

Kelas : .....

Nama : .....

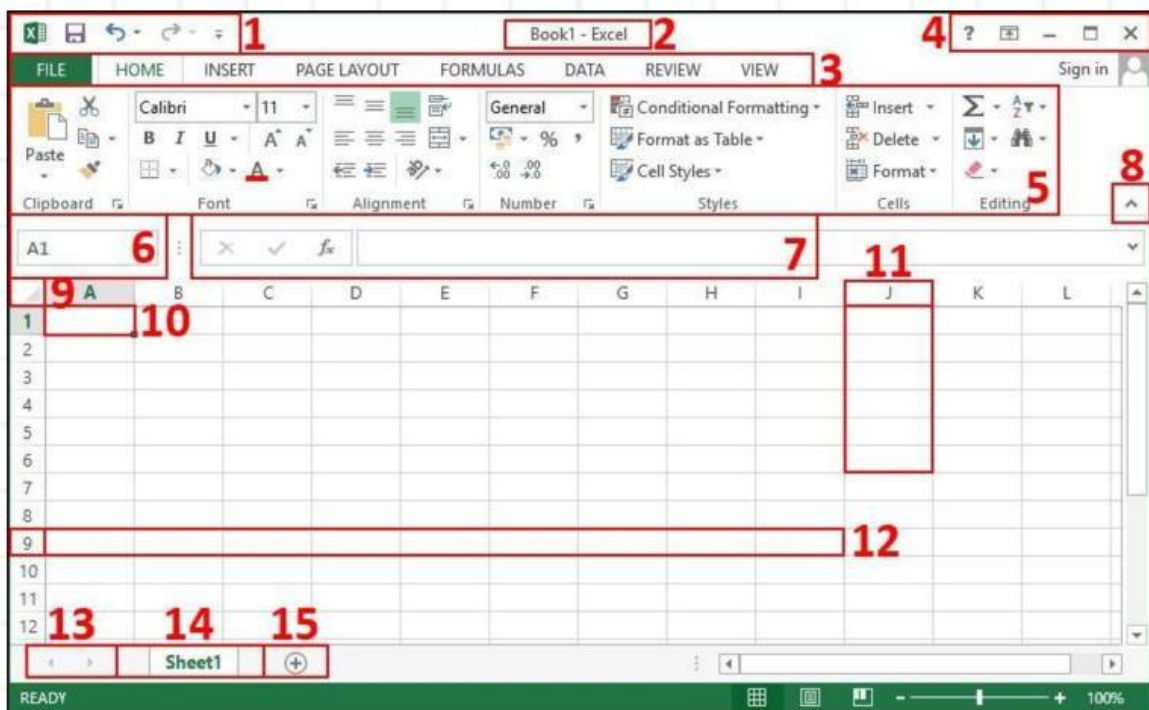
: .....

**Tujuan Pembelajaran:**

1. Mengingat konsep perkakas pengolah lembar kerja

**Masalah 1**

Sebutkan nama-nama bagian perkakas pengolah lembar kerja di bawah berdasarkan pilihan jawaban di bawah! .



|    |     |     |
|----|-----|-----|
| 1. | 6.  | 11. |
| 2. | 7.  | 12. |
| 3. | 8.  | 13. |
| 4. | 9.  | 14. |
| 5. | 10. | 15. |

### Opsi jawaban

|                |               |                       |                 |
|----------------|---------------|-----------------------|-----------------|
| Quick Tool Bar | Title Bar     | Menu Bar              | Windows Control |
| Sheet Active   | Column        | Cell/Pointer          | Ribbon          |
| Plus Sheet     | Row           | All Select            | Nama Box        |
|                | Sheet Control | Hidden Ribbon Control | Formula Bar     |

### Masalah 2

Isilah *cell* rumpang pada lembar kerja berikut!

|    | A                                    | B    | C     | D   | E         | F               | G |
|----|--------------------------------------|------|-------|-----|-----------|-----------------|---|
| 1  | <b>DAFTAR NILAI PROGRAM KEAHLIAN</b> |      |       |     |           |                 |   |
| 2  |                                      |      |       |     |           |                 |   |
| 3  | NO                                   | NAMA | NILAI |     |           | JUMLAH<br>NILAI |   |
| 4  |                                      |      | TTS   | TAS | PRAKTIKUM |                 |   |
| 5  | 1                                    | Adi  | 36    | 37  | 15        |                 |   |
| 6  | 2                                    | Ani  | 38    | 35  | 19        |                 |   |
| 7  | 3                                    | Budi | 35    | 39  | 14        |                 |   |
| 8  | 4                                    | Dedi | 39    | 36  | 17        |                 |   |
| 9  | 5                                    | Gina | 37    | 34  | 15        |                 |   |
| 10 | 6                                    | Gita | 40    | 40  | 20        |                 |   |
| 11 | 7                                    | Maya | 39    | 34  | 18        |                 |   |
| 12 | 8                                    | Rudi | 36    | 38  | 16        |                 |   |
| 13 | 9                                    | Susi | 39    | 37  | 14        |                 |   |
| 14 | 10                                   | Yudi | 37    | 35  | 16        |                 |   |
| 15 | Total Nilai Kelas                    |      |       |     |           |                 |   |
| 16 | Rata-rata Nilai Kelas                |      |       |     |           |                 |   |
| 17 | Nilai Terendah                       |      |       |     |           |                 |   |
| 18 | Nilai Tertinggi                      |      |       |     |           |                 |   |
| 19 |                                      |      |       |     |           |                 |   |



Tuliskan rumus yang digunakan untuk mengisi setiap *cell* rumpang tersebut!

|                                   |  |
|-----------------------------------|--|
| Jumlah Nilai Adi                  |  |
| Jumlah Nilai Ani                  |  |
| Jumlah Nilai Budi                 |  |
| Jumlah Nilai Dedi                 |  |
| Jumlah Nilai Gina                 |  |
| Jumlah Nilai Gita                 |  |
| Jumlah Nilai Maya                 |  |
| Jumlah Nilai Rudi                 |  |
| Jumlah Nilai Susi                 |  |
| Jumlah Nilai Yudi                 |  |
| Total Nilai Kelas (TTS)           |  |
| Total Nilai Kelas (TAS)           |  |
| Total Nilai Kelas (Praktikum)     |  |
| Rata-rata Nilai Kelas (TTS)       |  |
| Rata-rata Nilai Kelas (TAS)       |  |
| Rata-rata Nilai Kelas (Praktikum) |  |
| Nilai Terendah (TTS)              |  |
| Nilai Terendah (TAS)              |  |
| Nilai Terendah (Praktikum)        |  |
| Nilai Tertinggi (TTS)             |  |
| Nilai Tertinggi (TAS)             |  |
| Nilai Tertinggi (Praktikum)       |  |