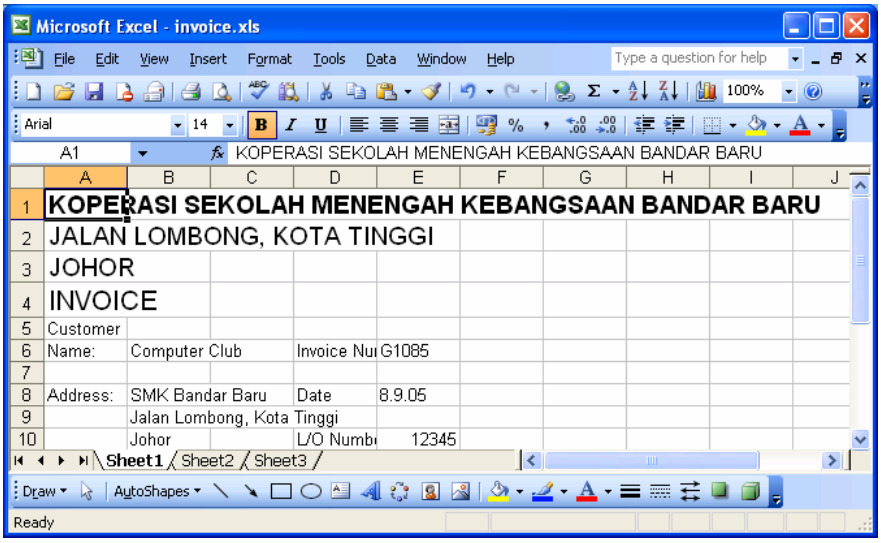
(a) Click cell A1 to select the sentence ”KOPERASI SEKOLAH MENENGAH KEBANGSAAN BANDAR BARU”.



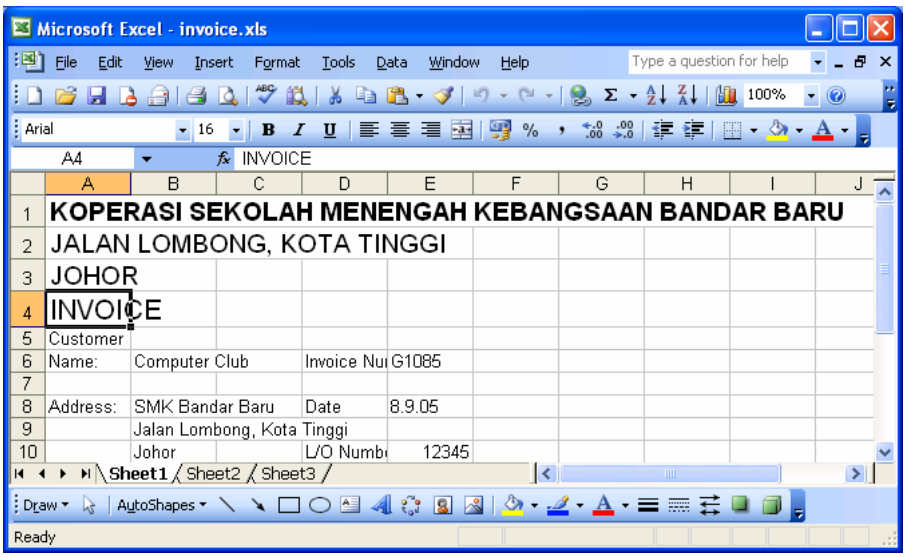
(b) Click **Bold** icon on the formatting toolbar to bold the sentence ”KOPERASI SEKOLAH MENENGAH KEBANGSAAN BANDAR BARU”.



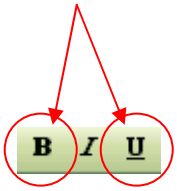
Note : Your screen will shown as below.



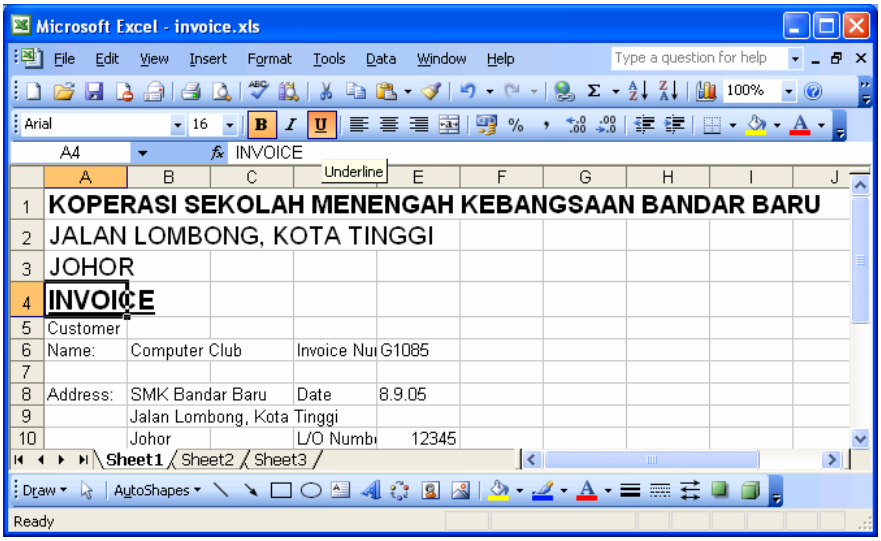
(c) Click cell A4 to highlights the word **INVOICE**.



(d) Click **Bold** and **Underline** icon on the formatting toolbar to bold and underline the word **INVOICE**.



Note : Your screen will shown as below.

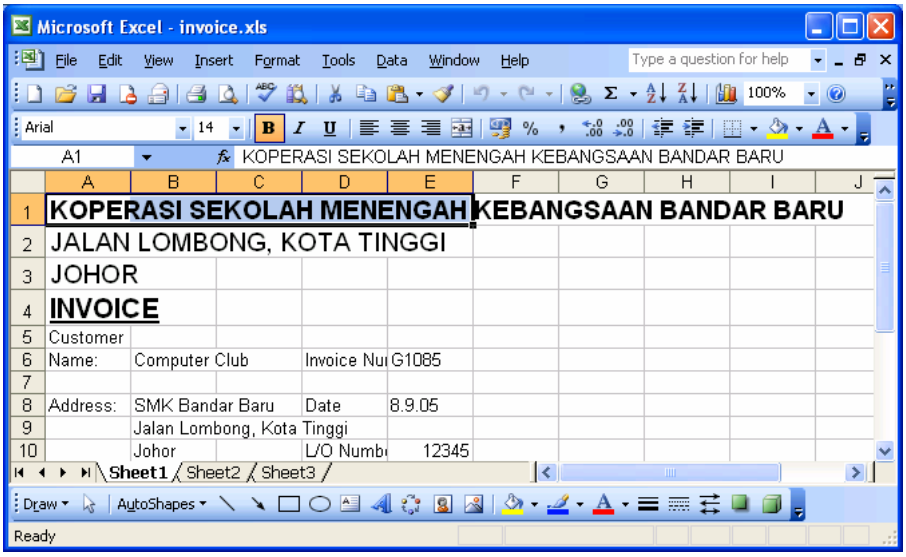


Activity 5: Merge and Centre Data

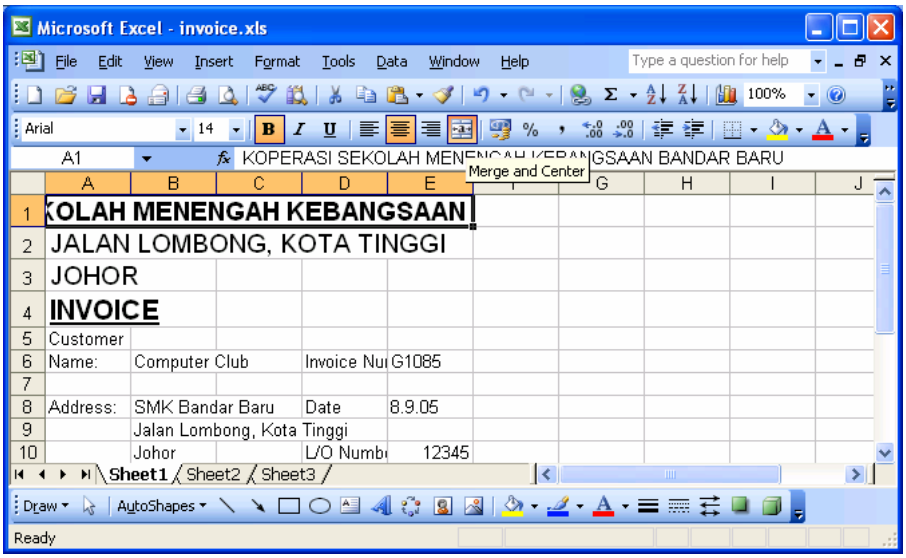
1. Centre The Text

Follow the step below to centre the “KOPERASI SEKOLAH MENENGAH KEBANGSAAN BANDAR BARU”, “JALAN LOMBONG, KOTA TINGGI”, “JOHOR” and word INVOICE between columns A1 to column E1.

(a) Click cell A1.
(b) Click, Hold and Drag on the left mouse button from cell A1 until cell E1 then Release to highlights those cells.

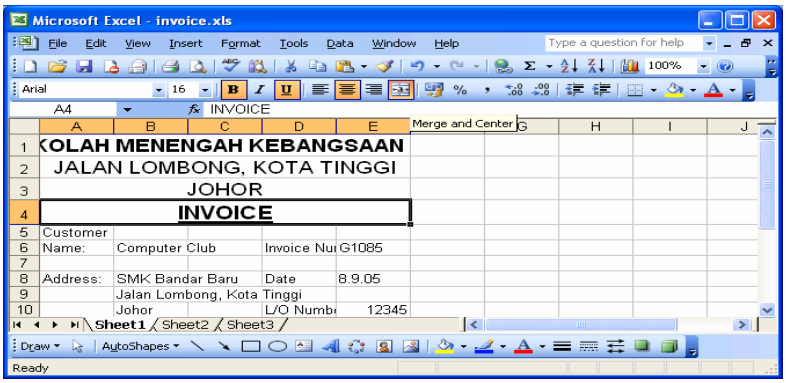


(c) Click icon (icon **Merge and Center**) on the formatting toolbar to centre the “KOPERASI SEKOLAH MENENGAH KEBANGSAAN BANDAR BARU” from cell A1 until cell E1.



(d) Repeat step (a), (b) and (c) to centre the “JALAN LOMBONG, KOTA TINGGI” from column A2 to column E2, “JOHOR” from column A3 to column E3 and “INVOICE” from column A4 to column E4.

(e) After that, your worksheet will be as shown as below.

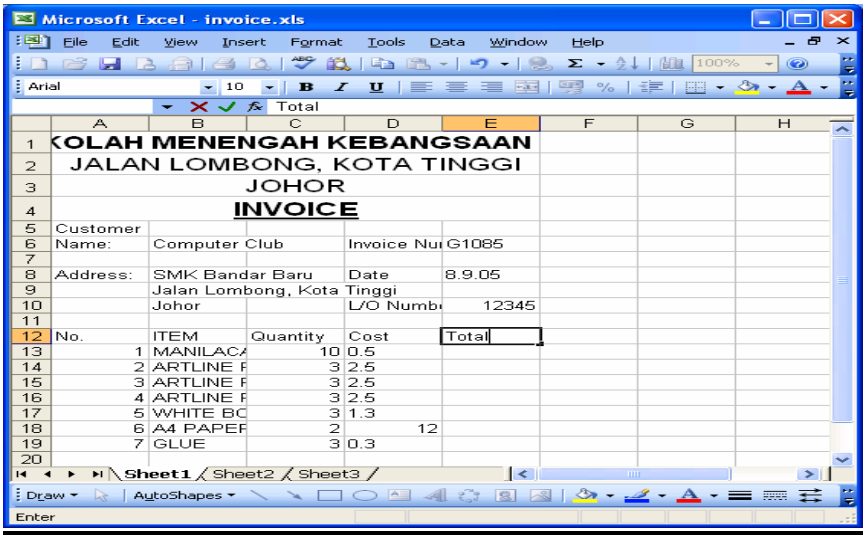


Activity 6: Create a Table

1. Enter text below.

In cell A13, type “1“
In cell A14, type “2“
In cell A15, type “3“
In cell A16, type “4“
In cell A17, type “5“
In cell A18, type “6“
In cell A19, type “7“
In cell A22, type “TOTAL “
In cell B13, type “MANILACARD“
In cell B14, type “ARTLINE PEN(BLACK)“
In cell B15, type “ARTLINE PEN(BLUE)“
In cell B16, type “ARTLINE PEN (RED)“
In cell B17, type “WHITE BOARD DUSTER “
In cell B18, type “A4 PAPER“
In cell B19, type “GLUE “
In cell C13, type “10“
In cell C14, type “3 “
In cell C15, type “3“
In cell C16, type “3 “
In cell C17, type “3 “
In cell C18, type “2 “
In cell C19, type “3 “
In cell D13, type “0.5 “
In cell D14, type “2.5 “
In cell D15, type “2.5 “
In cell D16, type “2.5 “
In cell D17, type “1.3 “
In cell D18, type “12 “
In cell D19, type “0.3 “

Note: Your screen will show as below.



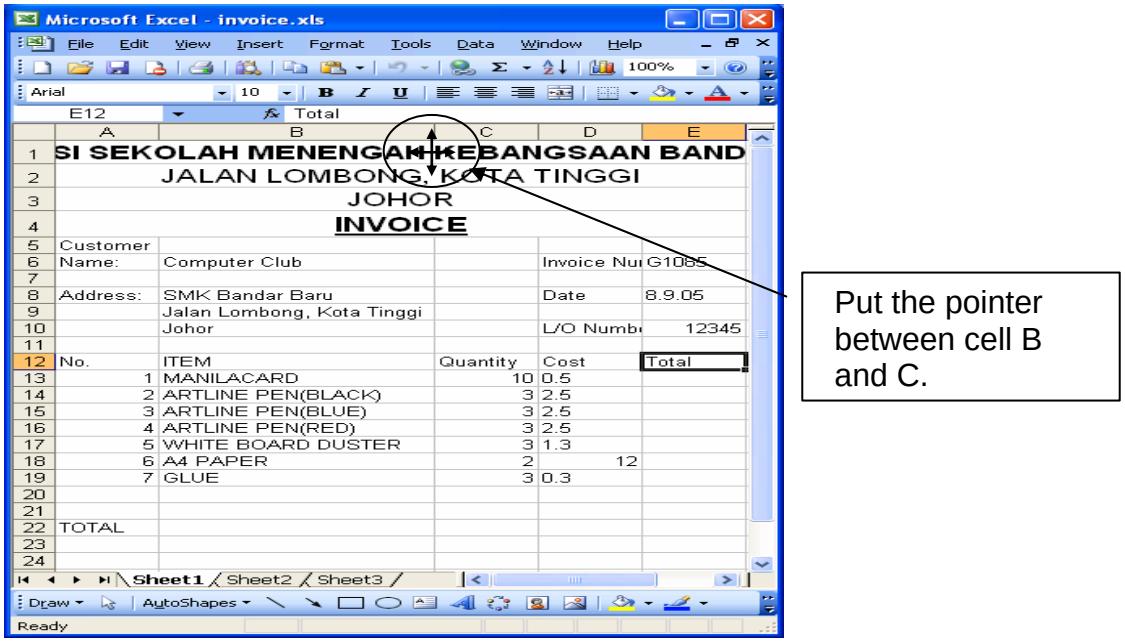
Click Save As in Menu bar, than save the file as invoice.xls in My Document.

Note: All the text in row 12 and **ITEM** column aligned in the left cell whereas all the numbers will be aligned in the right cell.

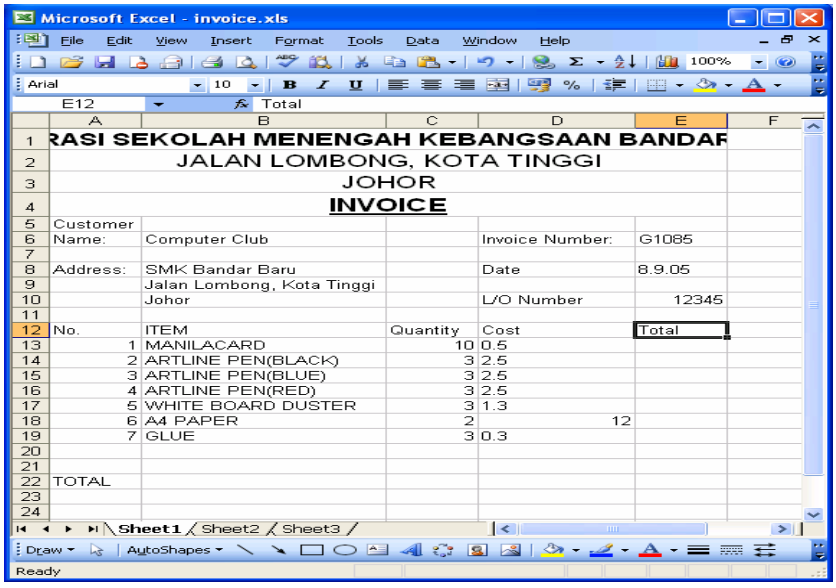
Activity 7: Adjusting Column And Row Size

1. To change the column size of "ITEM" to display the entire item in the invoice. Put the mouse pointer between cell B and cell C. The pointer will change as shown as below.

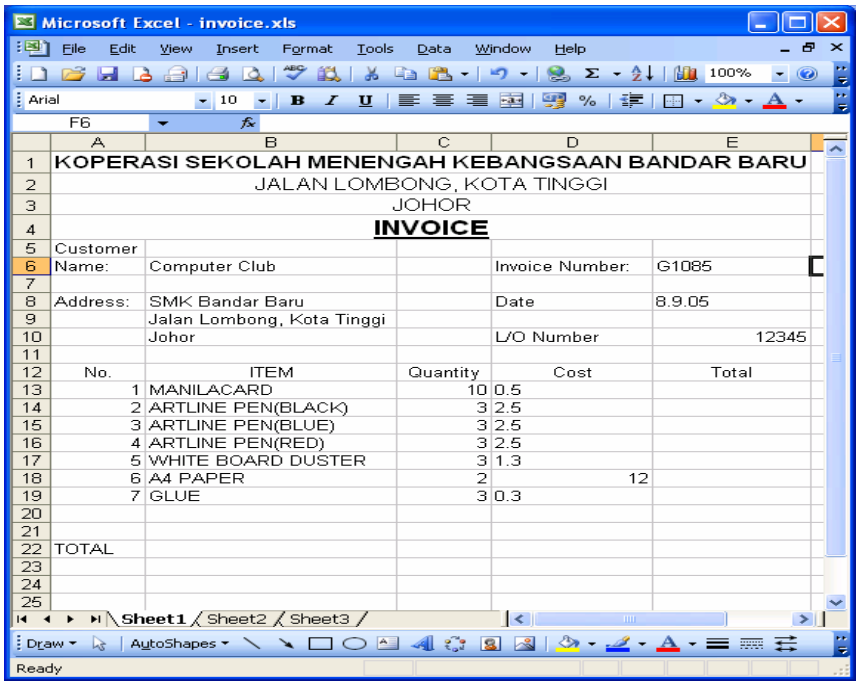
   (a) Click, hold and drag the pointer until the column B is big enough to show the whole items then release it.



   (b) Repeat the step (a) and (b) to enlarge column D until the column "Invoice Number:" can be displayed.

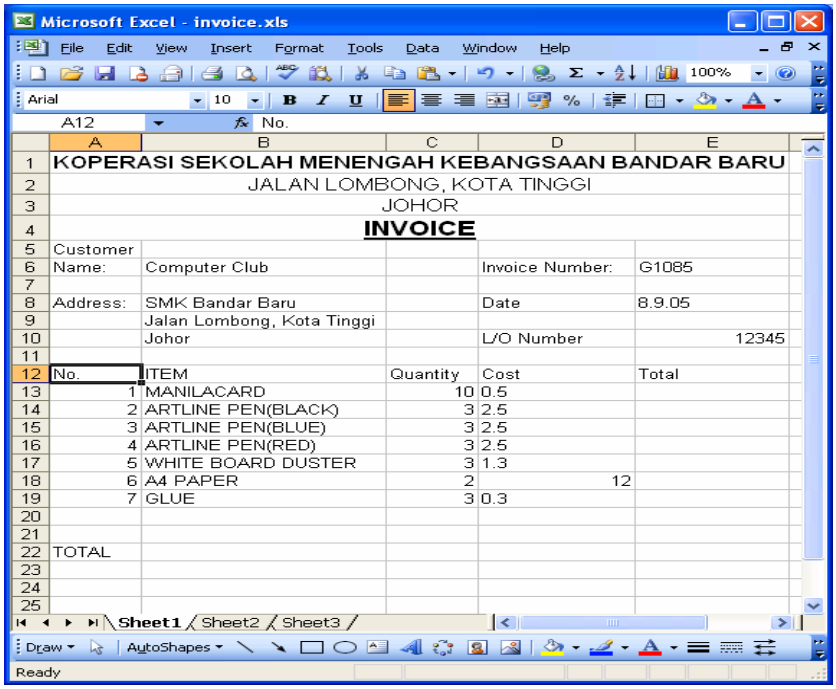


(c) Repeat the step (a) and (b) to enlarge column E until the name of Cooperation will display.

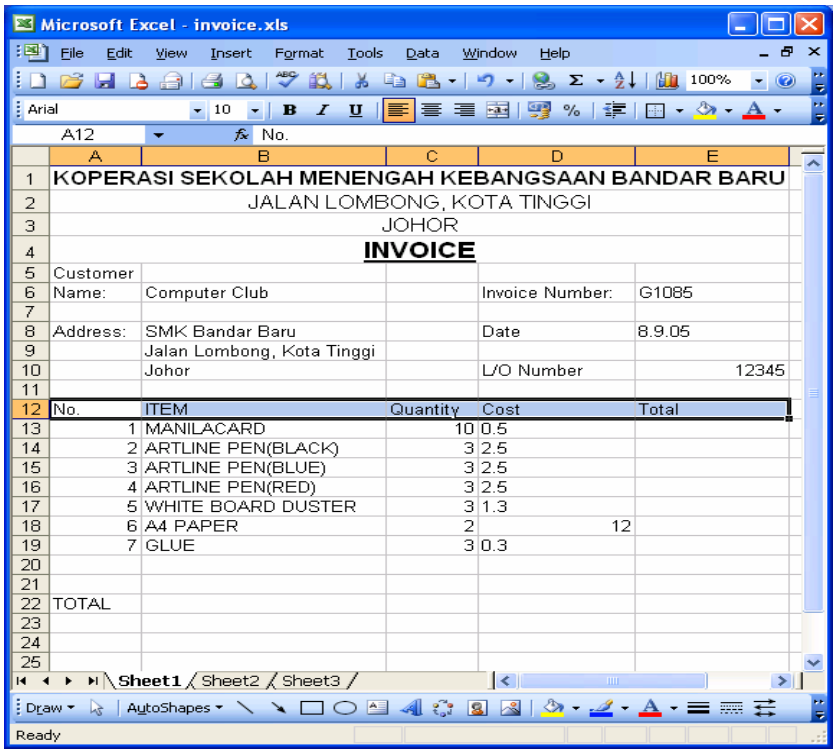


2. Alignment the Topic

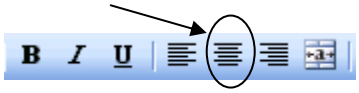
(a) Click cell A12.



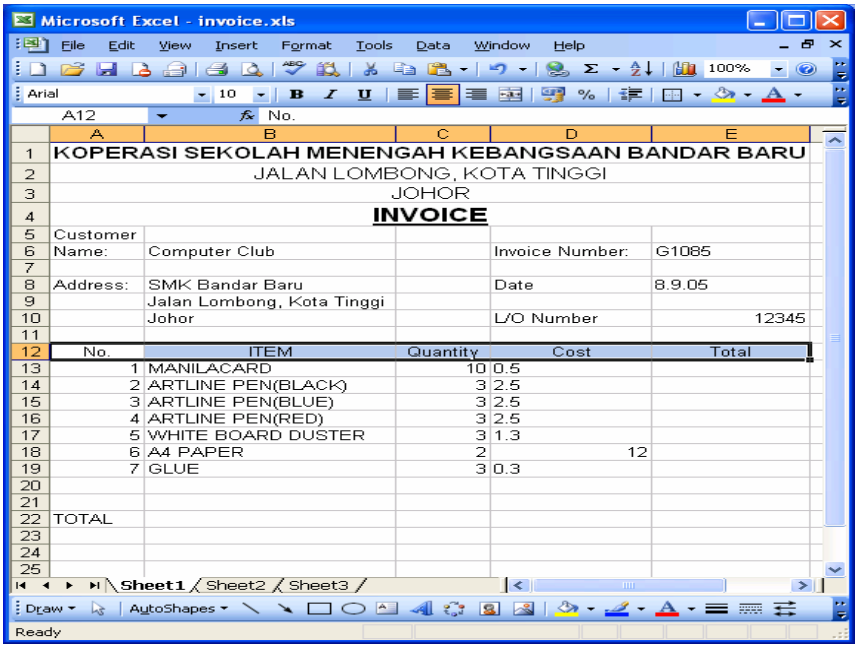
(b) Click, Hold and Drag on the left mouse button from cell A12 until cell E12 then Release it to highlights those cells.



(c) Click centre icon to centre all those topics.



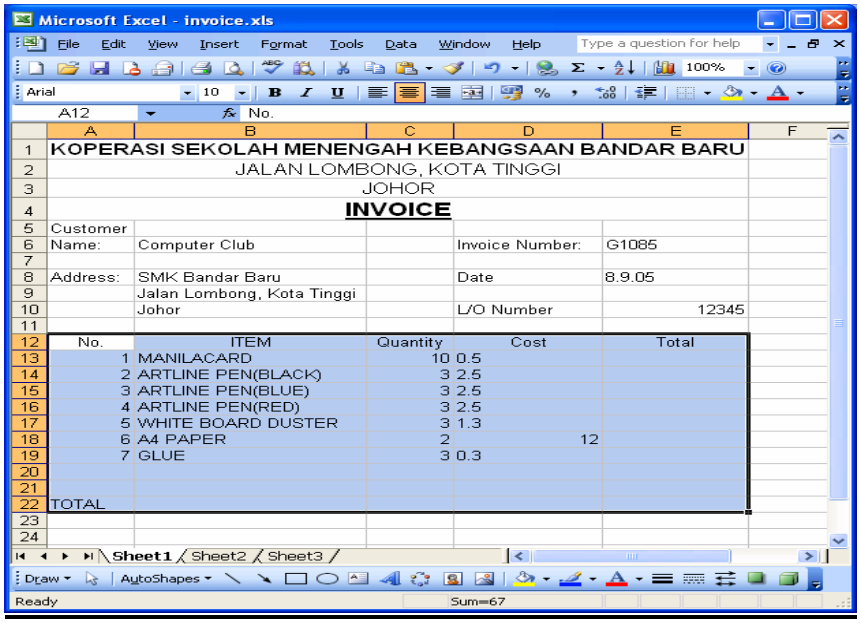
Note: Your screen will show as below.



3. Display the cell border.

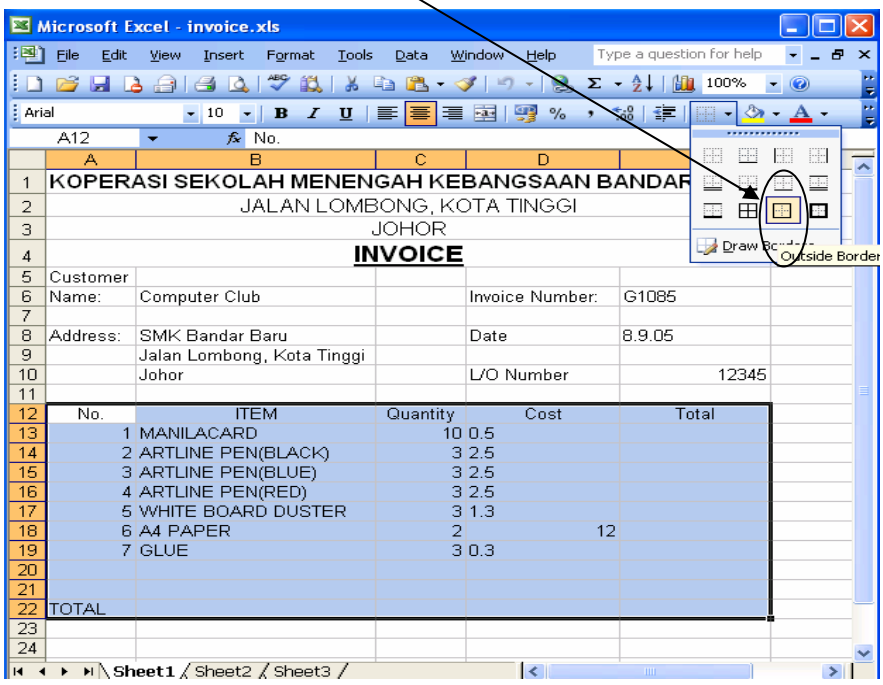
(a) Click cell A12

(b) Click, Hold and Drag on the left mouse button from cell A12 until cell E22 then Release it to highlights those cells.

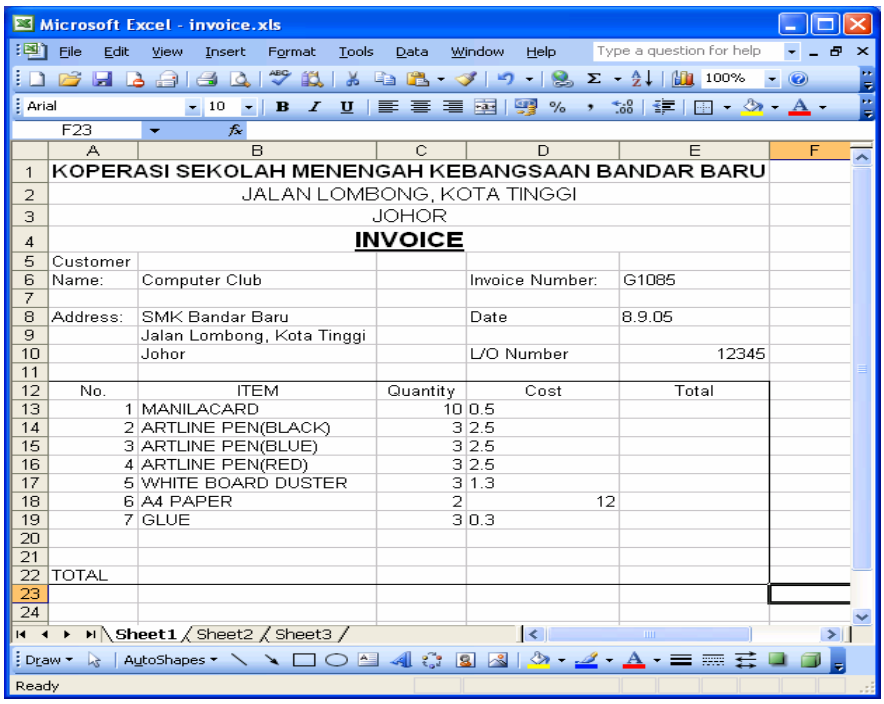


(c) Click Border icon on the standard toolbar.

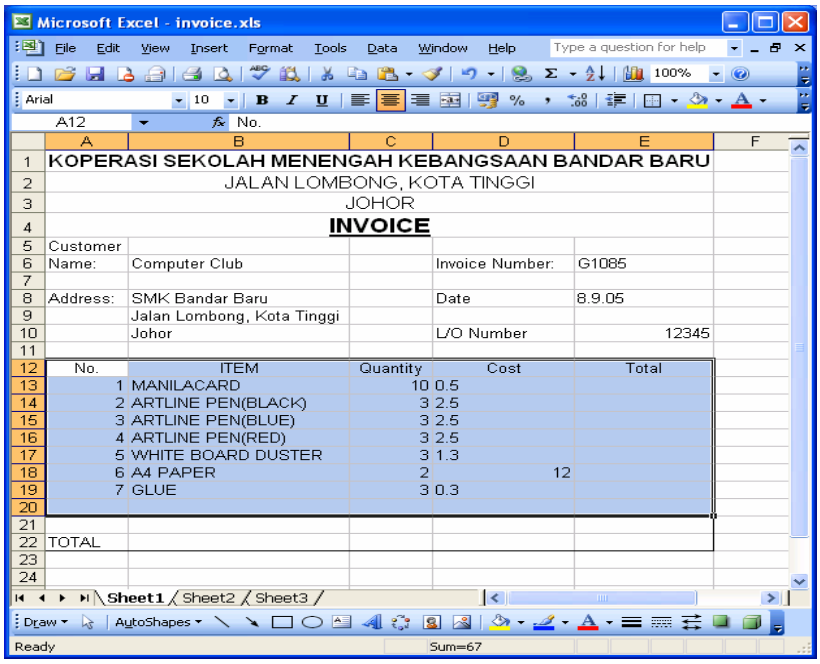
(d) Choose outline border.



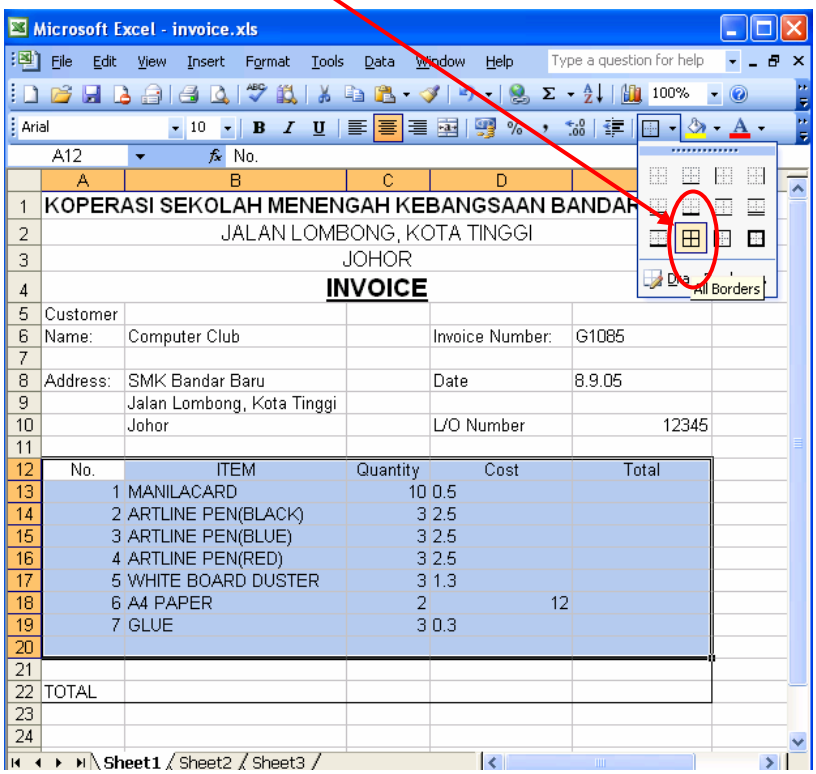
Note: Your screen will show as below.



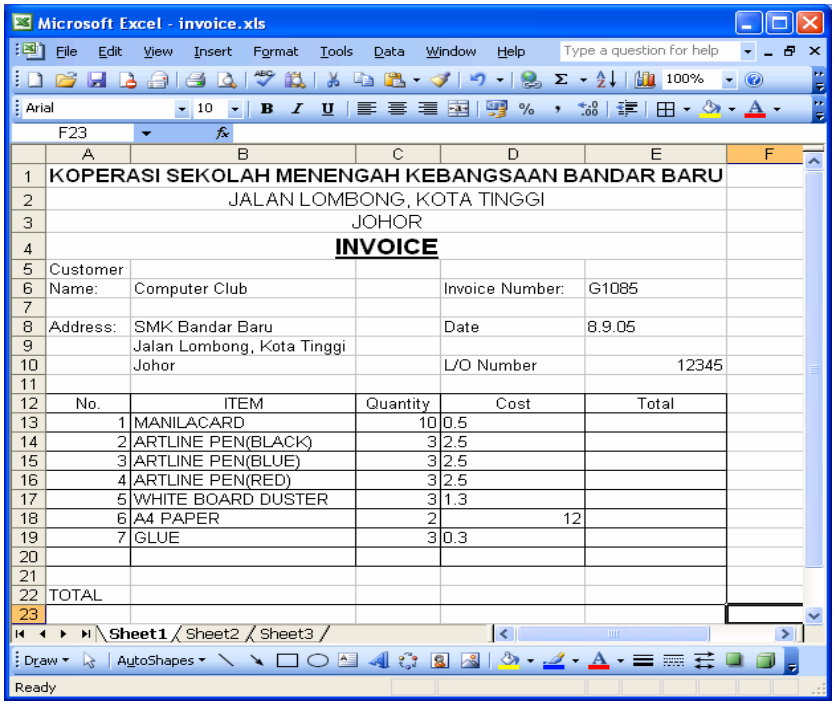
(e) Repeat step (a), (b) to highlights cells A1 until E20.



(f) Repeat step (c)
(g) Choose All Borders.



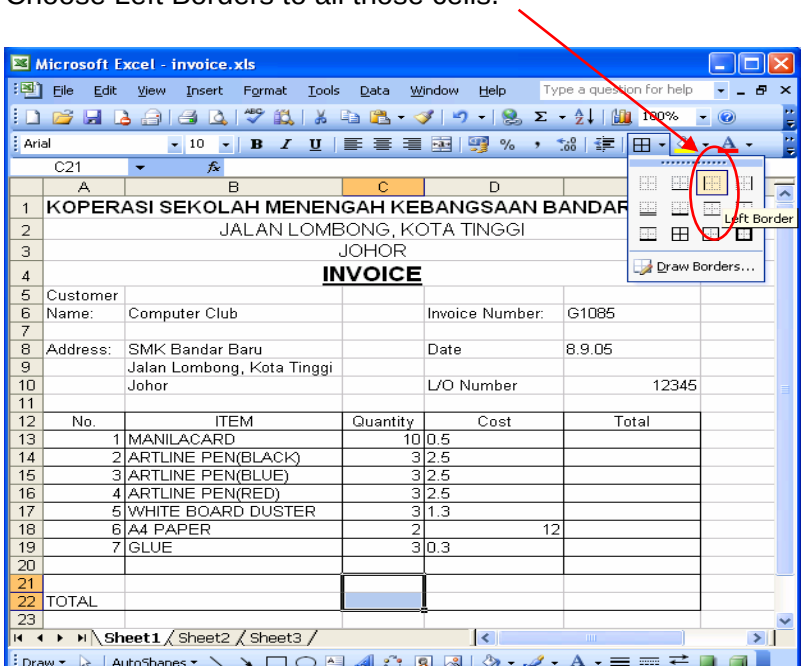
Note: Your screen will show as below.



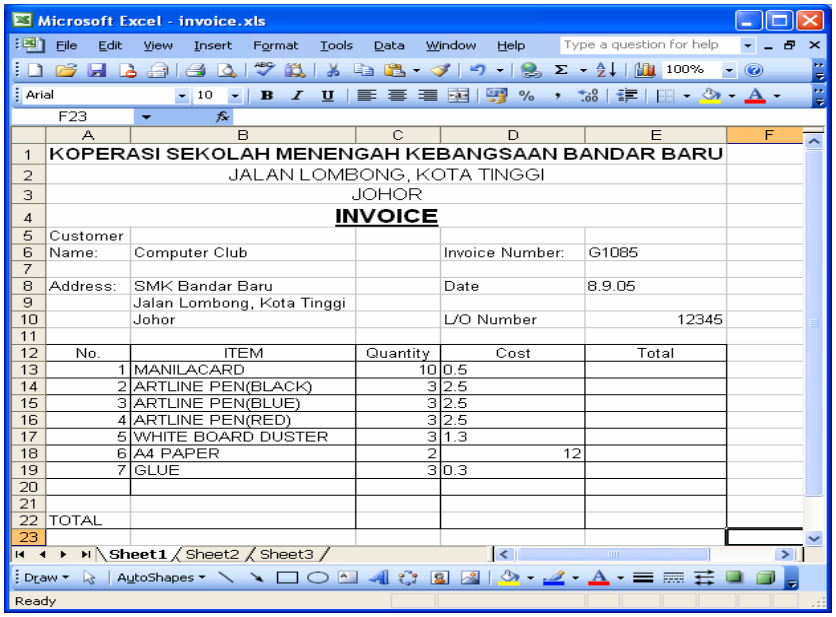
(h) Repeat step (a), (b) to highlights cells C21 until C22, cells D21 until D22, cells E21 until E22.

(i) Repeat step (c)

(j) Choose Left Borders to all those cells.

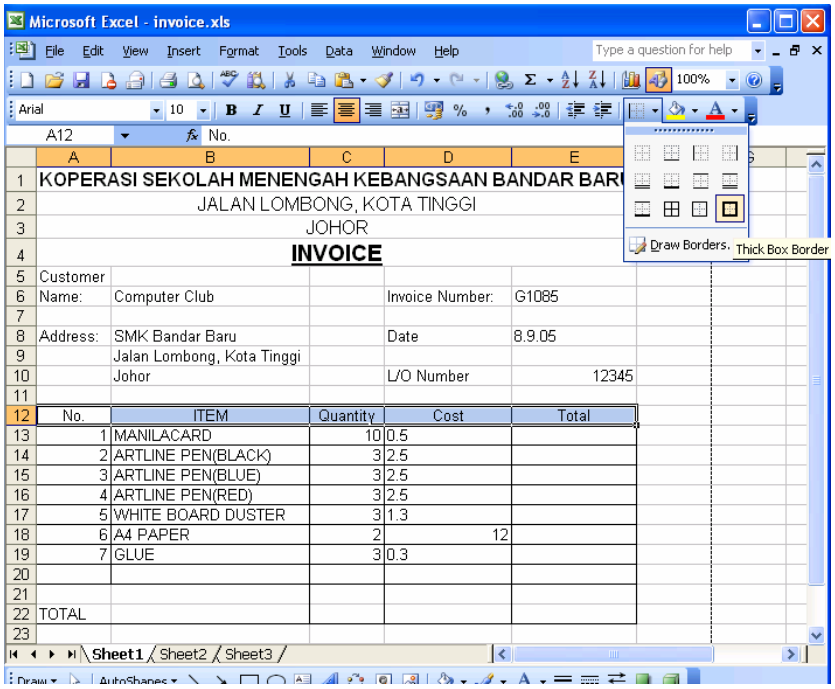


Note: Your screen will shown below.

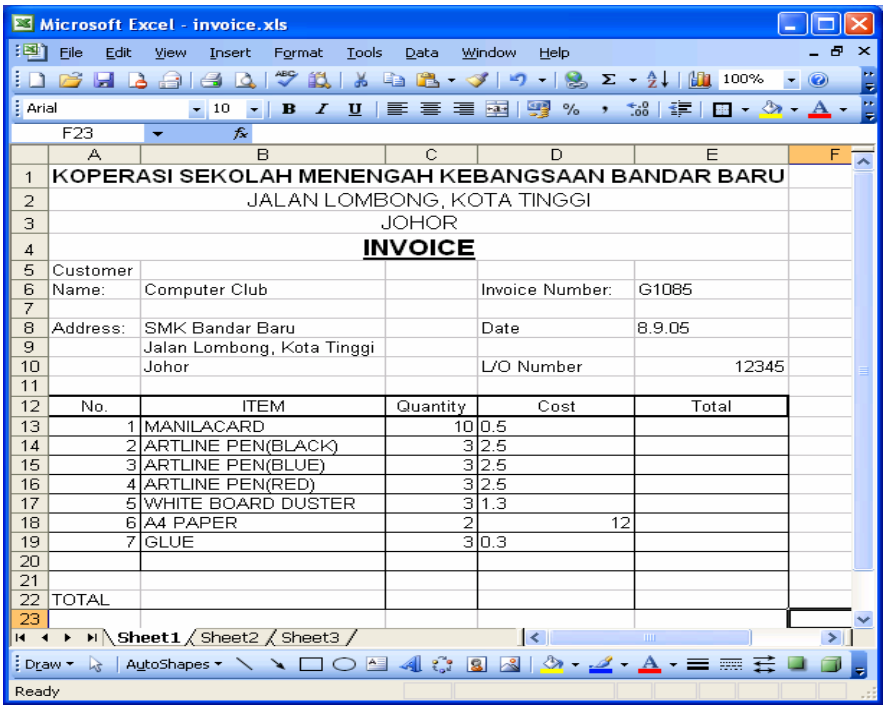


(k) Repeat step (a), (b) to highlights cells A12 until E12, Repeat step (c)

(l) Choose Left Borders.



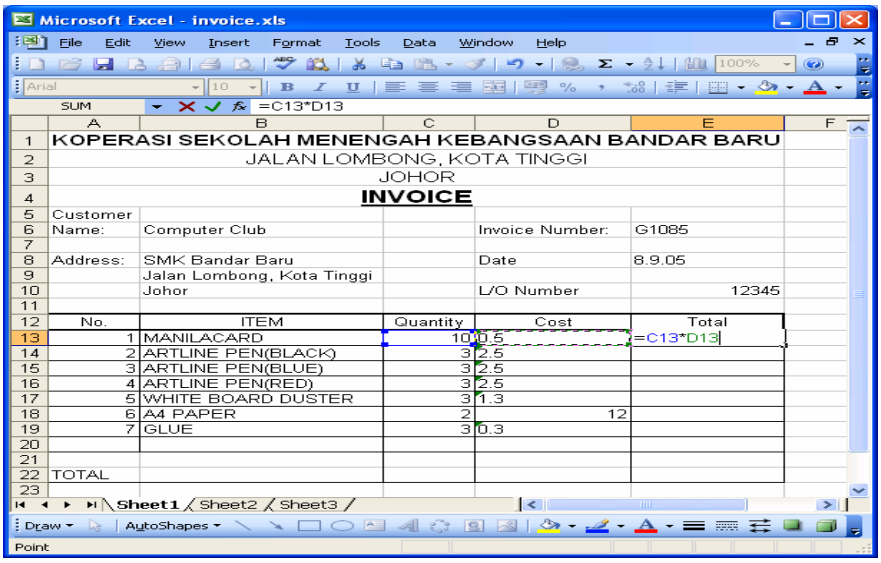
Note: Your screen will show as below.



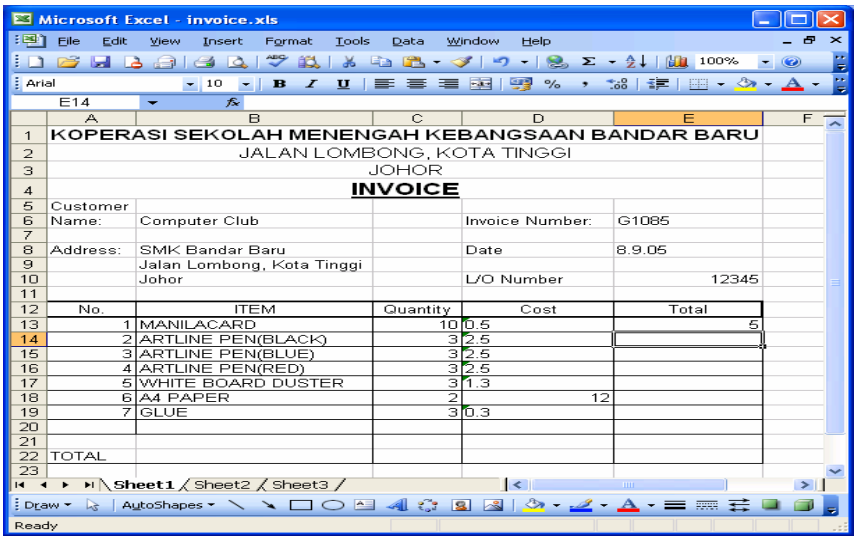
Activity 8: Use the SUM function to Calculate the Total Invoice

1. Insert the SUM function into cell E13.

   (a) Click cell E13.
   (b) Type the SUM function **=C13*D13** into cell E13 and press **Enter**.



   (c) Number 5 will display in cell E13 (5 is the total from calculation using the Sum function =C13 * D13, its mean 10 x 0.5 = 5).

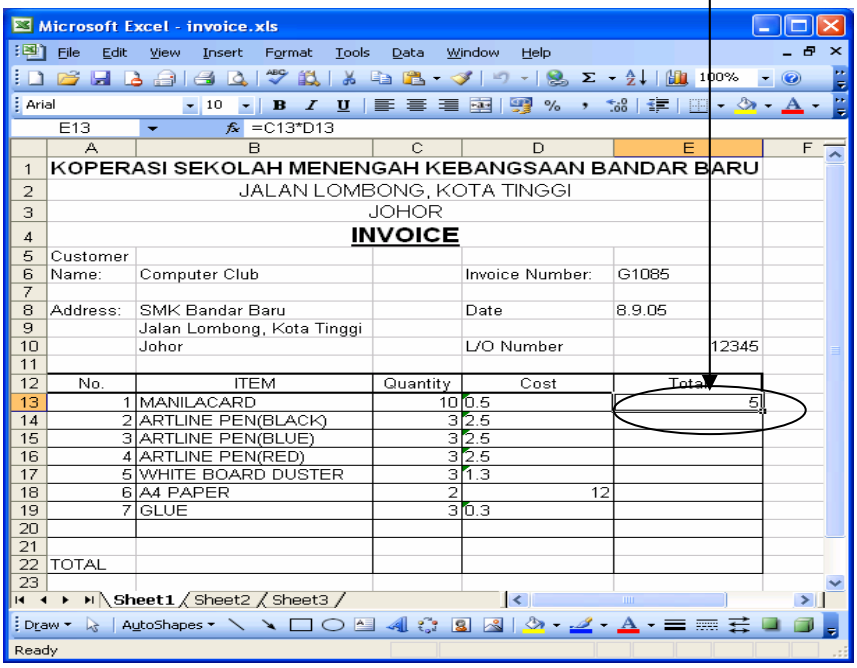


Note :

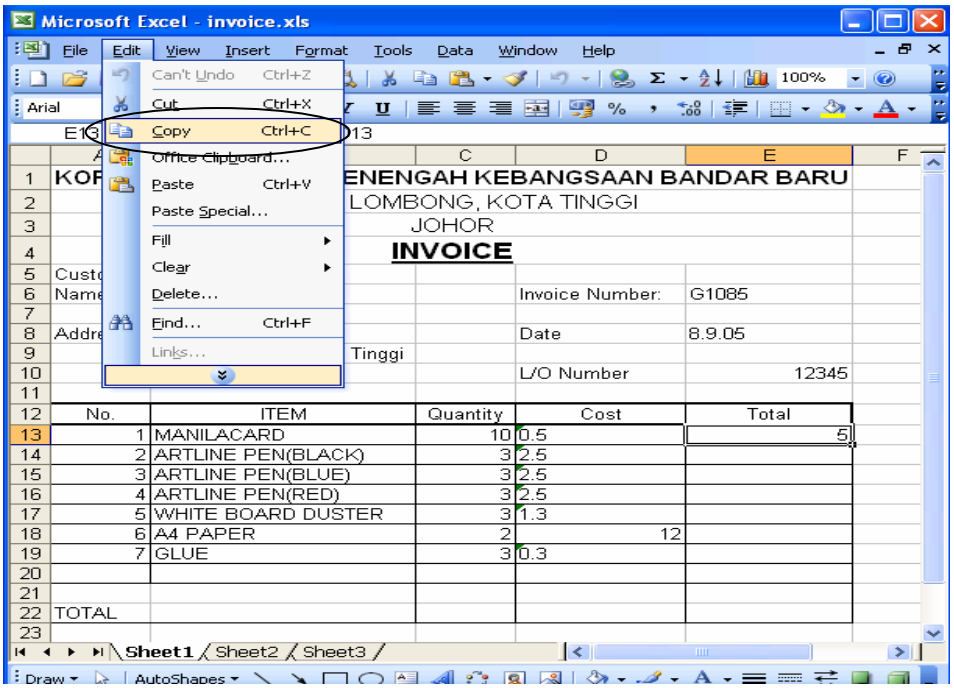
i) Quantity x Cost = Total
ii) C13 is Quantity
iii) D13 is Cost
iv) Each of the formula should start with + or =.

2. Copy and Paste the SUM Function

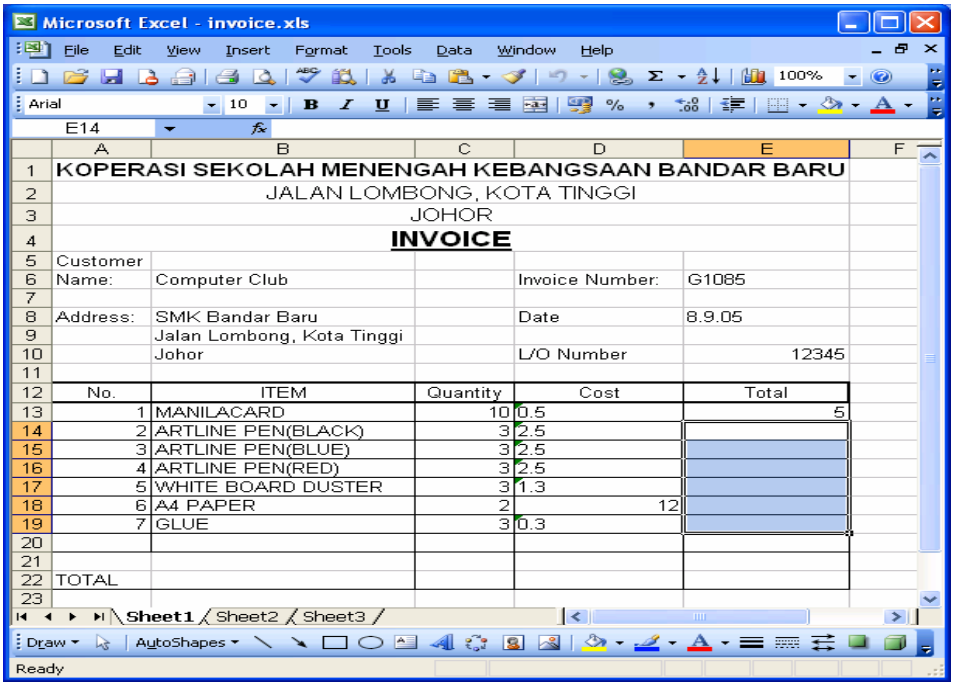
(a) Click cell E13.



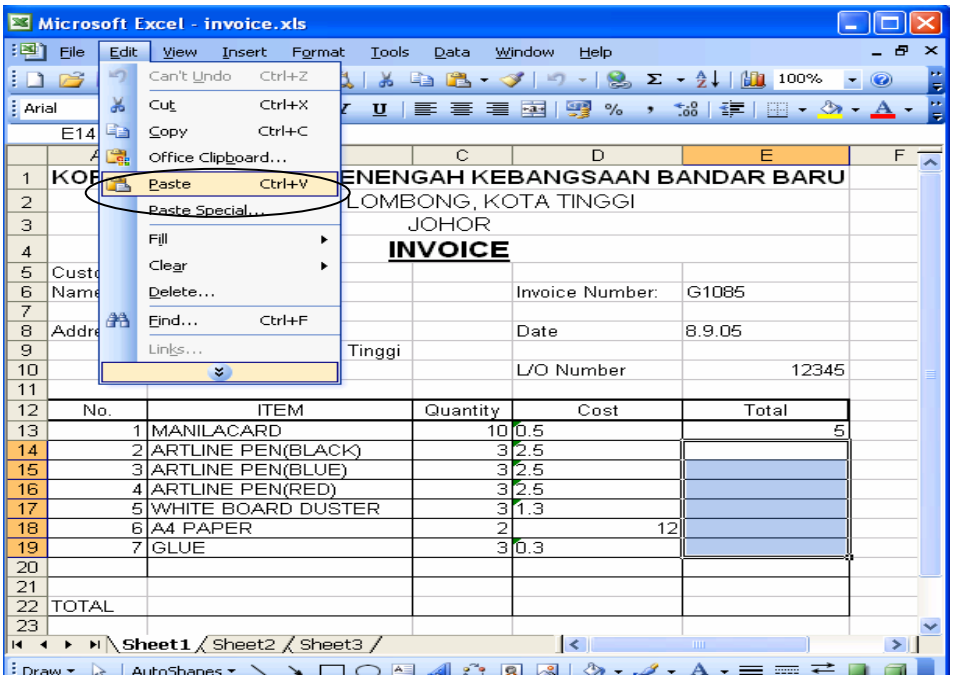
(b) Click **Edit** at Menu Bar and choose **Copy**.



(c) Click, Hold and Drag on the left mouse button from cell E14 until cell E19 then Release it to highlights those cells.

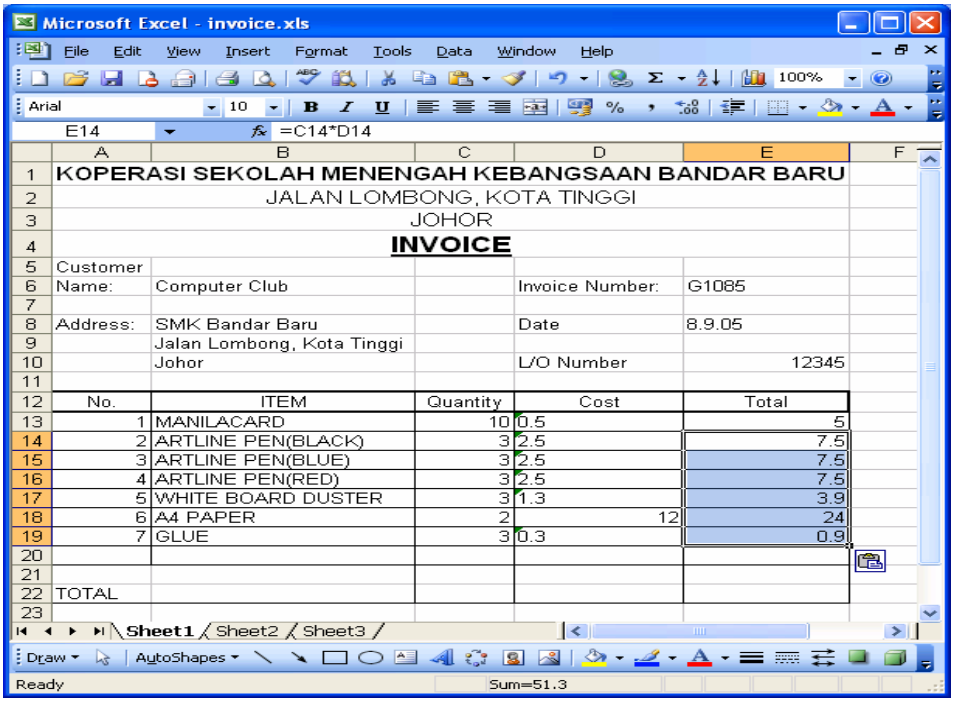


(d) Click **Edit** at Menu Bar and choose **Paste**.



(e) The **SUM function** will copy and pasted from cell E13 to E14until E19.

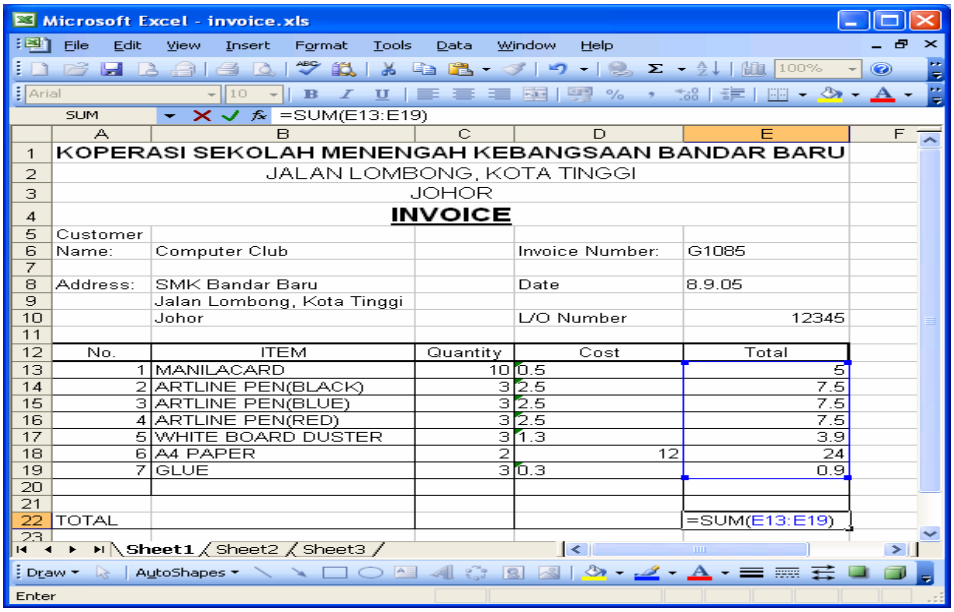
(f) The total of each item in the invoice will display in the "**Total**" column as shown as above.



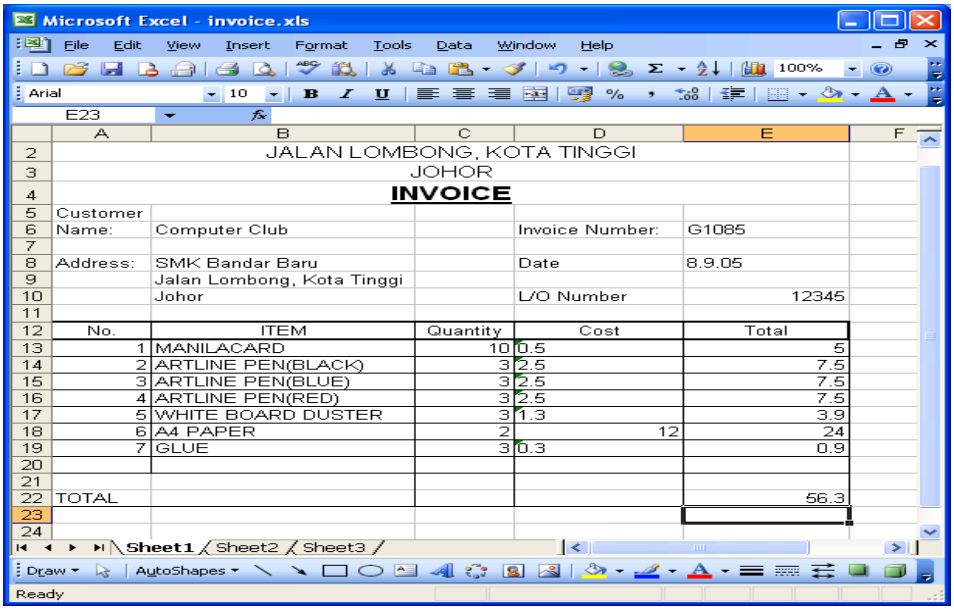
3. Insert the SUM Function into cell E22 to find the total invoice.

(a) Click cell E22.

(b) Type the SUM function **=SUM(E13:E19)** in to cell E22. (This formula is to find the whole total of number from cell E13 until E19)



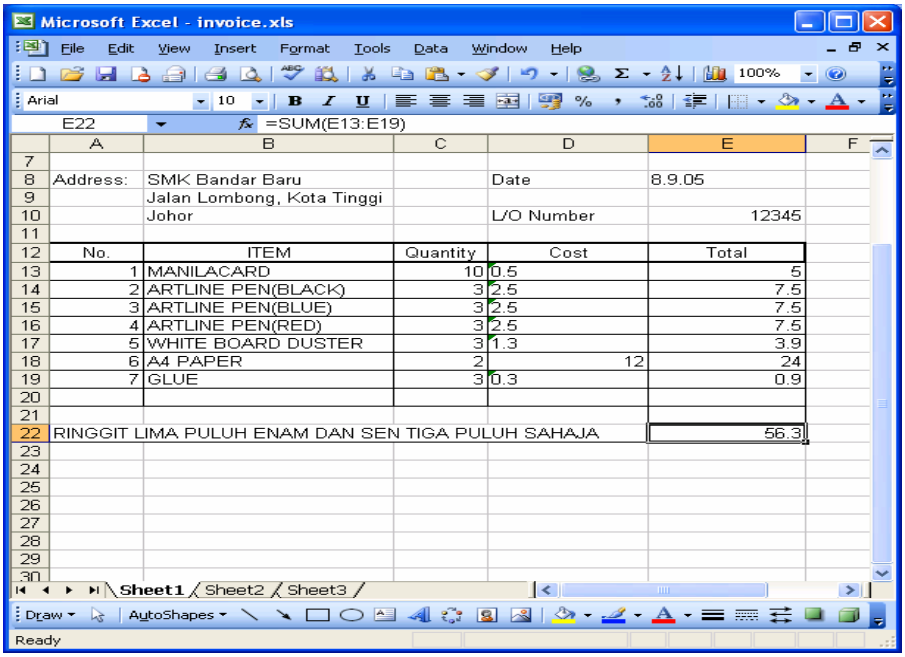
(c) Press **Enter** key. Number **56.3** will appear into the cell E22.



Microsoft Excel - invoice.xls

	A	B	C	D	E	F
2		JALAN LOMBONG, KOTA TINGGI				
3		JOHOR				
4		**INVOICE**				
5	Customer					
6	Name:	Computer Club		Invoice Number:	G1085	
7						
8	Address:	SMK Bandar Baru		Date	8.9.05	
9		Jalan Lombong, Kota Tinggi				
10		Johor		L/O Number	12345	
11						
12	No.	ITEM	Quantity	Cost	Total	
13	1	MANILACARD	10	0.5	5	
14	2	ARTLINE PEN(BLACK)	3	2.5	7.5	
15	3	ARTLINE PEN(BLUE)	3	2.5	7.5	
16	4	ARTLINE PEN(RED)	3	2.5	7.5	
17	5	WHITE BOARD DUSTER	3	1.3	3.9	
18	6	A4 PAPER	2	12	24	
19	7	GLUE	3	0.3	0.9	
20						
21						
22	TOTAL				56.3	
23						
24						

(d) Click cell A22 and type text "**RINGGIT LIMA PULUH ENAM DAN SEN TIGA PULUH SAHAJA"** into the cell A22.



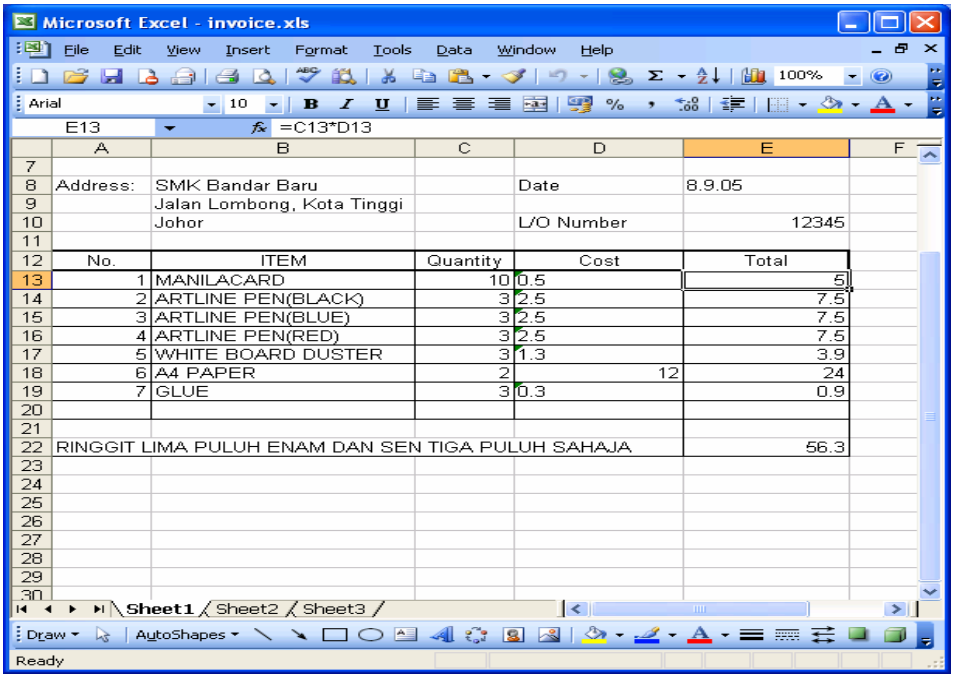
Microsoft Excel - invoice.xls

	A	B	C	D	E	F
7						
8	Address:	SMK Bandar Baru		Date	8.9.05	
9		Jalan Lombong, Kota Tinggi				
10		Johor		L/O Number	12345	
11						
12	No.	ITEM	Quantity	Cost	Total	
13	1	MANILACARD	10	0.5	5	
14	2	ARTLINE PEN(BLACK)	3	2.5	7.5	
15	3	ARTLINE PEN(BLUE)	3	2.5	7.5	
16	4	ARTLINE PEN(RED)	3	2.5	7.5	
17	5	WHITE BOARD DUSTER	3	1.3	3.9	
18	6	A4 PAPER	2	12	24	
19	7	GLUE	3	0.3	0.9	
20						
21						
22	RINGGIT LIMA PULUH ENAM DAN SEN TIGA PULUH SAHAJA				56.3	
23						
24						
25						
26						
27						
28						
29						
30						

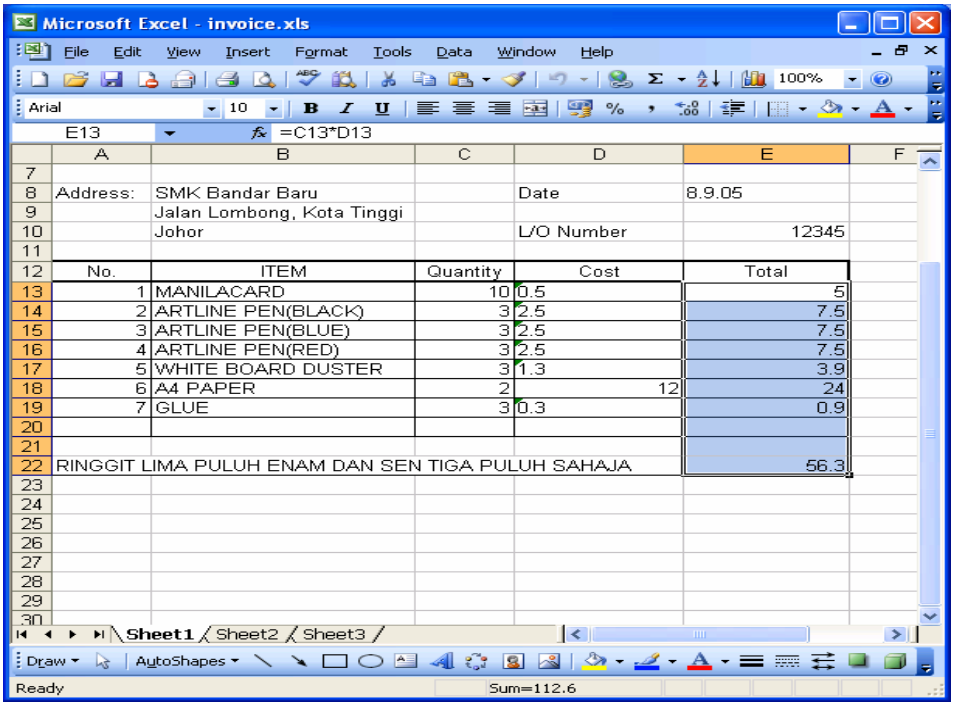
Activity 9: Use Currency Format

In this section we want to change **Cost** and **Total** to RM Currency Format.

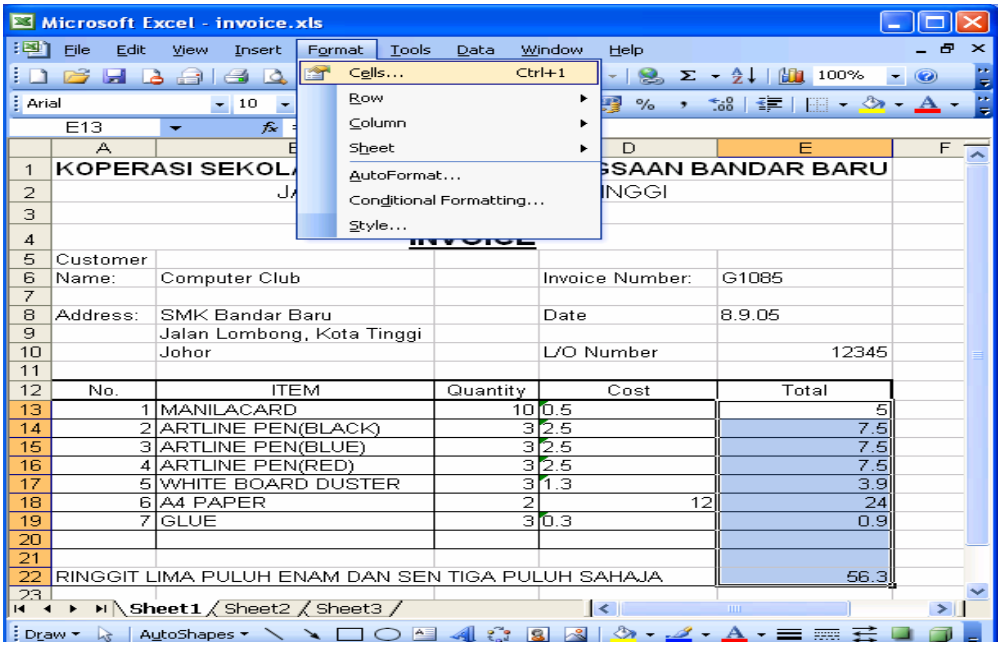
1. Click cell E13.



2. Highlight cell E13 until cell E22.

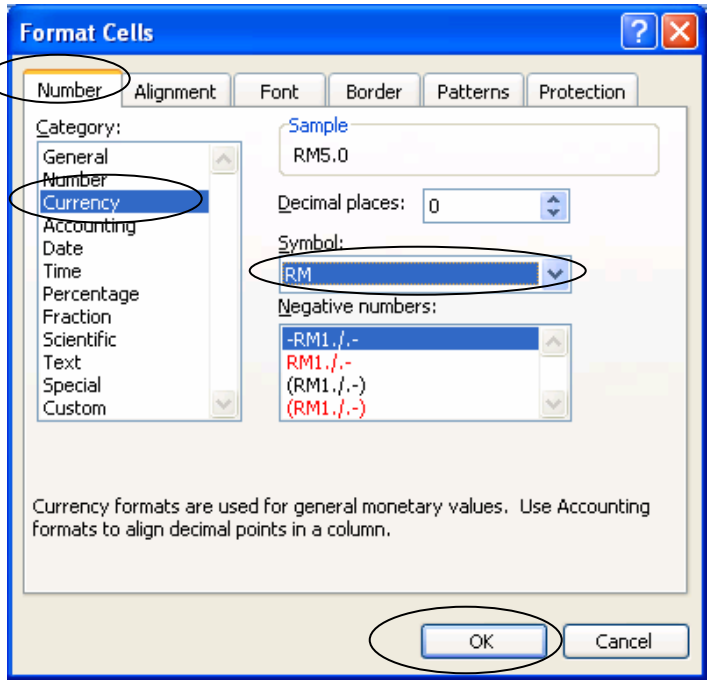


3. Click **Format** at Menu bar then choose cells on the pull down menu and click **Cells**.

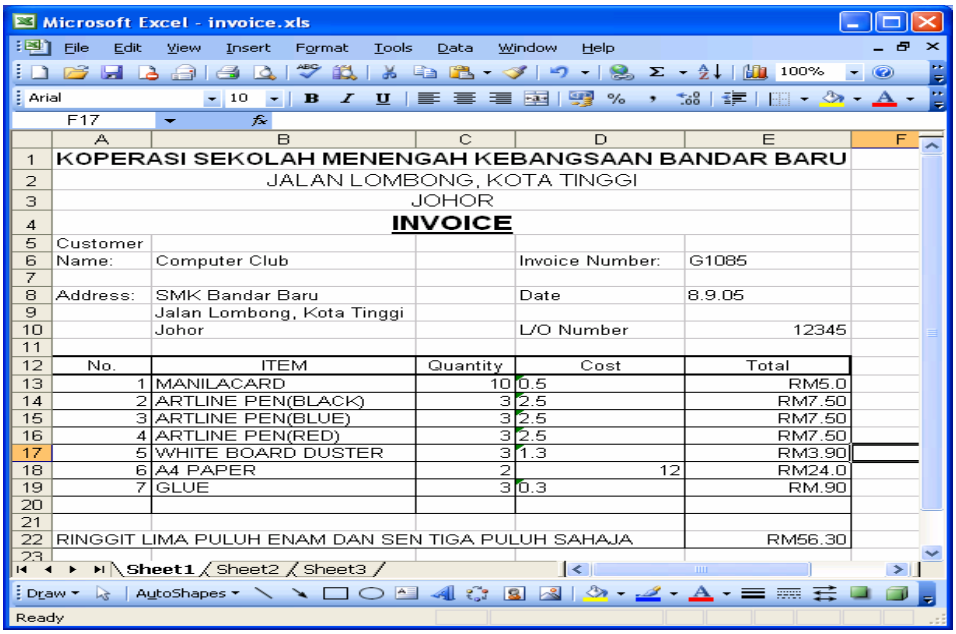


4. Click tab **Number** then click **Currency** from **Category** to display the dialogue box as shown below.

5. If RM is not display in the **Symbol** box, click drop down arrow. Then choose RM. Then click **OK** button.



6. Now all the number in those cells will appear in RM as shown below.

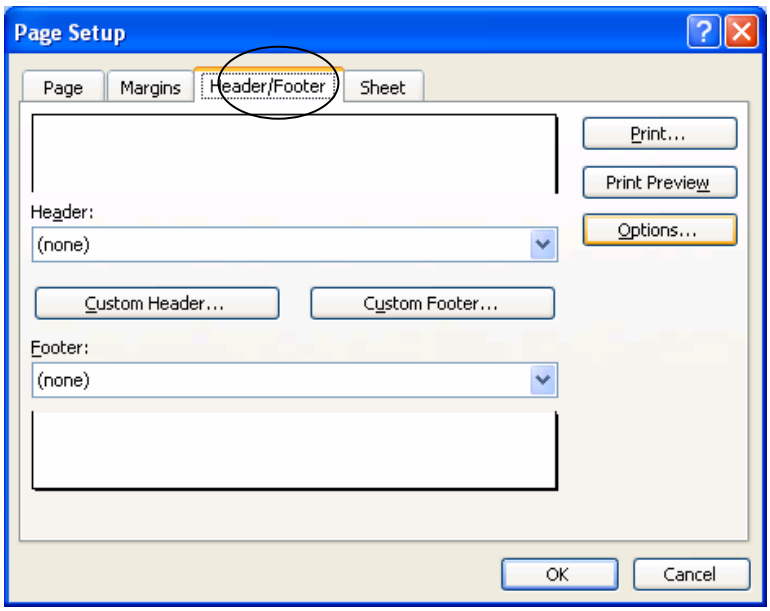


7. Save your workbook.

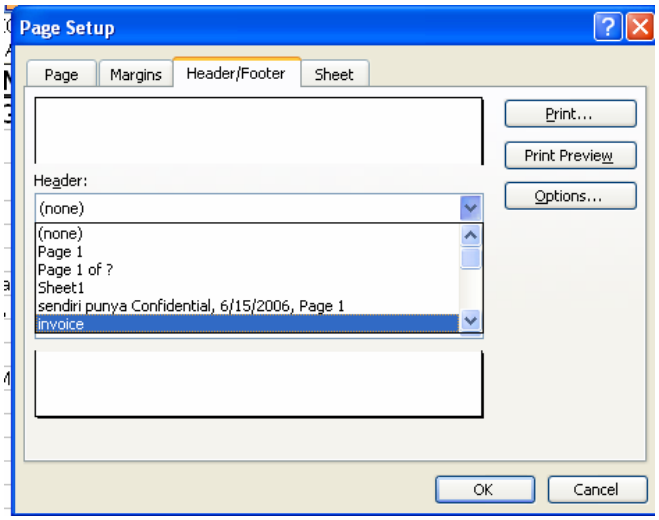
Activity 10: Page Setup

1. Click **File** at menu bar then click **Page Setup**

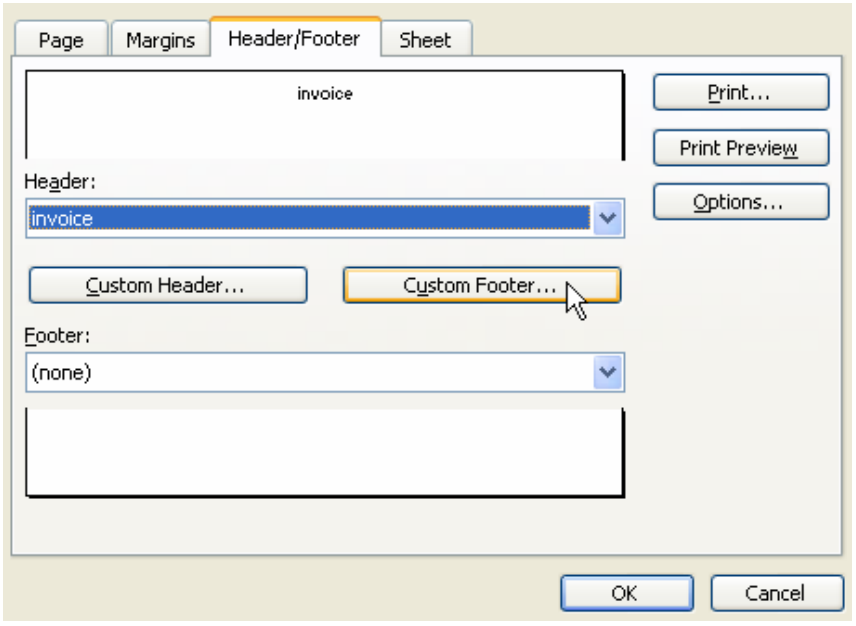
2. In Page Setup dialogue box , click tab **Header/Footer**.



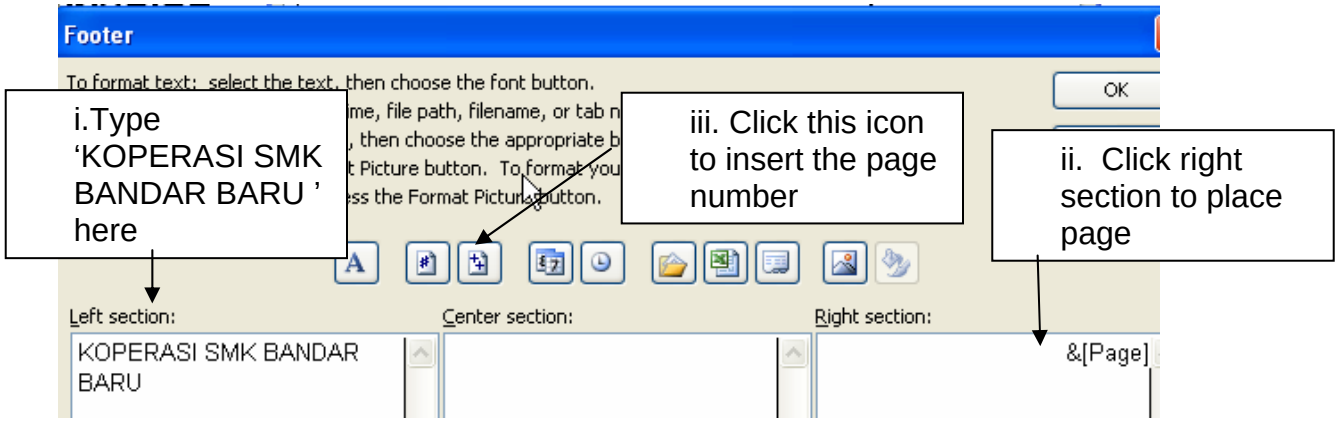
3. Click arrow in the **Header** to display drop down menu. Then choose **invoice** as shown below.



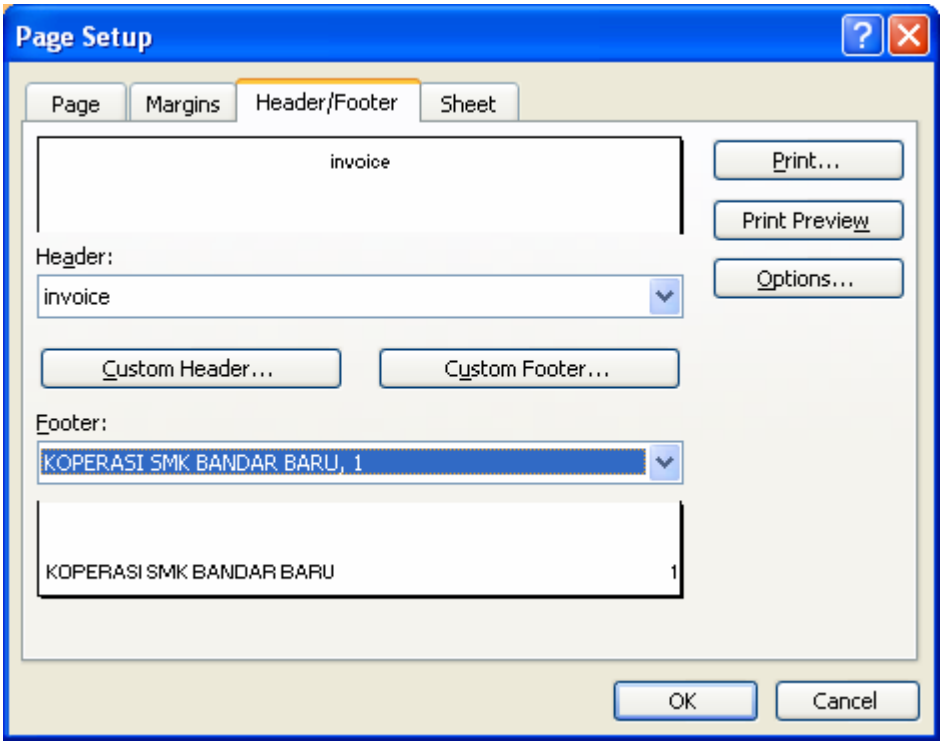
4. Choose **button Custom Footer** as shown below.



5. Footer dialogue box will appear. Then type “KOPERASI SMK BANDAR BARU” in the left section area. Click right section area then click icon page number

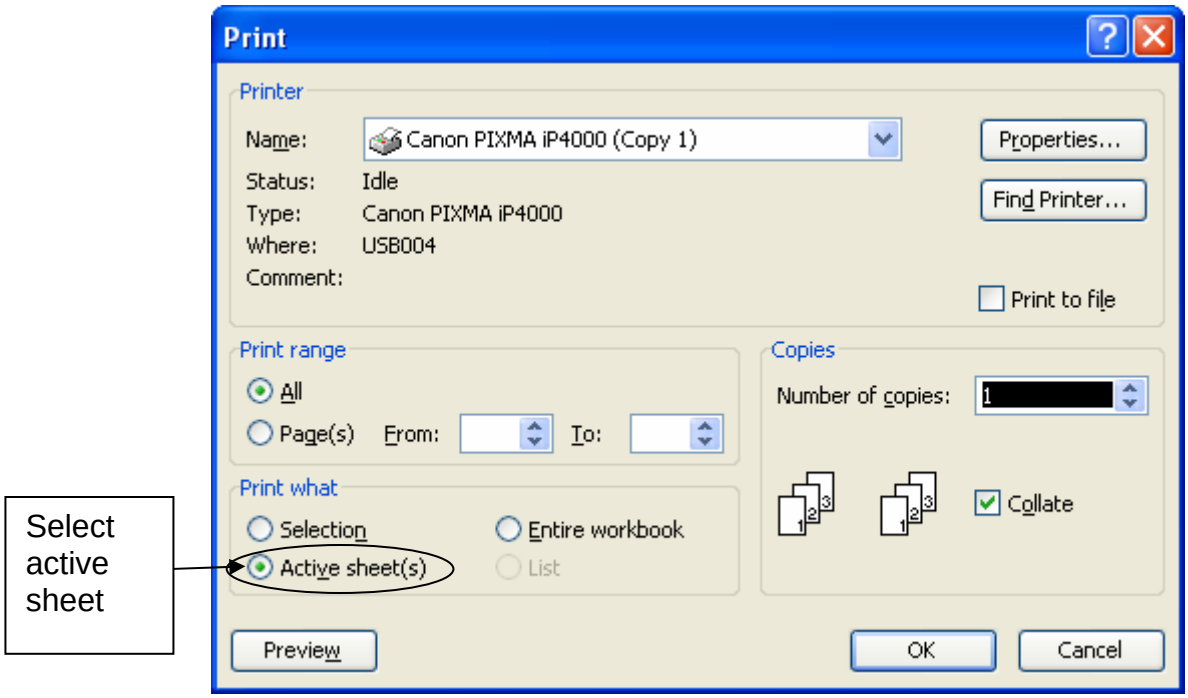


6. Then click **OK.**



Activity 11: Print Invoice

1. Click **File** at Menu Bar then Choose **Print.** Print dialogue box will appear as shown.



2. Select active sheet, then click **OK** button to start printing.

Exercise: Problem Solving

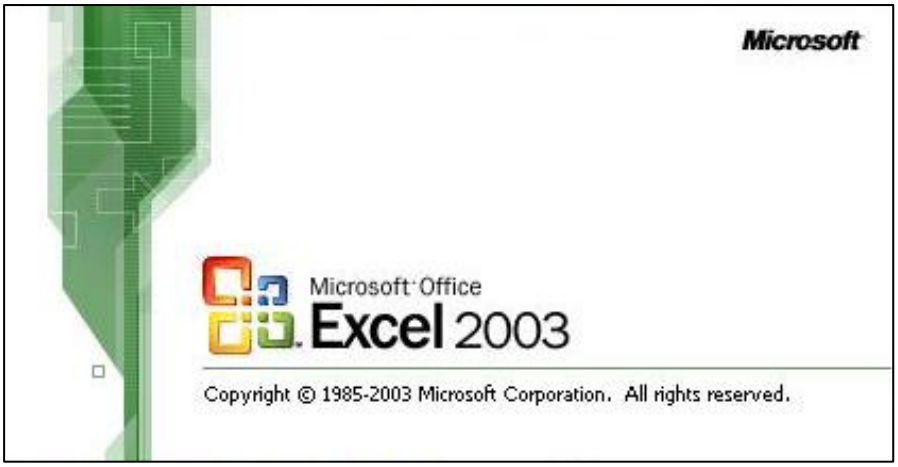
Your computer School Club have ordered the following items from the school COOP:

- 13 rims of A4 papers at RM 7.00 per rim,
- 5 unit of Canon Bubble Jet cartridge at RM 50.00
- 4 boxes of diskette at RM 25.00 per box
- 10 items of white board marker at RM 1.50 per item
- 2 boxes of computer papers at RM 40 per box
- 5 units of mouse at RM 15 per unit

As a salesman for your school COOP, you should prepare an invoice to buy those items.

MODULE 3

UNIT CHANGE



Curriculum Development Centre
Ministry of Education Malaysia

Name of Module : Unit Change

Learning Outcomes: The students should be able to:

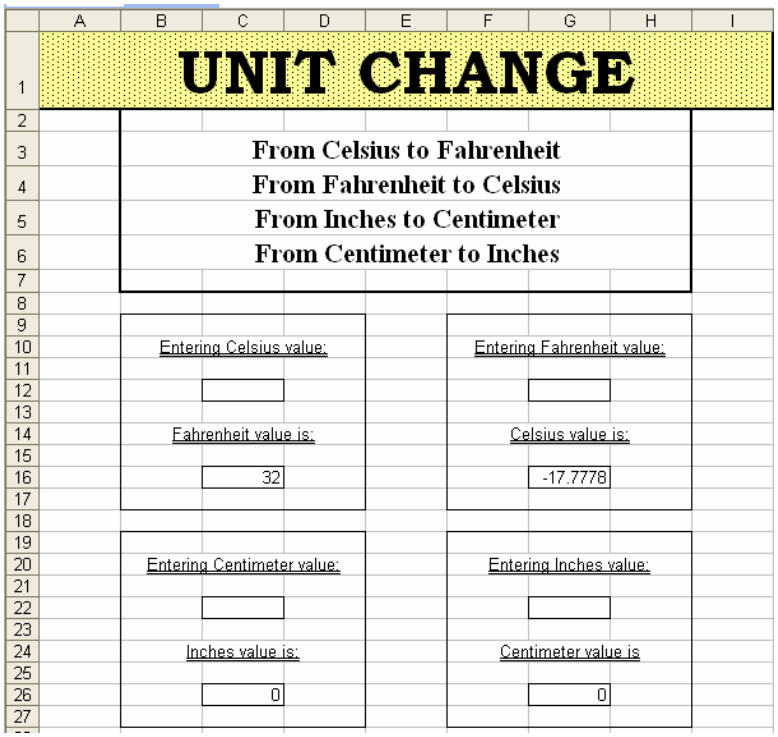
1) Using currency format
2) Key in data into worksheet
3) Inserting table
4) Save workbook
5) Close and exit workbook
6) Use formulae in worksheet

Knowledge and Skills:

a) Entering text
b) Change the font typeface, font style, and font size
c) Text Alignment
d) Formatting Cell
e) Entering formula
f) Using unit change spreadsheet
g) Printing spreadsheet

Module Summary:

At the end of this module, the students will be able to produce the output as shown below:

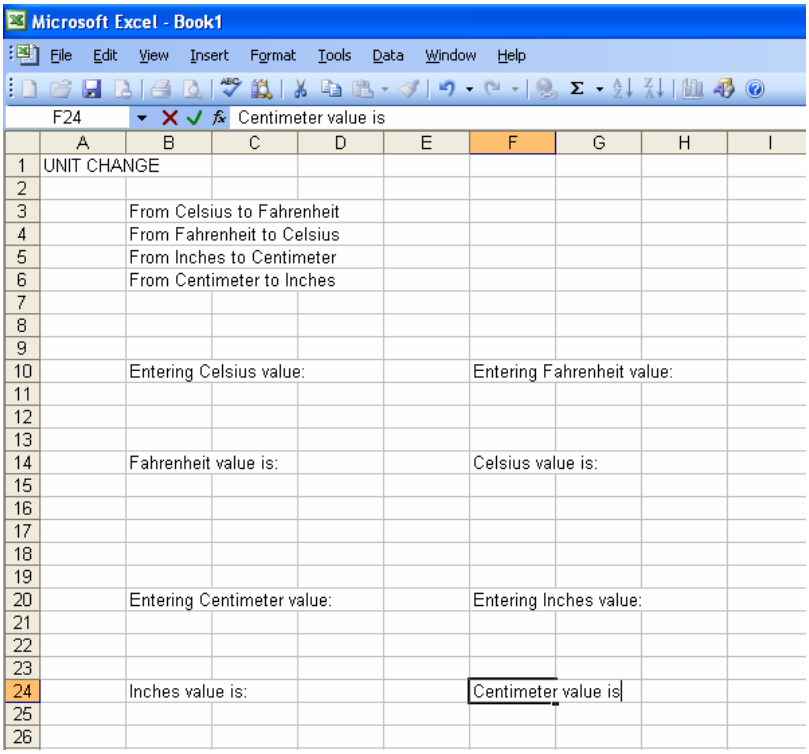


Activity 1: Entering text

Procedure:

1. Click cell A1, type **UNIT CHANGE**
2. Click ceil B3, type **From Celsius to Fahrenheit**
3. Click cell B4, type **From Fahrenheit to Celsius**
4. Click cell B5, type **From Inches to Centimeter**
5. Click cell B6, type **From Centimeter to Inches**
6. Click cell B10, type **Entering Celsius value**:
7. Click cell B14, type **Fahrenheit value is:**
8. Click cell B20, type **Entering Centimeter value:**
9. Click cell B24, type **Inches value is:**
10. Click cell F10, type **Entering Fahrenheit value**:
11. Click cell F14, type **Celsius value is:**
12. Click cell F20, type **Entering Inches value:**
13. Click cell F24, type **Centimeter value is:**

Note: At the end of step 13, your output as shown as below:

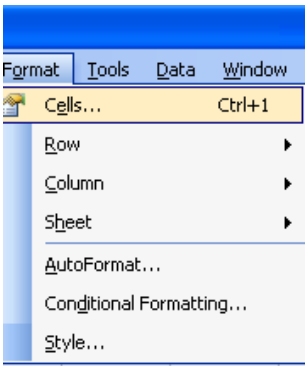


Activity 2: Change the font typeface, font style, and font size

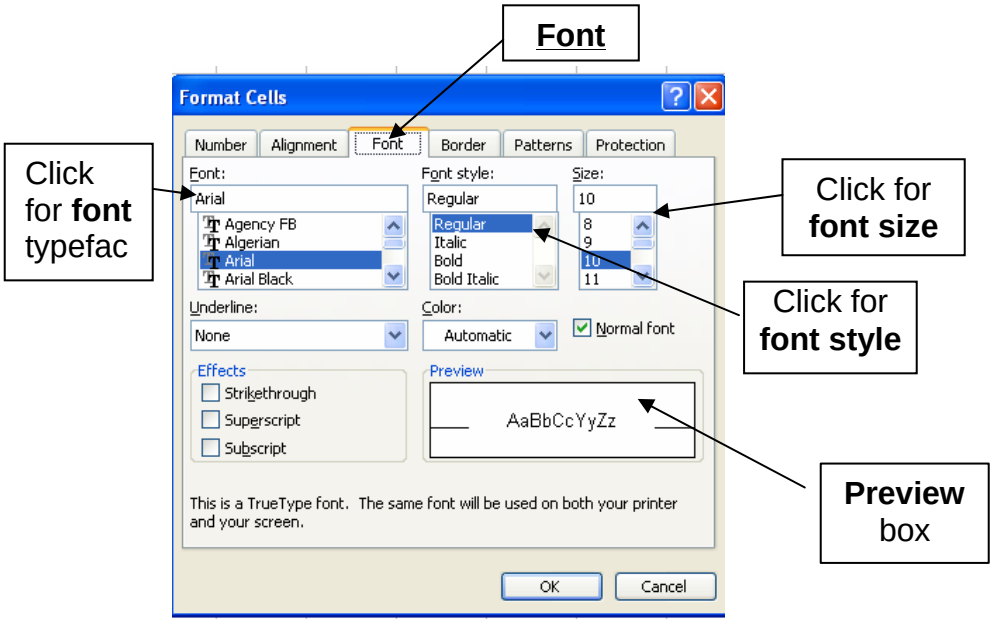
1. Change the font typeface, font style and font size for cell A1.

   a. Click cell A1.

   b. On the Menu bar, click **Format**.



   c. Click **Cells.** The **Format Cells** dialog box appears:



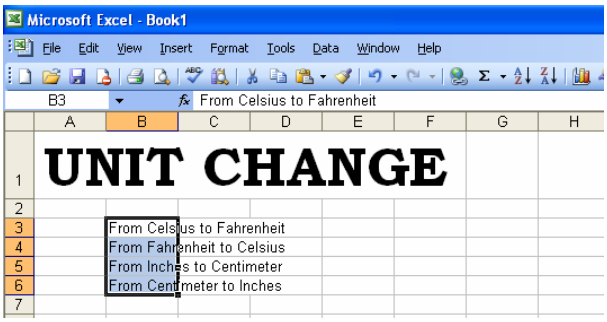
   d. Click the **Font** link in the **Font** section and change the font typeface, font style, and font size:

   - Font : Bookman Old Style
   - Font Style : Bold
   - Font Size : 36

   (**Note**: The font style will show in the **Preview** box.)

   e. Click **OK** button.

2. Move your cursor to cell **B3** and hold down the left mouse button and drag down the column until cells B3 through B6 are highlighted.



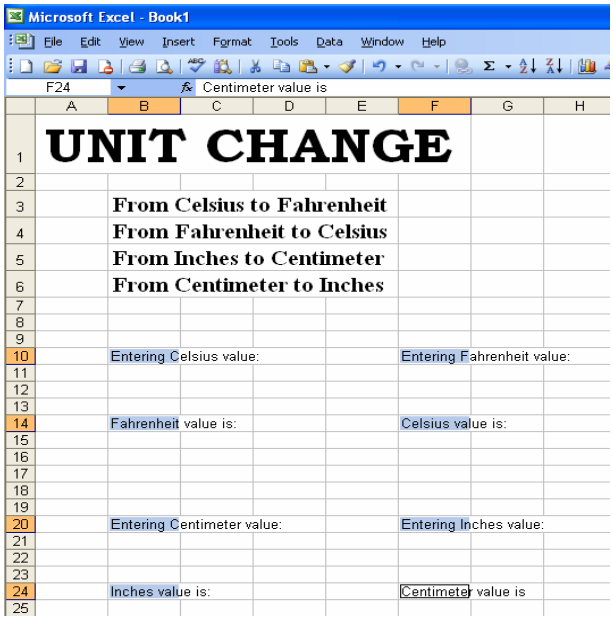
3. Repeat the step 1 for formatting the highlighted area:

- Font : Times New Roman
- Font Style: Bold
- Font Size : 16

4. Following the steps below for underline the text in cells B10, B14, B20, B24, F10, F14, F20 and F24.

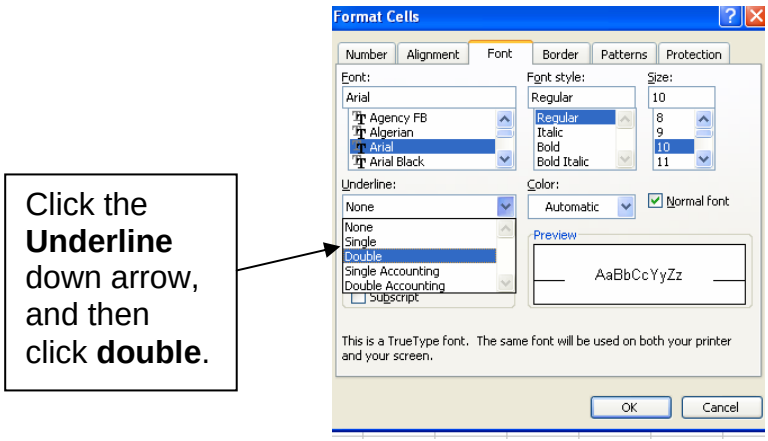
a. Click cell B10.

b. Press and hold the **Ctrl** key and then click to following sells:
B14, B20, B24, F10, F14, F20 dan F24. The entire sells will highlighted.
Release the **Ctrl** key.



c. On the Menu bar click **Format**, and then click **Cells**.

The **Format Cells** dialog box appears.



d. On **Underline**, choose **double**.

e. Click **OK** button.

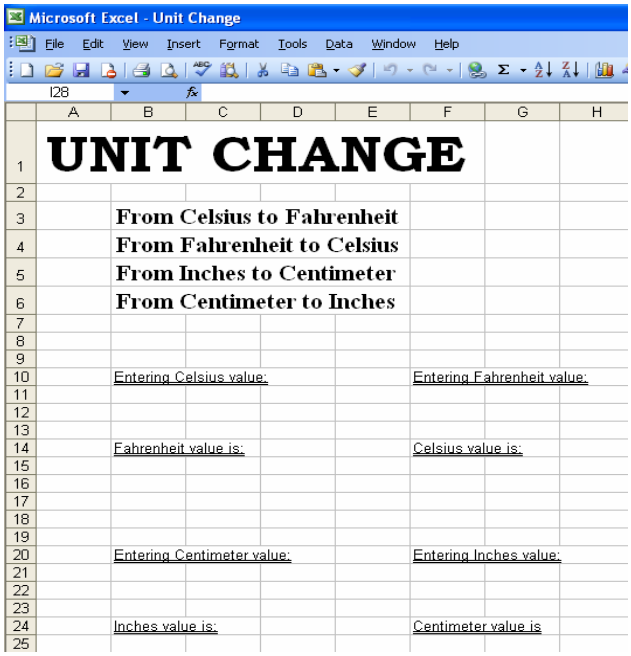
5. On the **File** menu, click **Save As**.
   The **Save As** dialog box appears.

6. On **Save in**, choose **3½ Floppy (A:)**.

7. In the **File name**, type “Unit Change”.

8. Click **Save**.

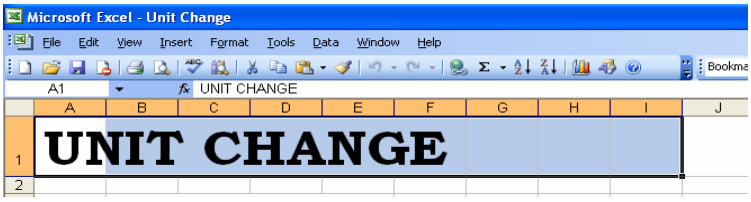
At the end of the activity, your spreadsheet should look like as shown as below:



Activity 3: Text alignment

The text in the cells can be aligned using **Format**, **Cells** and **Alignment** command. Thefollowing steps (Step 1-5) will align the text UNIT CHANGE from cell A1 to cell I1.

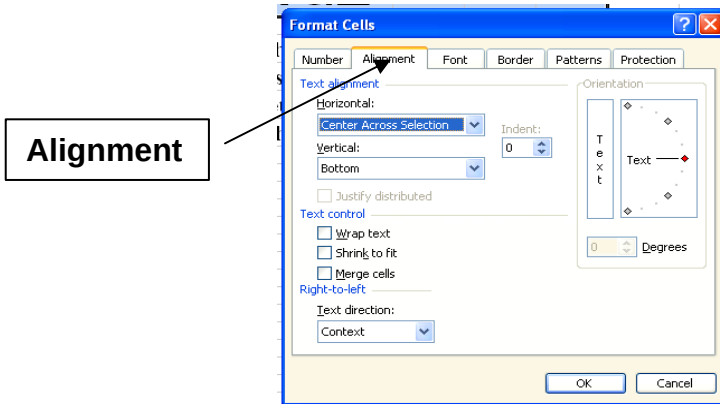
1. Move your cursor to cell A1, click and hold down the left mouse button and drag down to the right to cell I1.



On the Menu bar, click **Format** and then click **Cells**.

Format Cells

2. The dialog box will appears, click **Alignment**.



3. On **Horizontal Text Alignment**, choose ***Center across selection***.

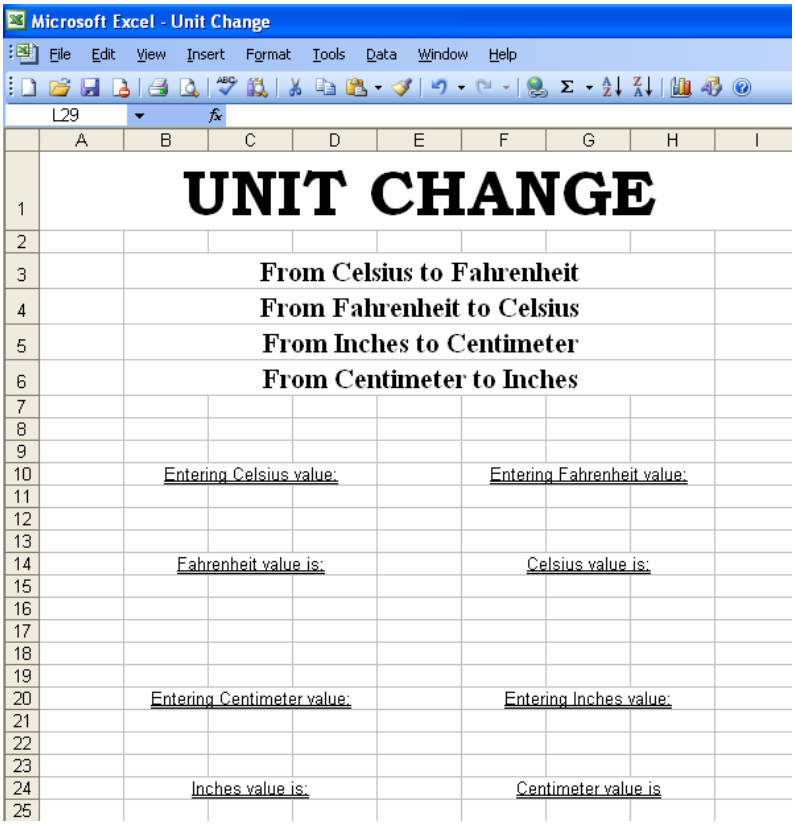
4. Click **OK** button.

5. Move your cursor to cell B3, click and hold down the left mouse button and drag down to the right to cell H6. Repeat the step 2 - 5 to centre the selected text.

6. Repeat the above step for the following ranges:

- cell B10 – D10
- cell B14 – D14
- cell B20 – D20
- cell B24 – D24
- cell F10 – H10
- cell F14 – H14
- cell F20 – H20
- cell F24 – H24

Note: At the end of the activity, your spreadsheet should look like as shown as below:

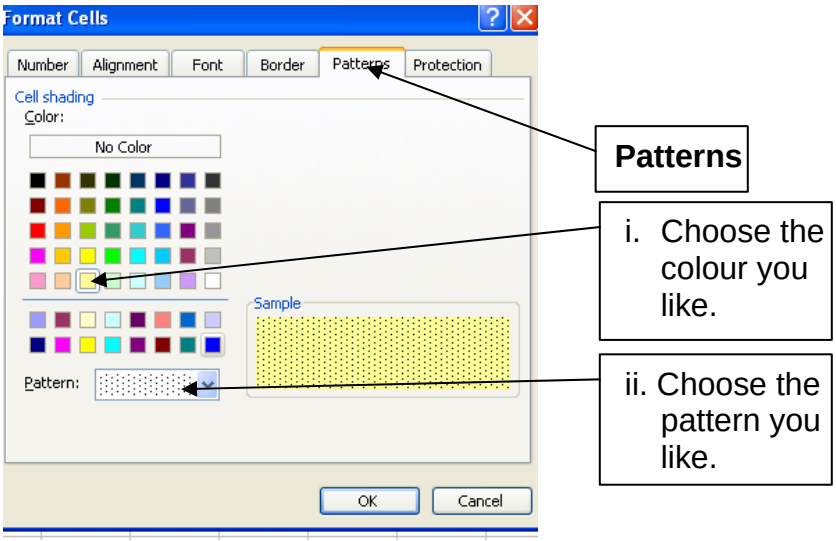


Activity 4: Formatting Cell

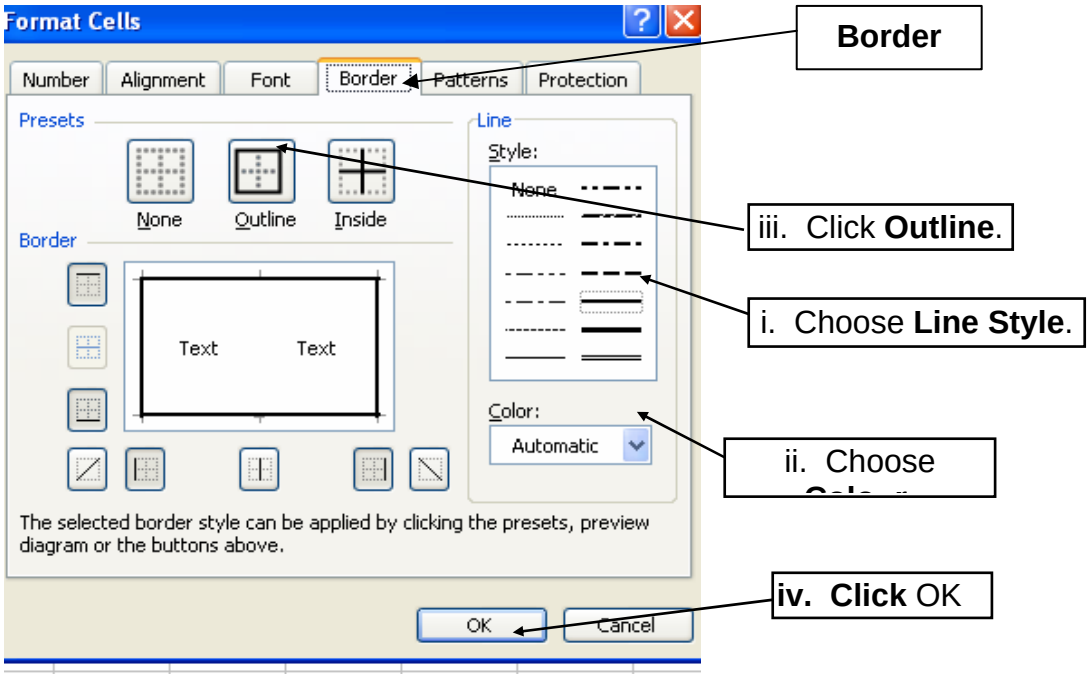
1. Follow the steps below to show the border and the shaded cell for the title of UNIT CHANGE.
   a. Move your cursor to cell A1, click and hold down the left mouse button and drag down to the right to cell I1.

   b. On the Menu bar, click **Format** and then click **Cells**.
   The dialog box **Format Cells** will appear.

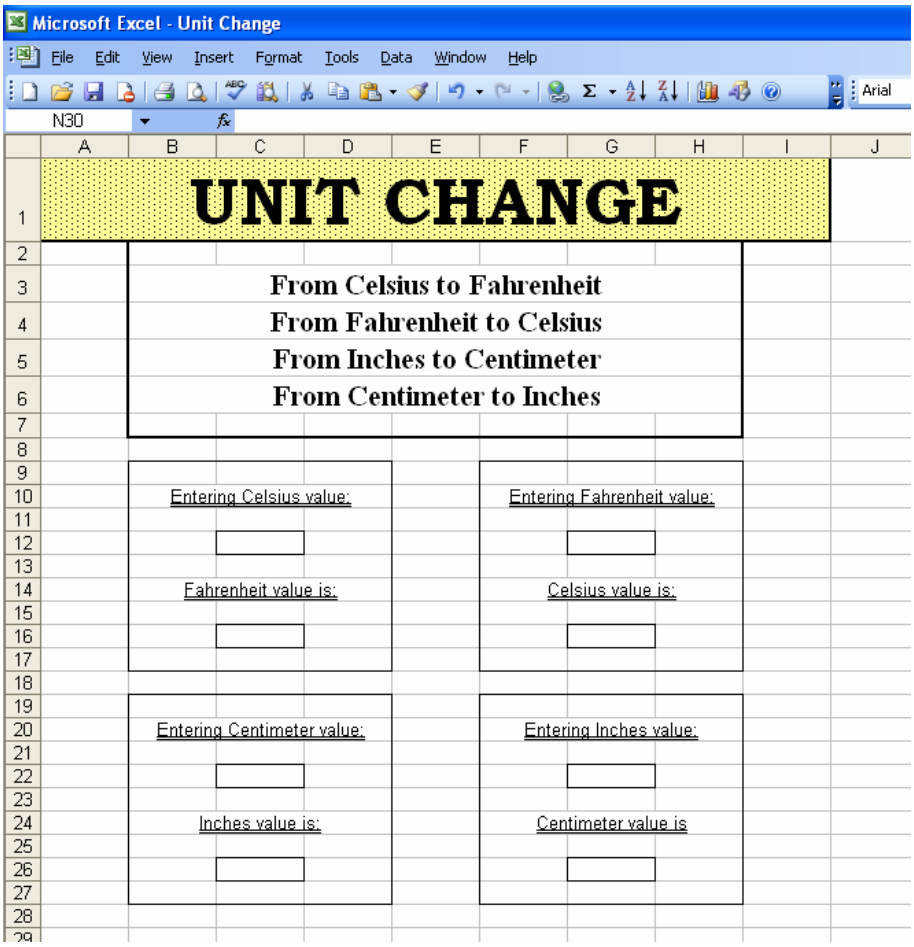
   c. Click **Patterns** button and then choose the **Color** and **Pattern**.



   d. Click **Border** button and then follow the steps below:



2. Use the above steps to create borders as shown below:



Activity 5: Entering formula

1. Click cell C16 and key-in formula **=9*C12/5+32**

2. Click cell G16 and key-in formula **=5*(G12-32)/9**

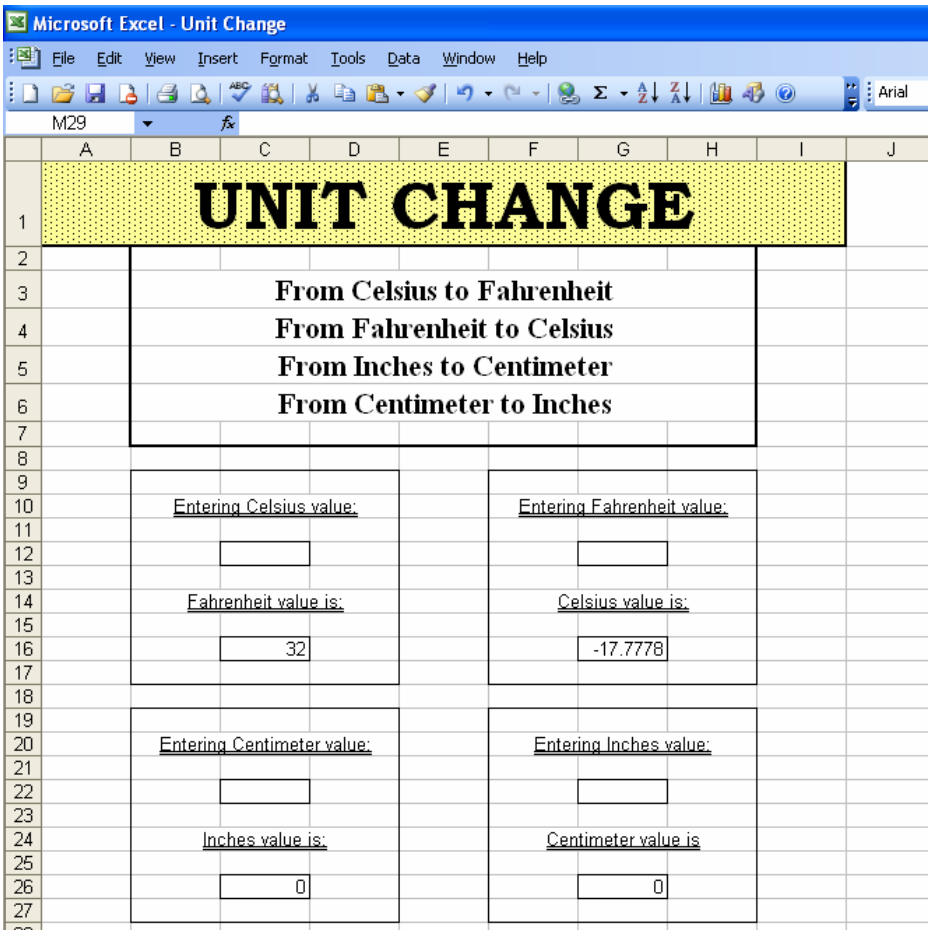
3. Click cell C26 and key-in formula **=0.4*C22**

4. Click cell G26 and key-in formula **=2.5*G22**

   Note: Cell C16, G16, C26 and G26 will each show the value 32, -17.7778, 0 and 0. This is because the reference cell C12, G12, C22 and G22 did not have any data. So the formula took the value for the reference cell as 0.

5. On the Standard toolbar, click **Save**.

   At the end of this activity, your spreadsheet shown below:



Activity 6: Using unit change spreadsheet

1. To change the Celsius unit to Fahrenheit unit:
   - Click cell C12.
   - Entering a temperature value into that cell.
   - The Fahrenheit unit for that temperature will appears on the cell C16.

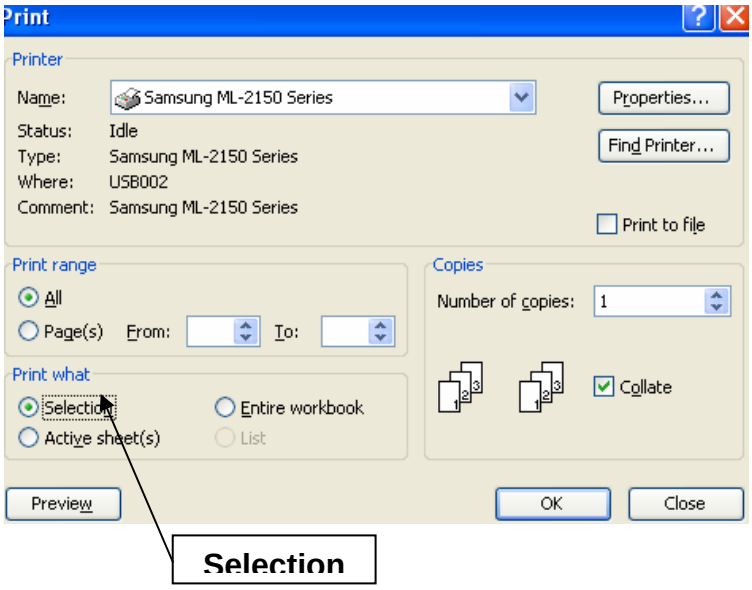
2. To change the Fahrenheit unit to Celsius unit:
   - Click cell G12.
   - Entering a temperature value into that cell.
   - The Celsius unit for that temperature will appears on the cell G16.

3. To change the centimeter unit to inches unit:
   - Click cell C22.
   - Entering a value into that cell.
   - The inches unit for that value will appears on the cell C26.

4. To change the inches unit to centimeter unit:
   - Click cell G22.
   - Entering a value into that cell.
   - The Centimeter unit for that value will appears on the cell G26.

Activity 7: Printing spreadsheet

1. Highlight cells A1 through I27.
2. On the Menu bar, click **File** and then click **Print**.
3. The **Print** dialog box will appears:



4. Click **Selection** from **Print What**.
5. Click **OK** button.
6. Click the **Close Window** button in the document window.

MODULE 4

MARKSHEET

Curriculum Development Centre
Ministry of Education Malaysia

Name of Module : **Marksheet**

Learning Outcomes: The students should be able to:

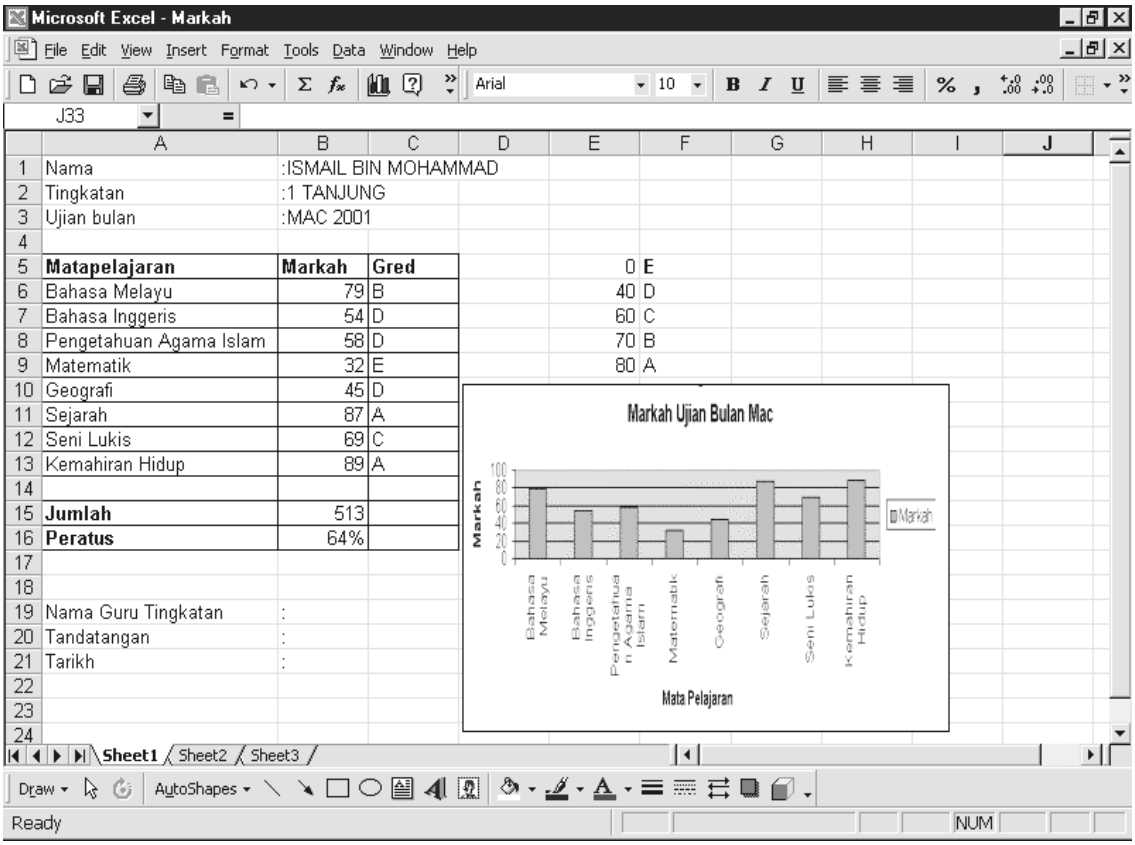
1) Key in data into worksheet
2) Inserting table
3) Save workbook
4) Close and exit workbook
5) Insert a chart in worksheet
6) Use formulae in worksheet (sum, grading, percentage)

Knowledge and Skills:

a) Change the column size.
b) Create simple individual mark sheet that contains *border,* using *SUM,* change the mark to grade and use the *lookup table*.
c) Create class mark sheet that contains total mark, grade and percentage.
d) Create chart from individual mark sheet.

Module Summary:

At the end of this module, the students will be able to produce the output as shown below:



	A	B	C	D	E	F	G	H	I	J
1	Nama	:ISMAIL BIN MOHAMMAD								
2	Tingkatan	:1 TANJUNG								
3	Ujian bulan	:MAC 2001								
4										
5	**Matapelajaran**	**Markah**	**Gred**		0	E				
6	Bahasa Melayu	79	B		40	D				
7	Bahasa Inggeris	54	D		60	C				
8	Pengetahuan Agama Islam	58	D		70	B				
9	Matematik	32	E		80	A				
10	Geografi	45	D							
11	Sejarah	87	A							
12	Seni Lukis	69	C							
13	Kemahiran Hidup	89	A							
14										
15	**Jumlah**	513								
16	**Peratus**	64%								
17										
18										
19	Nama Guru Tingkatan	:								
20	Tandatangan	:								
21	Tarikh	:								
22										
23										
24										

Activity 1 : Create student mark sheet.

1. Type the data inside the cell as shown below. Adjust the column width to fit the cells content.

	A	B	C	D
1	Nama	: ISMAIL BIN MOHAMAD		
2	Tingkatan	: 1 AMANAH		
3	Ujian bulan	: OGOS 2005		
4				
5	**Matapelajaran**	**Markah**	**Gred**	
6	Bahasa Melayu	79		
7	Bahasa Inggeris	54		
8	Pendidikan Agama Islam	58		
9	Matematik	32		
10	Geografi	45		
11	Sejarah	87		
12	Pendidikan Seni	69		
13	Kemahiran Hidup	89		
14				
15	Jumlah			
16	Peratus			
17				
18				
19	Nama Guru Tingkatan			
20	Tandatangan			
21	Tarikh			
22				

Notes: Change the column size.

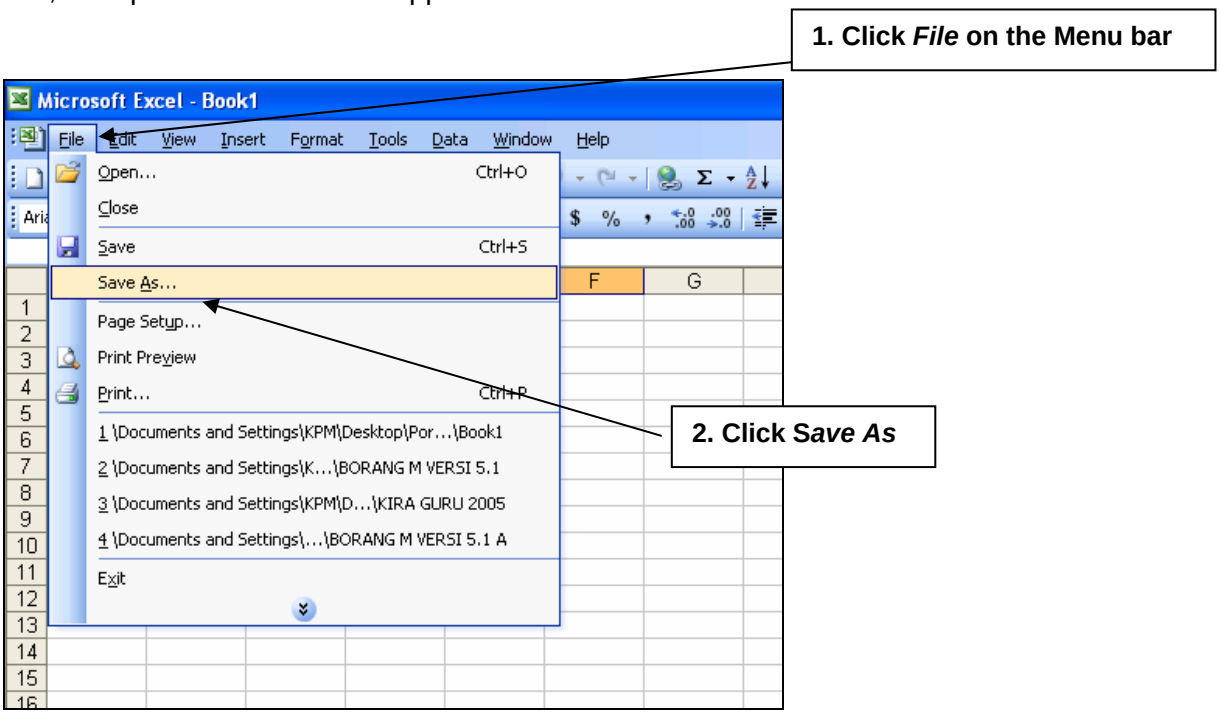
2. Move the cursor to the right side of the column. When the pointer changes to a double-headed arrow, click and drag the mouse until the column is in the size you want.

3. Place the cursor to the right side of the column, When the pointer changes to a double-headed arrow, double click , it will adjust automatically to fit the cell content.

Activity 2 : Save the worksheet

1. Save new worksheet.

When you complete your work, you need to save your worksheet. Click File on the Menu Bar, then pull down menu will appear. Click Save As

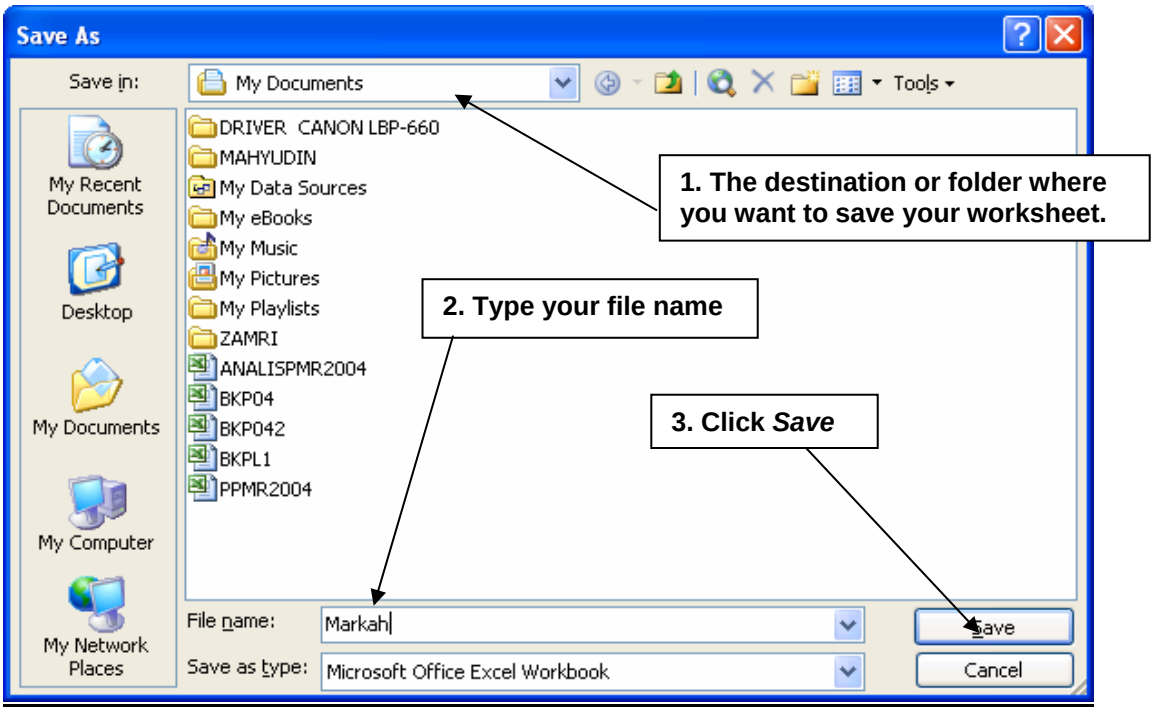


Save As dialog box will appear. Below are steps to save your worksheet.

a. Choose the destination or folder where you want to save your worksheet.

b. Type your file name.

c. Click **Save**.



2. Save an existing worksheet. You can save your existing worksheet in a few way :

   a. Click *File* on the Menu Bar then click *Save*.

   b. Click CTRL + S.

   c. Use Save icon on the Menu Bar.

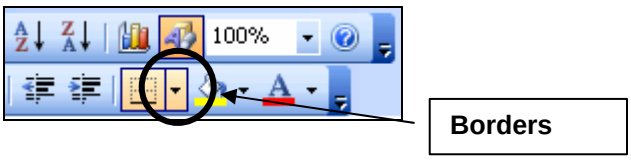
Activity 3 : Create Border

1. Highlight the selected cell to create border for a form as below.

2. Click at cell A5 and drag mouse to cell C16 to highlight the area.

	A	B	C	D
1	Nama	: ISMAIL BIN MOHAMAD		
2	Tingkatan	: 1 AMANAH		
3	Ujian bulan	: OGOS 2005		
4				
5	**Matapelajaran**	**Markah**	**Gred**	
6	Bahasa Melayu	79		
7	Bahasa Inggeris	54		
8	Pendidikan Agama Islam	58		
9	Matematik	32		
10	Geografi	45		
11	Sejarah	87		
12	Pendidikan Seni	69		
13	Kemahiran Hidup	89		
14				
15	Jumlah			
16	Peratus			
17				
18				
19	Nama Guru Tingkatan			
20	Tandatangan			
21	Tarikh			
22				

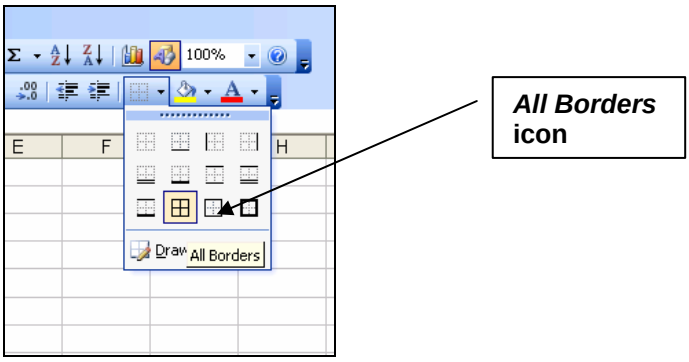
3. Click at the Borders icon on the Formatting Toolbar.



Notes: If the Borders icon are not display on the screen, Click View on the Menu Bar, then click Toolbars, Then click Formatting, the **(✓)** will appear beside the Formatting

.

4. The borders drop down list will appear. Select *All Borders* icon.



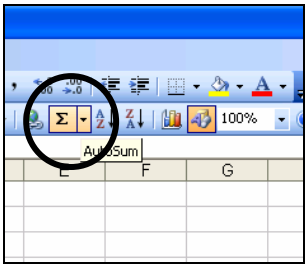
5. The workbook now appears as shown below.

	A	B	C	D	E
1	Nama	: ISMAIL BIN MOHAMAD			
2	Tingkatan	: 1 AMANAH			
3	Ujian bulan	: OGOS 2005			
4					
5	**Matapelajaran**	**Markah**	**Gred**		
6	Bahasa Melayu	79			
7	Bahasa Inggeris	54			
8	Pendidikan Agama Islam	58			
9	Matematik	32			
10	Geografi	45			
11	Sejarah	87			
12	Pendidikan Seni	69			
13	Kemahiran Hidup	89			
14					
15	Jumlah				
16	Peratus				
17					
18					
19	Nama Guru Tingkatan				
20	Tandatangan				
21	Tarikh				
22					

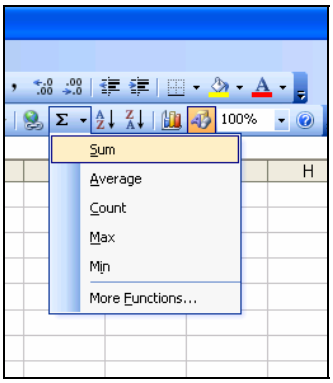
6. Save your worksheet.

Activity 4: Insert formula

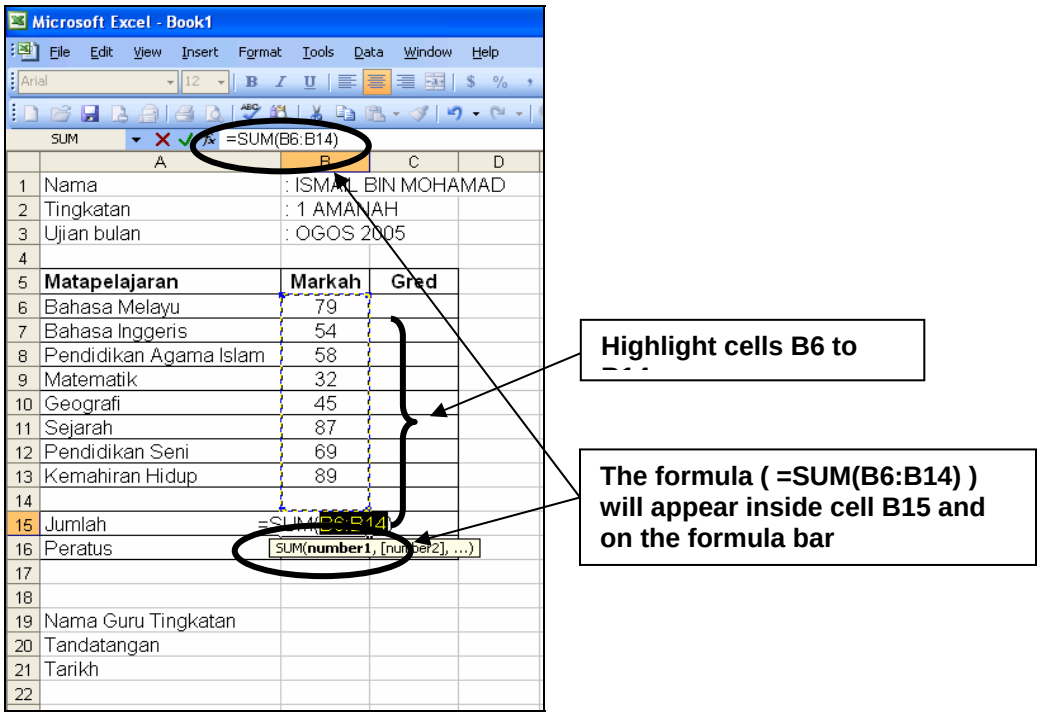
1. To find out the total mark of the student, click your mouse inside cell B15. Then click at the *Auto Sum* icon on the toolbar.



2. The pull down menu will appear and choose *Sum.*



3. When you choose *Sum,* your worksheet will look like this :

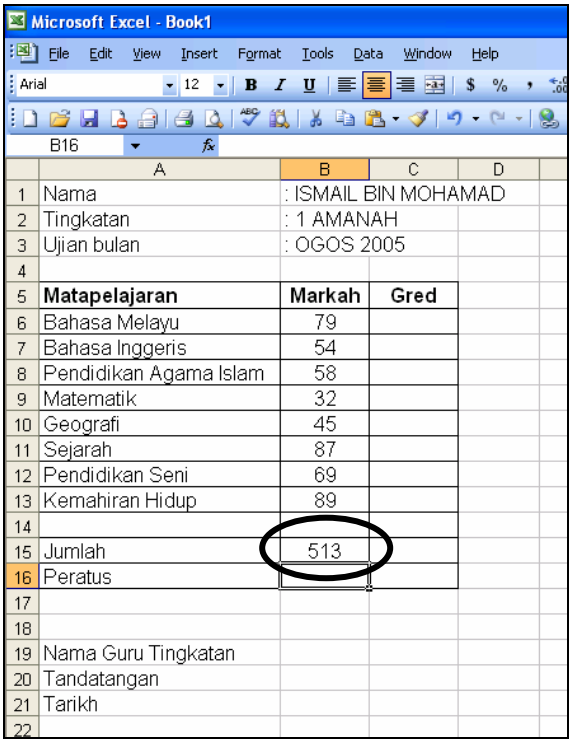


4. Click on cell B6, hold and drag the mouse to cell B13. The formula inside cell B15 and on the formula bar will change to :

=SUM(B6:B13)

Note : The formula means, sum from cell B6 to B13.

5. Press Enter. The total mark of the student will appear inside cell B15.



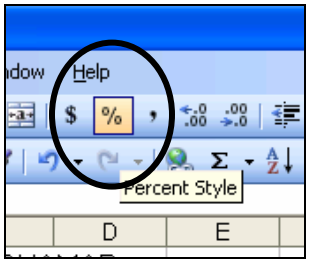
	A	B	C	D
1	Nama	: ISMAIL BIN MOHAMAD		
2	Tingkatan	: 1 AMANAH		
3	Ujian bulan	: OGOS 2005		
4				
5	**Matapelajaran**	**Markah**	**Gred**	
6	Bahasa Melayu	79		
7	Bahasa Inggeris	54		
8	Pendidikan Agama Islam	58		
9	Matematik	32		
10	Geografi	45		
11	Sejarah	87		
12	Pendidikan Seni	69		
13	Kemahiran Hidup	89		
14				
15	Jumlah	513		
16	Peratus			
17				
18				
19	Nama Guru Tingkatan			
20	Tandatangan			
21	Tarikh			
22				

6. Insert the formula below into cell B16 and press ***Enter.***

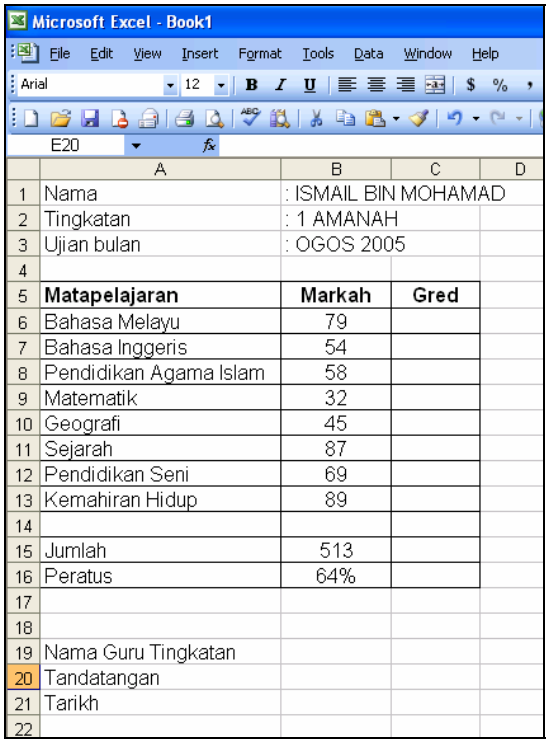
=B15/(8*100)

Note : Total mark in cell B15 divide by total maximum mark for 8 subject.

7. Click on cell B16 and then click the percentage icon on formatting toolbar to change the number to percentage.



8. Your worksheet will shown as below.



	A	B	C	D
1	Nama	: ISMAIL BIN MOHAMAD		
2	Tingkatan	: 1 AMANAH		
3	Ujian bulan	: OGOS 2005		
4				
5	**Matapelajaran**	**Markah**	**Gred**	
6	Bahasa Melayu	79		
7	Bahasa Inggeris	54		
8	Pendidikan Agama Islam	58		
9	Matematik	32		
10	Geografi	45		
11	Sejarah	87		
12	Pendidikan Seni	69		
13	Kemahiran Hidup	89		
14				
15	Jumlah	513		
16	Peratus	64%		
17				
18				
19	Nama Guru Tingkatan			
20	Tandatangan			
21	Tarikh			
22				

9. Save your worksheet.

Activity 5: Define grade

1. Type the number as shown below in the right cell.

Cell E5: type 0
Cell E6: type 40
Cell E7: type 60
Cell E8: type 70
Cell E9: type 80
Cell F5: type E
Cell F6: type D
Cell F7: type C
Cell F8: type B
Cell F9: type A

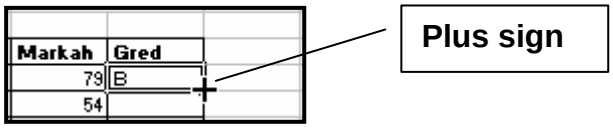
2. Click cell C6 and fill in this formula:

   =VLOOKUP(B6,E$5:F$9,2) and press 'Enter' key.

   (The formula using mark in cell B6 and search for grade value from grade table in cell E5 until cell f9 area . Refer *Help* about using the function of VLOOKUP, ask your teacher if necessary.

3. Copy the formula from cell C6 to cell C7 until C13

   a. Click cell C6.
   b. Move the cursor to the right angle under cell C6 to change the cursor to be one plus sign. (See the figure as shown below):



   c. Click and drag the cursor to cell C13. A boundary line frame cell C6 will effloresce accompany with cursor movement.
   d. When you hold the mouse button, The content of cell C6 will copied to cell C7 until cell C13.

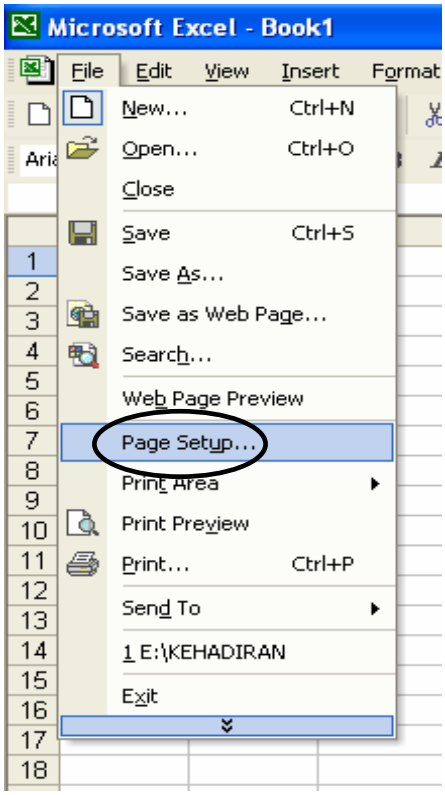
4. Print your worksheet.

Activity 6: Produce the mark form of class monthly test

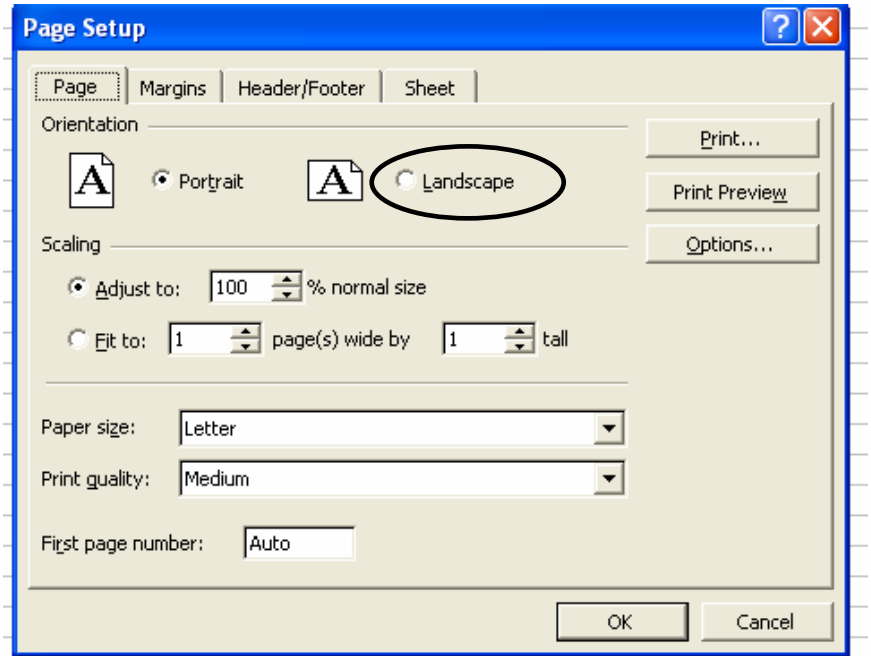
In the Microsoft Excel, a workbook can content more than one sheet. In the activities before, you had produced an individual mark form in sheet 1 your sheet. For the mark foam of class monthly test, use a new sheet

1. Click the icon *Sheet2* under your worksheet (The figure is appear). A new sheet will appear.

2. To change orientation a page from *Portrait* to *Landscape*.
   a. Click *File* on menu bar and a menu will appear as shown as below.



b. Click *Page Setup.* A window of *Page Setup* will appear. Click button *Landscape.* Click *OK*.



3. Insert data in the cells as shown below.

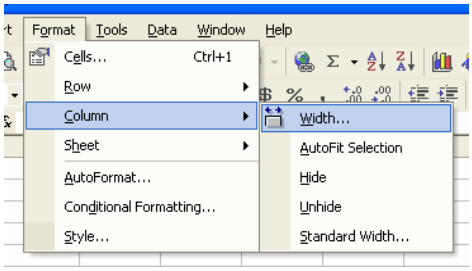
Cell B1 **: type** Guru Tingkatan: Pn. Lily Pin
Cell B2 **: type** Tingkatan : 1 Tanjung
Cell B3 **: type** Ujian Bulan : MAC 2001
Cell A5 **: type** Bil
Cell B5 **: type** Nama
Cell C5 **: type** BM
Cell D5 **: type** Gred
Cell E5 **: type** BI
Cell F5 **: type** Gred
Cell G5 **: type** AG/M
Cell H5 **: type** Gred
Cell I5 : type MAT
Cell J5 **: type** Gred
Cell K5 **: type** GEOG
Cell L5 **: type** Gred
cell M5 **: type** SEJ
cell N5 **: type** Gred
cell O5 **: type** LKS
cell P5 **: type** Gred
cell Q5 **: type** KH
cell R5 **: type** Gred
cell S5 **: type** Jum
cell T5 **: type** %

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1		:Guru Tingkatan : Pn. Lily Pin																		
2		:Tingkatan : 1 Tanjung																		
3		:Ujian Bulan :MAC 2001																		
4																				
5	**Bil**	**Nama**	**BM**	**Gred**	**BI**	**Gred**	**AG/M**	**Gred**	**MAT**	**Gred**	**GEO**	**Gred**	**SEJ**	**Gred**	**LKS**	**Gred**	**KHB**	**Gred**	**Jum**	**%**

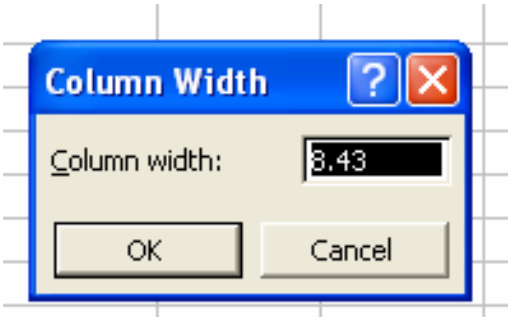
4. To change column size.

   a. Change size of columns A and B to make suitable with cell size. Refer activity 1, if necessary.
   b. For columns C and T. Do this directions.

      i. Click columns C label and drag a mouse until to columns T label to make all columns from C until is highlighted.
      ii. Click *Format* on menu bar. one menu will appear.
      iii. Click *Column* and then click *Width.*



      iv. One window as shown as below will appear. Type number 5 (For value character in one column) and click OK.



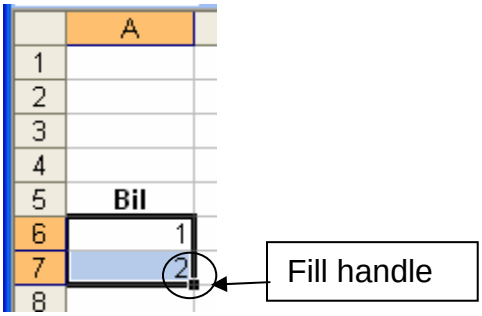
      v. A columns size highlighted will be reduce to be 5 character.

5. Save your workbook.

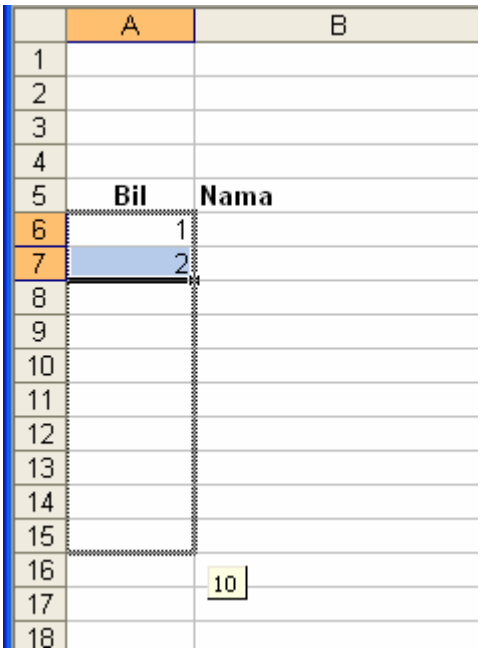
Activity 7: Auto Fill

1. Enter the data as below:

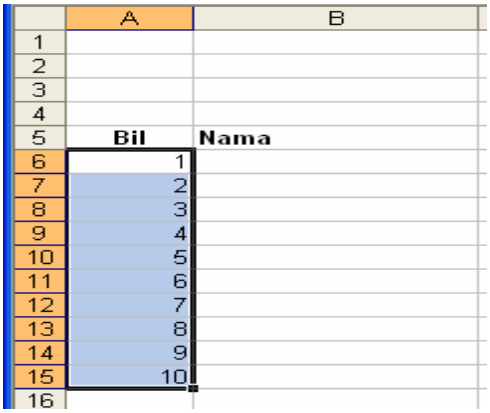
   a. In cell A6 type 1
   b. In cell A7 type 2
   c. Highlight cell A6 and A7



   d. Then place the cursor at the lower-right corner of the selection until the pointer turn to a black cross. Drag the fill handle downward until cell A15.



e. Release the mouse button. The highlighted cell will be numbered from 1 to 10.



	A	B
1		
2		
3		
4		
5	**Bil**	**Nama**
6	1	
7	2	
8	3	
9	4	
10	5	
11	6	
12	7	
13	8	
14	9	
15	10	
16		

f. Type the name of students from cell B6 to B15.

g. Type the marks of each subject

h. Type the formula in cell D6 to count the grade. Refer to activity 3 and 4 if necessary.

i. Select cell D6, drag the fill handle downward until cell D15 to copy the formula.

j. Repeat the step to find the Total and Percentage of the mark sheet.

:Guru Tingkatan : Pn. Lily Pin
:Tingkatan : 1 Tanjung
:Ujian Bulan :MAC 2001

Bil	Nama	BM	Gred	BI	Gred	SEJ/M	Gred	MAT	Gred	GEO	Gred	SEJ	Gred	LKS	Gred	KHB	Gred	Jum	%
1	Ismail bin Mohammad	79	B	54	D	58	D	32	E	45	D	87	A	69	C	89	A	513	64%
2	Abu bin Adabi	58	D	90	A	98	A	54	D	58	D	87	A	79	B	75	B	599	75%
3	Siti Sifir binti Alang	59	D	70	B	86	A	68	C	95	A	45	D	85	A	85	A	593	74%
4	Jamel bin Mohammad	89	A	46	D	87	A	75	B	47	D	13	E	65	C	95	A	517	65%
5	Abd Rahman bin Ideris	63	C	51	D	84	A	68	C	25	E	65	C	95	A	65	C	516	65%
6	Loh Ah Bong	57	D	62	C	72	B	51	D	65	C	35	E	80	A	35	E	457	57%
7	Maniam a/l Sami	74	B	73	B	48	D	50	D	45	D	98	A	90	A	45	D	523	65%
8	Karim bin Kassim	82	A	89	A	45	D	56	D	85	A	87	A	84	A	45	D	573	72%
9	Wan Too Ku	93	A	54	D	46	D	70	B	35	E	78	B	60	C	54	D	490	61%
10	Flora Chang	68	C	51	D	92	A	60	C	78	B	45	D	90	A	59	D	543	68%

0	E
40	D
60	C
70	B
80	A

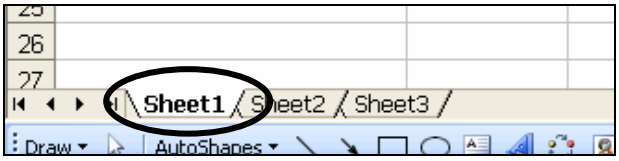
Grade table for VLOOKUP

2. Save your work.

Activity 8 : Create chart

In this activity you will use the individual mark sheet to build chart.

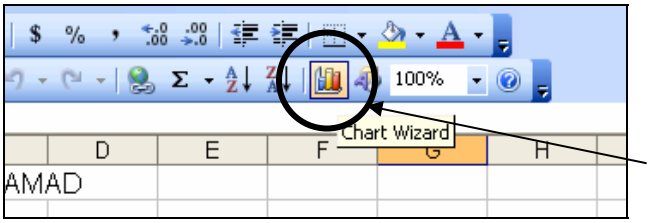
1. Click *Sheet1* at the bottom of the page to show the individual mark sheet.



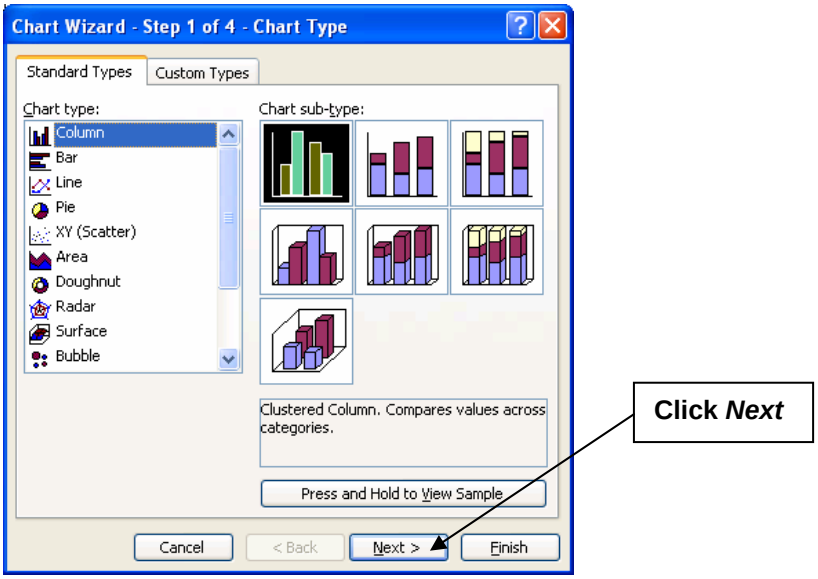
2. Click on cell A6 , hold and drag to cell B13.

	A	B	C	D	E
1	Nama	: ISMAIL BIN MOHAMAD			
2	Tingkatan	: 1 AMANAH			
3	Ujian bulan	: OGOS 2005			
4					
5	**Matapelajaran**	**Markah**	**Gred**		
6	Bahasa Melayu	79			
7	Bahasa Inggeris	54			
8	Pendidikan Agama Islam	58			
9	Matematik	32			
10	Geografi	45			
11	Sejarah	87			
12	Pendidikan Seni	69			
13	Kemahiran Hidup	89			
14					
15	Jumlah	513			
16	Peratus	64%			
17					
18					
19	Nama Guru Tingkatan				
20	Tandatangan				
21	Tarikh				
22					

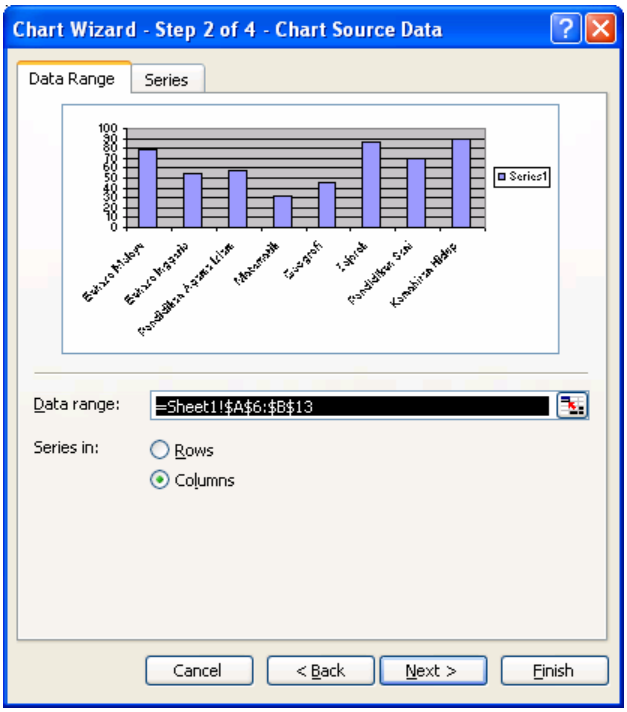
3. Click *Chart Wizard* on *Standard Toolbar.*



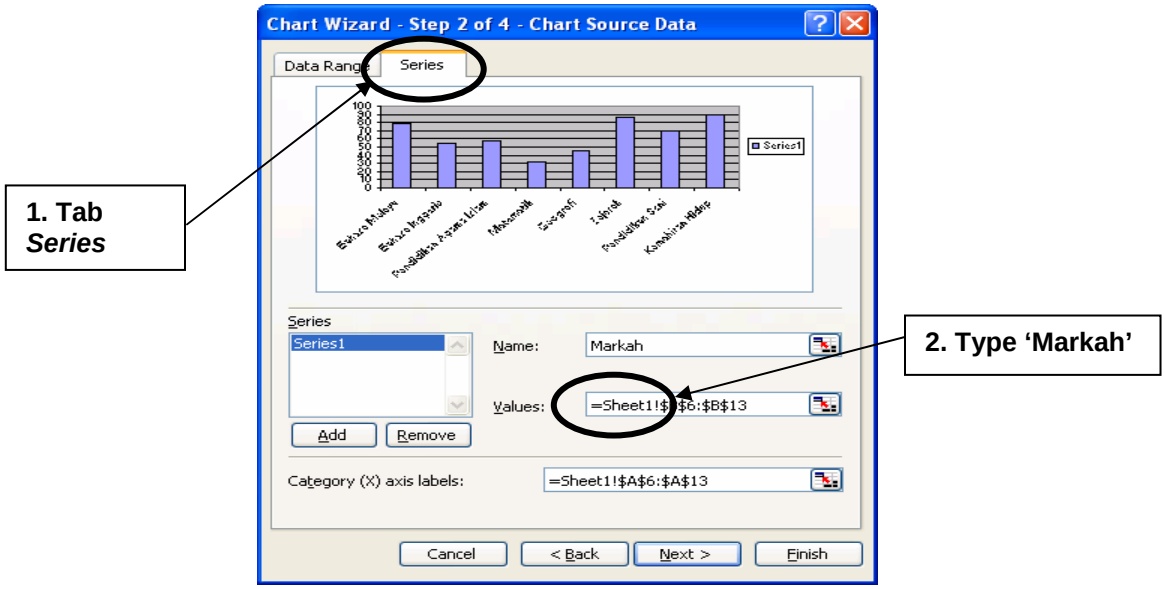
4. *Chart Wizard* dialog box will appear. Bar chart is the default chart. Click *Next.*



5. The dialog box below will appear.



6. Click **tab *Series*.**

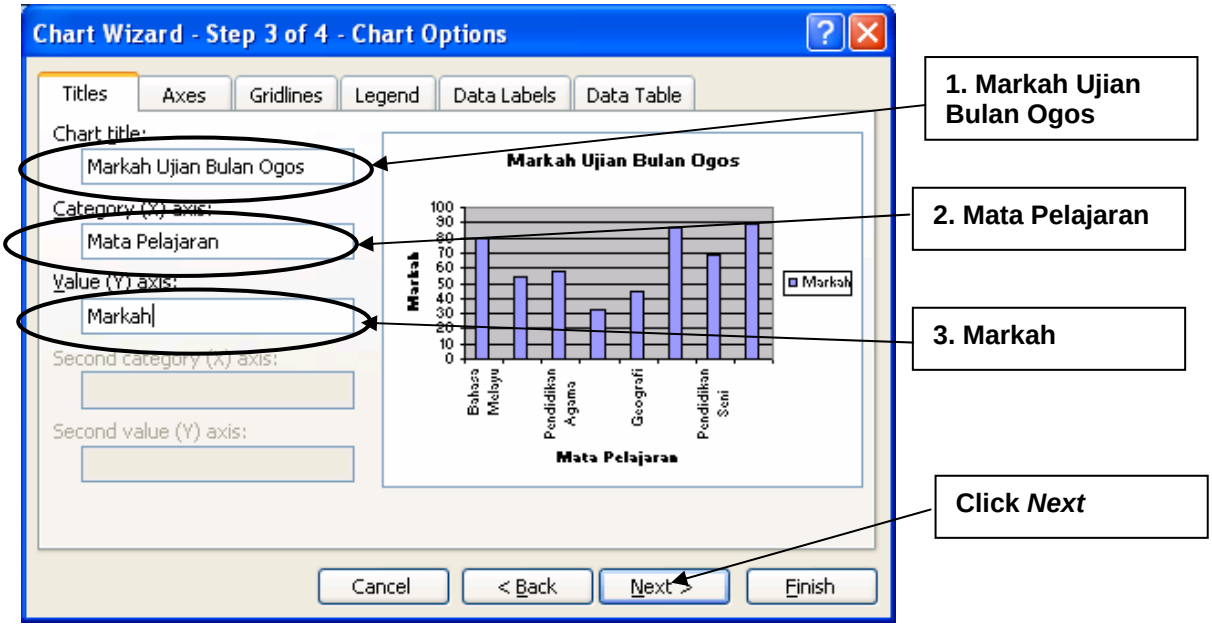


7. Type '**Markah'** inside the name box.

8. Click ***Next*** and the dialog '**Chart Wizard – Step 3 of 4 – Chart Options'** will appear.

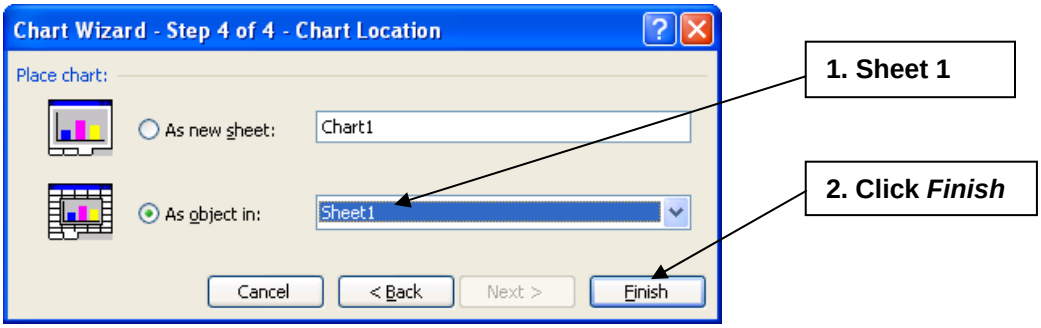
9. Type **Markah Ujian Bulan Ogos** inside the ***Chart Title* box, Mata Pelajaran inside**

10. ***Category (X) axis* box and Markah inside *Value (Y) axis* box**. Click *Next.*

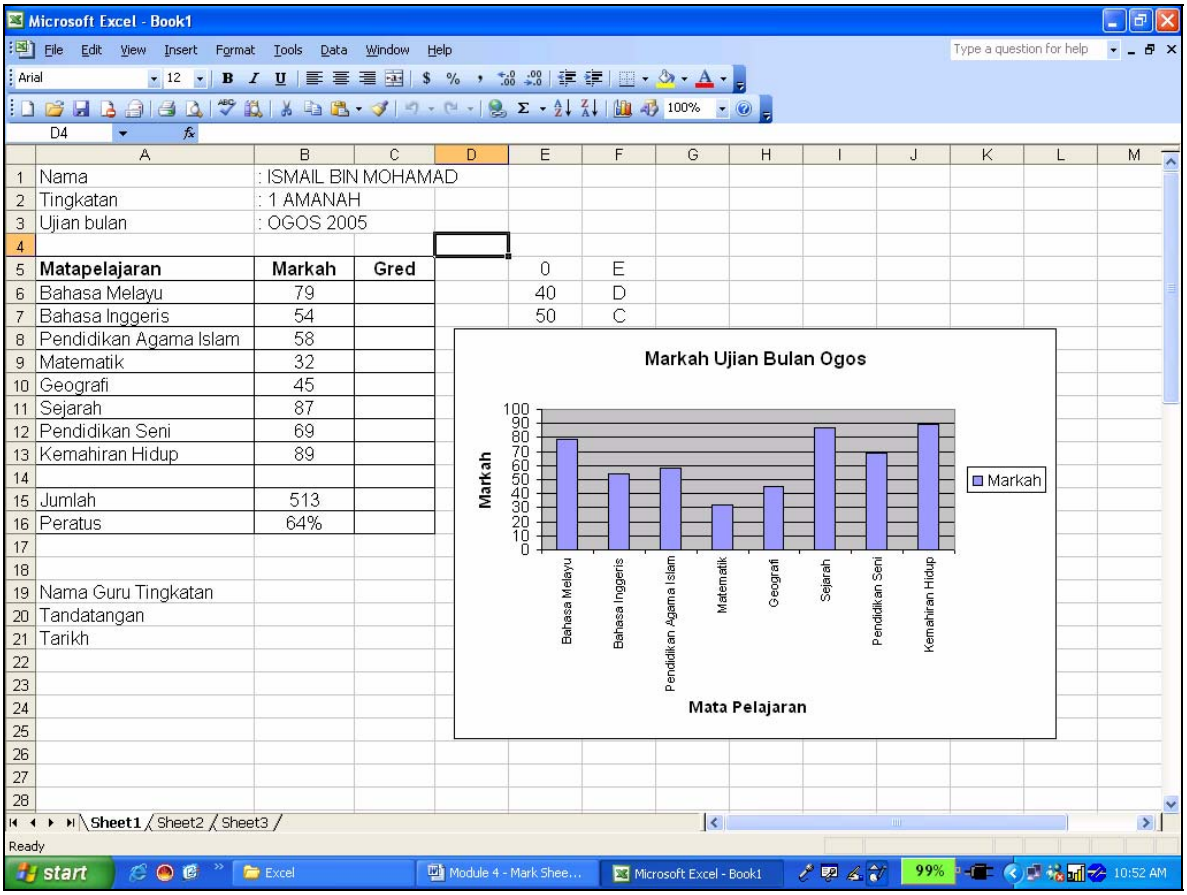


11. **The** Chart Wizard – Step 4 of 4 – Chart Location **will appear.**

12. Choose ***As object in : Sheet 1*** and click ***Finish.***



13. Your mark sheet and chart are now complete and look like figure below :

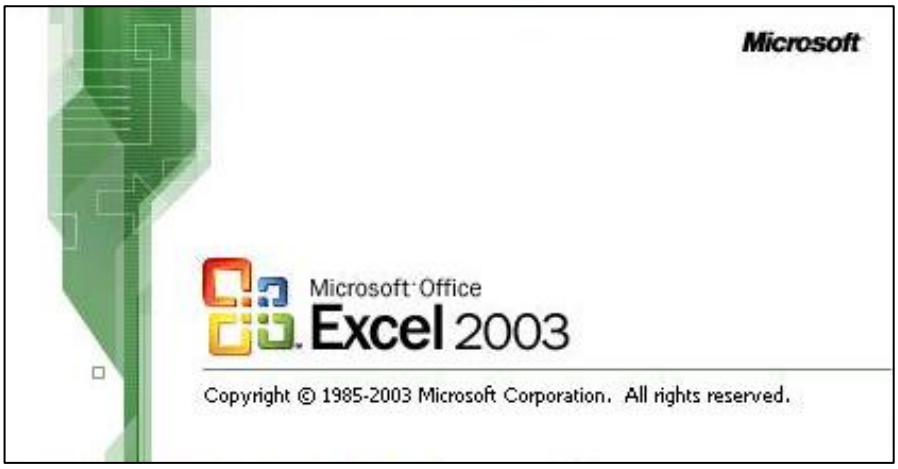


	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Nama	: ISMAIL BIN MOHAMAD											
2	Tingkatan	: 1 AMANAH											
3	Ujian bulan	: OGOS 2005											
4													
5	**Matapelajaran**	**Markah**	**Gred**		0	E							
6	Bahasa Melayu	79			40	D							
7	Bahasa Inggeris	54			50	C							
8	Pendidikan Agama Islam	58											
9	Matematik	32											
10	Geografi	45											
11	Sejarah	87											
12	Pendidikan Seni	69											
13	Kemahiran Hidup	89											
14													
15	Jumlah	513											
16	Peratus	64%											
17													
18													
19	Nama Guru Tingkatan												
20	Tandatangan												
21	Tarikh												
22													
23													
24													
25													
26													
27													
28													

14. Save your worksheet. If you want to print the chart, click on the chart area and then click *File, Print* and *OK.*

MODULE 5

CREATING CHART



Curriculum Development Centre
Ministry of Education Malaysia

Name of Module : **Creating Chart**

Learning Outcomes: The students should be able to:

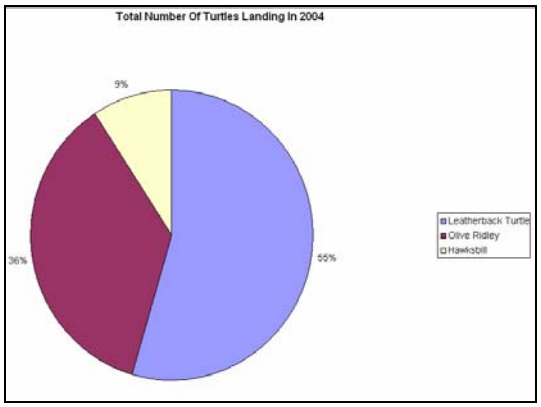
1) Key in data into worksheet
2) Insert a chart in worksheet
3) Change chart type and properties
4) Close and exit workbook

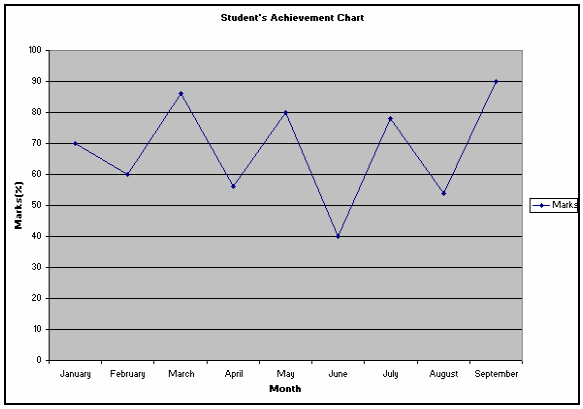
Knowledge and Skills:

a) Create charts.
b) Change chart type
c) Change chart properties
d) Delete charts
e) Preview charts
f) Print charts
g) Save charts

Module Summary:

At the end of this module, the students will be able to produce the output as shown below:





Activity 1: Student Achievement Chart

Activity 1.1 Insert data in the worksheet

1. Open Microsoft Excel 2003 application. Type the data in the cells as shown below (Figure 1).

	A	B	C	D
1	**Name**	**Amelia Suziana bt Mohd Zain**		
2	**Form**	**1A1**		
3	**Subject**	**Mathematics**		
4				
5	**Month**	**Marks**		
6	January	70		
7	February	60		
8	March	86		
9	April	56		
10	May	80		
11	June	40		
12	July	78		
13	August	54		
14	September	90		
15				

Figure 1

2. Click cell A5 and drag until the cell C13 as shown below (Refer figure 2)

	A	B	C	D
1	**Name**	**Amelia Suziana bt Mohd Zain**		
2	**Form**	**1A1**		
3	**Subject**	**Mathematics**		
4				
5	**Month**	**Marks**		
6	January	70		
7	February	60		
8	March	86		
9	April	56		
10	May	80		
11	June	40		
12	July	78		
13	August	54		
14	September	90		
15				

Figure 2

3. Click **Chart Wizard** button on the Standard Toolbar to start the Chart Wizard..

Figure 3

4. The **Chart Wizard** Window will appear as shown below (Figure 4). The first step of the Chart Wizard (Column Chart) is displayed.

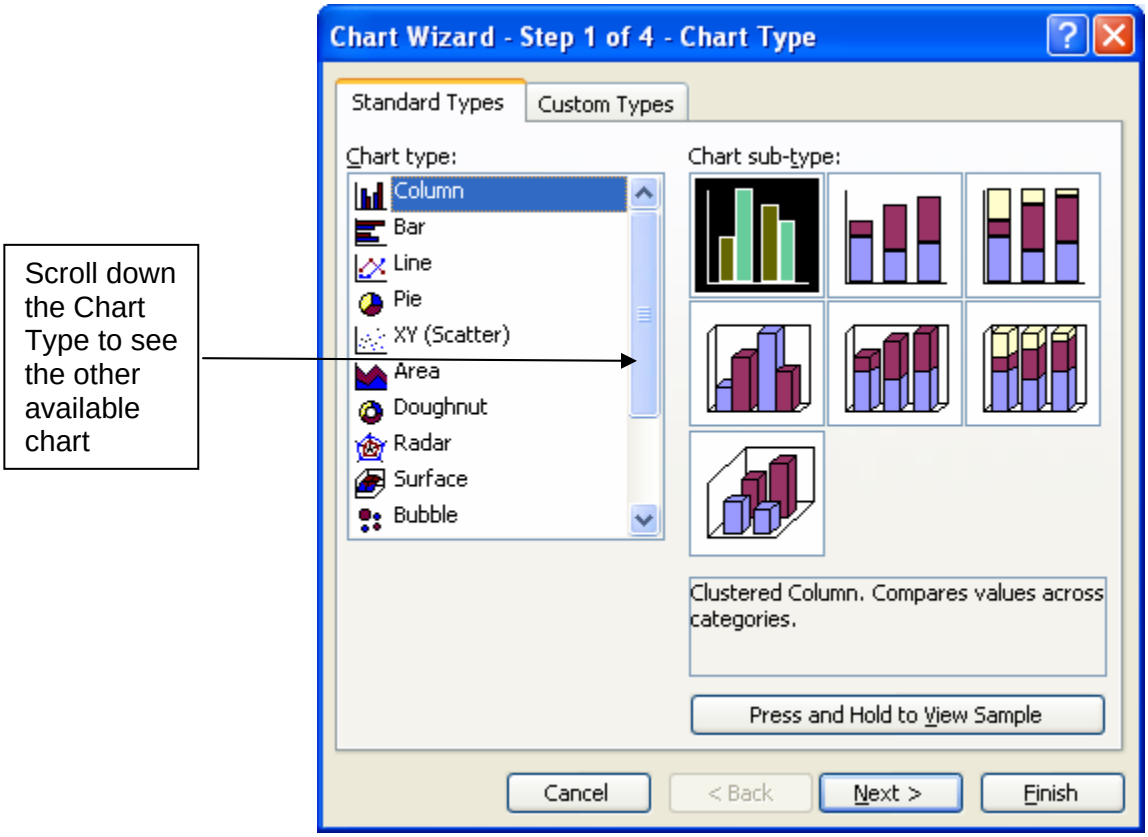


Figure 4

5. Click Press and Hold to View Sample of the chart. Then Click Next.

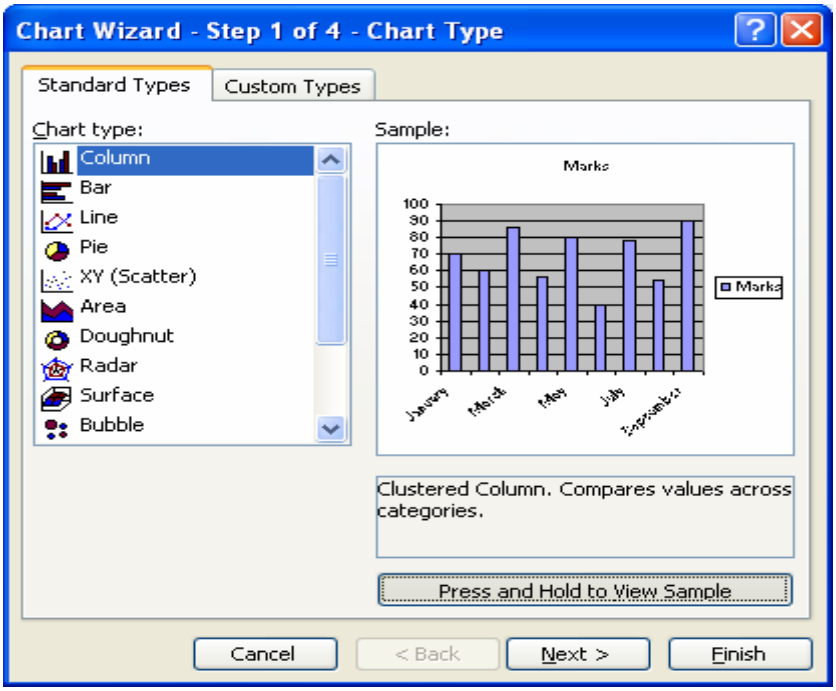


Figure 5

6. Click tab **Series** to show the **Chart Source Data** as shown in the Figure 6.

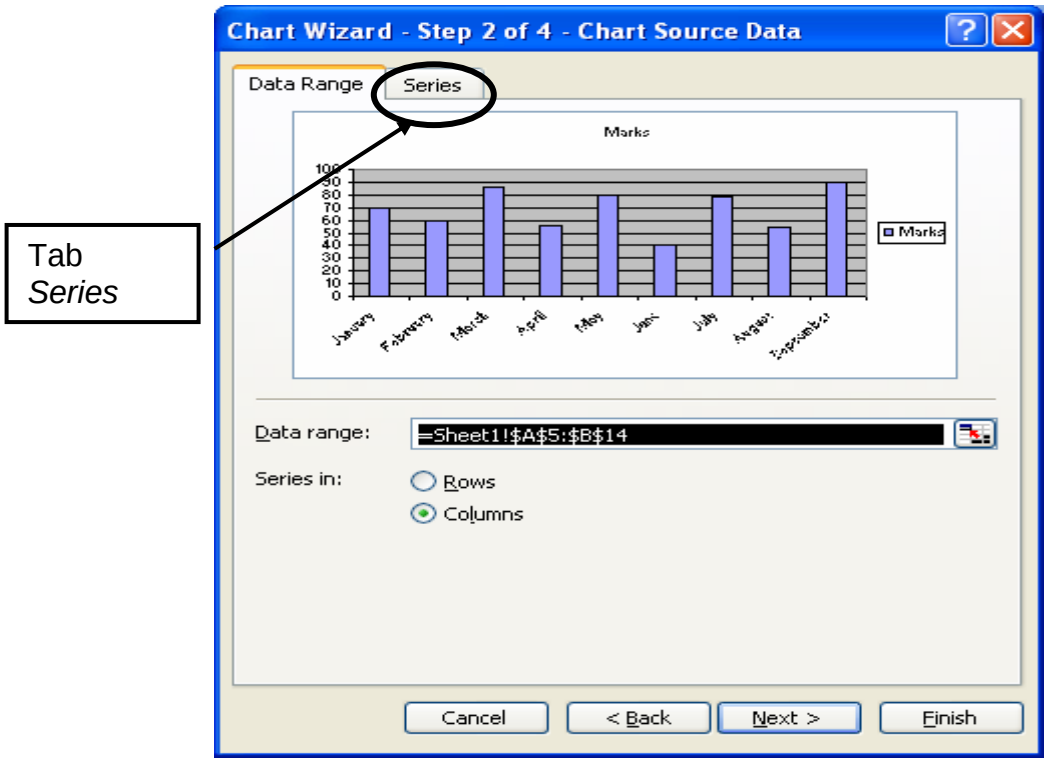


Figure 6

7. **Click** Next **.**

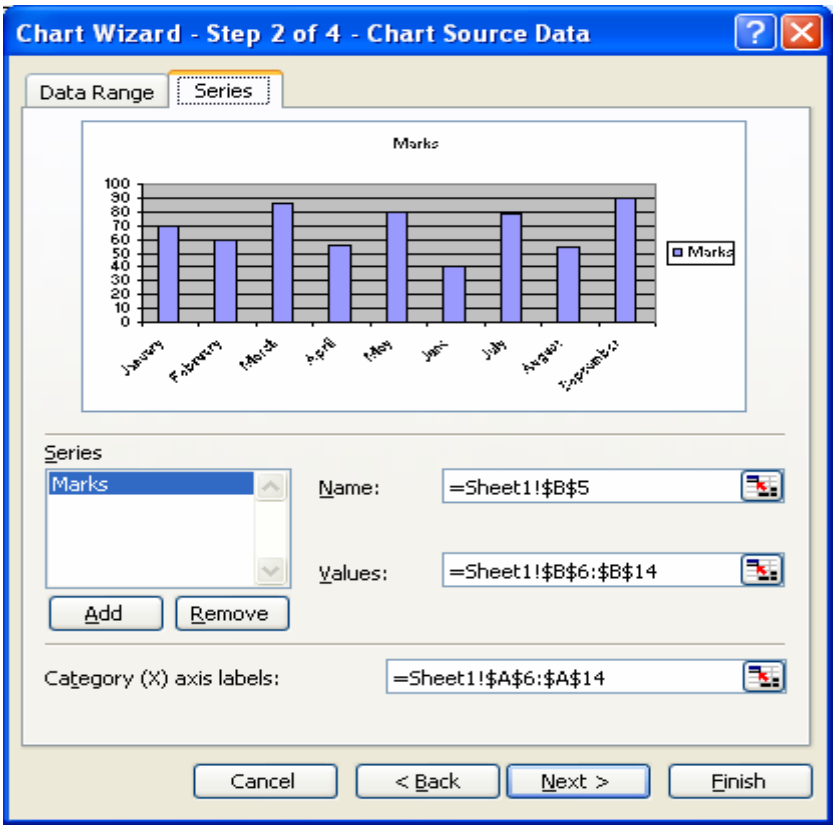


Figure 7

8. Click **Next** to show the **Chart Option** (Refer Figure 8).

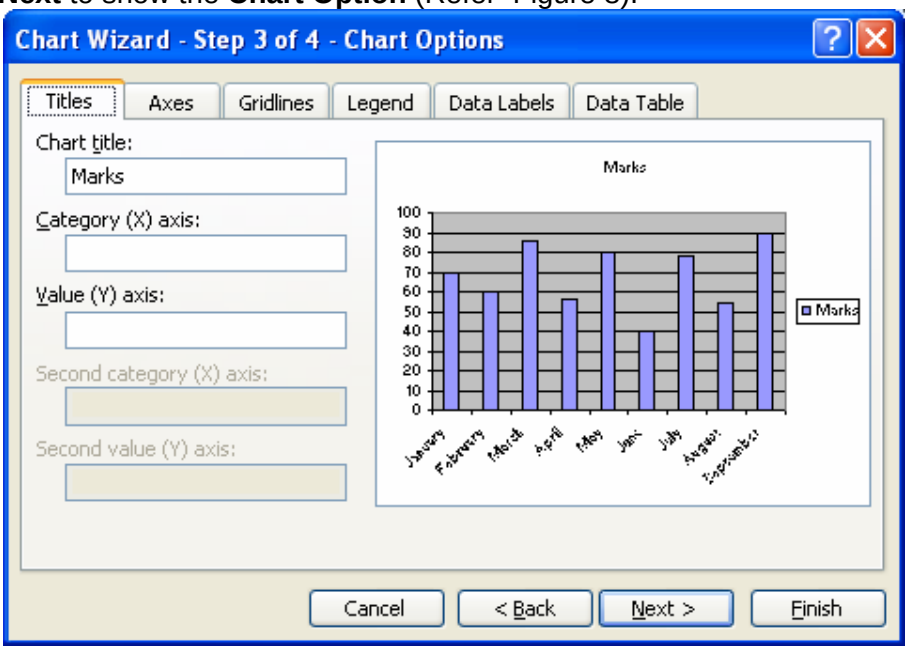


Figure 8

9. The default **Chart Title** (your first column header) will appear on Chart Options menu as shown in Figure 8.

10. Change the Chart Title to **Student Achievement Chart** .Type the (X) axis and (Y) axis Value as shown in Figure 9.

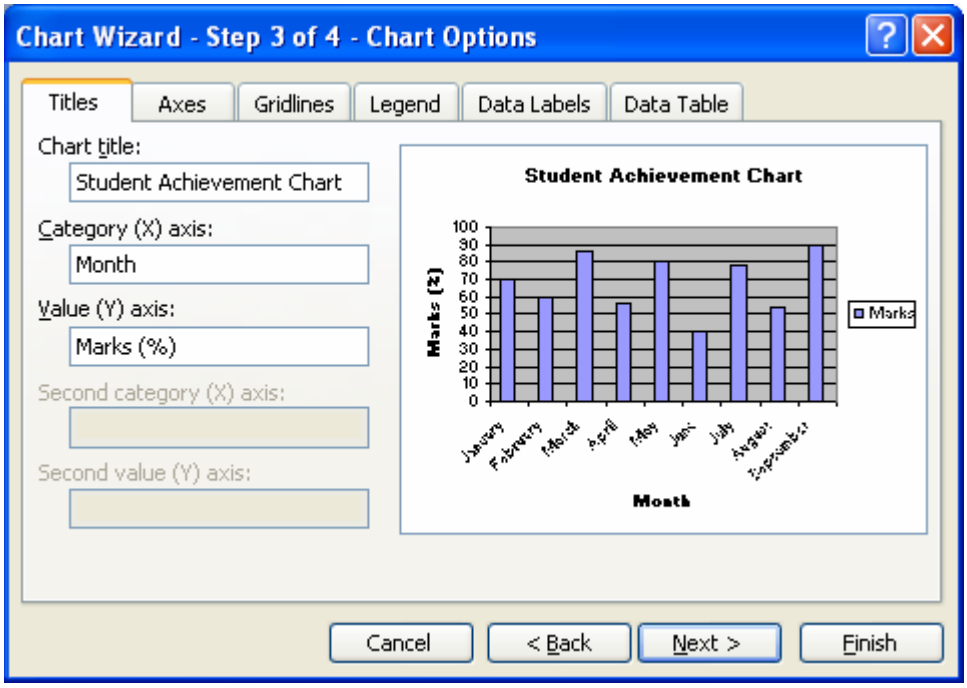


Figure 9

11. Click Next. Then Chart Location Dialog Box will appear as shown below (Figure 10). Set the option button to place the chart As object in Sheet 1.

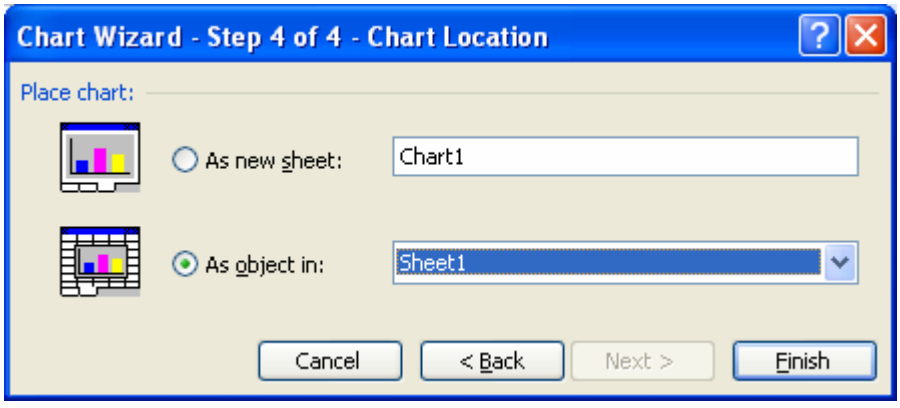


Figure 10

12. **Click** Finish **. The Chart and the data will appear in the** Sheet1 **as shown below** (Figure 11).

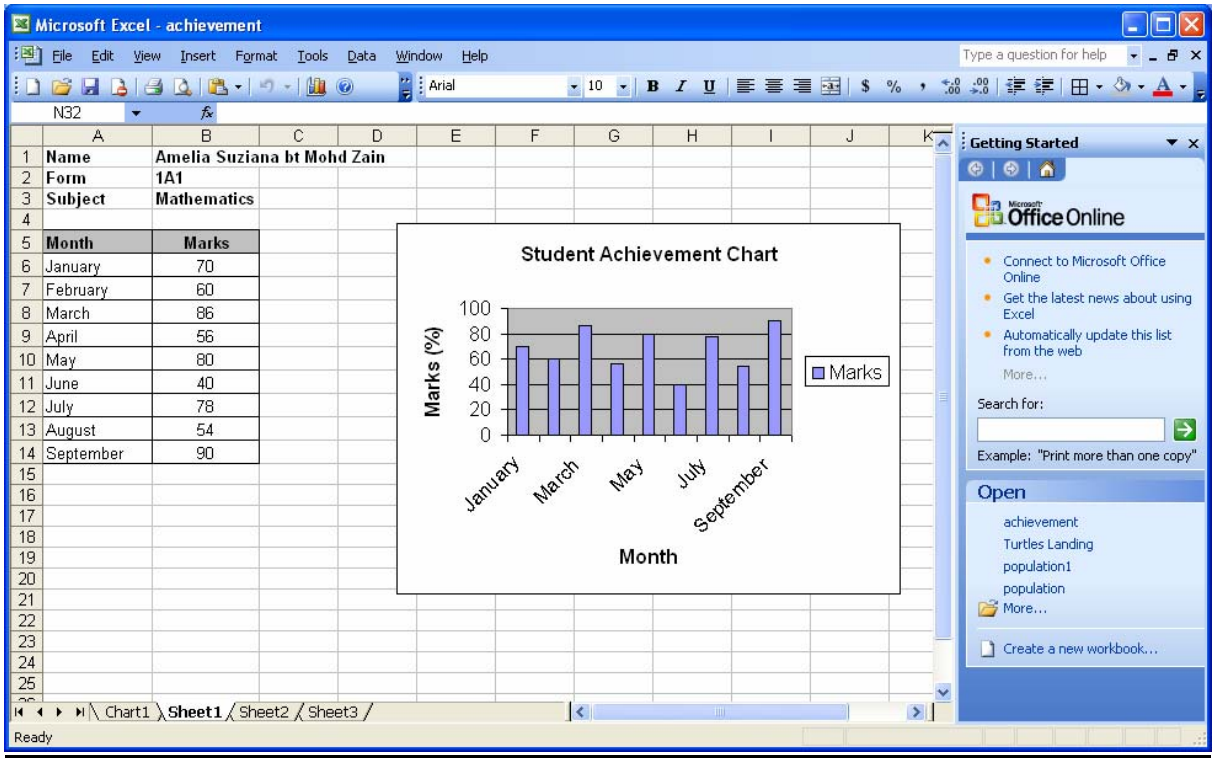


Figure 11

13. If you want to place chart as new sheet , select As **new sheet** option as below (Figure 12).

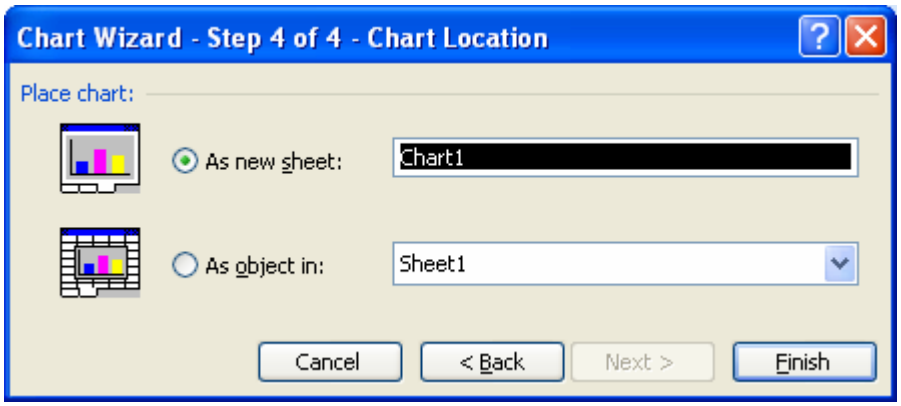


Figure 12

14. Click **Finish** . The Chart will appear as Chart1 (Figure 13).

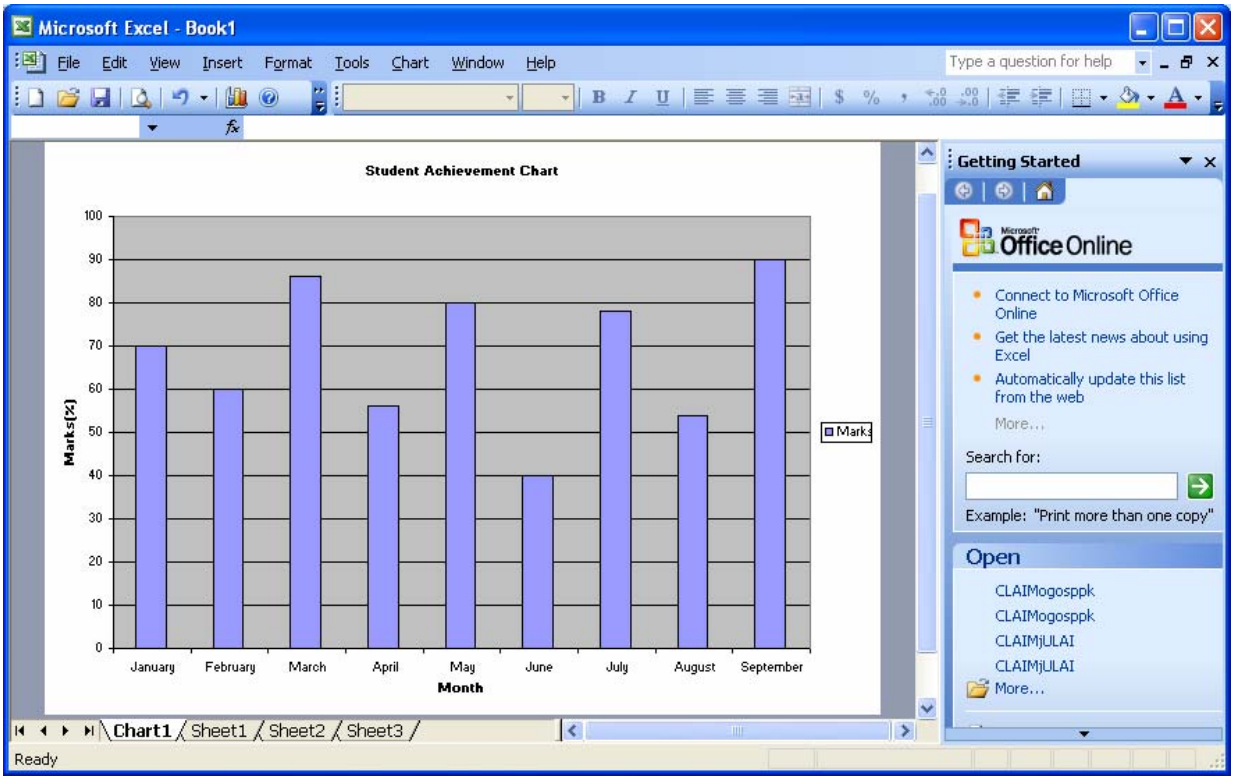


Figure 13

15. **Save** your worksheet as **achieve.xls** in your on Folder.

16. To print the Chart, highlight the Chart . Then Click **File, Print**

17. Click **OK**. Then close your worksheet.

Activity 1.2 : Delete Chart

1. Open an existing worksheet you done in Activity 1.1 (**achieve.xls)**.

2. View sheet1.

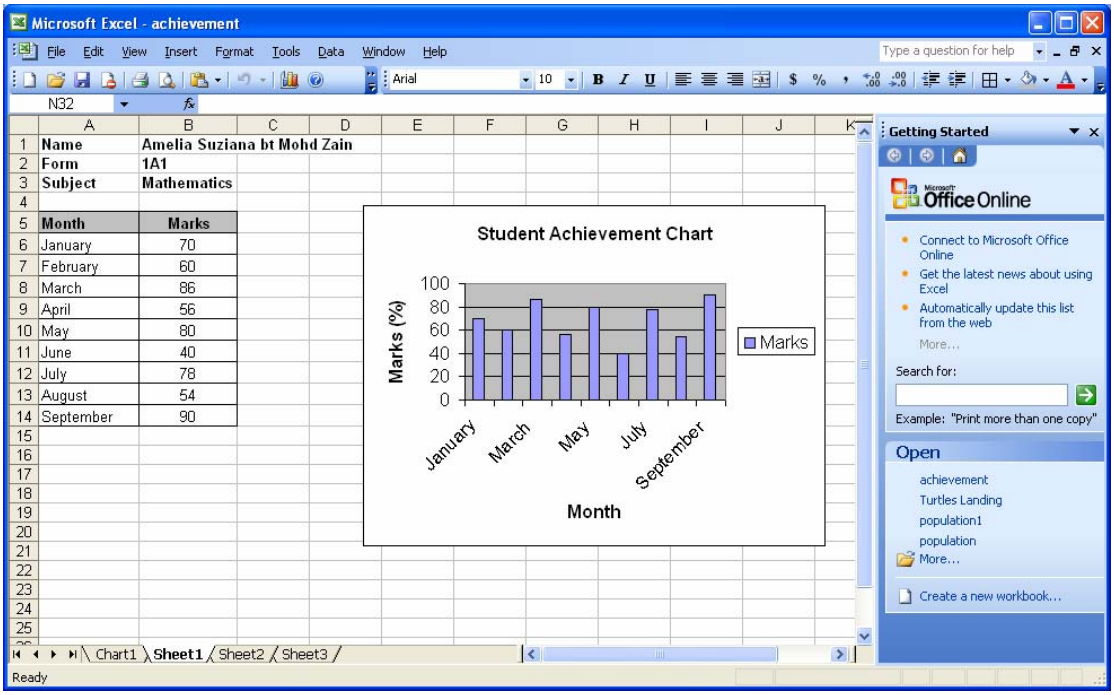


Figure 14

3. Click Students Achievement Graph

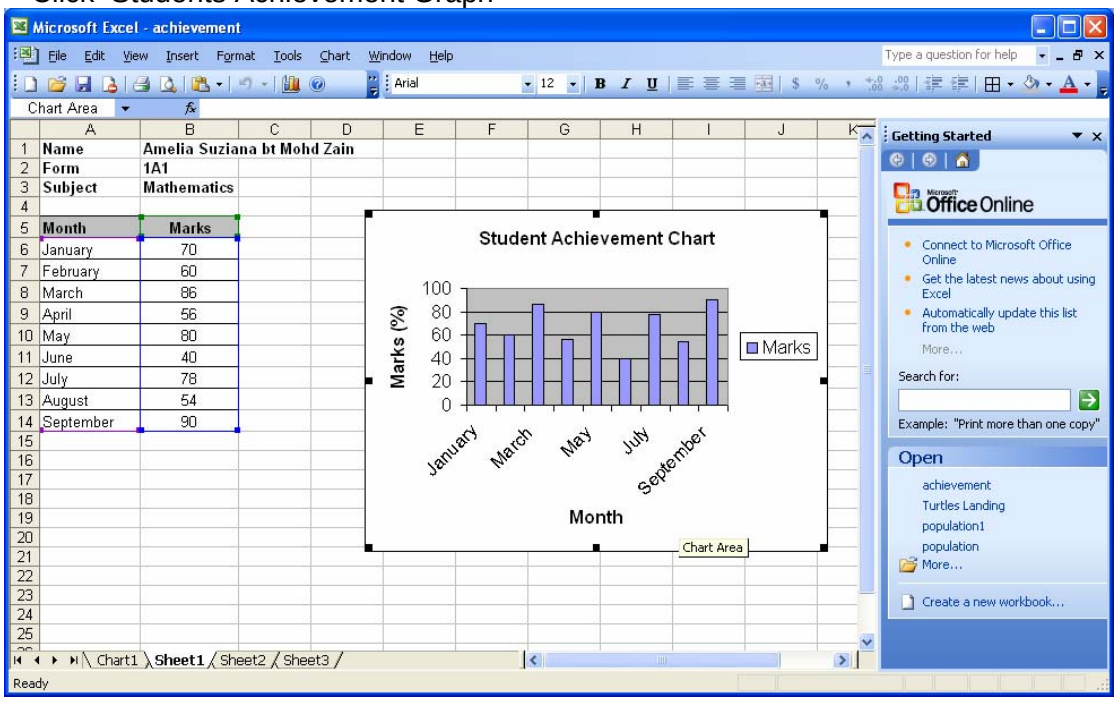


Figure 15

4. Click Edit on the Menu Bar, then click Cut.

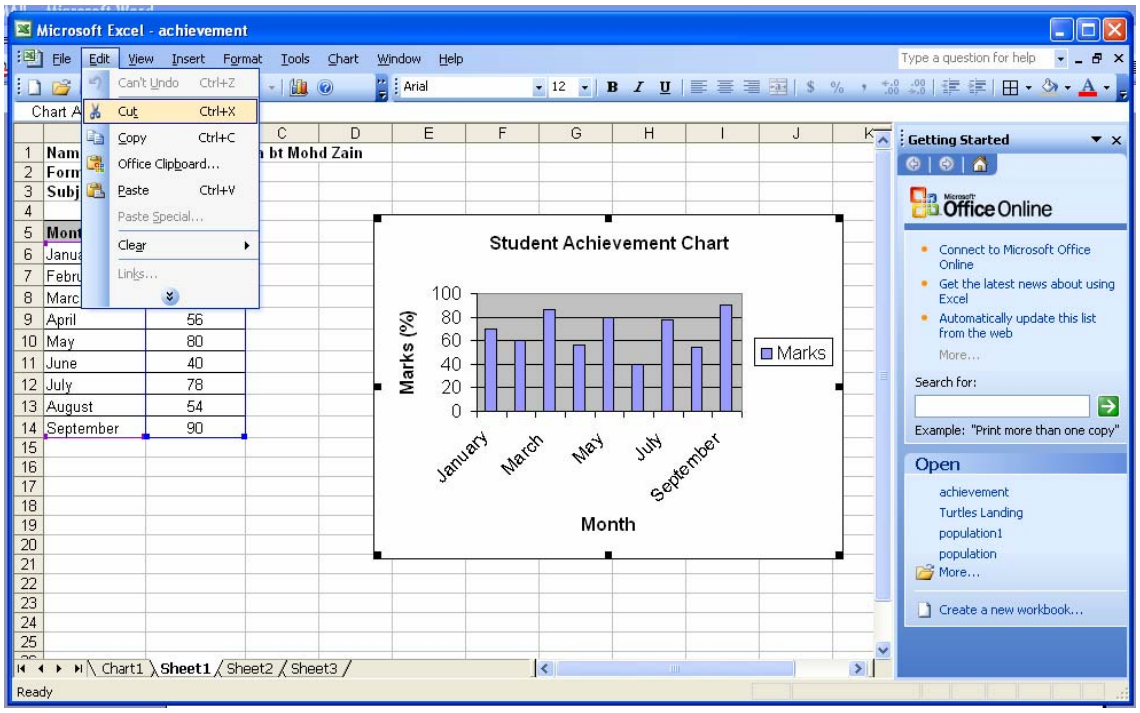


Figure 16

5. The chart will be deleted. Follow the next activity.

Activity 1.3 : Change Chart Type

1. Select Chart1 from the existing worksheet . Click anywhere in chart area to select the chart.

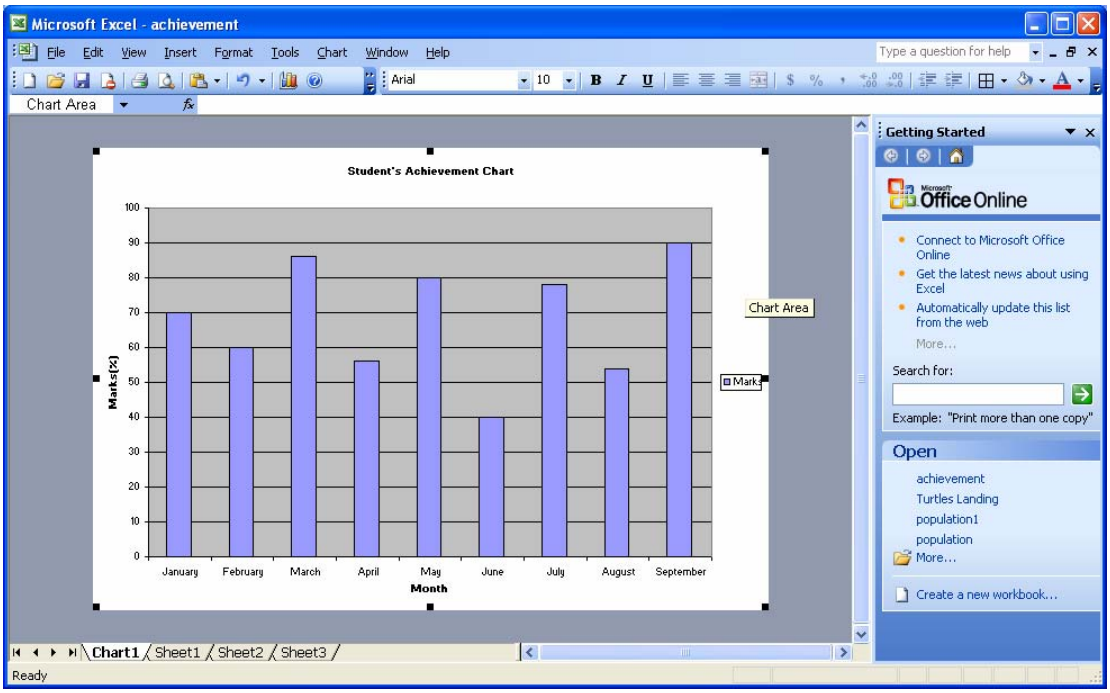


Figure 17

2. Click right-mouse button to view the menu. Then Click Chart Type.

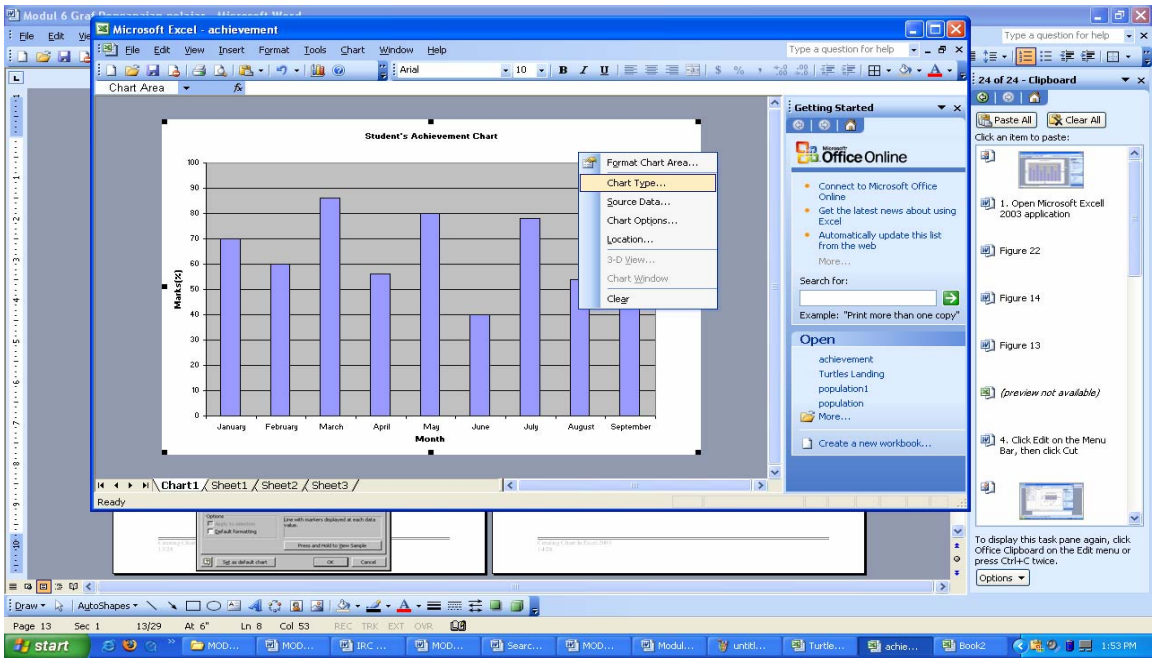


Figure 18

3. **Chart Type Dialog Box** will appear. From the Standard Types. Choose **Line** Chart. In the Chart sub-types select Line with markes display at each data value.

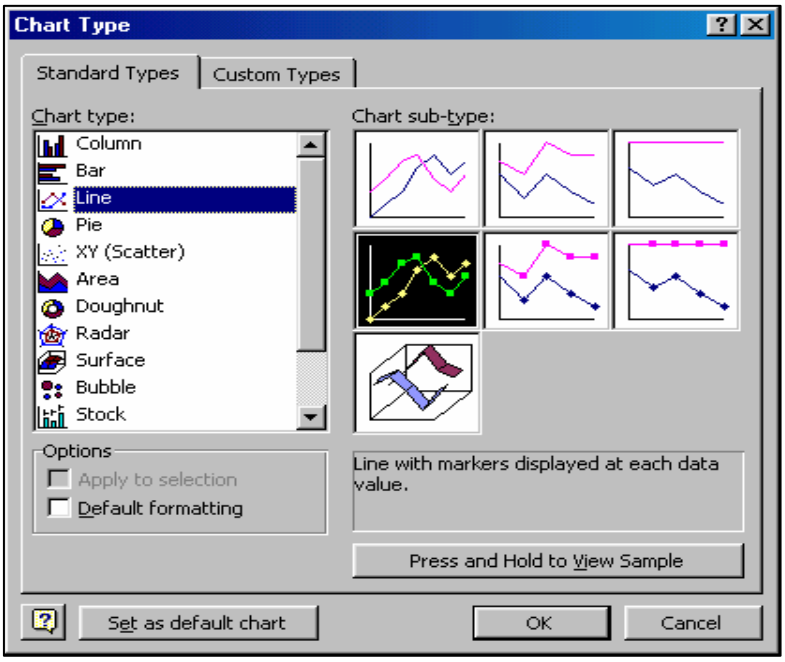


Figure 19

4. Click **OK**.

5. Then the bar chart will change to **Line** chart and replace the existing chart (bar chart).

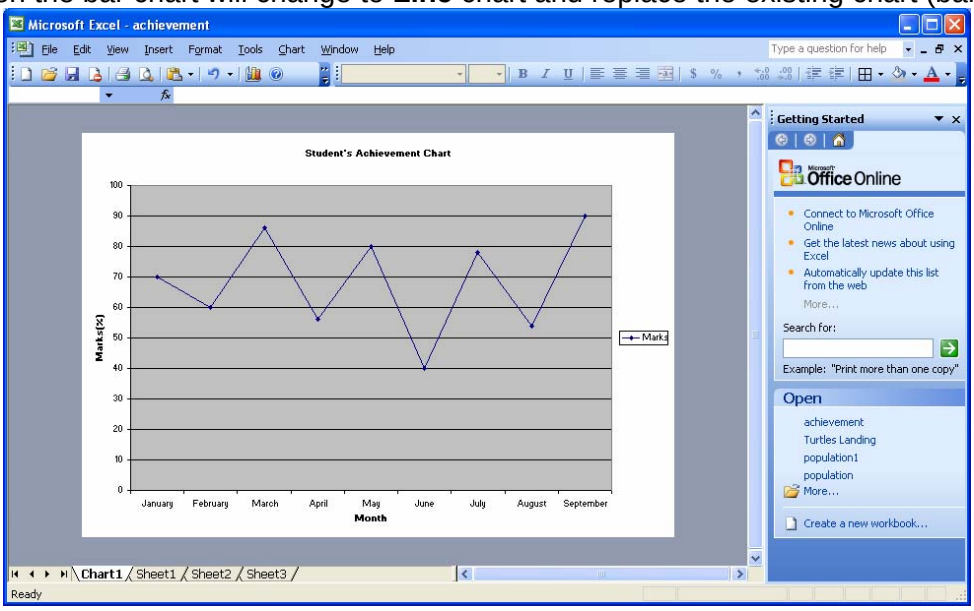


Figure 20

1. Save the worksheet as **line.xls**

2. Close your worksheet.

Activity 2: Total Number Of Turtles Landing

Activity 2.1 Insert data in the worksheet

1. Open Microsoft Excel 2003 application. Type the data in the cells as shown below (Figure 21).

	A	B	C	D	E
1	**Total Number Of Turtles Landing in Trengganu**				
2		2002	2003	2004	
3	Leatherback Turtles	3	14	6	
4	Olive Ridley	2	3	4	
5	Hawksbill	6	6	1	
6					

Figure 21

2. Click cell A2 and drag until the cell D5 as shown below (Refer figure 22)

	A	B	C	D	E
1	**Total Number Of Turtles Landing in Trengganu**				
2		2002	2003	2004	
3	Leatherback Turtles	3	14	6	
4	Olive Ridley	2	3	4	
5	Hawksbill	6	6	1	
6					

Figure 22

3. Follow the next activity to create chart.

Activity 2.2 Stacked column with a 3-D visual effect

1. Click **Chart Wizard** button on the Standard Toolbar to start the Chart Wizard..

Figure 23

2. The **Chart Wizard** Window will appear as shown below (Figure 4). The first step of the Chart Wizard (Column Chart) is displayed.

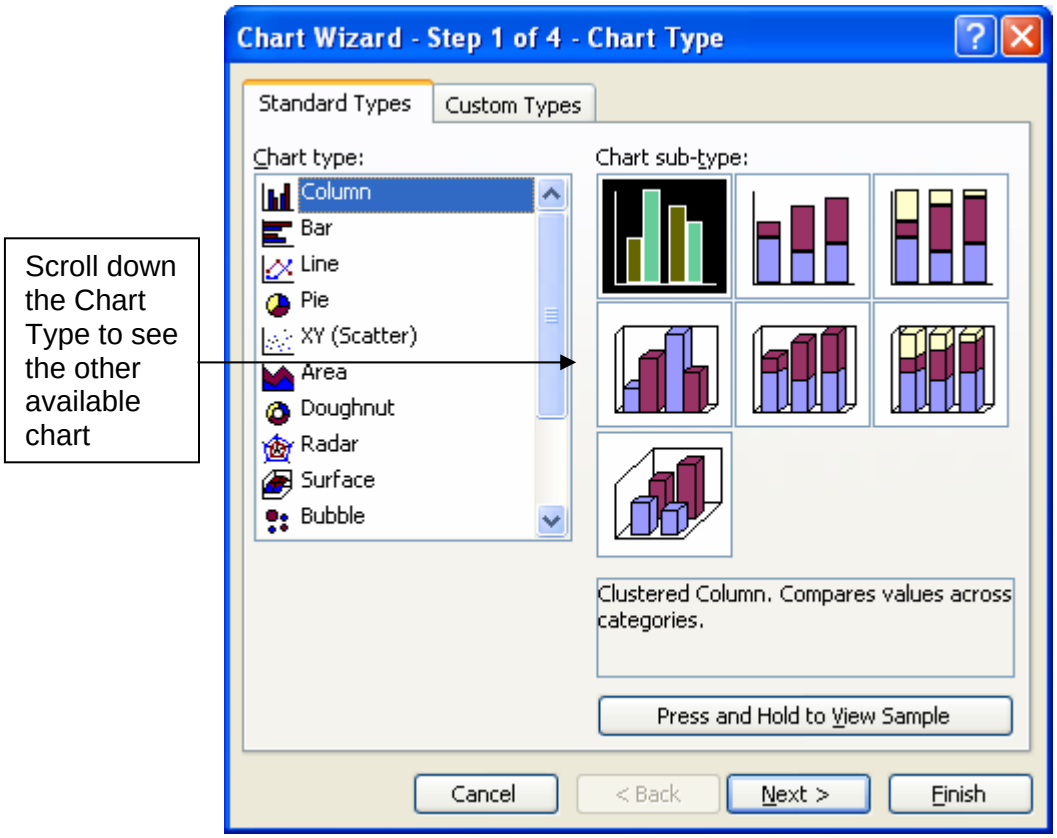


Figure 24

3. Select **Column** Chart type, Under Chart sub-type choose Stacked column with a 3-D visual effect

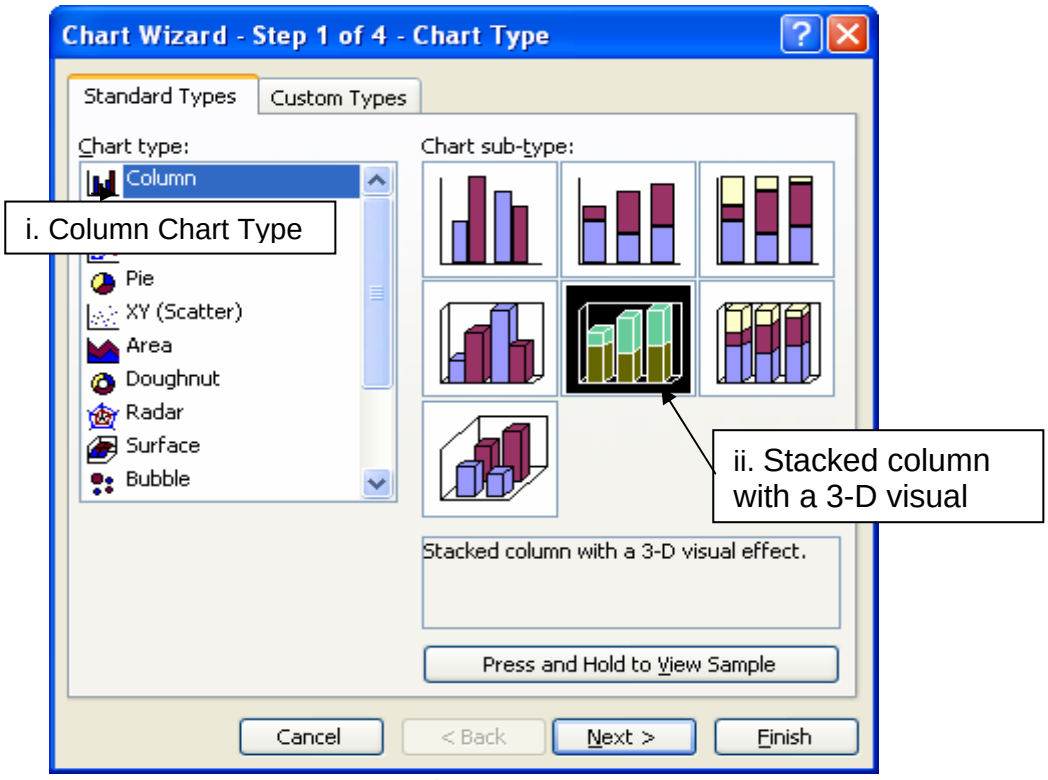


Figure 25

4. **Click** Press and Hold to View Sample **of the chart. Then Click** Next

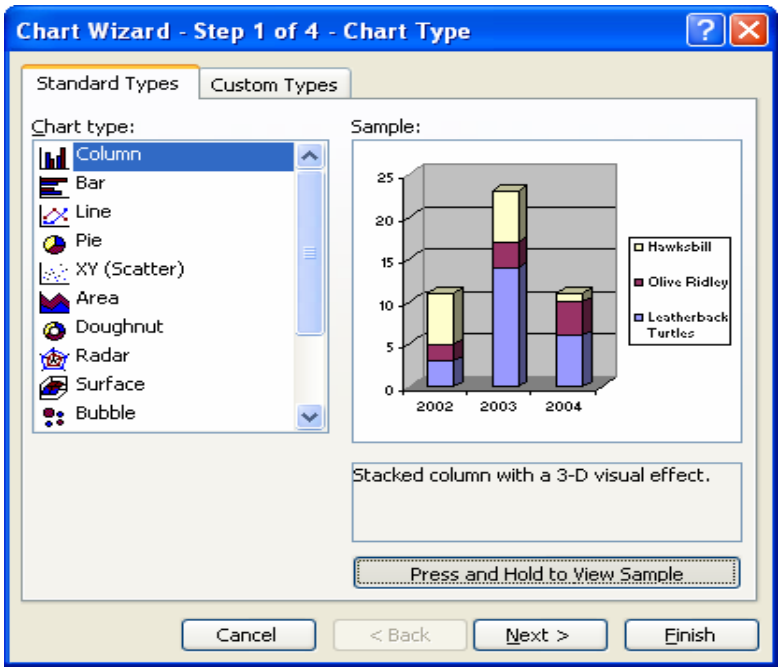


Figure 26

5. **Click tab** Data Range **to show the** Chart Source Data **as shown in the** Figure 27**.**

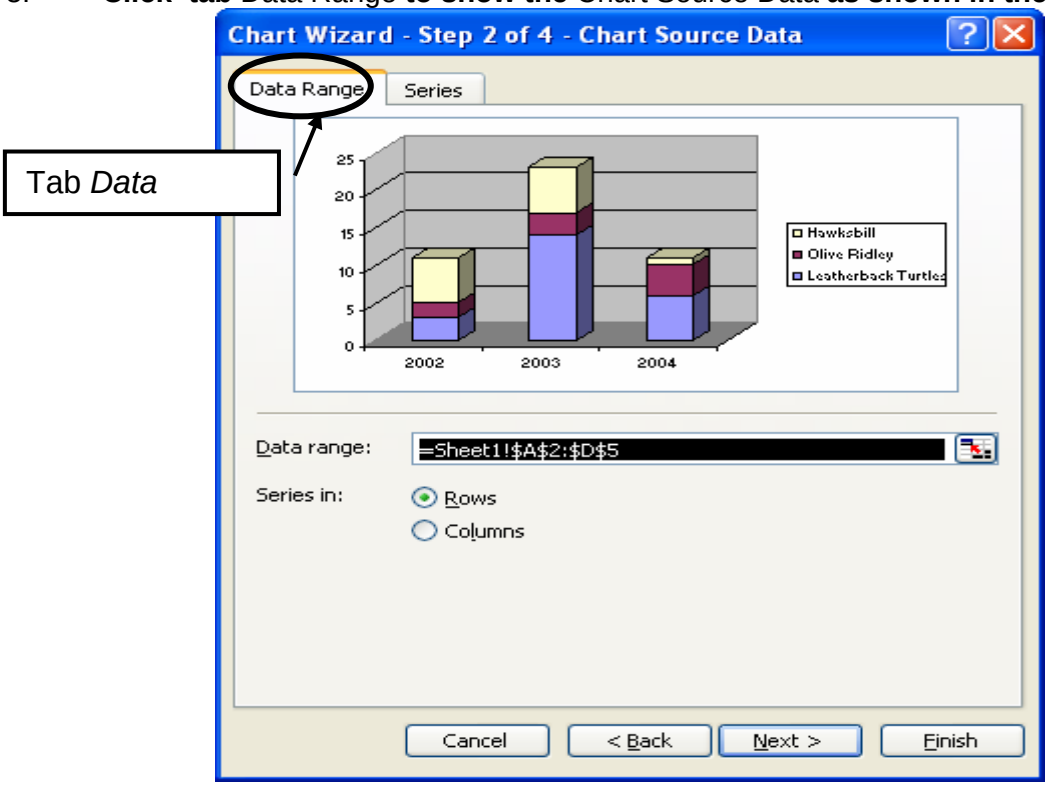


Figure 27

6. Change Series In Rows to Column.

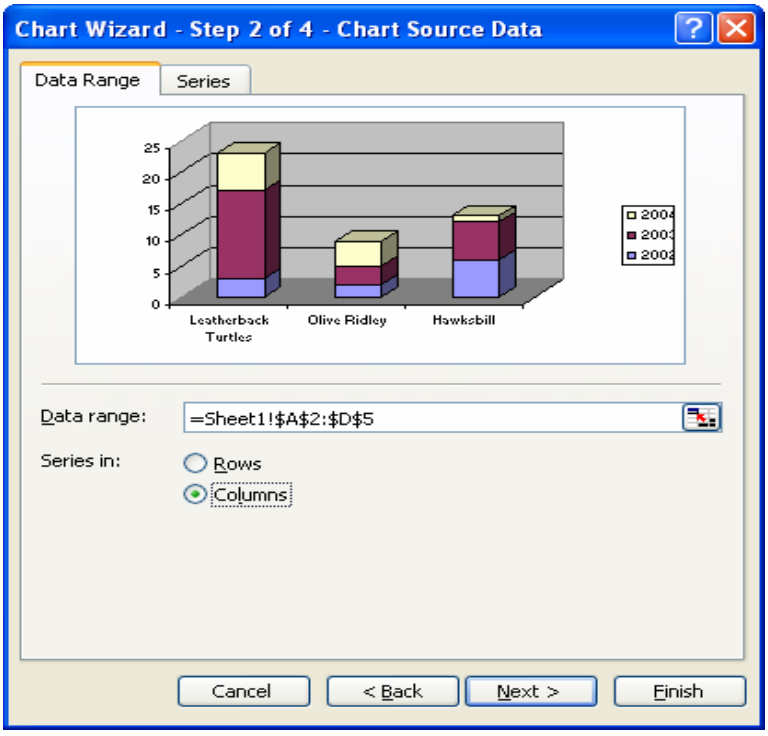


Figure 28

7. **Click** Next **to show the** Chart Options. **Type Chart Title as** Total Number of Turtle Landings in Terengganu , **Categoy (X) axis as Turtles Type and Value (Z) axis as** Number **(Figure 29)**

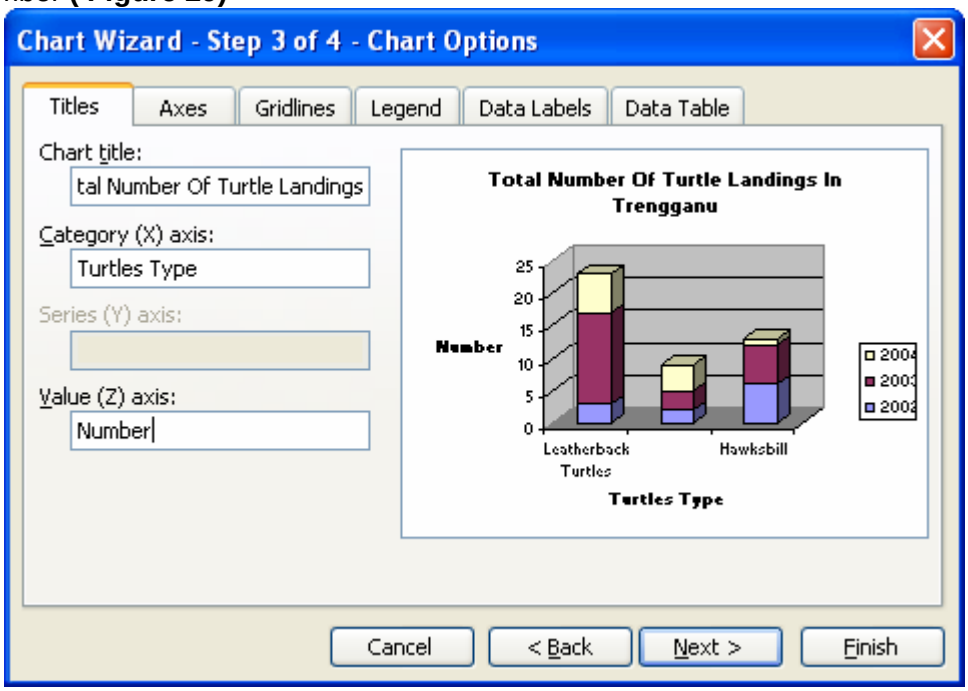


Figure 29

8. **Select Tab** Data Labels**.**

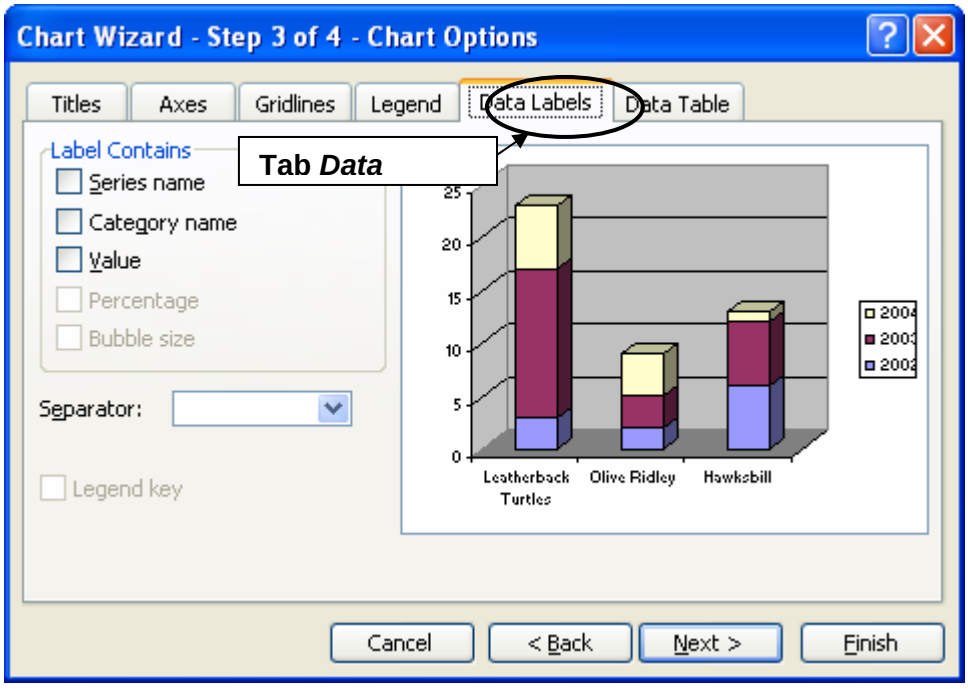


Figure 30

9. Check in Label Contains to view the number on the chart (Figure 31).

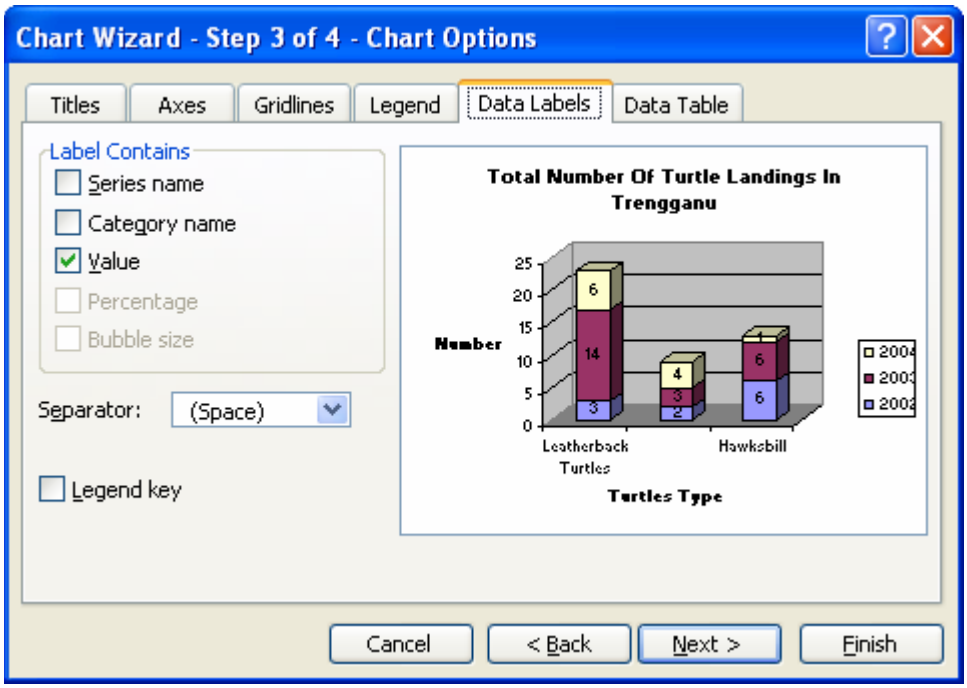


Figure 31

10. Click Next. Then Chart Location Dialog Box will appear as shown below (Figure 32). Set the option button to place the chart As object in Chart1.

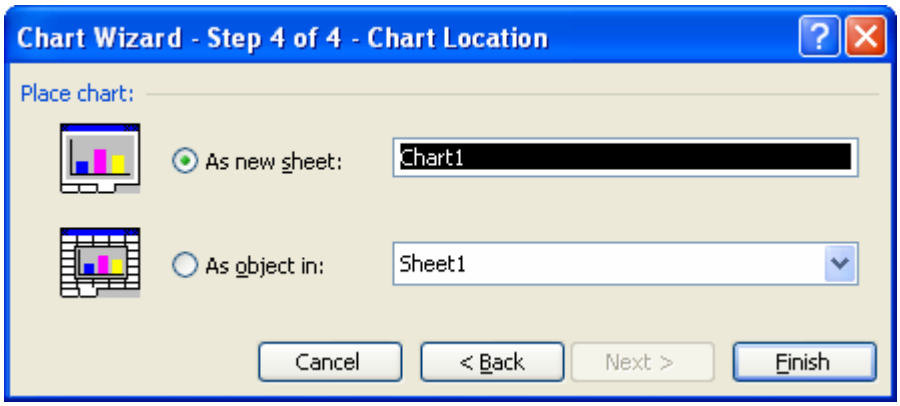


Figure 32

11. Then change Chart1 to Turtles as shown below (Figure 33).

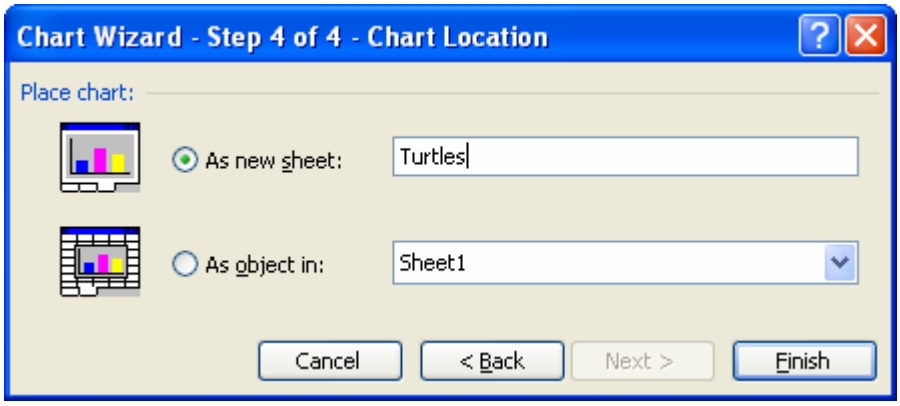


Figure 33

12. **Click** Finish **. The Chart will appear as** Turtles (Figure 34).

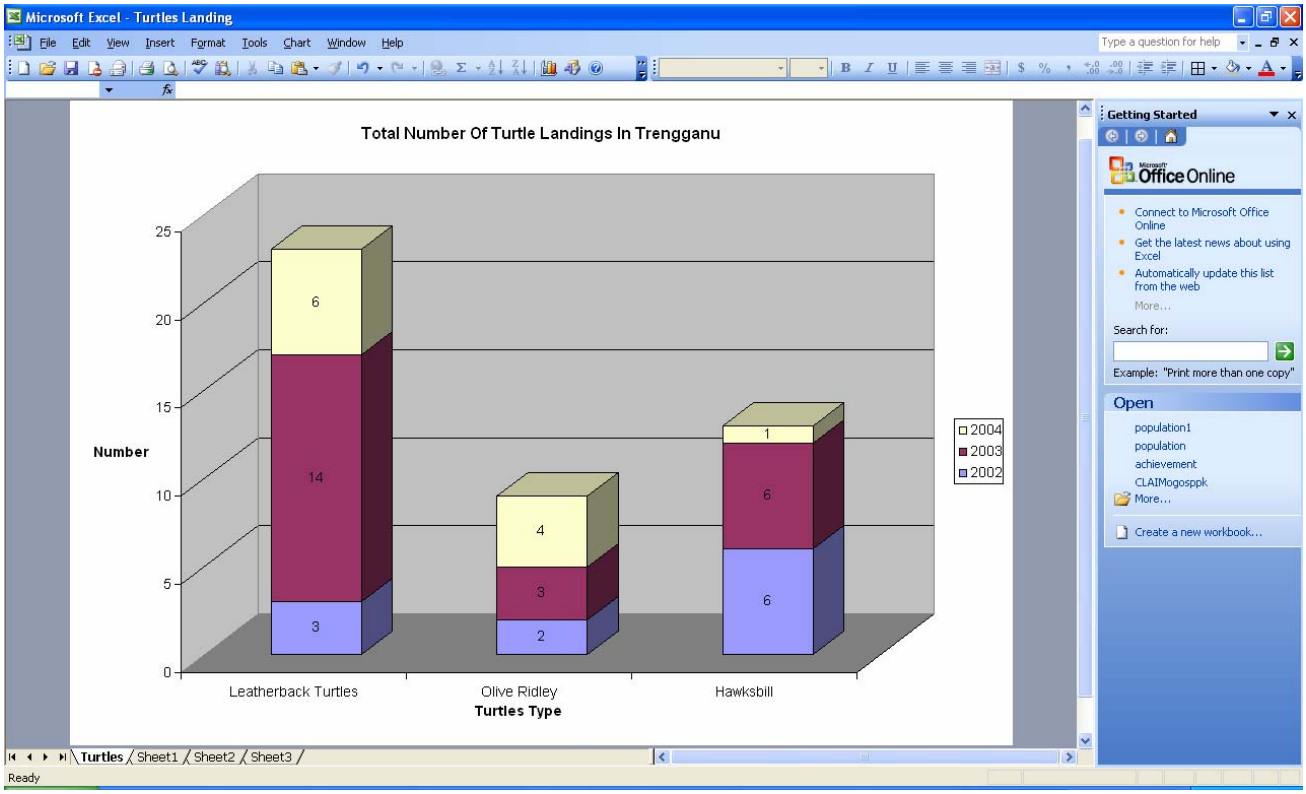


Figure 34

13. **Save your worksheet as** turtles.xls **in your own Folder.**

14. **To print the Chart, highlight the Chart . Then Click** File, Print

15. **Click** OK. **Then close your worksheet.**

Activity 2.3 Pie Chart

1. **Open existing worksheet:** turtles.xls **(Figure 35).**

	A	B	C	D	E
1	**Total Number Of Turtles Landing in Trengganu**				
2		2002	2003	2004	
3	Leatherback Turtles	3	14	6	
4	Olive Ridley	2	3	4	
5	Hawksbill	6	6	1	
6					

Figure 35

2. Click cell A2 and drag until the cell A5, then press and hold Ctrl button, then click cell D2 and drag until D5, release the mouse and Ctrl button simultaneously. Highlighted cell will be shown as below (Refer figure 36)

	A	B	C	D	E
1	**Total Number Of Turtles Landing in Trengganu**				
2		2002	2003	2004	
3	Leatherback Turtles	3	14	6	
4	Olive Ridley	2	3	4	
5	Hawksbill	6	6	1	
6					

Figure 36

3. **Click** Chart Wizard **button on the Standard Toolbar to start the** Chart Wizard.

Figure 37

4. **The** Chart Wizard **Window will appear as shown below (Figure 38). The first step of the Chart Wizard (Column Chart) is displayed.**

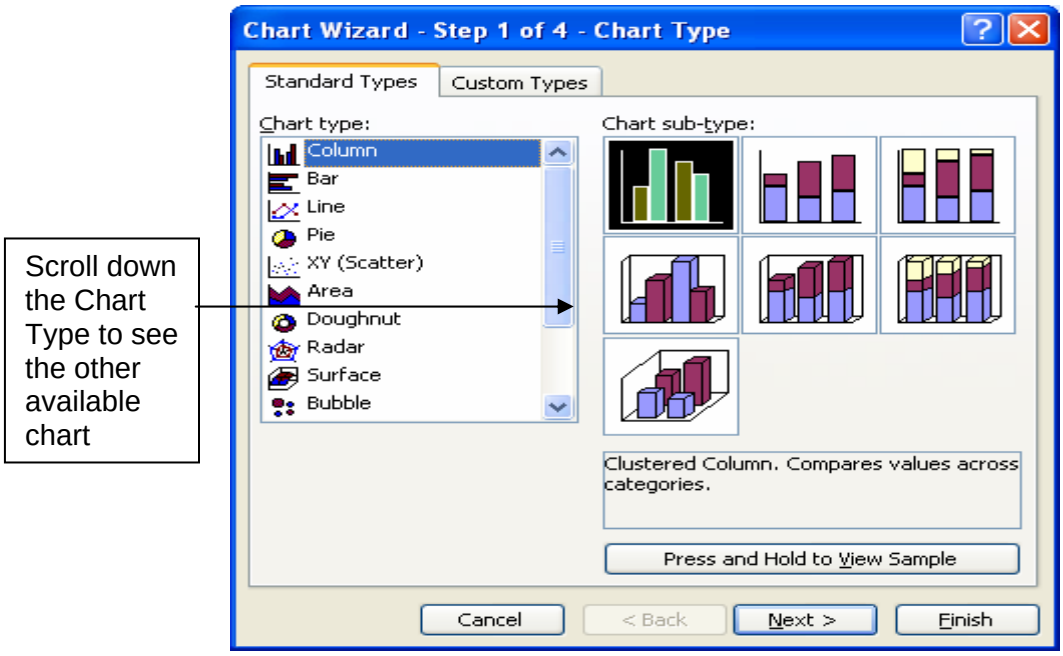


Figure 38

5. Select **Pie Chart type,** Under **Chart sub-type** choose **Pie.**

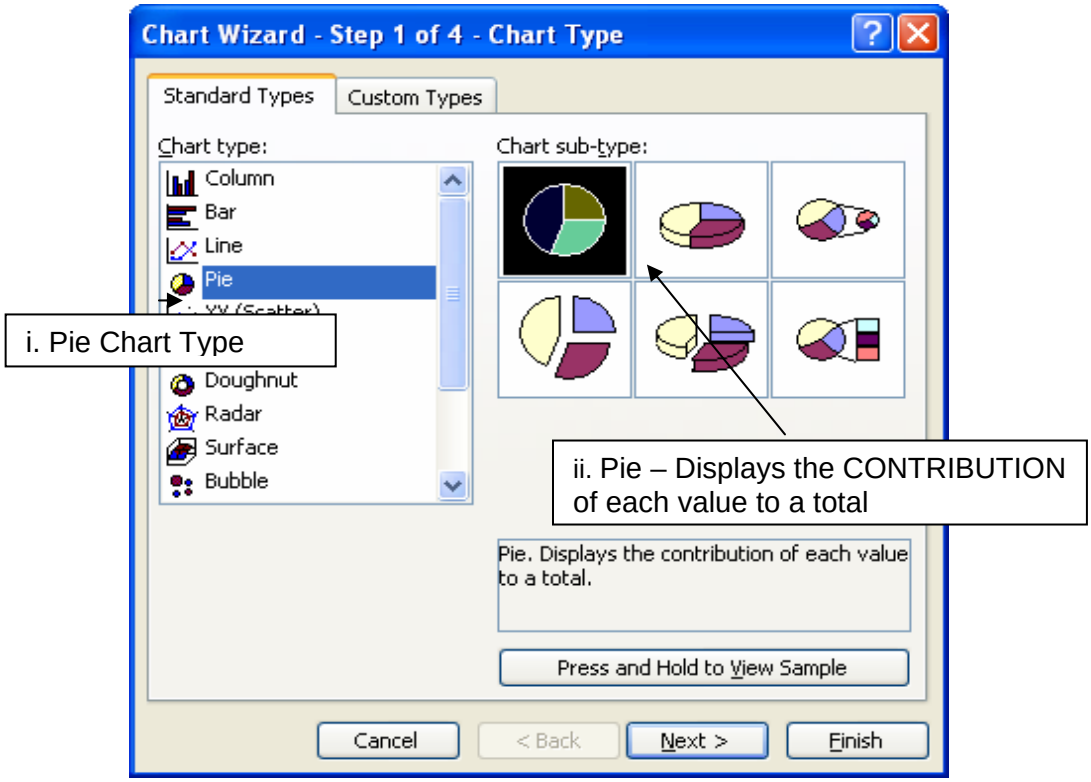


Figure 39

6. **Click** Press and Hold to View Sample **of the chart. Then click** Next**.**

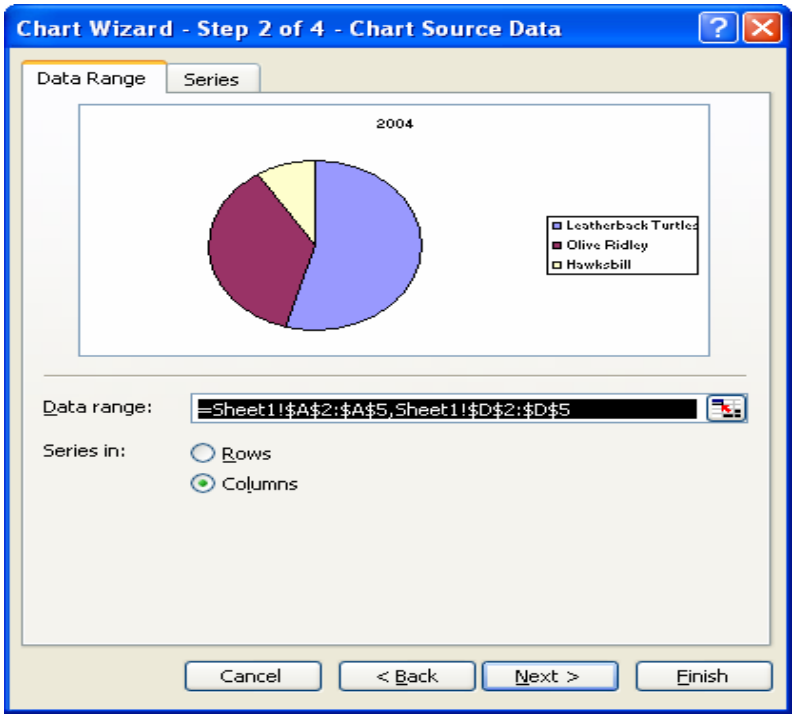


Figure40

7. **Click** Next **to show the** Chart Options. **Type** Chart Title **as** Total Number of Turtle Landings in 2004

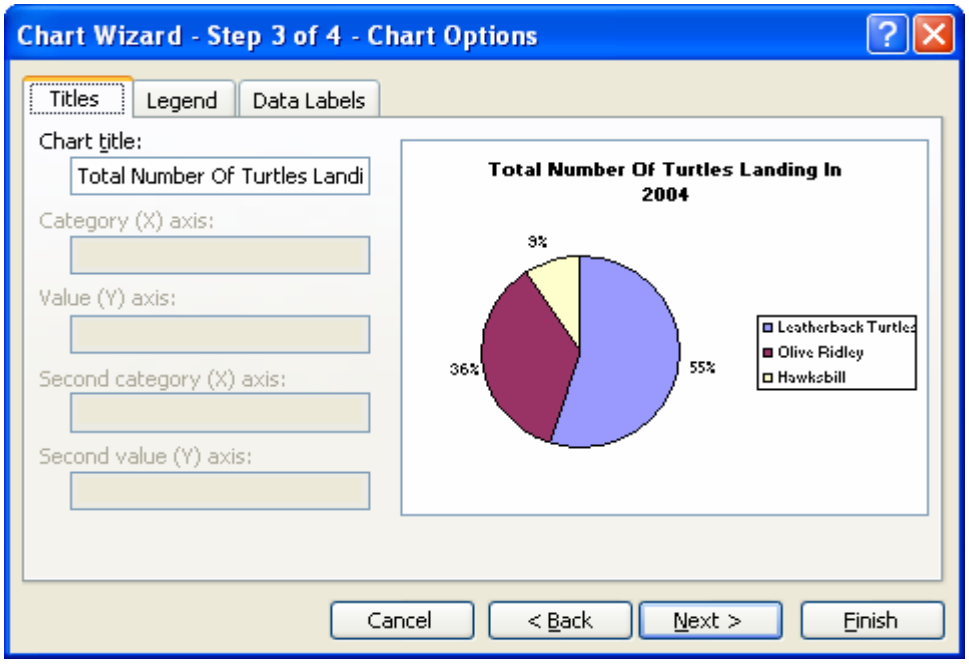


Figure 41

8. Select Tab **Data Labels**. Check in Label Contains to view the percentage on the pie chart (Figure 41).

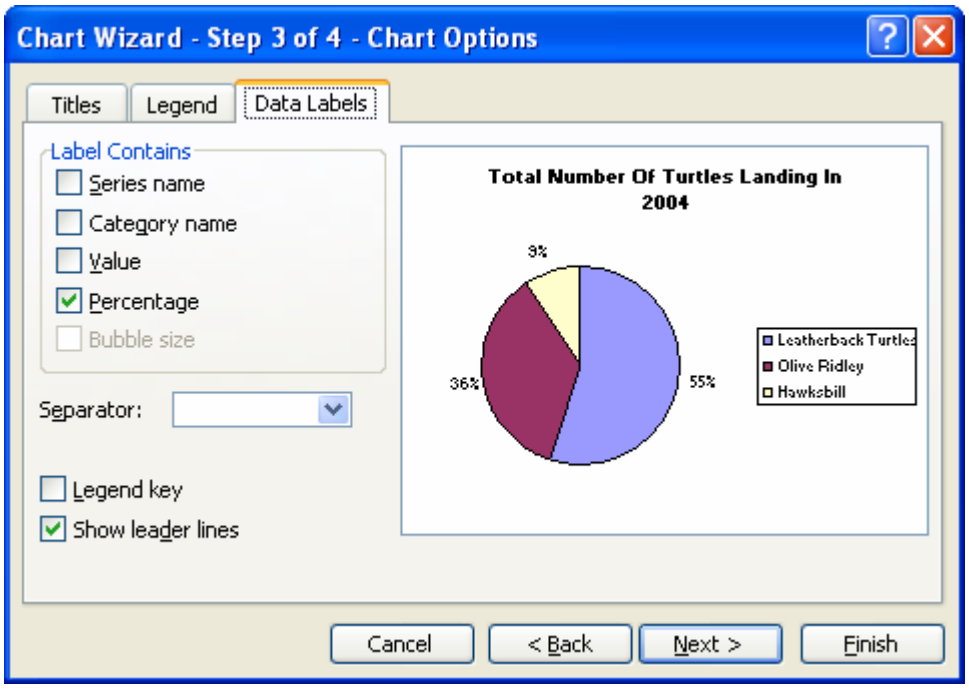


Figure 42

9. **Click** Next**. Then** Chart Location **Dialog Box will appear as shown below (**Figure 42**). Set the option button to place the chart As object in** Chart2**.**

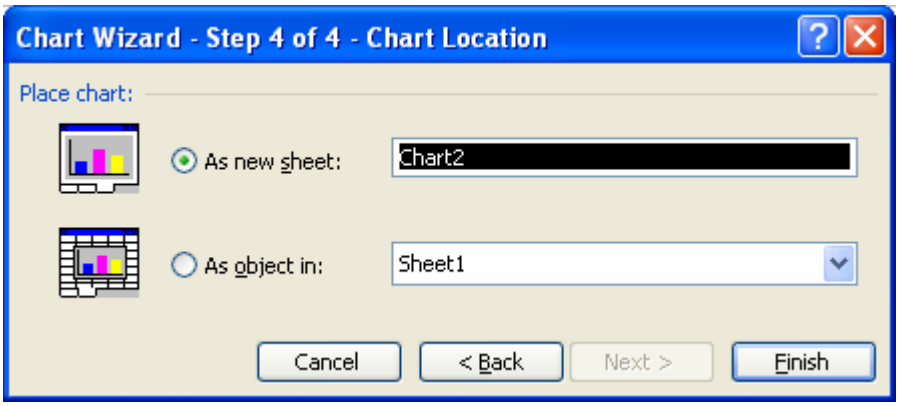


Figure 43

10. **Then change** Chart2 **to** Turtles Pie **as shown below (**Figure 44**).**

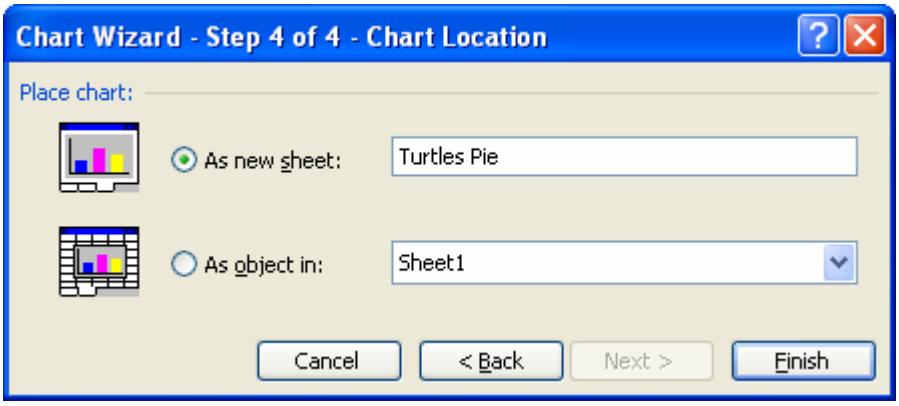


Figure 44

11. **Click** Finish **. The Chart will appear as** Turtles Pie (Figure 45).

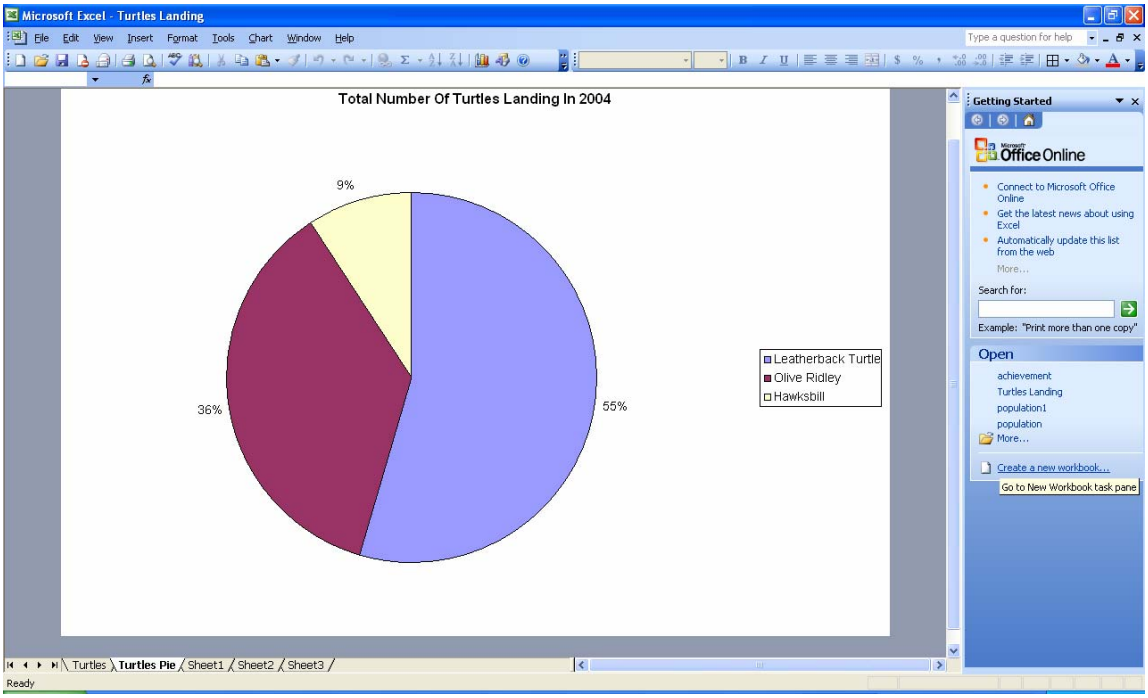


Figure 45

12. Save your worksheet.

13. To print the Chart, highlight the Chart . Then Click File, Print

14. Click OK. Then close your worksheet.

Exercise:

Percentage Of Literacy Rates

Literacy Rates (Percentage of Total Population)	Year			
	1970	1980	1993	1997
Female	49.6	64	80	81
Male	72.1	80	90	90

Source : Women's Affairs Division, Prime Minister's Department
UN Human Development Report 1999

1. From the table above,
   a. Create Line Chart
   b. Pie Chart to represent Literacy Rates in 1997

2. Create your chart in new worksheet and Save As literacy.xls.