**Latihan :**

Buatlah tabel seperti berikut ini :

Perhatikan susunan huruf, *alignment*, dan bordernya.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **NIM** | **Nama** | **Pertemuan 1** | | | **Pertemuan 2** | | |
| **Lat1** | **Lat2** | **Postes** | **Lat1** | **Lat2** | **Postes** |
| 22001234 | Aaaa | 90 | 95 | 100 | 95 | 90 | 100 |
| 22001235 | Mmm | 85 | 90 | 88 | 96 | 85 | 85 |
| 22001236 | Ccccc | 90 | 85 | 85 | 95 | 88 | 85 |
| 22001237 | Rrrrr | 88 | 90 | 87 | 80 | 87 | 90 |
| 22001238 | Eeee | 87 | 85 | 88 | 85 | 86 | 85 |
| 22001239 | Nnnn | 99 | 90 | 80 | 90 | 85 | 90 |
| 22001240 | Gggg | 100 | 92 | 85 | 95 | 90 | 92 |
| 22001241 | Hhhh | 88 | 90 | 90 | 100 | 95 | 90 |
| 22001242 | Kkkk | 95 | 90 | 92 | 88 | 90 | 90 |
| 22001243 | Jjjjj | 90 | 85 | 88 | 85 | 100 | 85 |

Bloklah field N**ama**, lalu pilih tab **Home** 🡺 **Sort & Filter** lalu pilih **Sort A to Z.**

Gunakan Ms. Excel