

Aplikasi Office



Aplikasi Perkantoran



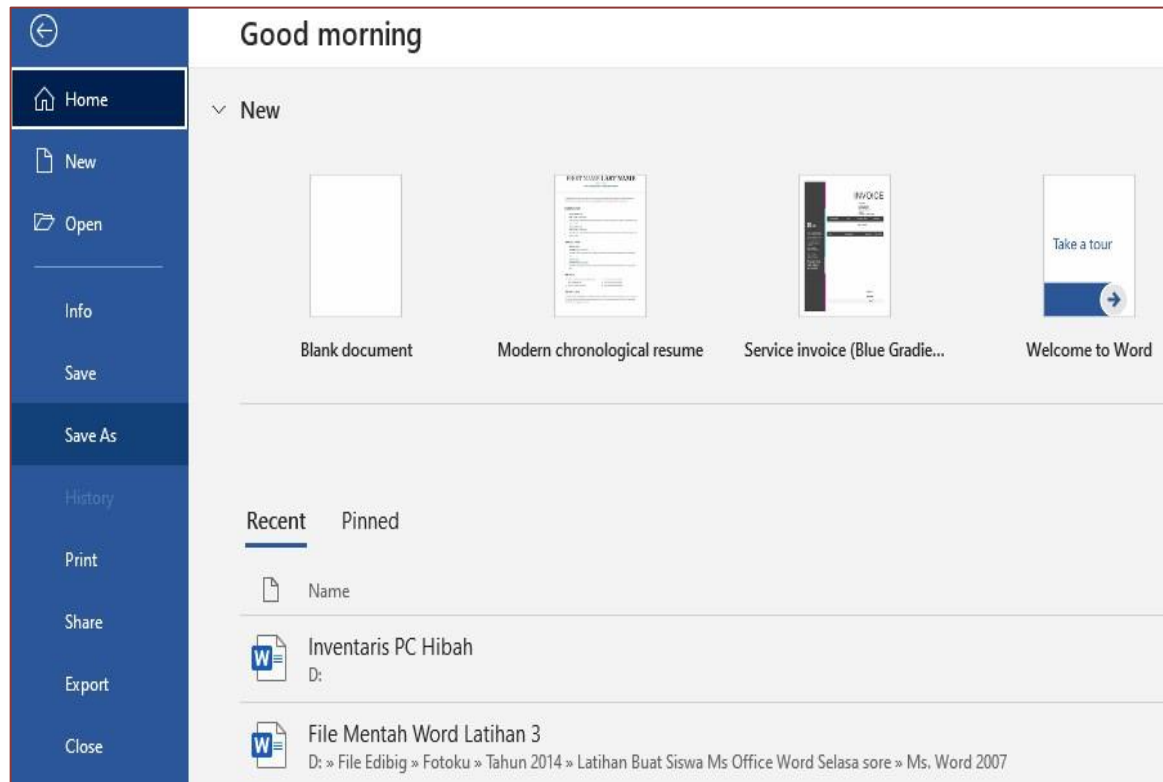
Pesantren PeTIK II YBM PLN

Jl. KH. Bisri Syansuri RT/01 RW/05, Plosogeneng,
Kec. Jombang, Kabupaten Jombang, Jawa Timur



Pencetakan dokumen





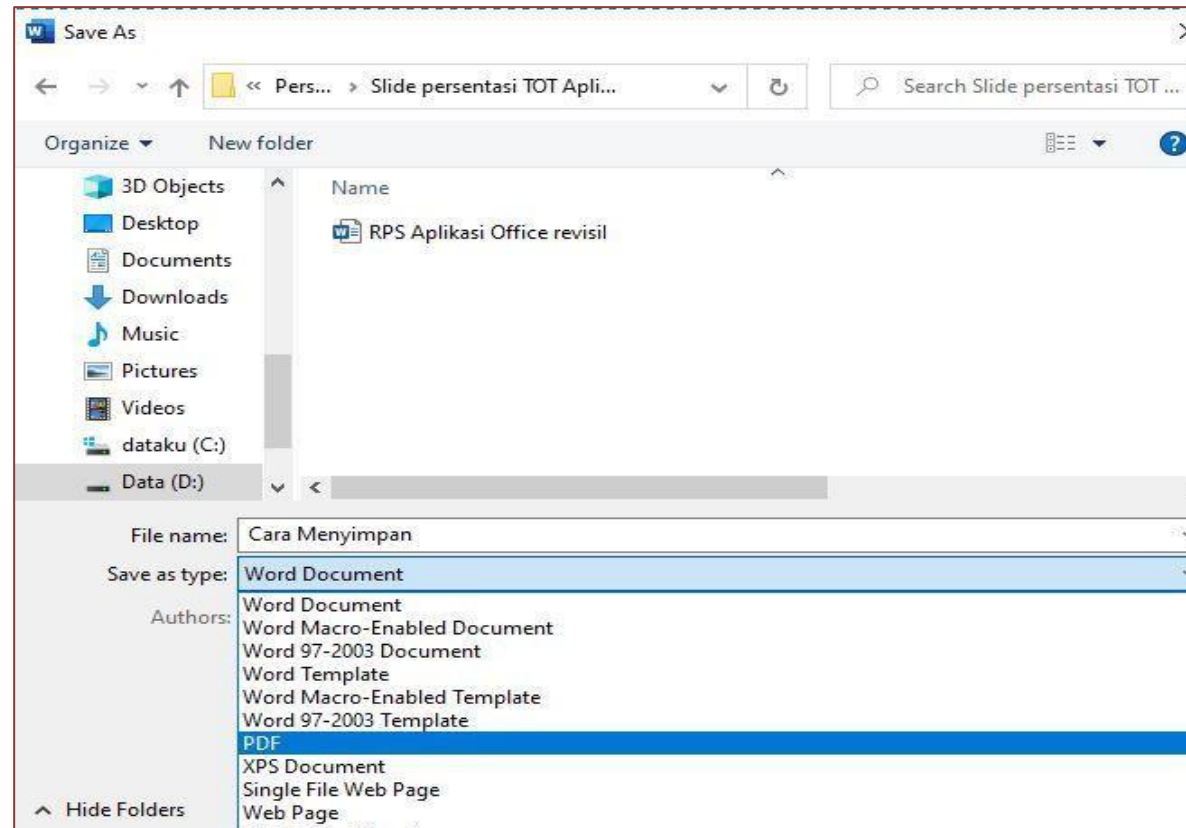
Gambar : Menyimpan dengan save as

Cara menyimpan dokumen

Cara menyimpan File

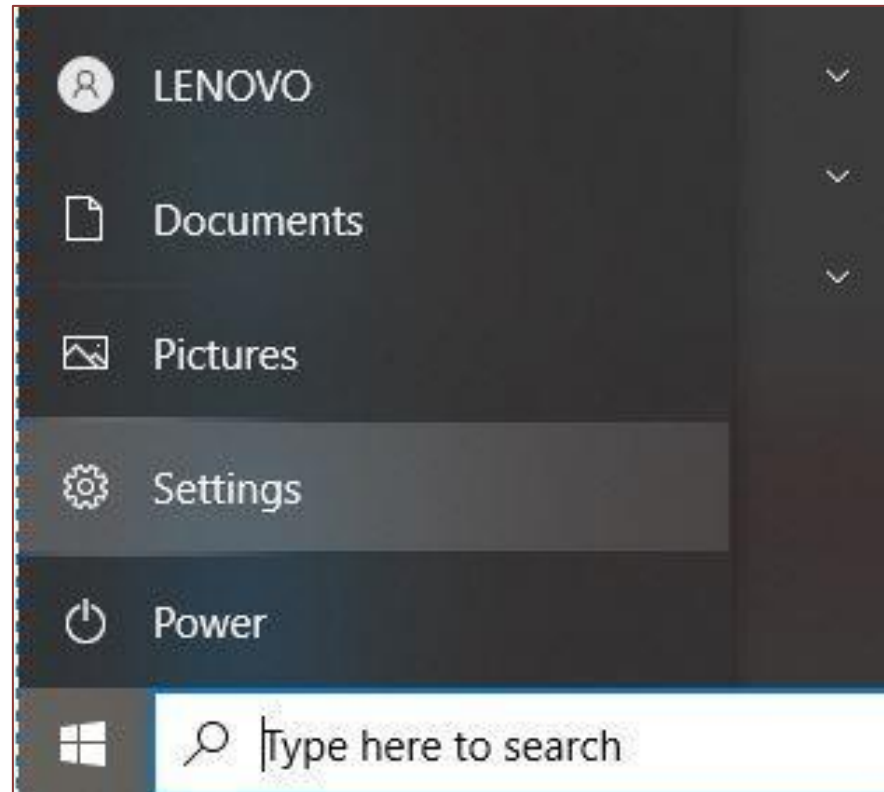
- File
- Save As
- Pilih Lokasi penyimpanan
- Beri nama
- Pilih tipenya : word document : bila ingin dokumen sama menyimpan dalam word 2016
- Bila ingin dokumen tidak di rubah- rubah maka disimpan dalam *bentuk .pdf*

Proses pemilihan tipe



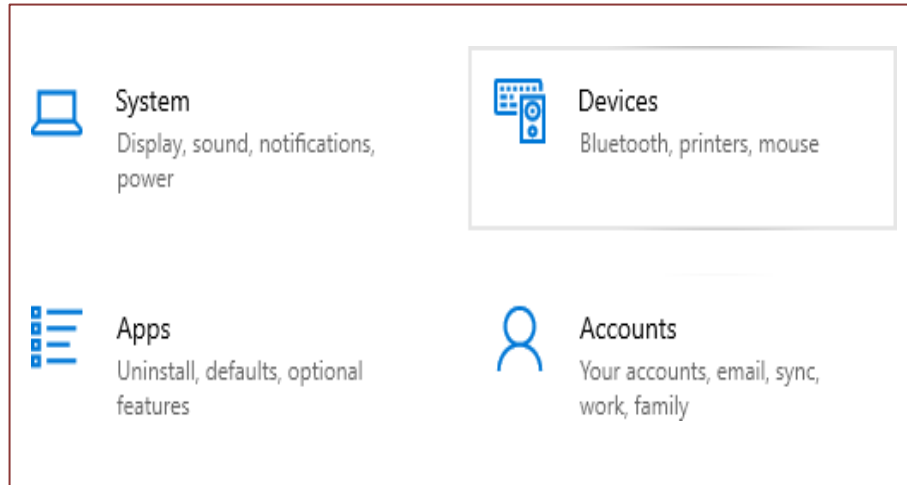
Gambar : Memilih pdf

Langkah-Langkah Setup Printer

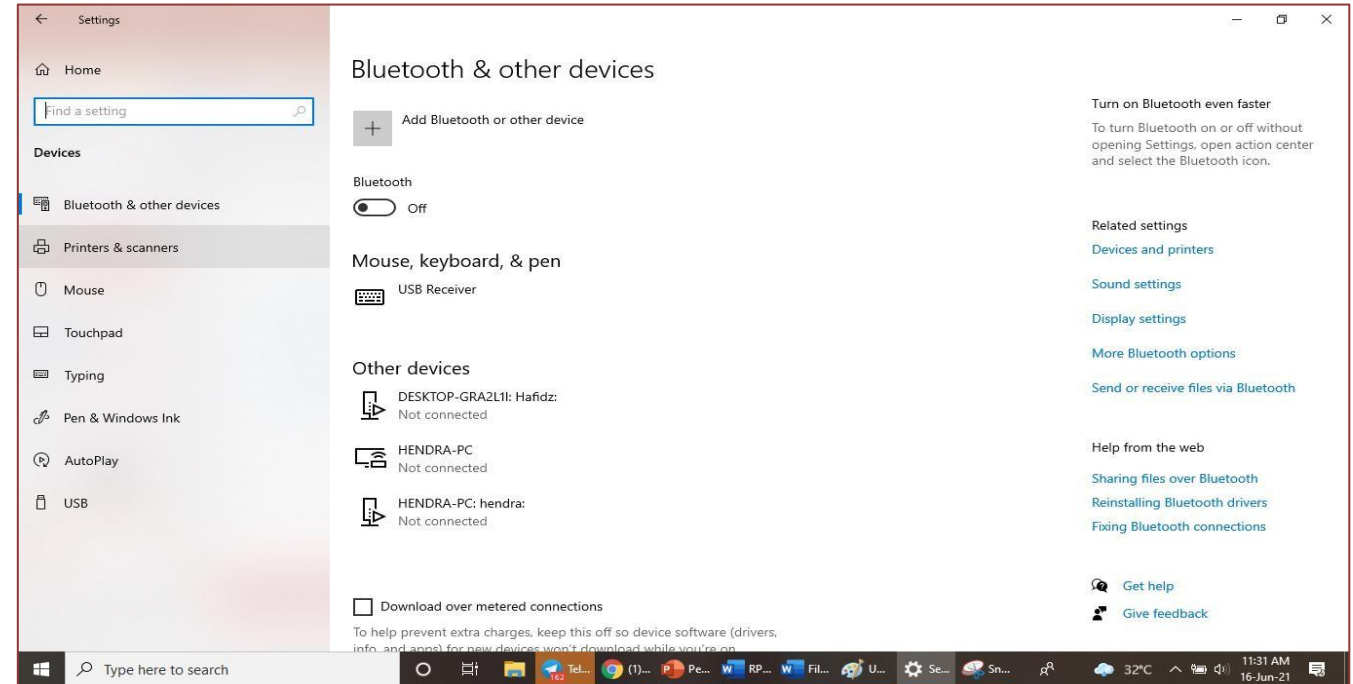


Gambar : Settings

Setting printer

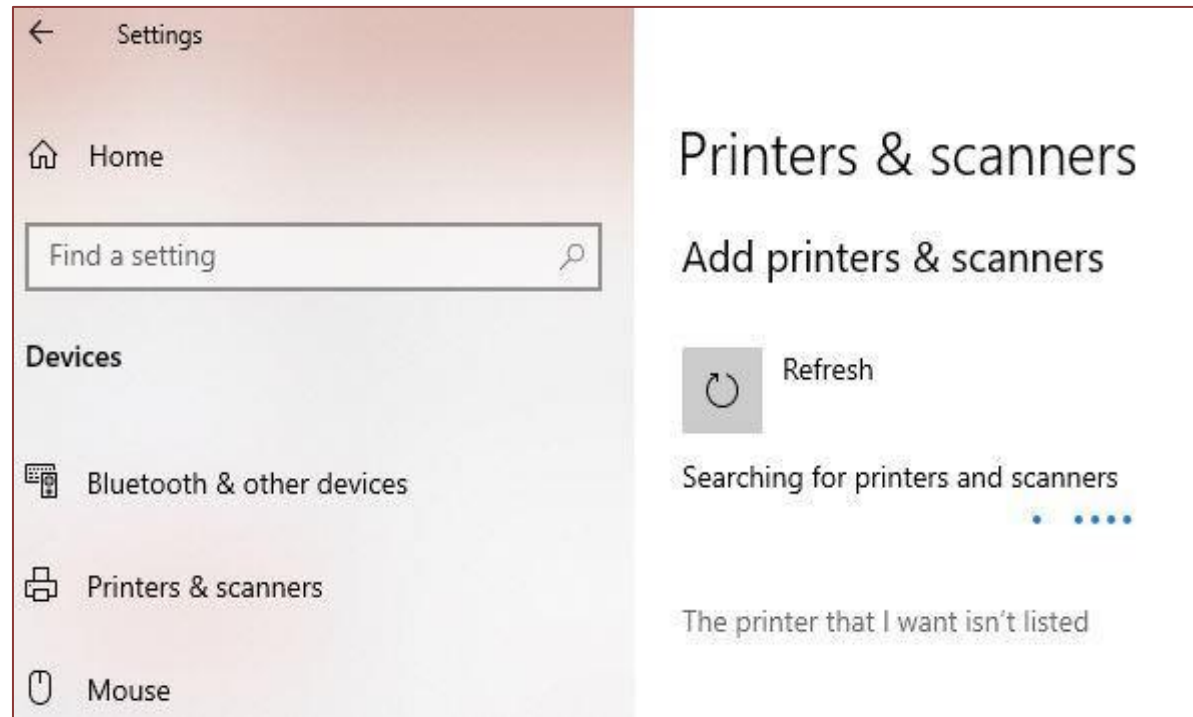


Gambar : Pilihan device



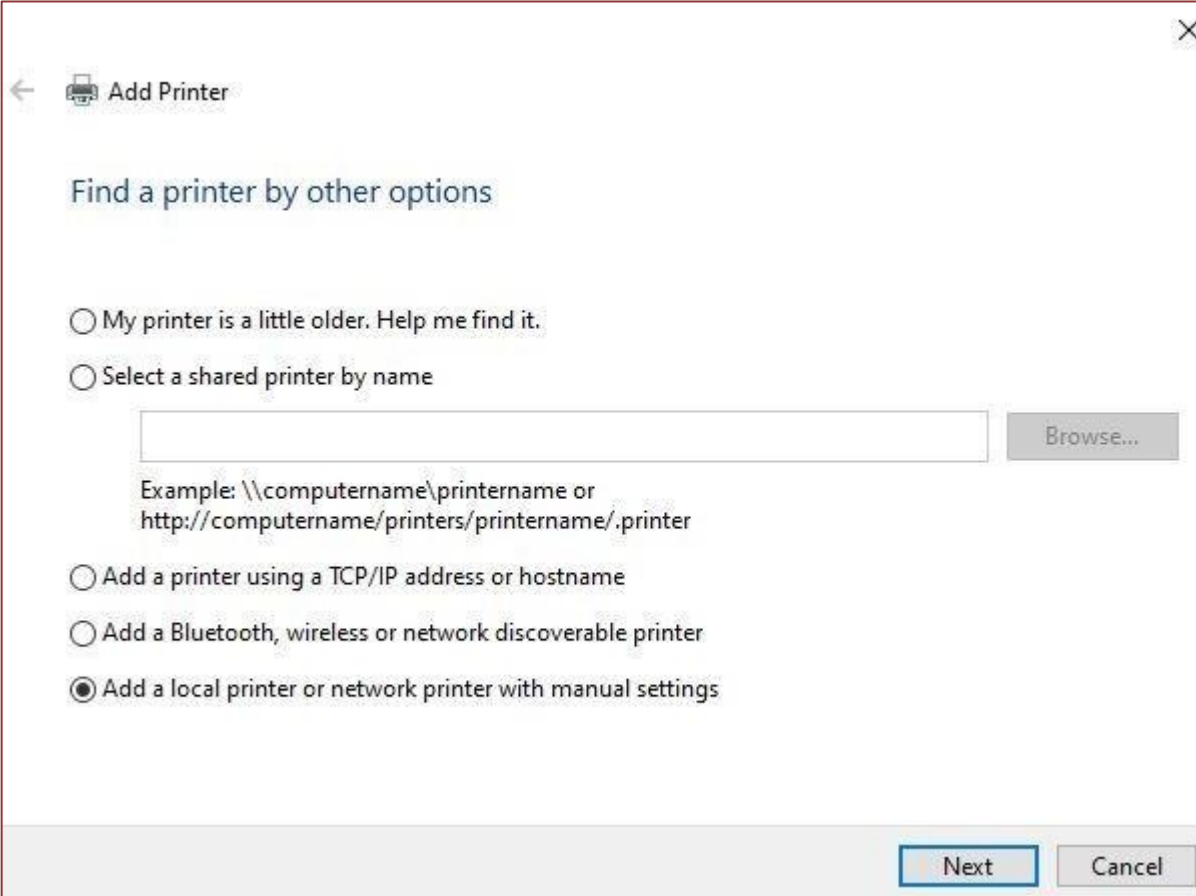
Gambar : Pilihan printer & scanner

Setting printer



Gambar : Pilih add printer

Setting Printer



← Add Printer

Find a printer by other options

☐ My printer is a little older. Help me find it.

☐ Select a shared printer by name

Browse...

Example: \\computername\printername or
http://computername/printers/printername/.printer

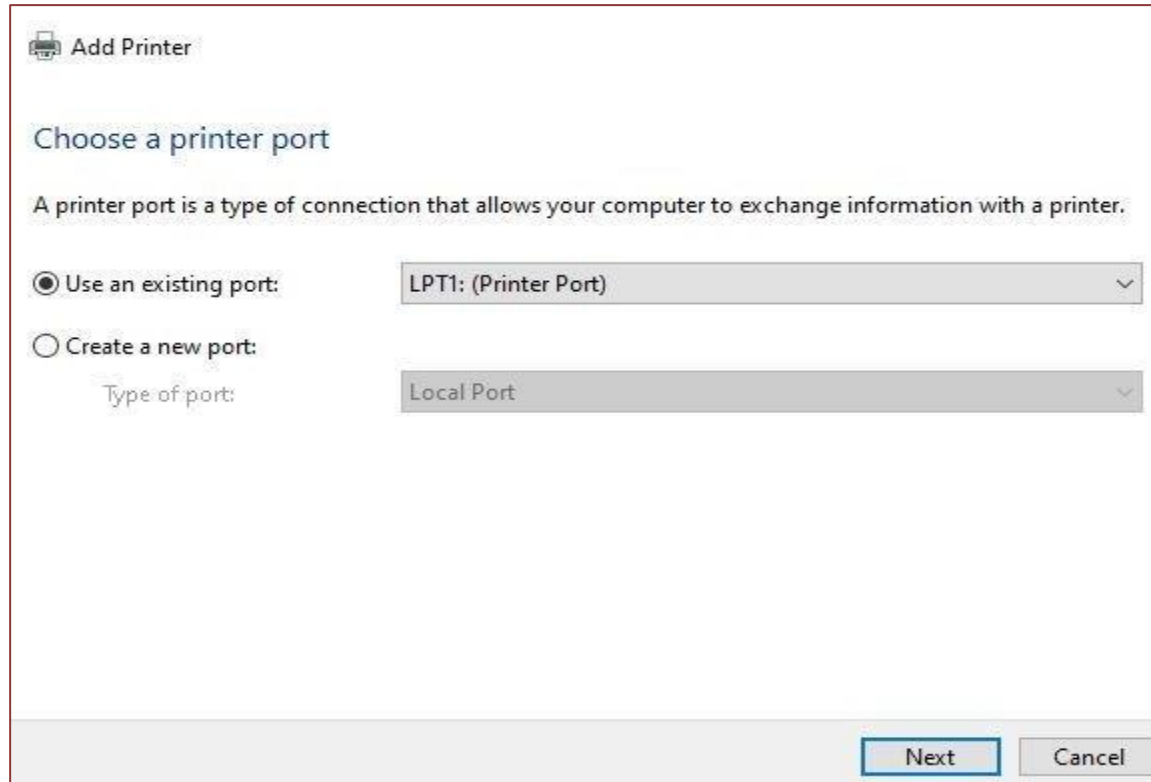
☐ Add a printer using a TCP/IP address or hostname


☐ Add a Bluetooth, wireless or network discoverable printer

☒ Add a local printer or network printer with manual settings

Next Cancel

Setting Printer



 Add Printer

Choose a printer port

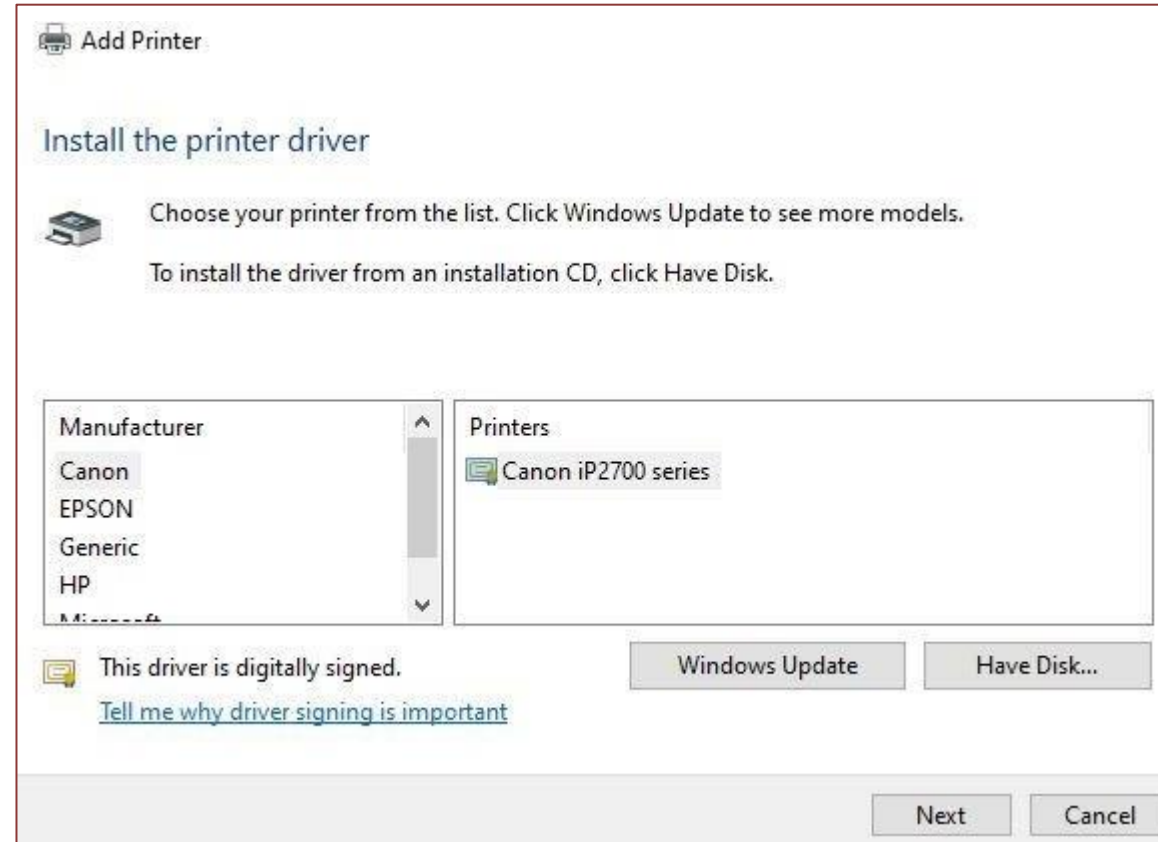
A printer port is a type of connection that allows your computer to exchange information with a printer.

☒ Use an existing port: LPT1: (Printer Port) ▼

☐ Create a new port:
Type of port: Local Port ▼

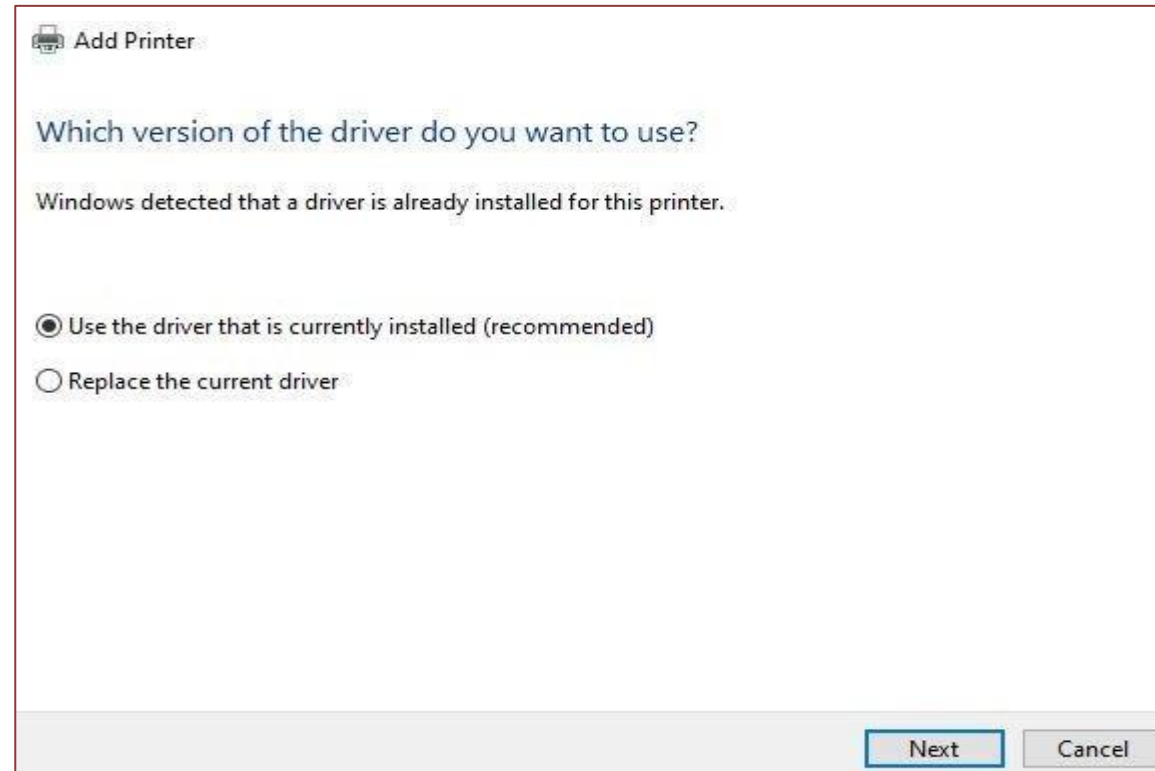
Next Cancel

Setting printer



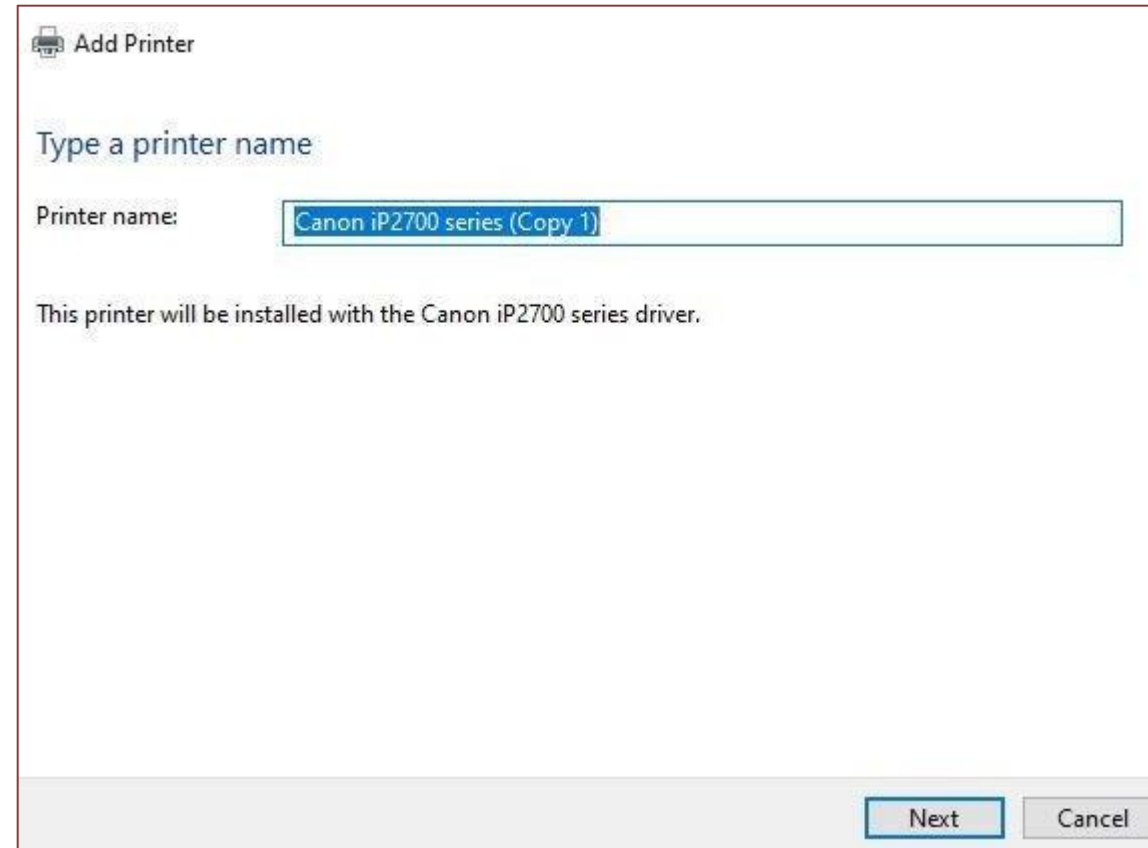
Gambar : Pilih pabrikannya dan tipe printer

Setting printer



Gambar : memasukan drivernya

Setting printer



Add Printer

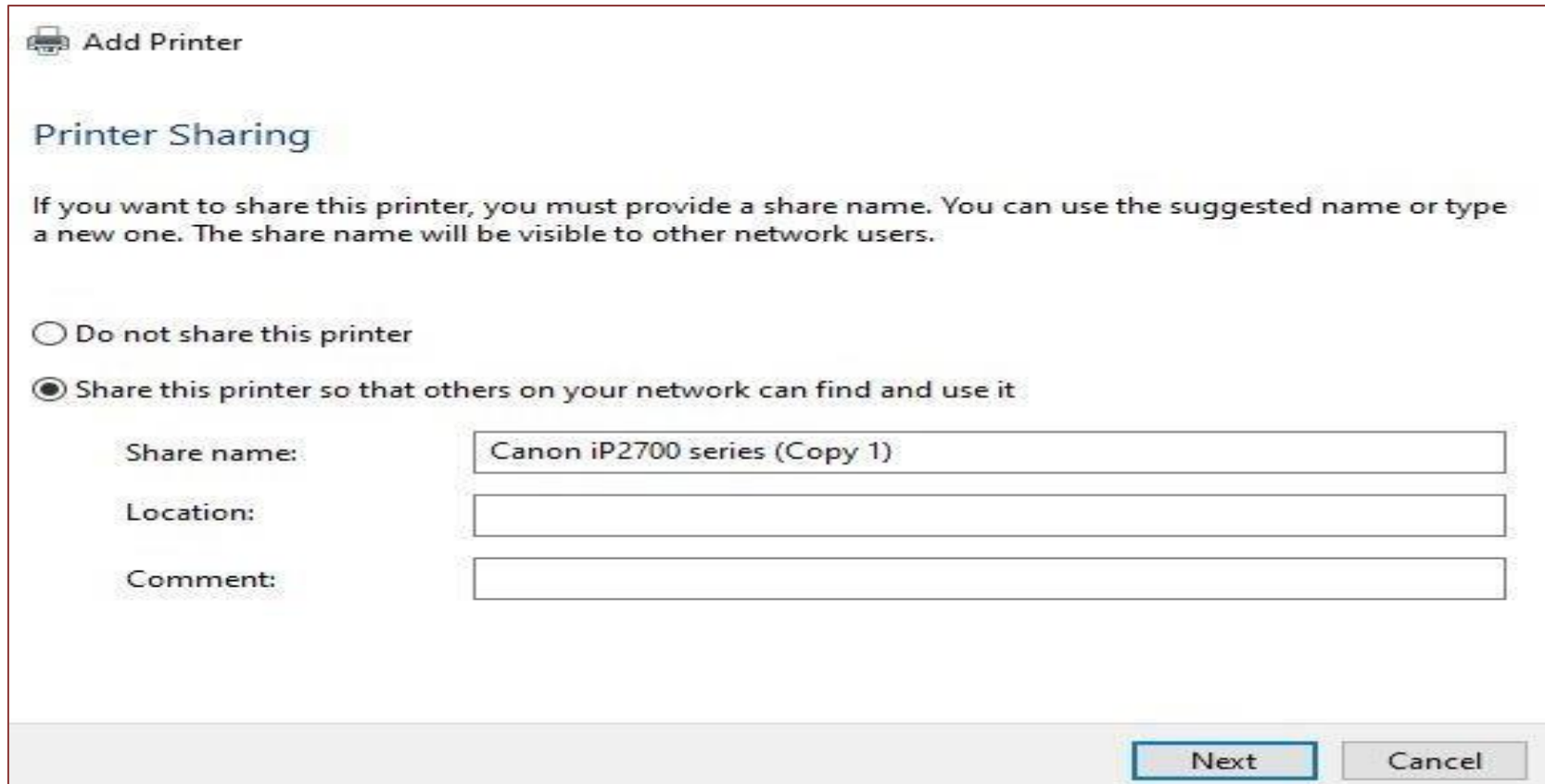
Type a printer name


Printer name:

This printer will be installed with the Canon iP2700 series driver.

Next Cancel

Setting printer



 Add Printer

Printer Sharing

If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.

☐ Do not share this printer

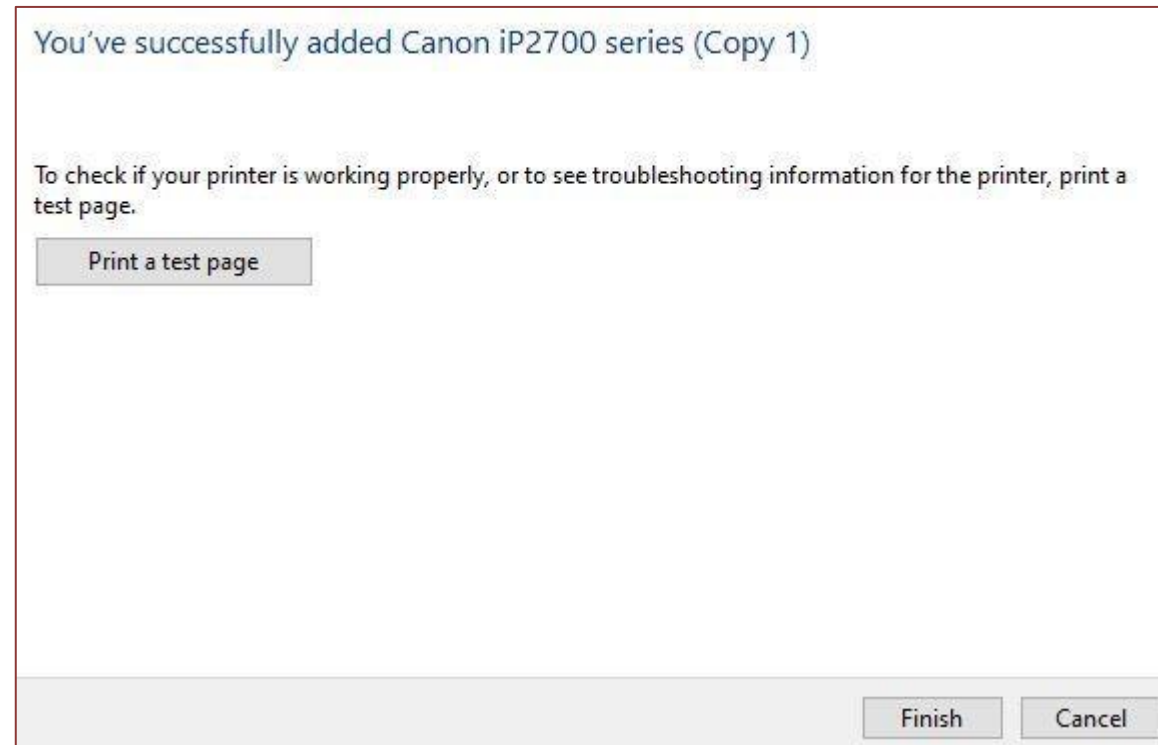
☒ Share this printer so that others on your network can find and use it

Share name:

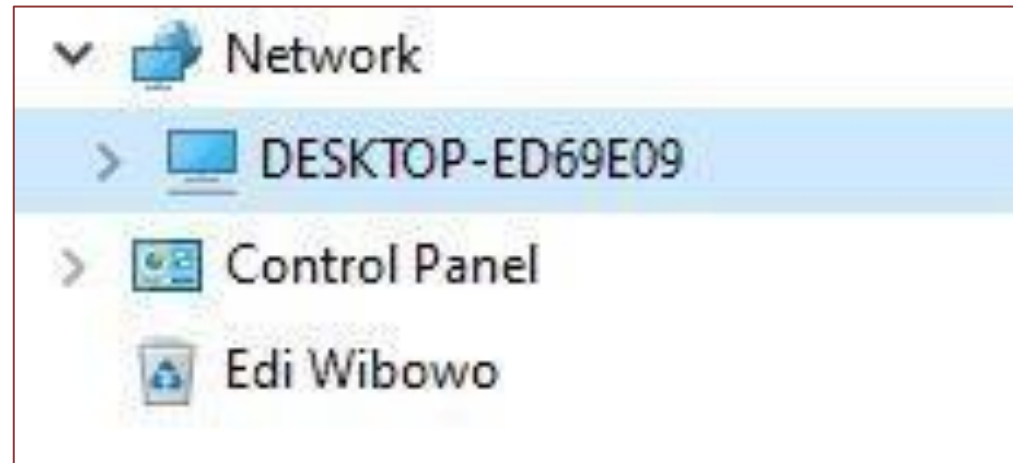
Location:

Comment:

Setting printer

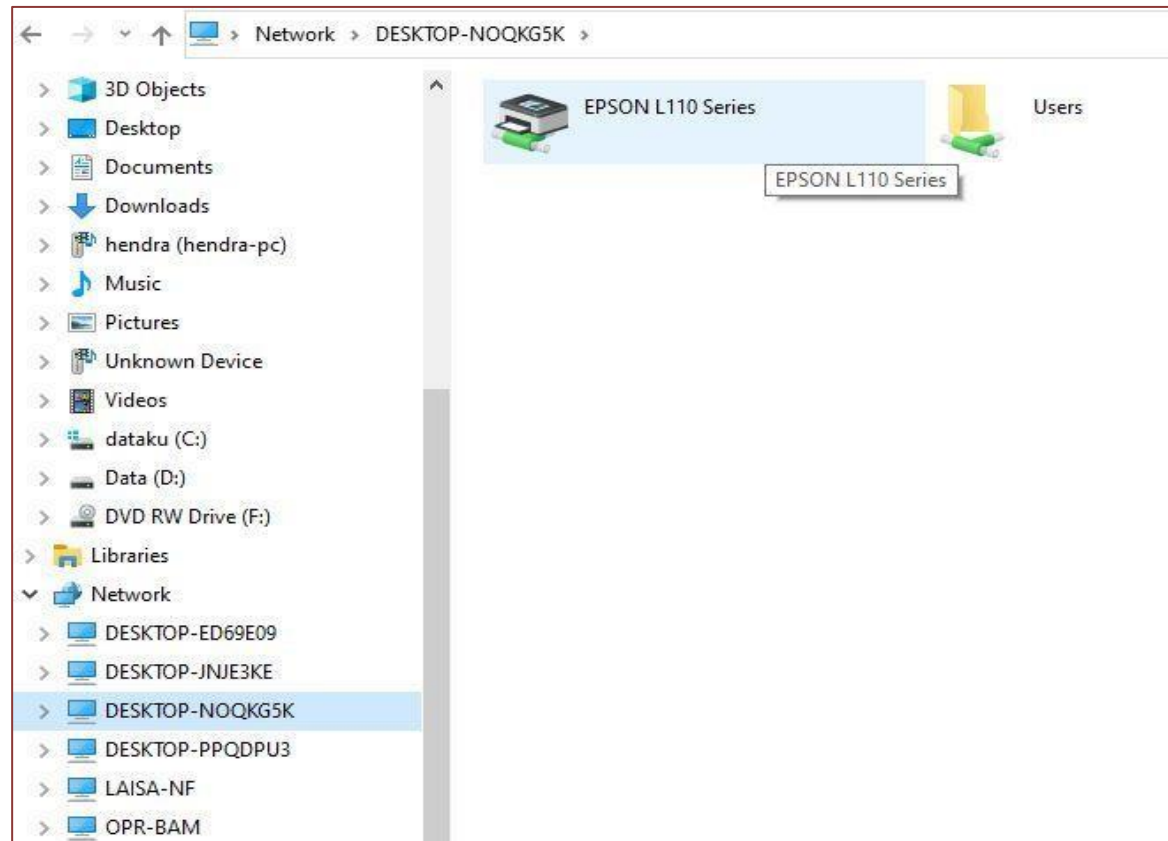


Cara Menggunakan Printer

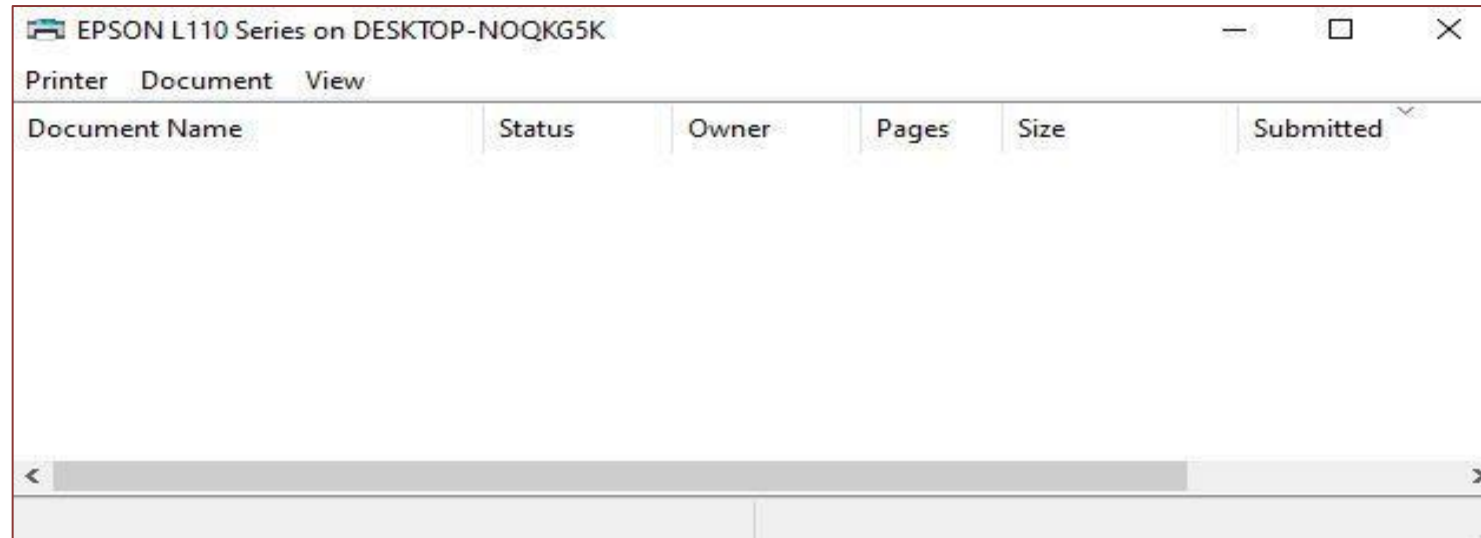


Gambar : ke file explorer

Cara menggunakan Printer share



Proses penggunaan printer yang dishare



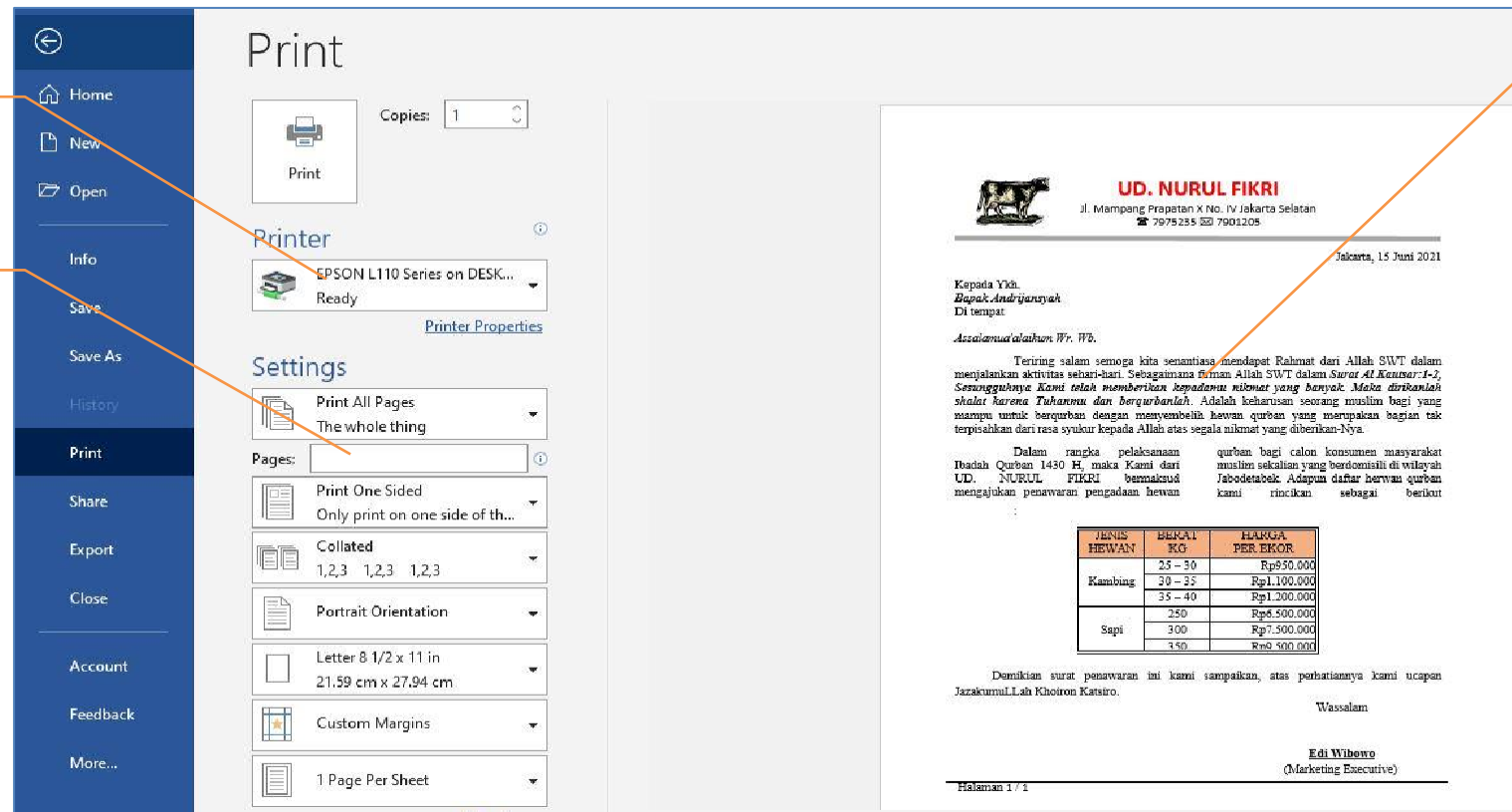
Gambar : Setelah di double click akan terbuka dan sudah dapat digunakan

Printer sharing sudah dapat digunakan

Printer sharing
sudah ada

Pilih Halaman
yang akan diprint

Tampilan
dokumen yang
akan di print



Gambar : Printer sharing sudah dapat digunakan

Thank you



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