

SIMULASI 2

OBJECTIVE 1 – 6

Petunjuk:

1. Kerjakan soal di bawah ini dalam waktu 50 menit
2. Anggap simulasi ini adalah **ujian sertifikasi sungguhan**, sehingga Anda harus sungguh-sungguh dalam mengerjakannya.
3. Ingat, bacalah soal **baris per baris** mulai dari baris pertama.
4. Usahakan untuk tidak membuka catatan.

Soal:

Task 1 – Create and save a new Word Document

Create a new Blank Document	
Save it using “Word Documents (.docx)” type	

Task 2 – Copy and Paste text

Copy and paste all the text inside “Word-P12”
Paste the text to new document

Task 3 – Page Border

Create page border
Apply to all page except the first page (“Word-P12”)
Setting : Box Color : Blue-Gray, Text 2, darker 25% Width : 2¼ pt add comment (at title)

Task 4 – Format Certain Words

Find and Format Words
All words “Snow white”
Font : Bold Font color : Red Text Highlight color : Gray-25% add comment

Task 5 – Insert Hyperlink

Insert a hyperlink
To word “www.creativecommons.org” in the top left of the first page. Below: “Snow-White and Rose-Red”
Link to : Existing File or Web Page Address : “www.creativecommons.org” Screen tip : “Click to access the web page” add comment

Task 6 – Insert Page Numbers

Insert page numbers	
In the bottom margin of the page , different first page	
Page Margins	: Circle
Page Numbering	: Start at 0
add comment (at title)	

Task 7 – Horizontal Alignment

Align the text horizontally	
“There was once a poor widow ... nothing to do” below the “Snow-White and Rose-Red”	
Horizontal alignment	: Justify
add comment	

Task 8 – Insert Columns

Insert columns	
in the paragraph “The two children... with the other”	
Number of columns	: 2, Line between
Spacing between columns	: 1 cm
add comment	

Task 9 – Document Theme

Change document theme	
Apply to the whole document	
Theme	: Integral
Theme Colors	: Blue Warm
Style Set	: Shaded
add comment (at title)	

Task 10 – Insert Watermark

Insert text watermark	
Display the phrase “Executive Summary” to the page background	
Font	: Calibri
Size	: 44 pt
Color	: Dark red, (semitransparent)
Layout	: Diagonal
add comment (at title)	

Task 11 – Insert Symbol

Insert symbol	
To replace all the text “(copyright)” inside the document	
Symbol	: Copyright (©)
add comment	

Task 12 – Insert Page color

Insert page color	
Color: white background 1. Darker 15%	
add comment (at title)	

Task 13 – Changing Styles

Change the Styles
Of all text formatted as normal
Replace with Heading 2 Style add comment (at title)

Task 14 – Setting the Document Property

Set the document property
This document only
Title : “SNOW-WHITE AND ROSE-RED” Subject : “research” Author : “Australia Cultural Ministers 2018” Keywords : “arts”, “disability”, and “australia” add comment (at title)

Task 15 – Modify the paragraph spacing

Modify the spacing after paragraph
Apply to “there was once a poor widow who lived in a lonely cottage” below the title in the first page
Spacing after : 20 pt add comment

Task 16 – Set the Vertical Alignment

Align the page vertically
The last page only
Vertical Alignment : Justified add comment

Task 17 – Inserting page break

Insert a page break
Before “she took the two rose-trees with her...” heading
Page breaks : Page add comment (at title)

Task 18 – Copy and Paste text

Copy and paste all the text inside “Word-P12-2”
Paste the text to new document in task 2
Insert page break - Save the document, WITHOUT PAGE BORDER add comment (at title)

Task 19 – Convert text to table

Convert a text to table
Apply in “Word-P12-2”
The text below “...along with a Domain Authority score” at “The Moz Top 500 Websites” heading
Separate text with Tabs add comment

Task 20 – Insert new rows & looking for the minimum and the maximum from “Linking Root Domains”

Add new rows
Apply to the table created in task 19
Insert rows below : 2 rows
use the “formula” to looking for the minimum and the maximum from “Linking Root Domains” add comment

Task 21 – Modifying table’s column

Modify the column width
Apply to the table created in task 19
Autofit : Autofit Window
add comment

Task 22 – Modifying table’s column

Modify the Table Styles
Assign to converted table from Task 19
Table Style : Grid Table 5 dark– Accent 3
Border styles: doble solid lines, ½ pt add comment

Task 23 – Creating bulleted list

Apply in “Word-P12-2”
The content below “Top 12 Best Search Engines in The World” heading
Create a bulleted list
<ul style="list-style-type: none">• Filled : number alignment left• Indent bullet position : First line, by: 5 cm• Line spacing : 1,5 lines add comment

Insert page break and copy & paste (“Word_3-1.docx”)

Task 24 – Inserting Footnote

Insert a footnote
Place the reference mark directly after the word “...Rural Banks and Demand Deposits” in the middle of the 2 nd paragraph (“Word_3-1.docx”)
Footnote text: “denominated in Rupiah currency” add comment

Task 25 – Convert text to table & Create caption

Convert text to table	
Bellow “The coverage of Broad Money as figured in the following matrix”	
Autofit	: AutoFit to Contents
Separate text at	: Paragraphs
Insert a table caption	
the table of “Word_3.1.docx” document	
Label	: Table
Position	: Below selected item
Caption	: “The coverage of Broad Money”
add comment	

Task 26 – Create caption

Create a figure caption	
Figure in “Word_3-1.docx” document	
Label	: Picture
Position	: Below selected item
Caption	: “Bank Indonesia”
add comment	

Task 27 –Inserting the table of figures (Table & Picture)

the last page of the document (“Word_3-1.docx”)	
Insert the table of figures	
Format	: Formal
Caption label	: Table
Insert the table of figures	
Format	: Distinctive
Caption label	: Picture
add comment	

Task 28 – Insert & format image

Modify the text wrapping and alignment of the picture

- Crop to shape: Chord
- Text wrapping: through
- Picture effects: shadow outer (offset: right)

add comment

Task 29 – Insert Text box

Insert a text box at the last page.

- Text box type: **Banded sidebar**
- Text: **“Your Name”** into the text box
- Sidebar Title: **APLIKASI AUTOMASI PERKANTORAN**

add comment