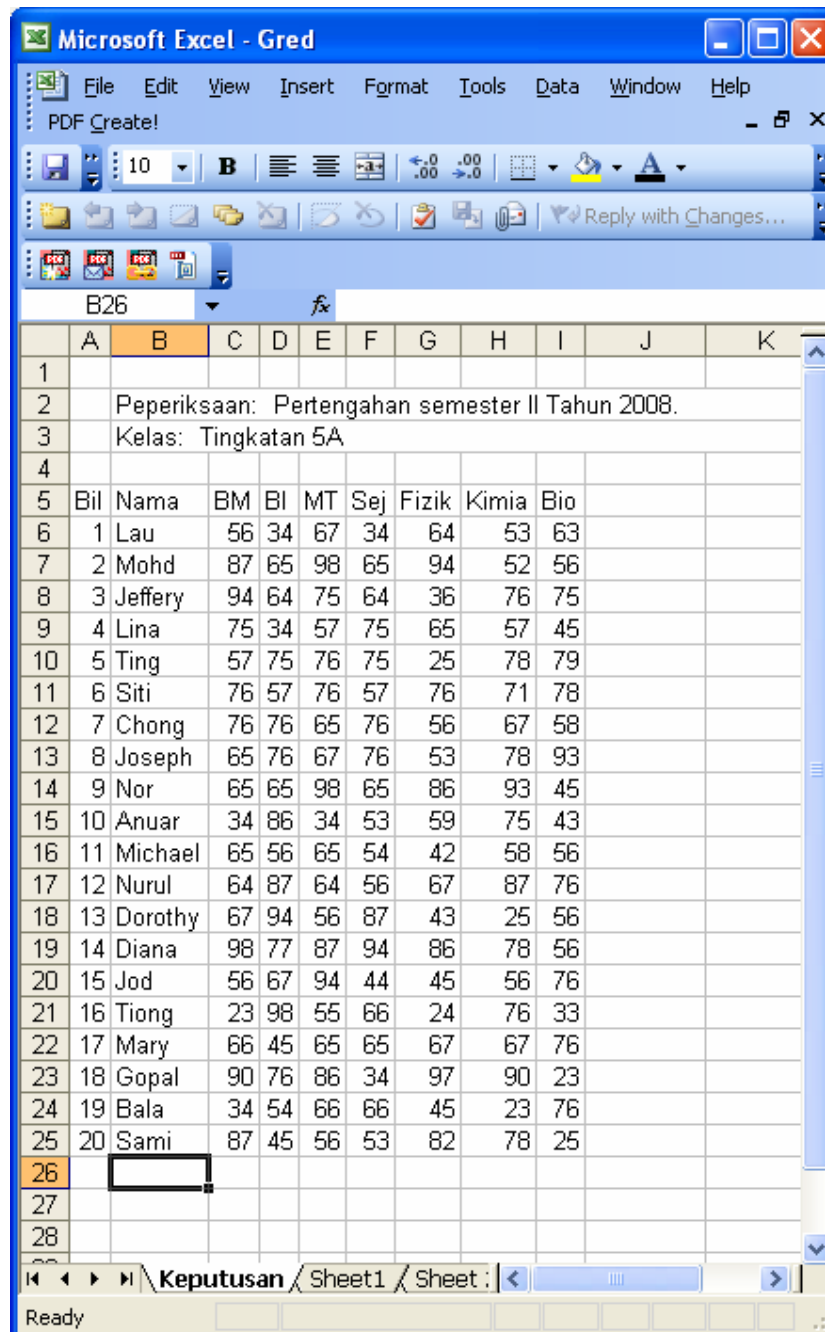


Modul MS Excel.

- Sediakan satu lembaran markah seperti berikut:



Microsoft Excel - Gred

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10 B

B26

	A	B	C	D	E	F	G	H	I	J	K
1											
2		Peperiksaan: Pertengahan semester II Tahun 2008.									
3		Kelas: Tingkatan 5A									
4											
5	Bil	Nama	BM	BI	MT	Sej	Fizik	Kimia	Bio		
6	1	Lau	56	34	67	34	64	53	63		
7	2	Mohd	87	65	98	65	94	52	56		
8	3	Jeffery	94	64	75	64	36	76	75		
9	4	Lina	75	34	57	75	65	57	45		
10	5	Ting	57	75	76	75	25	78	79		
11	6	Siti	76	57	76	57	76	71	78		
12	7	Chong	76	76	65	76	56	67	58		
13	8	Joseph	65	76	67	76	53	78	93		
14	9	Nor	65	65	98	65	86	93	45		
15	10	Anuar	34	86	34	53	59	75	43		
16	11	Michael	65	56	65	54	42	58	56		
17	12	Nurul	64	87	64	56	67	87	76		
18	13	Dorothy	67	94	56	87	43	25	56		
19	14	Diana	98	77	87	94	86	78	56		
20	15	Jod	56	67	94	44	45	56	76		
21	16	Tiong	23	98	55	66	24	76	33		
22	17	Mary	66	45	65	65	67	67	76		
23	18	Gopal	90	76	86	34	97	90	23		
24	19	Bala	34	54	66	66	45	23	76		
25	20	Sami	87	45	56	53	82	78	25		
26											
27											
28											

Keputusan / Sheet1 / Sheet :

Ready

- Masukkan lajur Gred bagi setiap subjek, seperti rajah berikut.

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Arial 10 B I U

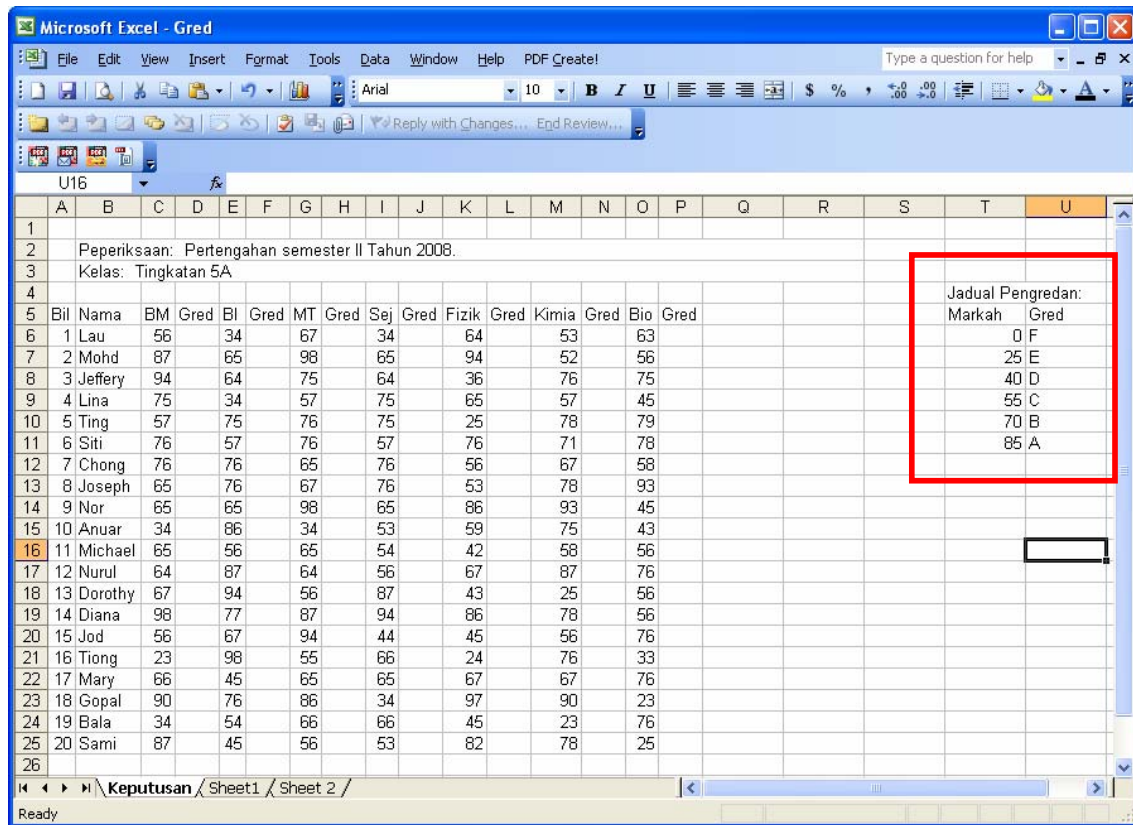
Q25

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1																	
2		Peperiksaan: Pertengahan semester II Tahun 2008.															
3		Kelas: Tingkatan 5A															
4																	
5	Bil	Nama	BM	Gred	BI	Gred	MT	Gred	Sej	Gred	Fizik	Gred	Kimia	Gred	Bio	Gred	
6	1	Lau	56	34	67	34	64	53	63								
7	2	Mohd	87	65	98	65	94	52	56								
8	3	Jeffery	94	64	75	64	36	76	75								
9	4	Lina	75	34	57	75	65	57	45								
10	5	Ting	57	75	76	75	25	78	79								
11	6	Siti	76	57	76	57	76	71	78								
12	7	Chong	76	76	65	76	56	67	58								
13	8	Joseph	65	76	67	76	53	78	93								
14	9	Nor	65	65	98	65	86	93	45								
15	10	Anuar	34	86	34	53	59	75	43								
16	11	Michael	65	56	65	54	42	58	56								
17	12	Nurul	64	87	64	56	67	87	76								
18	13	Dorothy	67	94	56	87	43	25	56								
19	14	Diana	98	77	87	94	86	78	56								
20	15	Jod	56	67	94	44	45	56	76								
21	16	Tiong	23	98	55	66	24	76	33								
22	17	Mary	66	45	65	65	67	67	76								
23	18	Gopal	90	76	86	34	97	90	23								
24	19	Bala	34	54	66	66	45	23	76								
25	20	Sami	87	45	56	53	82	78	25								
26																	

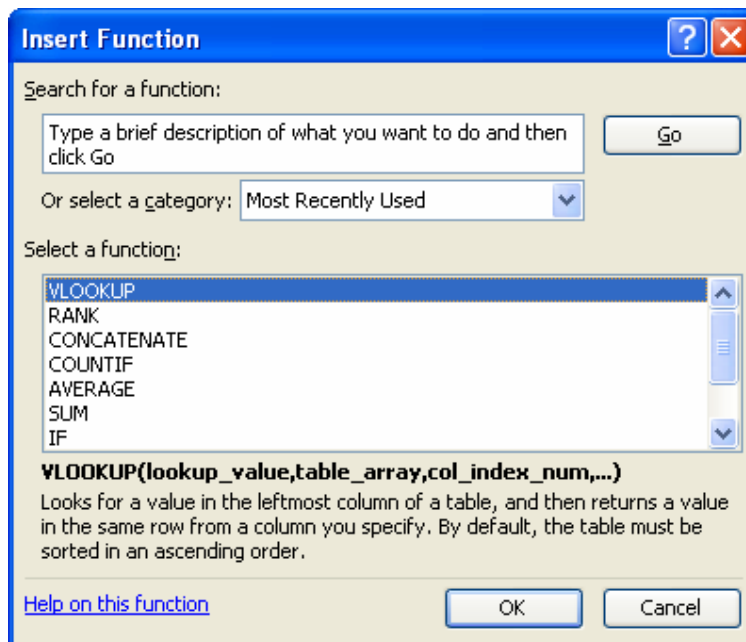
Keputusan / Sheet1 / Sheet 2 /

Ready

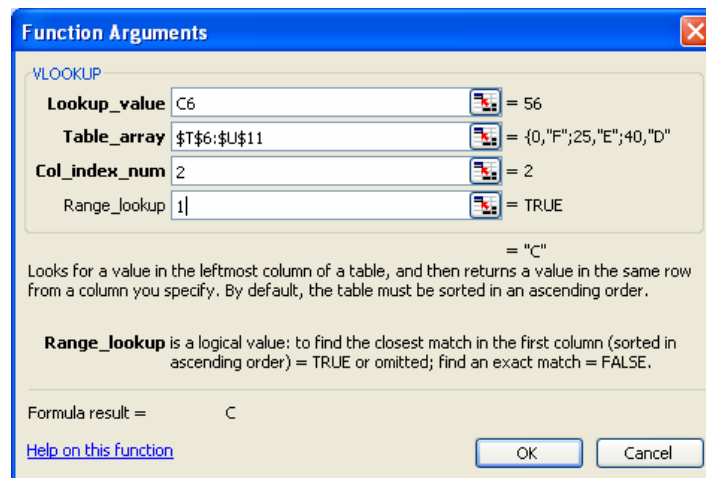
- Sediakan Jadual Pengredan.



- Letak cursor di D6, insert Function > Vlookup



- OK. Isikan maklumat seperti berikut.



- OK. Copy formula dari D6 hingga D25.
- Anda sepatutnya dapat :

Bil	Nama	BM	Gred	Bi	Gred	MT	Gred	Sej	Gred	Fizik	Gred	Kimia	Gred	Bio	Gred
1	Lau	56	C	34	67	34	64	53	63						
2	Mohd	87	A	65	98	65	94	52	56						
3	Jeffery	94	A	64	75	64	36	76	75						
4	Lina	75	B	34	57	75	65	57	45						
5	Ting	57	C	75	76	75	25	78	79						
6	Siti	76	B	57	76	57	76	71	78						
7	Chong	76	B	76	65	76	56	67	58						
8	Joseph	65	C	76	67	76	53	78	93						
9	Nor	65	C	65	98	65	86	93	45						
10	Anuar	34	E	86	34	53	59	75	43						
11	Michael	65	C	56	65	54	42	58	56						
12	Nurul	64	C	87	64	56	67	87	76						
13	Dorothy	67	C	94	56	87	43	25	56						
14	Diana	98	A	77	87	94	86	78	56						
15	Jod	56	C	67	94	44	45	56	76						
16	Tiong	23	F	98	55	66	24	76	33						
17	Mary	66	C	45	65	65	67	67	76						
18	Gopal	90	A	76	86	34	97	90	23						
19	Bala	34	E	54	66	66	45	23	76						
20	Sami	87	A	56	53	82	78	25							

- Copy fomula dari D6 ke F6. Seterusnya copy formula dari F6 ke F25.
- Ulangi langkah di atas sehingga semua Gred dipenuhi.

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Reply with Changes... End Review...

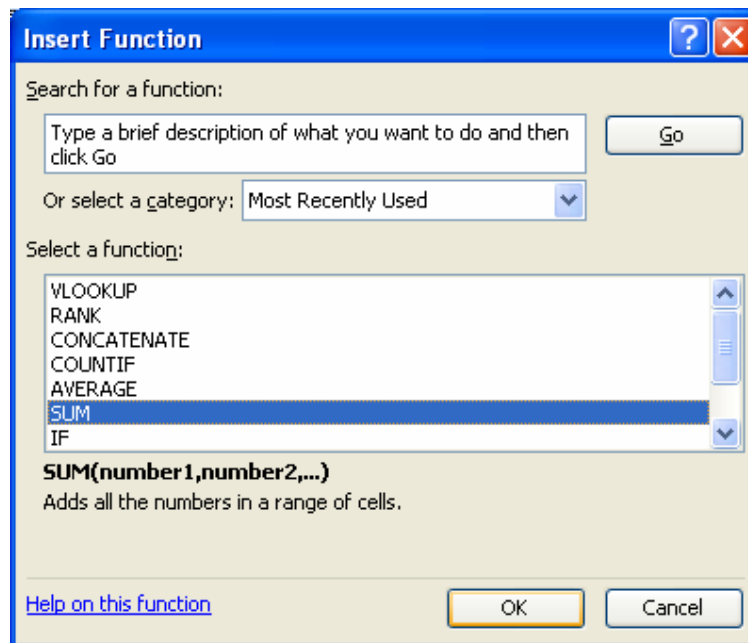
P6 =VLOOKUP(O6,\$T\$6:\$U\$11,2,1)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1																
2		Peperiksaan: Pertengahan semester II Tahun 2008.														
3		Kelas: Tingkatan 5A														
4																
5	Bil	Nama	BM	Gred	Bi	Gred	MT	Gred	Sej	Gred	Fizik	Gred	Kimia	Gred	Bio	Gred
6	1	Lau	56	C	34	E	67	C	34	E	64	C	53	D	63	C
7	2	Mohd	87	A	65	C	98	A	65	C	94	A	52	D	56	C
8	3	Jeffery	94	A	64	C	75	B	64	C	36	E	76	B	75	B
9	4	Lina	75	B	34	E	57	C	75	B	65	C	57	C	45	D
10	5	Ting	57	C	75	B	76	B	75	B	25	E	78	B	79	B
11	6	Siti	76	B	57	C	76	B	57	C	76	B	71	B	78	B
12	7	Chong	76	B	76	B	65	C	76	B	56	C	67	C	58	C
13	8	Joseph	65	C	76	B	67	C	76	B	53	D	78	B	93	A
14	9	Nor	65	C	65	C	98	A	65	C	86	A	93	A	45	D
15	10	Anuar	34	E	86	A	34	E	53	D	59	C	75	B	43	D
16	11	Michael	65	C	56	C	65	C	54	D	42	D	58	C	56	C
17	12	Nurul	64	C	87	A	64	C	56	C	67	C	87	A	76	B
18	13	Dorothy	67	C	94	A	56	C	87	A	43	D	25	E	56	C
19	14	Diana	98	A	77	B	87	A	94	A	86	A	78	B	56	C
20	15	Jod	56	C	67	C	94	A	44	D	45	D	56	C	76	B
21	16	Tiong	23	F	98	A	55	C	66	C	24	F	76	B	33	E
22	17	Mary	66	C	45	D	65	C	65	C	67	C	67	C	76	B
23	18	Gopal	90	A	76	B	86	A	34	E	97	A	90	A	23	F
24	19	Bala	34	E	54	D	66	C	66	C	45	D	23	F	76	B
25	20	Sami	87	A	45	D	56	C	53	D	82	B	78	B	25	E
26																

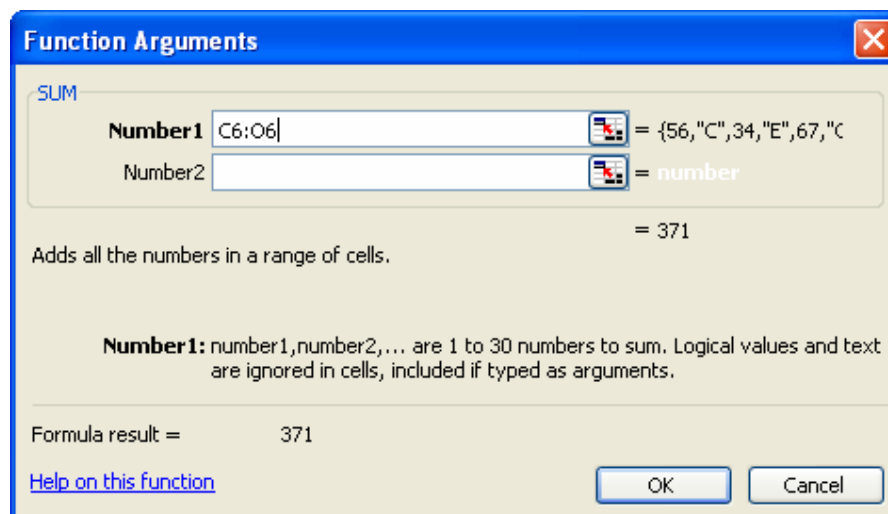
Keputusan / Sheet1 / Sheet 2 /

Ready

- Sediakan lajur Jumlah. Letak cursor di Q6, insert Function > Sum



- Isikan maklumat seperti berikut:



- OK. Copy formula dari Q6 hingga Q25, seperti rajah berikut:

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Arial 10 B I U

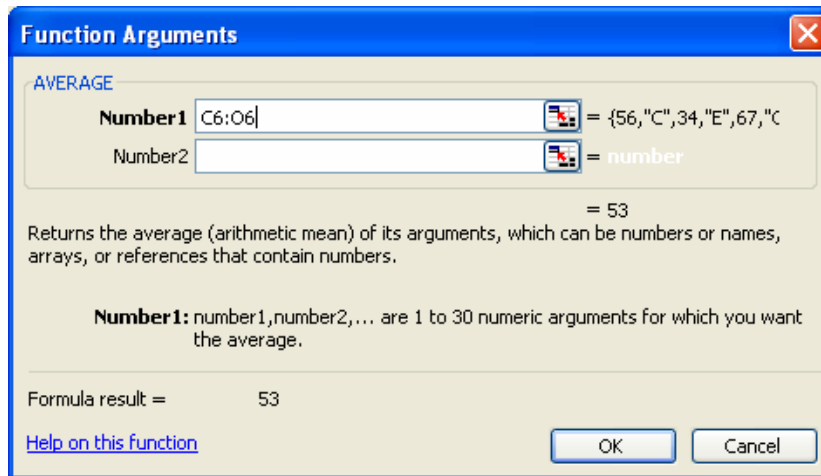
Q6 =SUM(C6:O6)

	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1															
2	aan: Pertengahan semester II Tahun 2008.														
3	tingkatan 5A														
4															
5	BM	Gred	Bl	Gred	MT	Gred	Sej	Gred	Fizik	Gred	Kimia	Gred	Bio	Gred	Jumlah
6	56	C	34	E	67	C	34	E	64	C	53	D	63	C	371
7	87	A	65	C	98	A	65	C	94	A	52	D	56	C	517
8	94	A	64	C	75	B	64	C	36	E	76	B	75	B	484
9	75	B	34	E	57	C	75	B	65	C	57	C	45	D	408
10	57	C	75	B	76	B	75	B	25	E	78	B	79	B	465
11	76	B	57	C	76	B	57	C	76	B	71	B	78	B	491
12	76	B	76	B	65	C	76	B	56	C	67	C	58	C	474
13	65	C	76	B	67	C	76	B	53	D	78	B	93	A	508
14	65	C	65	C	98	A	65	C	86	A	93	A	45	D	517
15	34	E	86	A	34	E	53	D	59	C	75	B	43	D	384
16	65	C	56	C	65	C	54	D	42	D	58	C	56	C	396
17	64	C	87	A	64	C	56	C	67	C	87	A	76	B	501
18	67	C	94	A	56	C	87	A	43	D	25	E	56	C	428
19	98	A	77	B	87	A	94	A	86	A	78	B	56	C	576
20	56	C	67	C	94	A	44	D	45	D	56	C	76	B	438
21	23	F	98	A	55	C	66	C	24	F	76	B	33	E	375
22	66	C	45	D	65	C	65	C	67	C	67	C	76	B	451
23	90	A	76	B	86	A	34	E	97	A	90	A	23	F	496
24	34	E	54	D	66	C	66	C	45	D	23	F	76	B	364
25	87	A	45	D	56	C	53	D	82	B	78	B	25	E	426
26															

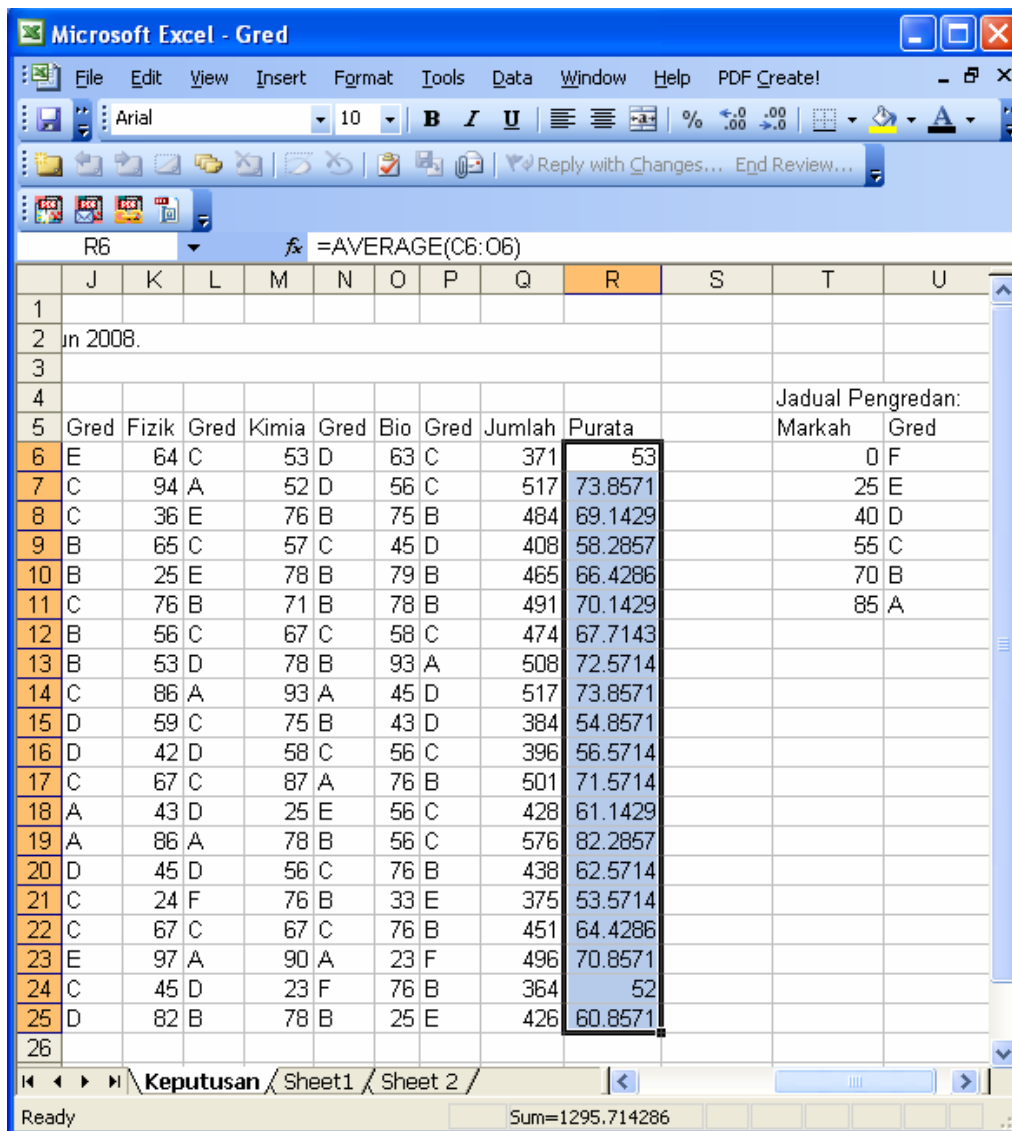
Keputusan Sheet1 Sheet 2

Ready Sum=9070

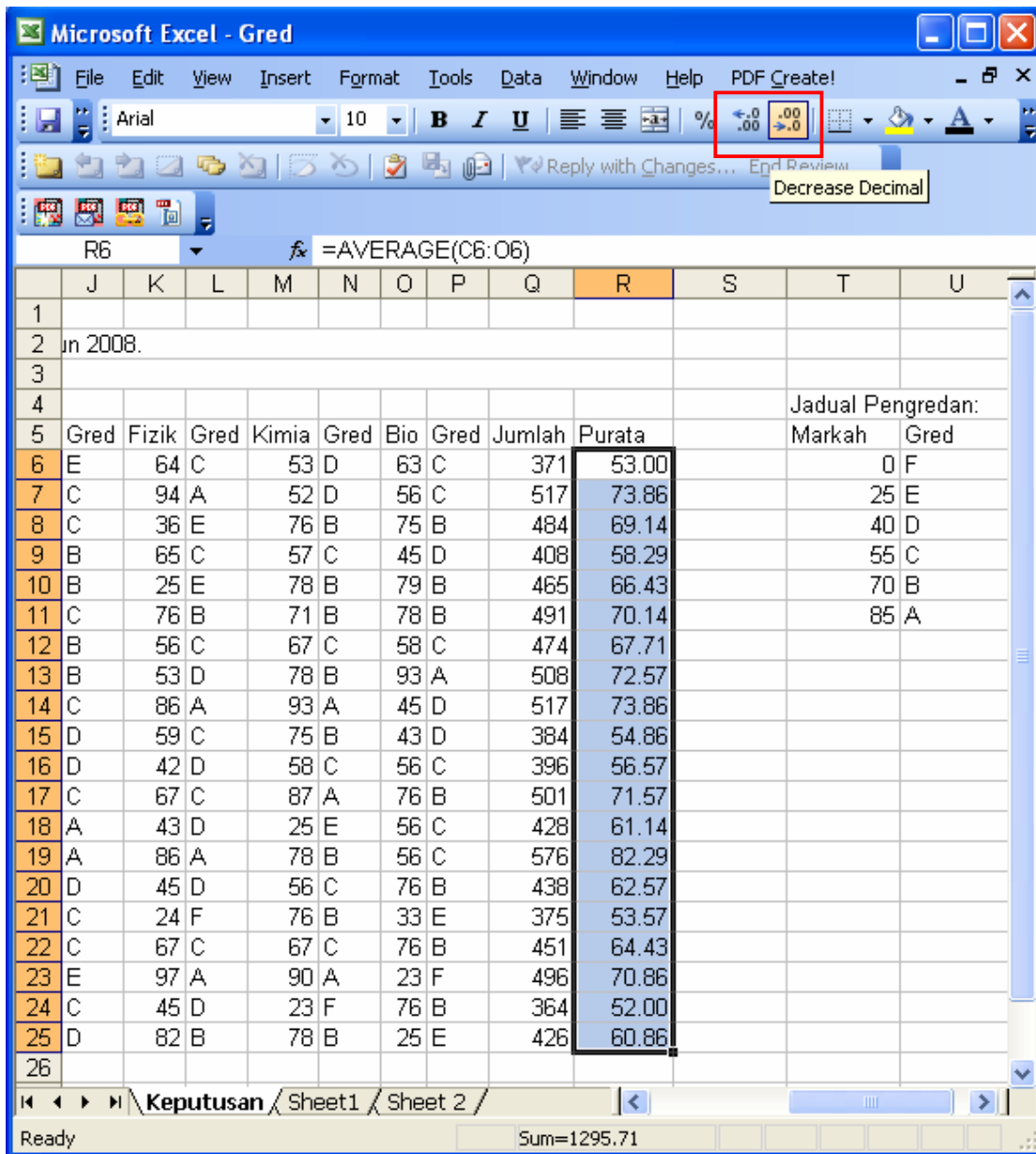
- Masukkan lajur Purata. Letak cursor di R6. Insert Function > Average. Isikan maklumat seperti rajah berikut:



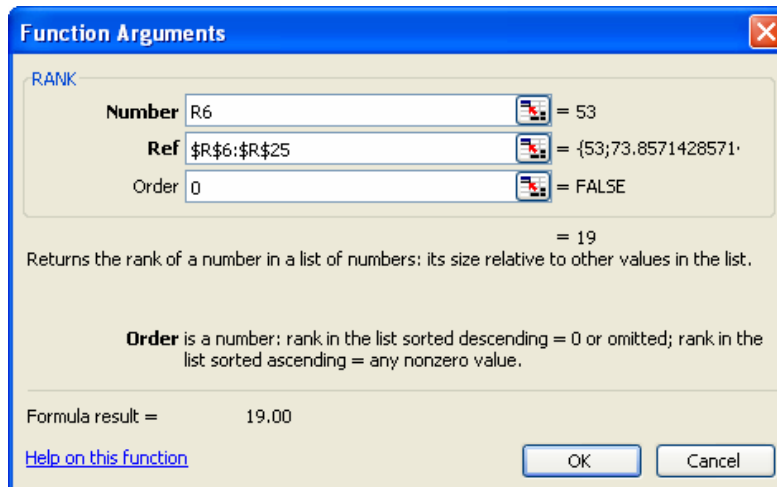
- OK. Copy formula dari R6 hingga R25 , seperti rajah berikut:



- Selaraskan decimal places seperti rajah berikut:



- Masukkan satu lajur kosong. Namakannya sebagai Kddk (Kedudukan). Pada sel S6, insert Function > Rank. Isikan maklumat seperti rajah berikut:



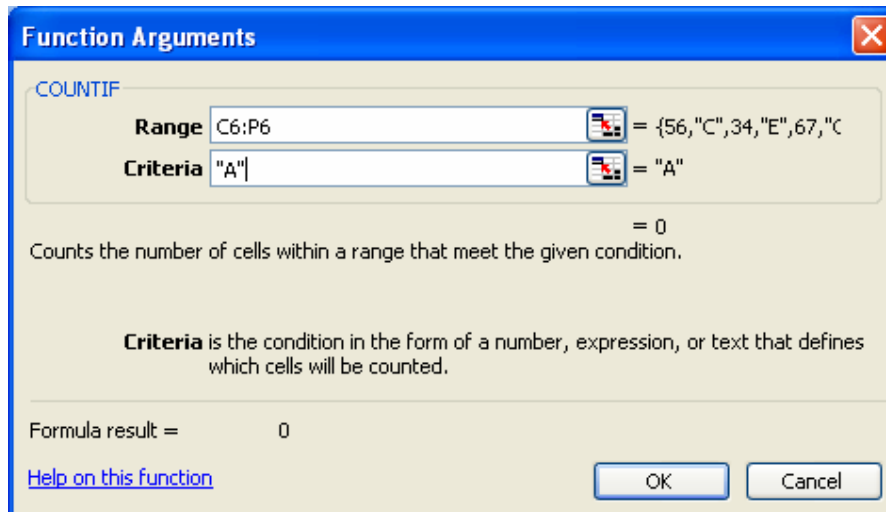
- OK. Copy formula dari S6 ke S25. Kurangkan decimal places ke 0 (integer), seperti rajah berikut:

	J	K	L	M	N	O	P	Q	R	S	T	U	V
1													
2													
3													
4												Jadual Pengreda	
5		Gred	Fizik	Gred	Kimia	Gred	Bio	Gred	Jumlah	Purata	Kddk	Markah	Gred
6		E	64	C	53	D	63	C	371	53.00	19	0	F
7		C	94	A	52	D	56	C	517	73.86	2	25	E
8		C	36	E	76	B	75	B	484	69.14	8	40	D
9		B	65	C	57	C	45	D	408	58.29	15	55	C
10		B	25	E	78	B	79	B	465	66.43	10	70	B
11		C	76	B	71	B	78	B	491	70.14	7	85	A
12		B	56	C	67	C	58	C	474	67.71	9		
13		B	53	D	78	B	93	A	508	72.57	4		
14		C	86	A	93	A	45	D	517	73.86	2		
15		D	59	C	75	B	43	D	384	54.86	17		
16		D	42	D	58	C	56	C	396	56.57	16		
17		C	67	C	87	A	76	B	501	71.57	5		
18		A	43	D	25	E	56	C	428	61.14	13		
19		A	86	A	78	B	56	C	576	82.29	1		
20		D	45	D	56	C	76	B	438	62.57	12		
21		C	24	F	76	B	33	E	375	53.57	18		
22		C	67	C	67	C	76	B	451	64.43	11		
23		E	97	A	90	A	23	F	496	70.86	6		
24		C	45	D	23	F	76	B	364	52.00	20		
25		D	82	B	78	B	25	E	426	60.86	14		
26													

- Masukkan 6 columns baru. Namakannya sebagai A, B, C, D, E dan F, seperti rajah berikut:

	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
1															
2															
3															
4															
5	Gred	Bio	Gred	Jumlah	Purata	Kddk	A	B	C	D	E	F		Jadual Pengredan:	
6	D	63	C	371	53.00	19								Markah	Gred
7	D	56	C	517	73.86	2								0	F
8	B	75	B	484	69.14	8								25	E
9	C	45	D	408	58.29	15								40	D
10	B	79	B	465	66.43	10								55	C
11	B	78	B	491	70.14	7								70	B
12	C	58	C	474	67.71	9								85	A
13	B	93	A	508	72.57	4									
14	A	45	D	517	73.86	2									
15	B	43	D	384	54.86	17									
16	C	56	C	396	56.57	16									
17	A	76	B	501	71.57	5									
18	E	56	C	428	61.14	13									
19	B	56	C	576	82.29	1									
20	C	76	B	438	62.57	12									
21	B	33	E	375	53.57	18									
22	C	76	B	451	64.43	11									
23	A	23	F	496	70.86	6									
24	F	76	B	364	52.00	20									
25	B	25	E	426	60.86	14									
26															

- Letak cursor di T6. Insert Function > CountIf . Isikan maklumat seperti rajah berikut:



- OK. Copy formula dari T6 hingga T25. Copy formula dari T6 ke lajur-lajur lain, tetapi tukar Criteria ke “B”, “C”, “D”, “E” dan “F”, seperti rajah berikut:

	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1																		
2																		
3																		
4																		Jadual P
5	Gred	Fizik	Gred	Kimia	Gred	Bio	Gred	Jumlah	Purata	Kddk	A	B	C	D	E	F		Markah
6	E	64	C	53	D	63	C	371	53.00	19	0	0	3	1	1	0		
7	C	94	A	52	D	56	C	517	73.86	2	3	0	3	1	0	0		
8	C	36	E	76	B	75	B	484	69.14	8	1	3	2	0	1	0		
9	B	65	C	57	C	45	D	408	58.29	15	0	2	3	1	0	0		
10	B	25	E	78	B	79	B	465	66.43	10	0	5	0	0	1	0		
11	C	76	B	71	B	78	B	491	70.14	7	0	5	2	0	0	0		
12	B	56	C	67	C	58	C	474	67.71	9	0	3	4	0	0	0		
13	B	53	D	78	B	93	A	508	72.57	4	1	3	1	1	0	0		
14	C	86	A	93	A	45	D	517	73.86	2	3	0	2	1	0	0		
15	D	59	C	75	B	43	D	384	54.86	17	1	1	1	2	1	0		
16	D	42	D	58	C	56	C	396	56.57	16	0	0	4	2	0	0		
17	C	67	C	87	A	76	B	501	71.57	5	2	1	3	0	0	0		
18	A	43	D	25	E	56	C	428	61.14	13	2	0	2	1	1	0		
19	A	86	A	78	B	56	C	576	82.29	1	4	2	1	0	0	0		
20	D	45	D	56	C	76	B	438	62.57	12	1	1	2	2	0	0		
21	C	24	F	76	B	33	E	375	53.57	18	1	1	2	0	1	1		
22	C	67	C	67	C	76	B	451	64.43	11	0	1	4	1	0	0		
23	E	97	A	90	A	23	F	496	70.86	6	4	1	0	0	1	1		
24	C	45	D	23	F	76	B	364	52.00	20	0	1	2	2	0	1		
25	D	82	B	78	B	25	E	426	60.86	14	1	2	1	2	1	0		
26																		

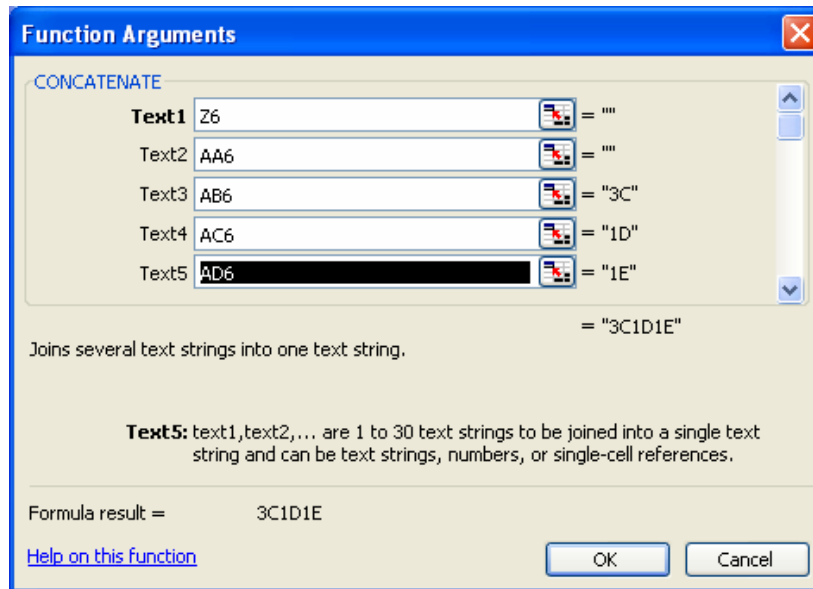
- Masukkan 6 columns lagi, seperti rajah berikut:

	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
1																			
2																			
3																			
4																			
5		Gred	Jumlah	Purata	Kddk	A	B	C	D	E	F	A	B	C	D	E	F		Jadual Pengred
6	C	371	53.00	19	0	0	3	1	1	0	0								0 F
7	C	517	73.86	2	3	0	3	1	0	0	0								25 E
8	B	484	69.14	8	1	3	2	0	1	0	0								40 D
9	D	408	58.29	15	0	2	3	1	0	0	0								55 C
10	B	465	66.43	10	0	5	0	0	1	0	0								70 B
11	B	491	70.14	7	0	5	2	0	0	0	0								85 A
12	C	474	67.71	9	0	3	4	0	0	0	0								
13	A	508	72.57	4	1	3	1	1	0	0	0								
14	D	517	73.86	2	3	0	2	1	0	0	0								
15	D	384	54.86	17	1	1	1	2	1	0	0								
16	C	396	56.57	16	0	0	4	2	0	0	0								
17	B	501	71.57	5	2	1	3	0	0	0	0								
18	C	428	61.14	13	2	0	2	1	1	0	0								
19	C	576	82.29	1	4	2	1	0	0	0	0								
20	B	438	62.57	12	1	1	2	2	0	0	0								
21	E	375	53.57	18	1	1	2	0	1	1	0								
22	B	451	64.43	11	0	1	4	1	0	0	0								
23	F	496	70.86	6	4	1	0	0	1	1	0								
24	B	364	52.00	20	0	1	2	2	0	1	0								
25	E	426	60.86	14	1	2	1	2	1	0	0								
26																			

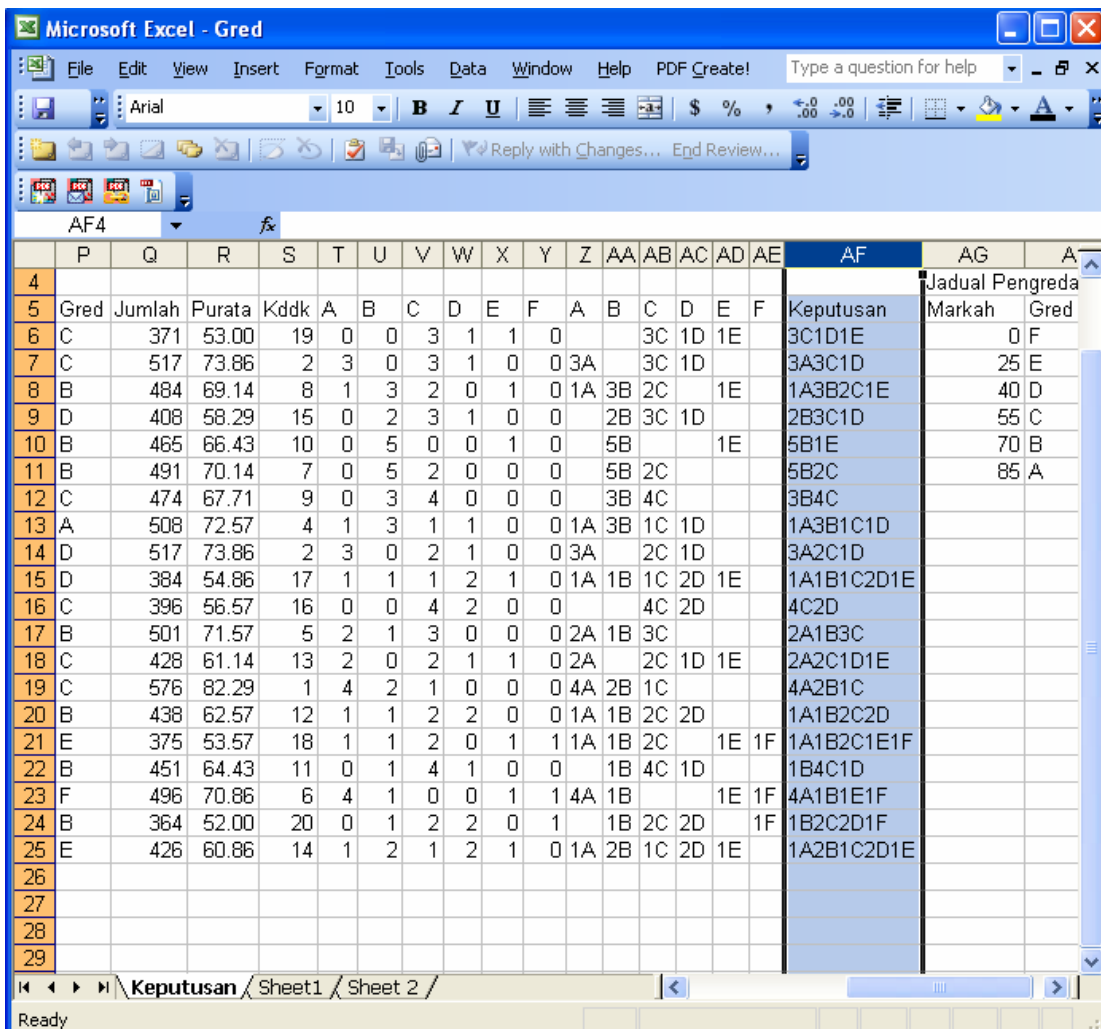
- Letak cursor di Z6, taipkan formula =IF(T6=0,"",T6&"A"). Copy formula dari Z6 ke Z25.
- Letak cursor di AA6, taipkan formula = IF(U6=0, "", U6&"B"). Copy formula dari AA6 ke AA25.
- Ulangi langkah di atas sehingga column AE, seperti rajah berikut:

	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
4																			
5	Gred	Jumlah	Purata	Kddk	A	B	C	D	E	F	A	B	C	D	E	F	Keputusan	Markah	Gred
6	C	371	53.00	19	0	0	3	1	1	0				3C	1D	1E		0	F
7	C	517	73.86	2	3	0	3	1	0	0	3A		3C	1D				25	E
8	B	484	69.14	8	1	3	2	0	1	0	1A	3B	2C		1E			40	D
9	D	408	58.29	15	0	2	3	1	0	0		2B	3C	1D				55	C
10	B	465	66.43	10	0	5	0	0	1	0		5B			1E			70	B
11	B	491	70.14	7	0	5	2	0	0	0		5B	2C					85	A
12	C	474	67.71	9	0	3	4	0	0	0		3B	4C						
13	A	508	72.57	4	1	3	1	1	0	0	1A	3B	1C	1D					
14	D	517	73.86	2	3	0	2	1	0	0	3A		2C	1D					
15	D	384	54.86	17	1	1	1	2	1	0	1A	1B	1C	2D	1E				
16	C	396	56.57	16	0	0	4	2	0	0				4C	2D				
17	B	501	71.57	5	2	1	3	0	0	0	2A	1B	3C						
18	C	428	61.14	13	2	0	2	1	1	0	2A		2C	1D	1E				
19	C	576	82.29	1	4	2	1	0	0	0	4A	2B	1C						
20	B	438	62.57	12	1	1	2	2	0	0	1A	1B	2C	2D					
21	E	375	53.57	18	1	1	2	0	1	1	1A	1B	2C		1E	1F			
22	B	451	64.43	11	0	1	4	1	0	0		1B	4C	1D					
23	F	496	70.86	6	4	1	0	0	1	1	4A	1B			1E	1F			
24	B	364	52.00	20	0	1	2	2	0	1		1B	2C	2D		1F			
25	E	426	60.86	14	1	2	1	2	1	0	1A	2B	1C	2D	1E				
26																			
27																			
28																			
29																			

- Masukkan lajur Keputusan. Letakkan cursor di AF6. Insert Function > Concatenate. Isikan maklumat seperti rajah berikut:



- Copy formula dari AF6 hingga AF25, seperti rajah berikut:



- Highlight column T hingga AE seperti rajah berikut:

The screenshot shows an Excel spreadsheet with the following data:

	P	Q	R	S	T	U	V	Formula Bar	Z	AA	AB	AC	AD	AE	AF	AG	A
4																	
5	Gred	Jumlah	Purata	Kddk	A	B	C	D	E	F	A	B	C	D	E	F	Jadual Pengreda
6	C	371	53.00	19	0	0	3	1	1	0			3C	1D	1E		Keputusan
7	C	517	73.86	2	3	0	3	1	0	0	3A		3C	1D			Markah
8	B	484	69.14	8	1	3	2	0	1	0	1A	3B	2C		1E		Gred
9	D	408	58.29	15	0	2	3	1	0	0	2B	3C	1D				
10	B	465	66.43	10	0	5	0	0	1	0	5B				1E		
11	B	491	70.14	7	0	5	2	0	0	0	5B	2C					
12	C	474	67.71	9	0	3	4	0	0	0	3B	4C					
13	A	508	72.57	4	1	3	1	1	0	0	1A	3B	1C	1D			
14	D	517	73.86	2	3	0	2	1	0	0	3A		2C	1D			
15	D	384	54.86	17	1	1	1	2	1	0	1A	1B	1C	2D	1E		
16	C	396	56.57	16	0	0	4	2	0	0			4C	2D			
17	B	501	71.57	5	2	1	3	0	0	0	2A	1B	3C				
18	C	428	61.14	13	2	0	2	1	1	0	2A		2C	1D	1E		
19	C	576	82.29	1	4	2	1	0	0	0	4A	2B	1C				
20	B	438	62.57	12	1	1	2	2	0	0	1A	1B	2C	2D			
21	E	375	53.57	18	1	1	2	0	1	1	1A	1B	2C		1E	1F	
22	B	451	64.43	11	0	1	4	1	0	0		1B	4C	1D			
23	F	496	70.86	6	4	1	0	0	1	1	4A	1B			1E	1F	
24	B	364	52.00	20	0	1	2	2	0	1		1B	2C	2D		1F	
25	E	426	60.86	14	1	2	1	2	1	0	1A	2B	1C	2D	1E		
26																	
27																	
28																	
29																	

- Format > Column > Hide.

Microsoft Excel - Gred

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Arial 10 B I U

AF26

	H	I	J	K	L	M	N	O	P	Q	R	S	AF	AG	AH
4															Jadual Pengredan:
5	Gred	Sej	Gred	Fizik	Gred	Kimia	Gred	Bio	Gred	Jumlah	Purata	Kddk	Keputusan	Markah	Gred
6	C	34	E	64	C	53	D	63	C	371	53.00	19	3C1D1E	0	F
7	A	65	C	94	A	52	D	56	C	517	73.86	2	3A3C1D	25	E
8	B	64	C	36	E	76	B	75	B	484	69.14	8	1A3B2C1E	40	D
9	C	75	B	65	C	57	C	45	D	408	58.29	15	2B3C1D	55	C
10	B	75	B	25	E	78	B	79	B	465	66.43	10	5B1E	70	B
11	B	57	C	76	B	71	B	78	B	491	70.14	7	5B2C	85	A
12	C	76	B	56	C	67	C	58	C	474	67.71	9	3B4C		
13	C	76	B	53	D	78	B	93	A	508	72.57	4	1A3B1C1D		
14	A	65	C	86	A	93	A	45	D	517	73.86	2	3A2C1D		
15	E	53	D	59	C	75	B	43	D	384	54.86	17	1A1B1C2D1E		
16	C	54	D	42	D	58	C	56	C	396	56.57	16	4C2D		
17	C	56	C	67	C	87	A	76	B	501	71.57	5	2A1B3C		
18	C	87	A	43	D	25	E	56	C	428	61.14	13	2A2C1D1E		
19	A	94	A	86	A	78	B	56	C	576	82.29	1	4A2B1C		
20	A	44	D	45	D	56	C	76	B	438	62.57	12	1A1B2C2D		
21	C	66	C	24	F	76	B	33	E	375	53.57	18	1A1B2C1E1F		
22	C	65	C	67	C	67	C	76	B	451	64.43	11	1B4C1D		
23	A	34	E	97	A	90	A	23	F	496	70.86	6	4A1B1E1F		
24	C	66	C	45	D	23	F	76	B	364	52.00	20	1B2C2D1F		
25	C	53	D	82	B	78	B	25	E	426	60.86	14	1A2B1C2D1E		
26															
27															

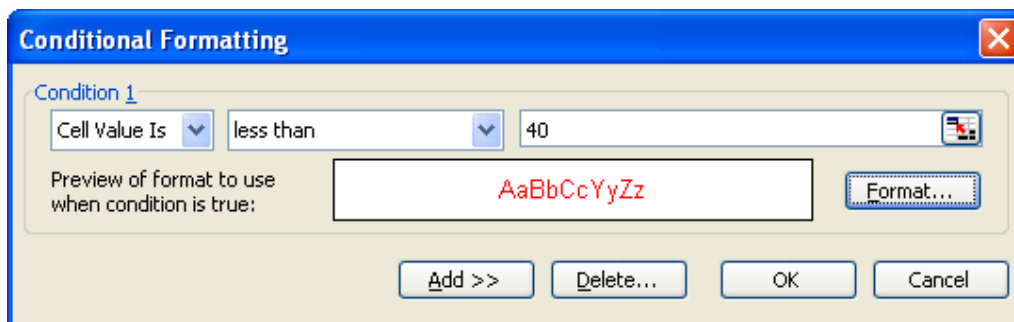
Keputusan / Sheet1 / Sheet 2 /

Ready

- Highlightkan column AG dan AH. Format > column > Hide.

	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	AF	AI
4																
5	Gred	MT	Gred	Sej	Gred	Fizik	Gred	Kimia	Gred	Bio	Gred	Jumlah	Purata	Kddk	Keputusan	
6	E	67	C	34	E	64	C	53	D	63	C	371	53.00	19	3C1D1E	
7	C	98	A	65	C	94	A	52	D	56	C	517	73.86	2	3A3C1D	
8	C	75	B	64	C	36	E	76	B	75	B	484	69.14	8	1A3B2C1E	
9	E	57	C	75	B	65	C	57	C	45	D	408	58.29	15	2B3C1D	
10	B	76	B	75	B	25	E	78	B	79	B	465	66.43	10	5B1E	
11	C	76	B	57	C	76	B	71	B	78	B	491	70.14	7	5B2C	
12	B	65	C	76	B	56	C	67	C	58	C	474	67.71	9	3B4C	
13	B	67	C	76	B	53	D	78	B	93	A	508	72.57	4	1A3B1C1D	
14	C	98	A	65	C	86	A	93	A	45	D	517	73.86	2	3A2C1D	
15	A	34	E	53	D	59	C	75	B	43	D	384	54.86	17	1A1B1C2D1E	
16	C	65	C	54	D	42	D	58	C	56	C	396	56.57	16	4C2D	
17	A	64	C	56	C	67	C	87	A	76	B	501	71.57	5	2A1B3C	
18	A	56	C	87	A	43	D	25	E	56	C	428	61.14	13	2A2C1D1E	
19	B	87	A	94	A	86	A	78	B	56	C	576	82.29	1	4A2B1C	
20	C	94	A	44	D	45	D	56	C	76	B	438	62.57	12	1A1B2C2D	
21	A	55	C	66	C	24	F	76	B	33	E	375	53.57	18	1A1B2C1E1F	
22	D	65	C	65	C	67	C	67	C	76	B	451	64.43	11	1B4C1D	
23	B	86	A	34	E	97	A	90	A	23	F	496	70.86	6	4A1B1E1F	
24	D	66	C	66	C	45	D	23	F	76	B	364	52.00	20	1B2C2D1F	
25	D	56	C	53	D	82	B	78	B	25	E	426	60.86	14	1A2B1C2D1E	
26																
27																

- Highlightkan C6 ke O25. Format > Conditional Formatting. Isikan maklumat seperti berikut:



- Akhirnya, kita dapat:

Microsoft Excel - Gred

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Arial 10 B I U

C6 56

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
4																			
5	Bil	Nama	BM	Gred	BI	Gred	MT	Gred	Sej	Gred	Fizik	Gred	Kimia	Gred	Bio	Gred	Jumlah	Purata	Kddk
6	1	Lau	56	C	34	E	67	C	34	E	64	C	53	D	63	C	371	53.00	19
7	2	Mohd	87	A	65	C	98	A	65	C	94	A	52	D	56	C	517	73.86	2
8	3	Jeffery	94	A	64	C	75	B	64	C	36	E	76	B	75	B	484	69.14	8
9	4	Lina	75	B	34	E	57	C	75	B	65	C	57	C	45	D	408	58.29	15
10	5	Ting	57	C	75	B	76	B	75	B	25	E	78	B	79	B	465	66.43	10
11	6	Siti	76	B	57	C	76	B	57	C	76	B	71	B	78	B	491	70.14	7
12	7	Chong	76	B	76	B	65	C	76	B	56	C	67	C	58	C	474	67.71	9
13	8	Joseph	65	C	76	B	67	C	76	B	53	D	78	B	93	A	508	72.57	4
14	9	Nor	65	C	65	C	98	A	65	C	86	A	93	A	45	D	517	73.86	2
15	10	Anuar	34	E	86	A	34	E	53	D	59	C	75	B	43	D	384	54.86	17
16	11	Michael	65	C	56	C	65	C	54	D	42	D	58	C	56	C	396	56.57	16
17	12	Nurul	64	C	87	A	64	C	56	C	67	C	87	A	76	B	501	71.57	5
18	13	Dorothy	67	C	94	A	56	C	87	A	43	D	25	E	56	C	428	61.14	13
19	14	Diana	98	A	77	B	87	A	94	A	86	A	78	B	56	C	576	82.29	1
20	15	Jod	56	C	67	C	94	A	44	D	45	D	56	C	76	B	438	62.57	12
21	16	Tiong	23	F	98	A	55	C	66	C	24	F	76	B	33	E	375	53.57	18
22	17	Mary	66	C	45	D	65	C	65	C	67	C	67	C	76	B	451	64.43	11
23	18	Gopal	90	A	76	B	86	A	34	E	97	A	90	A	23	F	496	70.86	6
24	19	Bala	34	E	54	D	66	C	66	C	45	D	23	F	76	B	364	52.00	20
25	20	Sami	87	A	45	D	56	C	53	D	82	B	78	B	25	E	426	60.86	14
26																			
27																			

Keputusan / Sheet1 / Sheet 2 /

Ready Sum=9070

- Sekian, terima kasih.