



**LATIHAN 1**  
**MEMBUAT SURAT RASMI**  
**MENGGUNAKAN WPS OFFICE :**

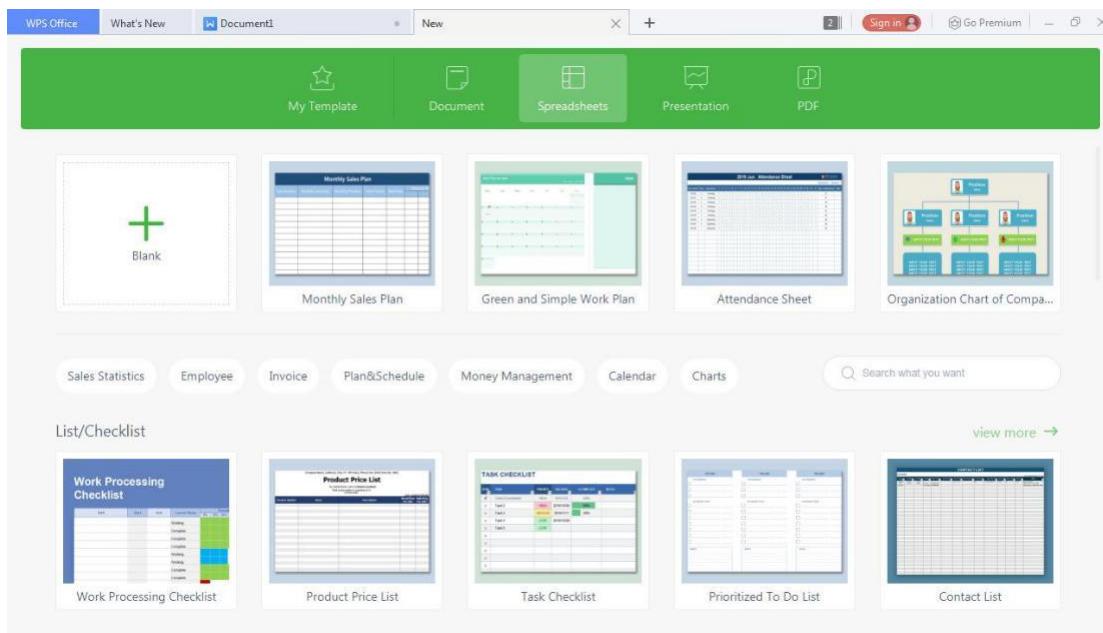
**SPREADSHEET**

1. Runkan program **WPS Office** pada desktop.

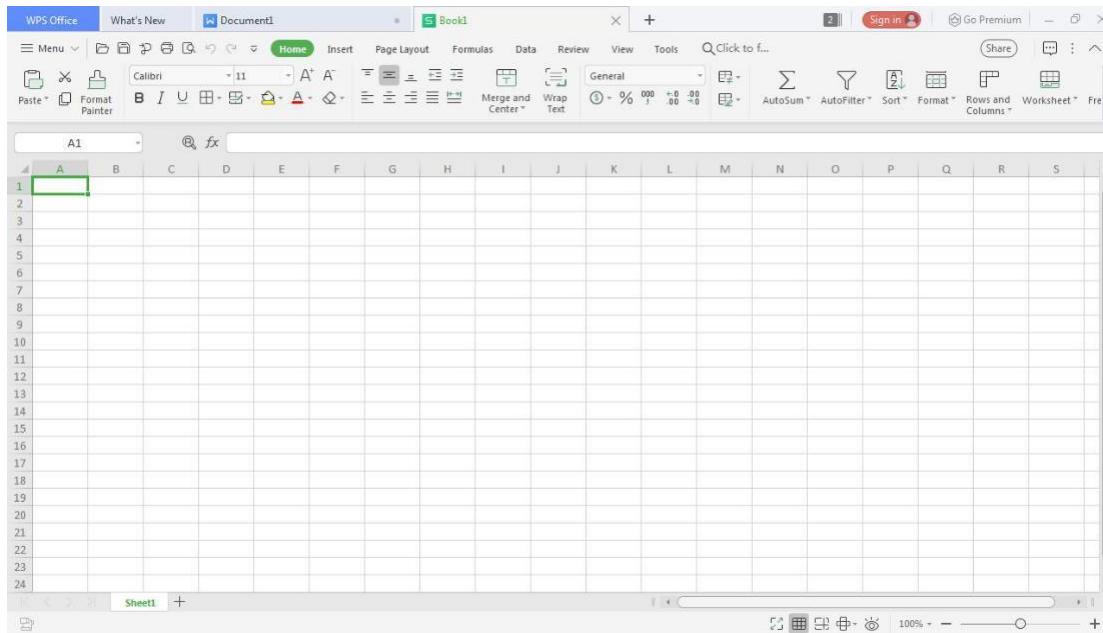


2. Skrin seperti dibawah akan dipaparkan.

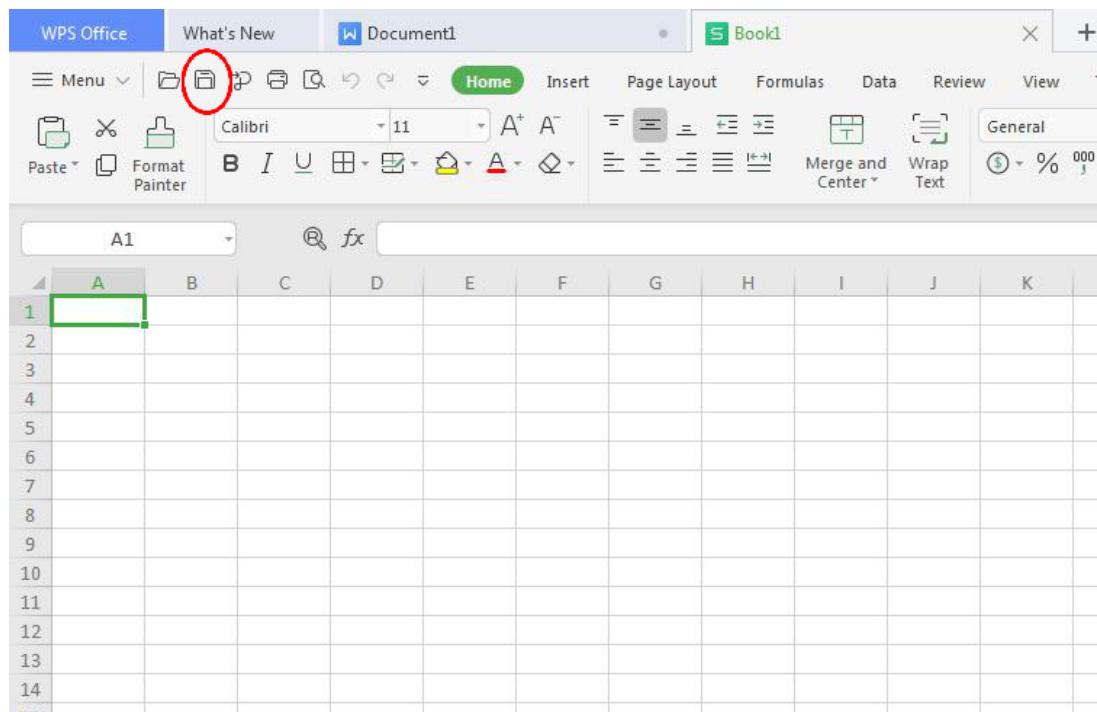
### 3. Pilih **Spreadsheet** dan **Blank** seperti rajah.



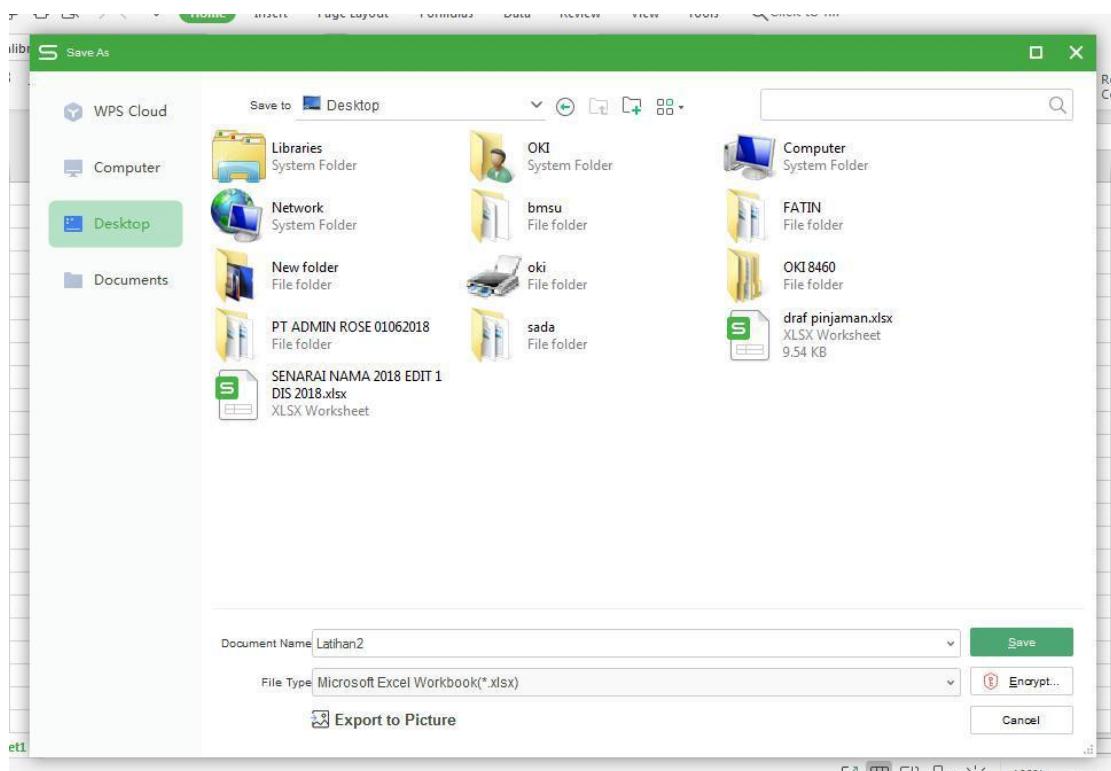
### 4. Pastikan skrin anda seperti rajah dibawah.



5. Klik seperti rajah untuk simpan dokumen.



6. Tukar **Book1.xlsx** kepada **Latihan2.xlsx** seperti rajah dibawah. Klik butang **Save**.



7. Taip contoh table dibawah.

Bil.	Jenis Perbelanjaan	Jumlah (RM)
1.	Gaji Pengurus	1800.00
2.	Gaji Pekerja	1200.00
3.	KWSP & SOCSO	390.00
4.	Telefon	200.00
5.	Utiliti	300.00
6.	Alatulis & Urusan Pejabat	200.00
7.	Perjalanan & Pengangkutan	300.00
8.	Keraian & Promosi	150.00
9.	Pelbagai Belanja	100.00
	<b>Jumlah</b>	<b>4640.00</b>

8. Pastikan sama seperti dibawah.

The screenshot shows a WPS Office spreadsheet window titled 'Latihan2.xlsx'. The spreadsheet contains the following data:

A	B	C
1	Jenis Perbelanjaan	Jumlah
2	1 Gaji Pengurus	1800
3	2 Gaji Pekerja	1200
4	3 KWSP & SOCSO	390
5	4 Telefon	200
6	5 Utiliti	300
7	6 Alat Tulis & Urusan Pejabat	200
8	7 Perjalanan & Pengangkutan	300
9	8 Keraian & Promosi	150
10	9 Pelbagai Belanja	100
11	Jumlah	

9. Untuk membuat border pada table, select bahagian yang berkaitan dan pilih **All Borders**.

The screenshot shows a Microsoft Word document titled 'Document1.docx'. A table is selected, with its first row (Bil and Jenis Perbelanjaan) highlighted in green. The 'Home' tab is active in the ribbon. In the font toolbar, the border dropdown arrow is circled in red, and the 'All Borders' option is also circled in red. A dropdown menu is open, listing various border styles, with 'All Borders' being the selected option.

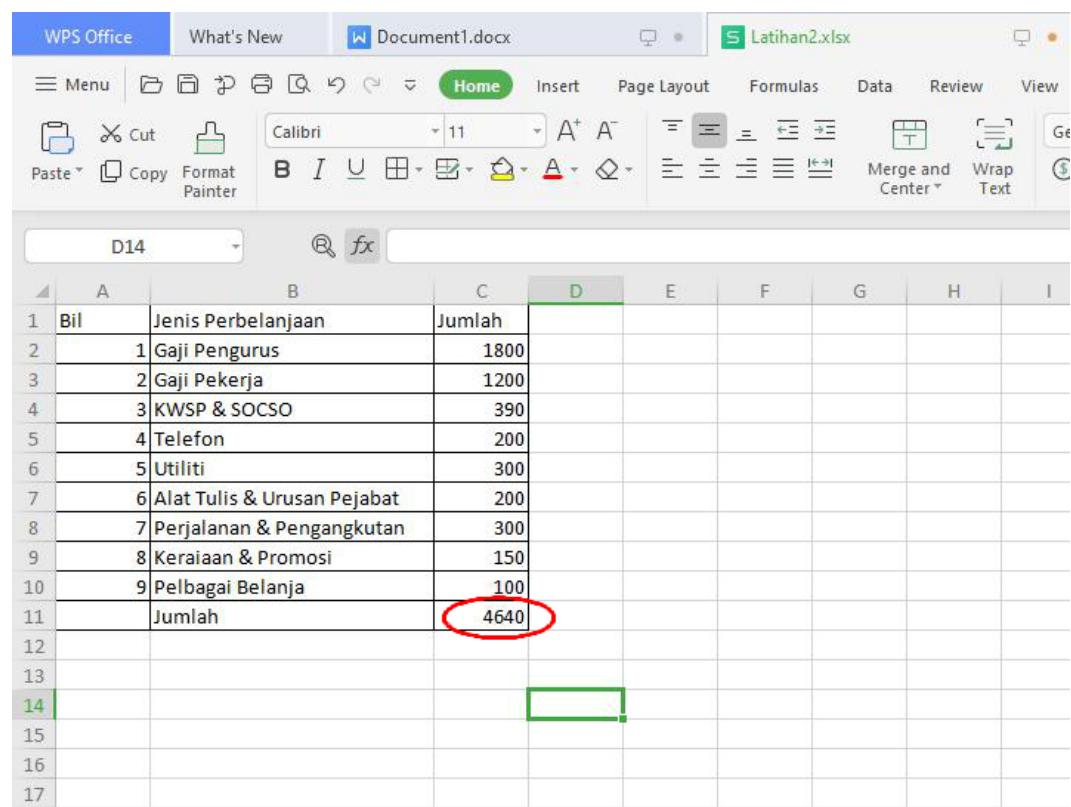
Bil	Jenis Perbelanjaan
1	Gaji Pengurus
2	Gaji Pekerja
3	KWSP & SOCSO
4	Telefon
5	Utiliti
6	Alat Tulis & Urusan Pejabat
7	Perjalanan & Pengangkutan
8	Keraian & Promosi
9	Pelbagai Belanja
11	Jumlah

10. Untuk kira jumlah keseluruhan, select bahagian yang diperlukan dan select **Sum**.

The screenshot shows a Microsoft Excel spreadsheet titled 'Latihan2.xlsx'. A table is present with columns labeled 'Bil', 'Jenis Perbelanjaan', and 'Jumlah'. The 'Jumlah' column contains numerical values: 1800, 1200, 390, 200, 300, 200, 300, 150, and 100. The last row, 'Jumlah', has a value of 1800. The formula bar shows '=1800'. The 'Formulas' tab is active in the ribbon. In the formula bar dropdown, the 'Sum' function is circled in red. Other functions like AutoSum, Average, Count, Max, and Min are also visible in the dropdown menu.

Bil	Jenis Perbelanjaan	Jumlah
1	Gaji Pengurus	1800
2	Gaji Pekerja	1200
3	KWSP & SOCSO	390
4	Telefon	200
5	Utiliti	300
6	Alat Tulis & Urusan Pejabat	200
7	Perjalanan & Pengangkutan	300
8	Keraian & Promosi	150
9	Pelbagai Belanja	100
11	Jumlah	1800

11. Jumlah keseluruhan akan dipaparkan seperti rajah dibawah.



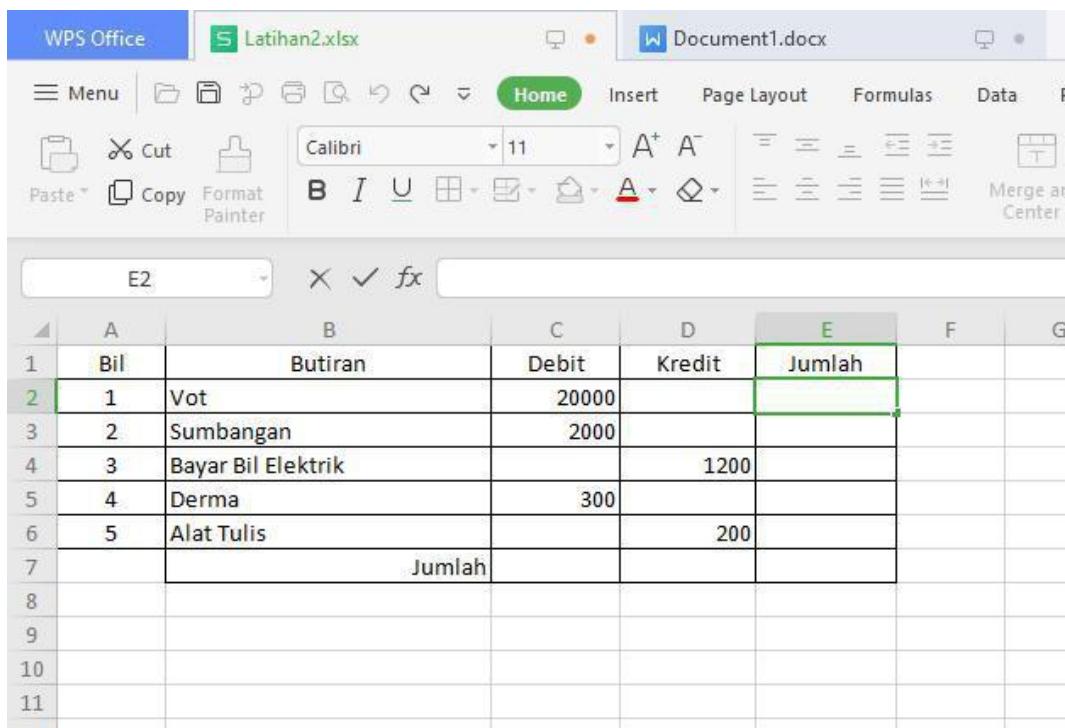
The screenshot shows a Microsoft Word document window titled "Document1.docx" and a Microsoft Excel spreadsheet window titled "Latihan2.xlsx". The Excel spreadsheet contains a table with 11 rows of data and one summary row at the bottom. The columns are labeled A through I. The data includes various expenses like Gaji Pengurus, Gaji Pekerja, KWSP & SOCSO, etc., with a final total of 4640. The cell containing the total value (D11) is circled in red.

Bil	Jenis Perbelanjaan	Jumlah						
1	Gaji Pengurus	1800						
2	Gaji Pekerja	1200						
3	KWSP & SOCSO	390						
4	Telefon	200						
5	Utiliti	300						
6	Alat Tulis & Urusan Pejabat	200						
7	Perjalanan & Pengangkutan	300						
8	Kerajaan & Promosi	150						
9	Pelbagai Belanja	100						
11	Jumlah	4640						
12								
13								
14								
15								
16								
17								

12. Buat table excel yang baru. Pastikan table anda seperti rajah dibawah.

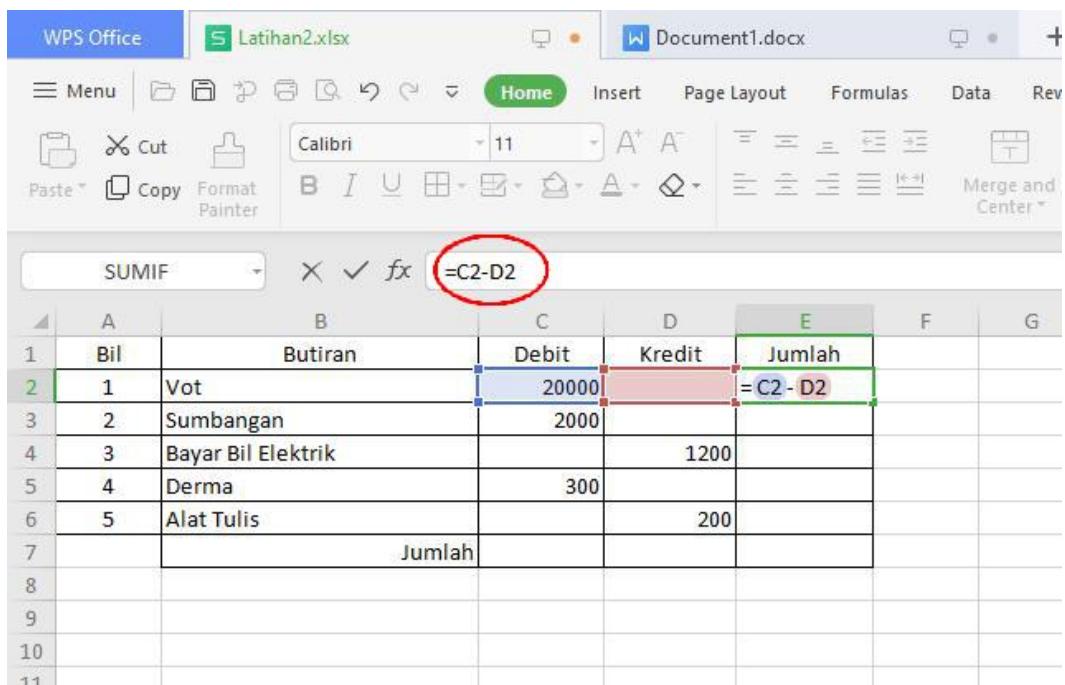
Bil	Butiran	Debit	Kredit	Jumlah
1	Vot	20000		
2	Sumbangan	2000		
3	Bayar Bil Elektrik		1200	
4	Derma	300		
5	Alat Tulis		200	
	Jumlah			

13. Untuk masukkan formula, select column yang diperlukan.



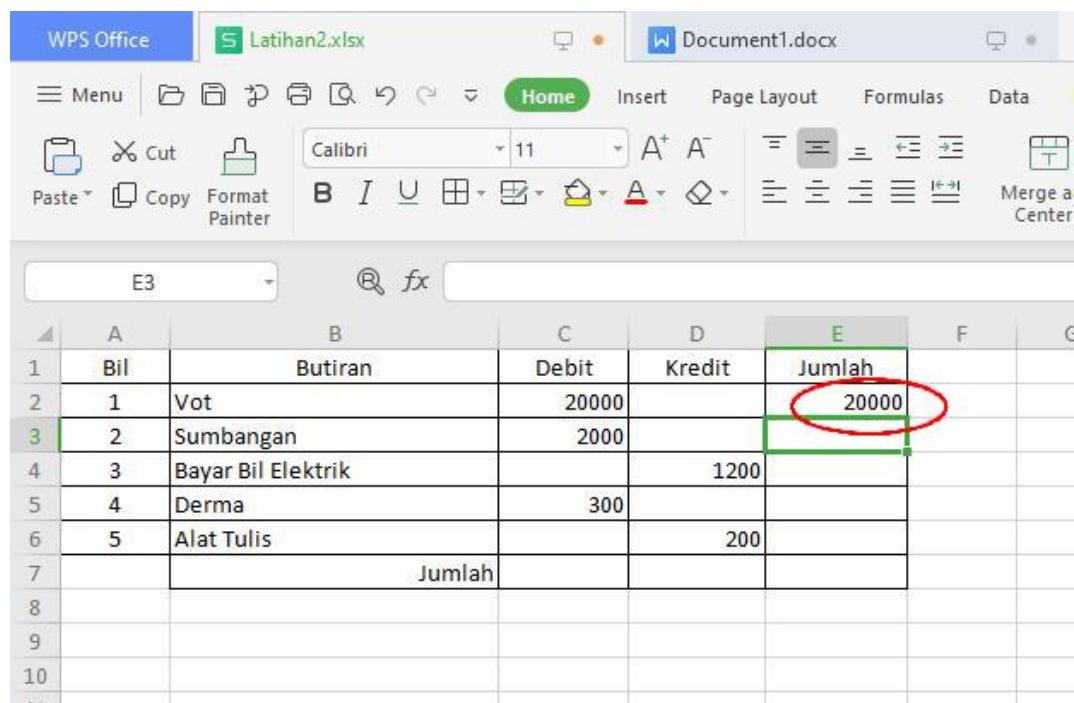
	A	B	C	D	E	F	G
1	Bil	Butiran	Debit	Kredit	Jumlah		
2	1	Vot	20000				
3	2	Sumbangan	2000				
4	3	Bayar Bil Elektrik		1200			
5	4	Derma	300				
6	5	Alat Tulis			200		
7		Jumlah					
8							
9							
10							
11							

14. Pastikan anda taip formula seperti dibawah. Anda akan dapat skrin seperti dibawah.



	A	B	C	D	E	F	G
1	Bil	Butiran	Debit	Kredit	Jumlah		
2	1	Vot	20000		=C2-D2		
3	2	Sumbangan	2000				
4	3	Bayar Bil Elektrik		1200			
5	4	Derma	300				
6	5	Alat Tulis			200		
7		Jumlah					
8							
9							
10							
11							

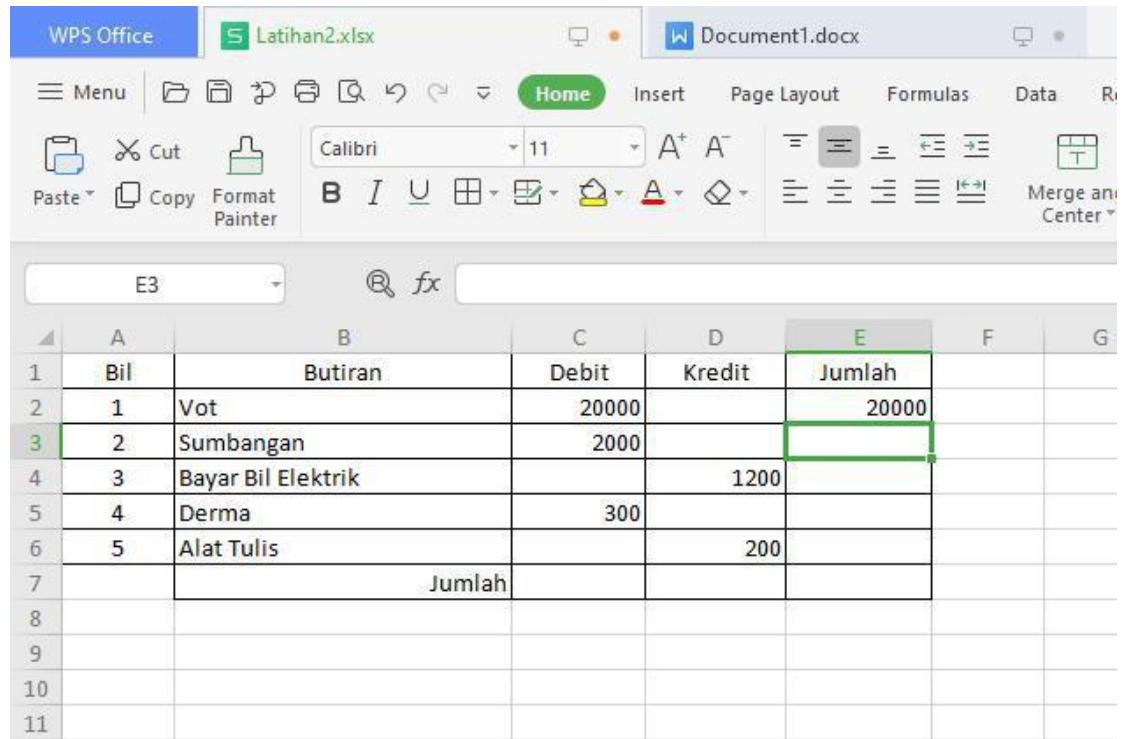
15. Klik **Enter** dan anda akan dapat seperti skrin dibawah.



The screenshot shows a WPS Office spreadsheet window titled "Latihan2.xlsx". The "Home" tab is selected. The spreadsheet contains the following data:

A	B	C	D	E	F	G
1	Bil	Butiran	Debit	Kredit	Jumlah	
2	1	Vot	20000		20000	
3	2	Sumbangan	2000			
4	3	Bayar Bil Elektrik		1200		
5	4	Derma	300			
6	5	Alat Tulis		200		
7		Jumlah				
8						
9						
10						
11						

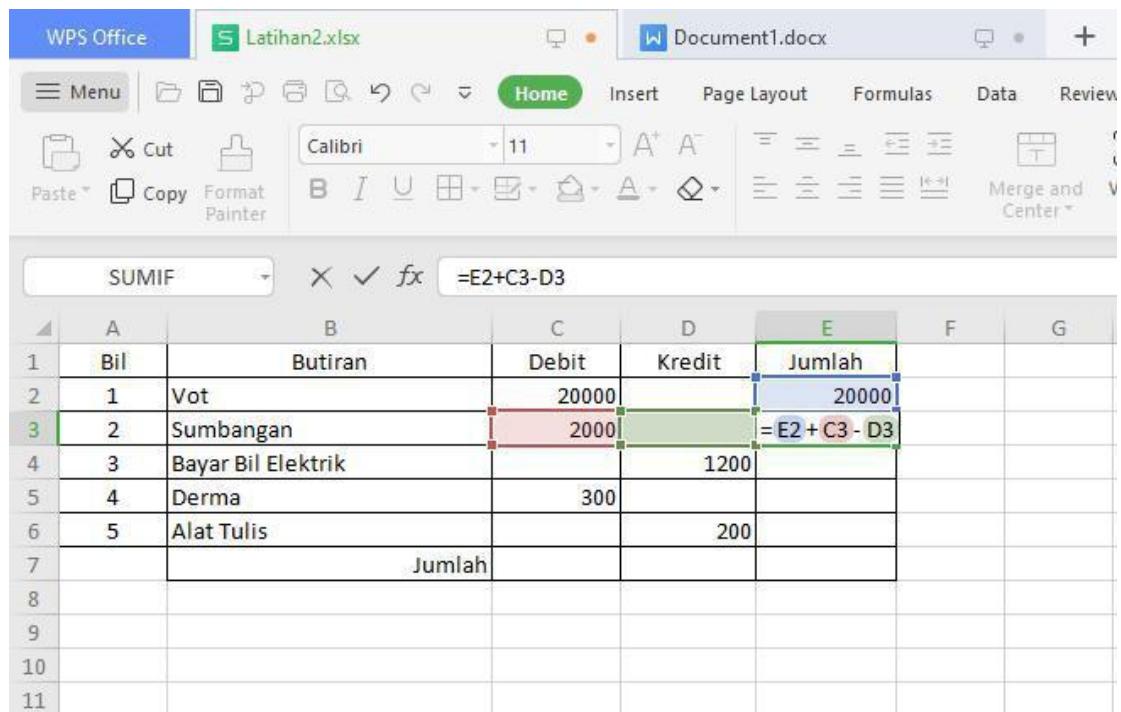
16. Untuk masukkan formula baru, select column yang diperlukan.



The screenshot shows a WPS Office spreadsheet window titled "Latihan2.xlsx". The "Home" tab is selected. The spreadsheet contains the following data:

A	B	C	D	E	F	G
1	Bil	Butiran	Debit	Kredit	Jumlah	
2	1	Vot	20000		20000	
3	2	Sumbangan	2000			
4	3	Bayar Bil Elektrik		1200		
5	4	Derma	300			
6	5	Alat Tulis		200		
7		Jumlah				
8						
9						
10						
11						

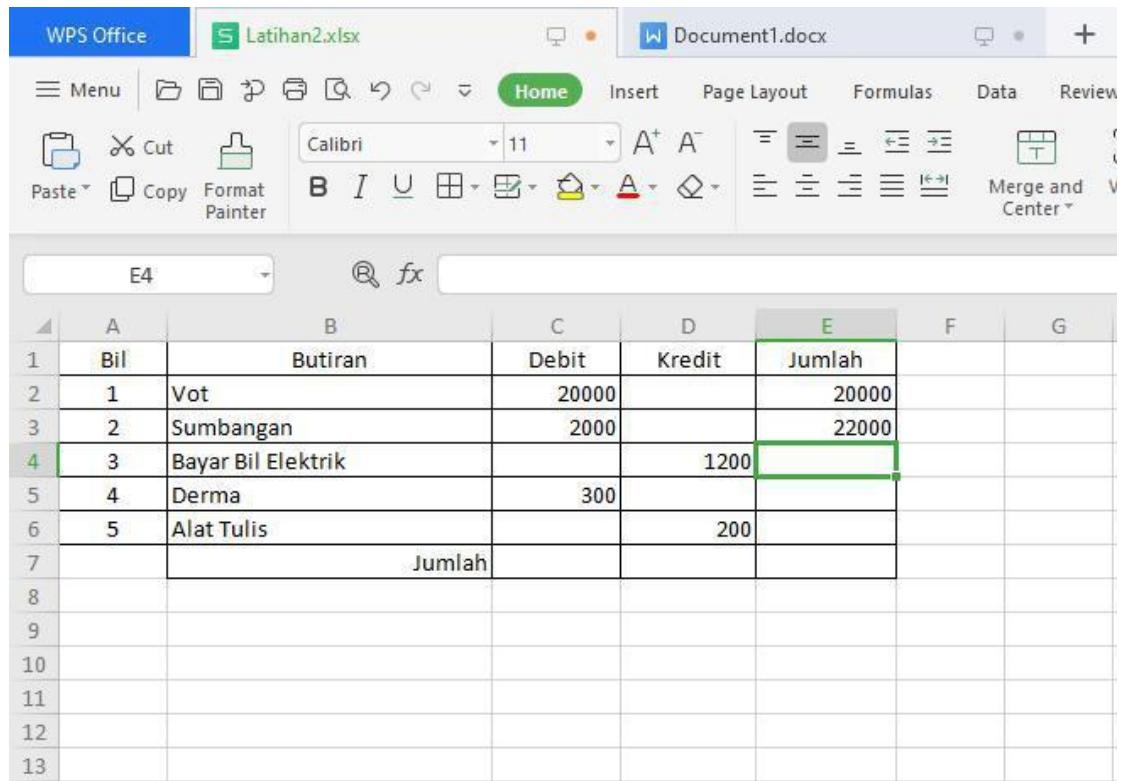
17. Pastikan formula anda seperti skrin dibawah.



The screenshot shows a WPS Office spreadsheet window titled "Latihan2.xlsx". The formula bar at the top displays "=E2+C3-D3". The spreadsheet contains the following data:

A	B	C	D	E	F	G
1	Bil	Butiran	Debit	Kredit	Jumlah	
2	1	Vot	20000		20000	
3	2	Sumbangan	2000		=E2+C3-D3	
4	3	Bayar Bil Elektrik		1200		
5	4	Derma	300			
6	5	Alat Tulis		200		
7		Jumlah				
8						
9						
10						
11						

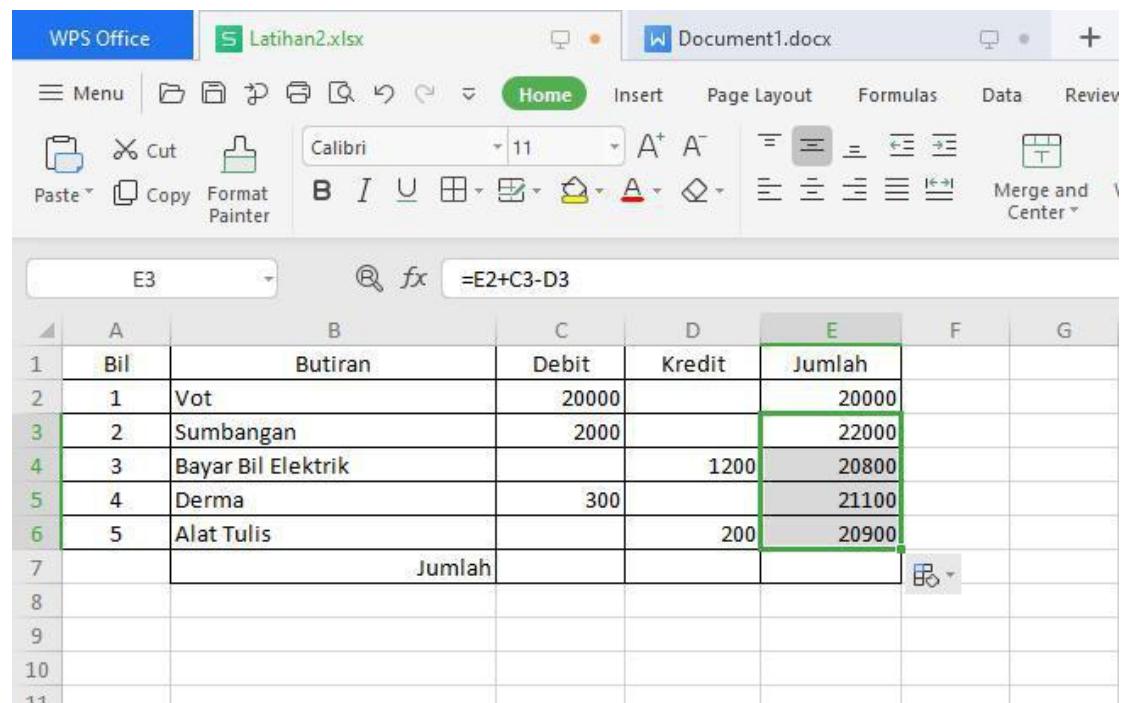
18. Tekan **Enter** dan anda akan dapat **Jumlah** seperti dibawah.



The screenshot shows the same WPS Office spreadsheet window after pressing Enter. The formula in cell E3 has been evaluated, resulting in a total value of 22000. The spreadsheet now looks like this:

A	B	C	D	E	F	G
1	Bil	Butiran	Debit	Kredit	Jumlah	
2	1	Vot	20000		20000	
3	2	Sumbangan	2000		22000	
4	3	Bayar Bil Elektrik		1200		
5	4	Derma	300			
6	5	Alat Tulis		200		
7		Jumlah				
8						
9						
10						
11						
12						
13						

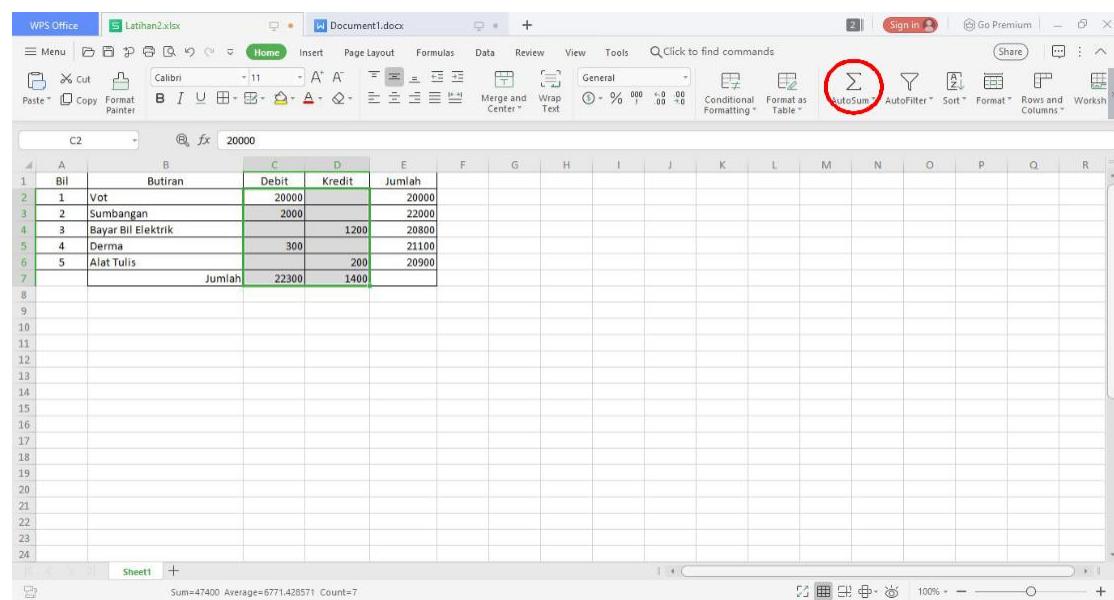
19. Untuk copy formula pada column yang lain, letakkan cursor pada hujung column sehingga cursor menjadi tanda '+' kemudian tarik cursor sehingga column yang diperlukan. Anda akan dapat **Jumlah** seperti dibawah.



The screenshot shows a WPS Office spreadsheet window titled 'Latihan2.xlsx'. The 'Home' tab is selected. A green selection box highlights the entire column E, which contains the formula '=E2+C3-D3'. The formula bar also displays this formula. The spreadsheet has columns A through G and rows 1 through 7. Column A is labeled 'Bil', column B is 'Butiran', column C is 'Debit', column D is 'Kredit', and column E is 'Jumlah'. The data entries are as follows:

A	B	C	D	E
1	Bil		Debit	Kredit
2	1 Vot	20000		20000
3	2 Sumbangan	2000		22000
4	3 Bayar Bil Elektrik		1200	20800
5	4 Derma	300		21100
6	5 Alat Tulis		200	20900
7		Jumlah		

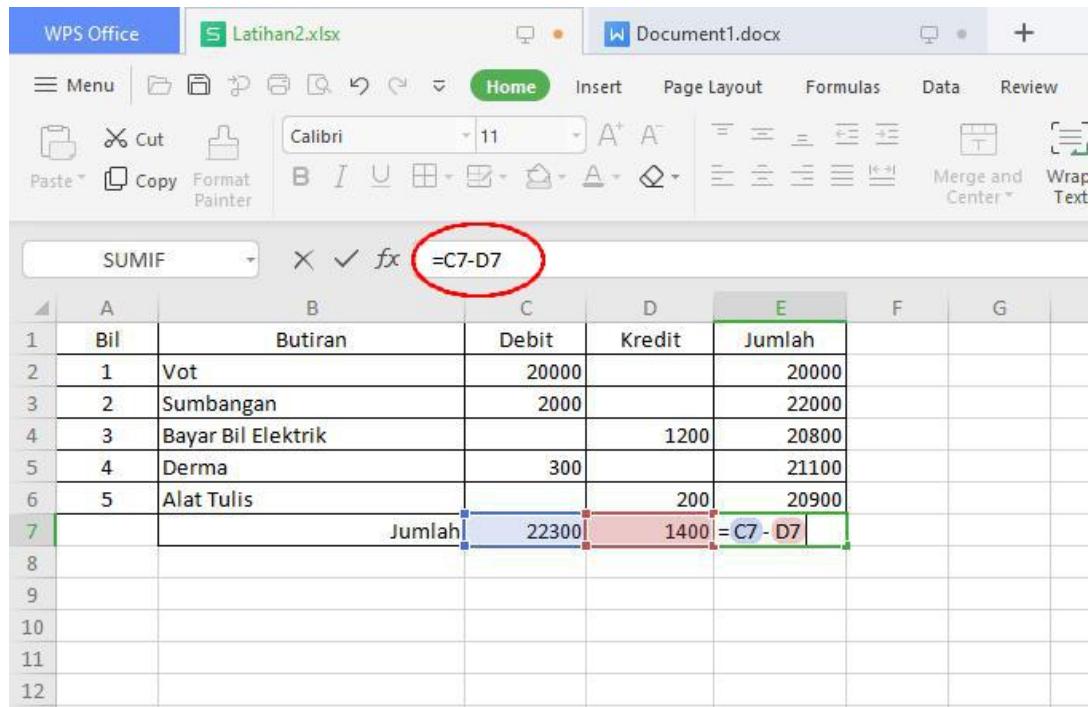
20. Untuk kira jumlah keseluruhan, select bahagian yang diperlukan dan select **Sum**.



The screenshot shows a WPS Office spreadsheet window titled 'Latihan2.xlsx'. The 'Home' tab is selected. The 'AutoSum' button in the toolbar is circled in red. A green selection box highlights the range from C2 to D7, which includes the header 'Jumlah' and the data rows. The formula bar shows '20000' as the current value. The spreadsheet has columns A through R and rows 1 through 24. The data structure is identical to the previous screenshot, with the 'Jumlah' row highlighted.

A	B	C	D	E
1	Bil	Debit	Kredit	Jumlah
2	1 Vot	20000		20000
3	2 Sumbangan	2000		22000
4	3 Bayar Bil Elektrik		1200	20800
5	4 Derma	300		21100
6	5 Alat Tulis		200	20900
7		Jumlah	22300	1400

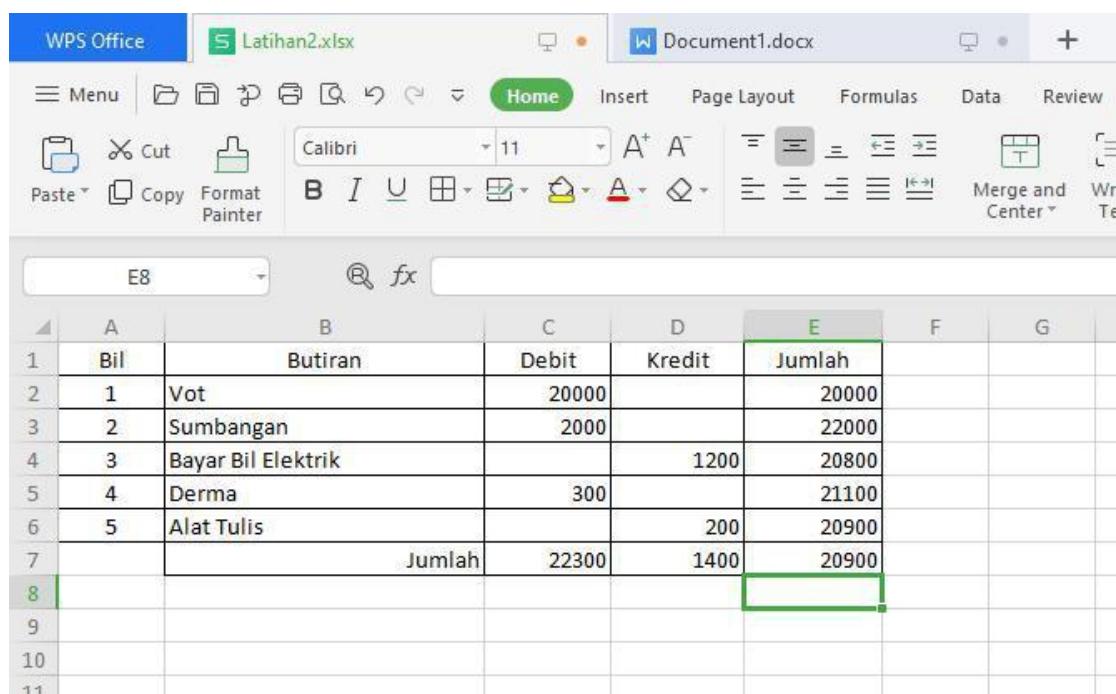
21. Untuk jumlah keseluruhan yang terakhir, masukkan formula secara manual seperti rajah.



The screenshot shows a Microsoft Excel-like interface in WPS Office. The formula bar at the top contains the formula  $=C7-D7$ , which is circled in red. Below the formula bar is a table with columns labeled A through E. The table has 12 rows, numbered 1 to 12. Row 1 is a header row with columns Bil, Butiran, Debit, Kredit, and Jumlah. Rows 2 through 6 list transactions: Vot (Debit 20000, Kredit 0, Jumlah 20000), Sumbangan (Debit 2000, Kredit 0, Jumlah 22000), Bayar Bil Elektrik (Debit 0, Kredit 1200, Jumlah 20800), Derma (Debit 300, Kredit 0, Jumlah 21100), and Alat Tulis (Debit 0, Kredit 200, Jumlah 20900). Row 7 is a summary row with Jumlah in column B (22300), Debit in column C (22300), Kredit in column D (1400), and the formula  $=C7-D7$  in column E. Rows 8 through 12 are empty.

A	B	C	D	E	F	G
1	Bil	Butiran	Debit	Kredit	Jumlah	
2	1	Vot	20000		20000	
3	2	Sumbangan	2000		22000	
4	3	Bayar Bil Elektrik		1200	20800	
5	4	Derma	300		21100	
6	5	Alat Tulis		200	20900	
7		Jumlah	22300	1400	=C7-D7	
8						
9						
10						
11						
12						

22. Skrin seperti dibawah akan terpapar.



The screenshot shows the same Microsoft Excel-like interface in WPS Office. The formula bar now displays 'E8'. The table below has the same structure as the previous screenshot, but the formula cell in row 7, column E (cell E7) is highlighted with a green border. The rest of the table and interface are identical to the previous screenshot.

A	B	C	D	E	F	G
1	Bil	Butiran	Debit	Kredit	Jumlah	
2	1	Vot	20000		20000	
3	2	Sumbangan	2000		22000	
4	3	Bayar Bil Elektrik		1200	20800	
5	4	Derma	300		21100	
6	5	Alat Tulis		200	20900	
7		Jumlah	22300	1400	20900	
8						
9						
10						
11						

23. Selesai.