

SIMULASI 1
OBJECTIVE 1 – OBJECTIVE 4
PERTEMUAN 13

Petunjuk:

1. Kerjakan 27 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: (MASING MASING BOBOT NILAI 6%)

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 1-2”
Paste the text to new document

Task 3 – Page Border

Create page border
Apply to the first page only
Setting : Box
Color : Black, Text 1, Lighter 25%
Width : 3 pt

Task 4 – Replace certain words

Replace words
All words “Bamboo” inside the document
Replace “Bamboo” into format: “Bamboo” font: Arial Black Color: Red

Task 5 – Insert Hyperlink

Insert hyperlinks
To the word “Information sheet” heading in the 1 st page
To the place in the document: <ul style="list-style-type: none">• Keeping Bugs at Bay

Task 6 – Insert Page Numbers

Insert page numbers	
In the bottom right of the page except the the first page	
Page Number	: Accent Bar 4
Page Numbering	: Start at 0

Task 7 – Modifying the spacing after paragraph

Modify the spacing after a paragraph	
“There are two different categories of Bamboo plants to consider..”	
Spacing after : 24pt	

Task 8 – Insert Columns

Insert columns	
“There are two different categories of Bamboo plants to consider... specimen plants”	
Number of columns	: 2, Line between
Spacing between columns	: 0,8 cm

Task 9 – Document Theme

Change the document theme	
Apply to the whole document	
Theme	: Berlin

Task 10 – Insert Watermark

Insert text watermark	
Display the phrase your name to the page background	
Font	: Calibri
Size	: 90 pt
Color	: Red (semitransparent)
Layout	: Diagonal

Task 11 – Insert Symbol

Insert symbol	
after the word “information sheet” in the first page	
Symbol	: trademark (™)

Task 12 – Modifying Styles

Modify Heading 2 Styles	
Apply to first paragraph only	
Font size	: 14pt
Format text	: All Caps
Spacing after	: 12pt

Task 13 – Applying the Styles

Apply the Styles
Apply to last paragraph only “These can be an occasional problem on clumping varieties of Bamboo...”
Style: Emphasis

Task 14 – Setting the Document Property

Set the document property
This document only
Title : “All About Bamboo”
Subject : “Information”
Author : “(Your name)”
Keywords : “information”,and “Bamboo”

Task 15 – Inserting a Bulleted List

Insert a bulleted list
Apply to the text “Do not rake or sweep the Bamboo leaves ... cycle” below the “Staying Healthy” heading
<ul style="list-style-type: none">• Filled square Bullet• Indent bullet position by : 0,7 cm• Spacing after : 6 pt• Line spacing : Exactly At 16pt

Task 16 – Set the Vertical Alignment

Align the page vertically
Apply to the whole document
Vertical Alignment : Justified

Task 17 – Inserting page break

Insert a page break
Before “Staying Healthy” heading, below “In the spring, excessive yellowing of the leaves and leaf drop are normal for the growth cycle”
Page breaks : Page

Task 18 – Create tables

Converting between text and tables
Apply to the paragraph “Bamboo mites, not to be confused... miticide”
Convert text to table:
Number of columns: 1
Autofit behavior : Fixed column width (Auto)
Separatetext at : paragraphs

Task 19 – Create tables

Converting between text and tables
Apply to the paragraph “ <i>These can be an occasional problem on clumping varieties.... fairly well</i> ” below the “Mealy Bugs” heading
<ul style="list-style-type: none">• Autofit to Window• Separate text at Commas

Task 20 – Format the table

Change the Table Styles
Assign to converted table from previous task
Table Style : Grid Table 7 Colourful – Accent 1

Task 21 – Copy and Paste text

Copy and paste all the text inside “Word 3-1”
Paste the text to new document in task 2
Insert page break - Save the document, WITHOUT PAGE BORDER

Task 22 – 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 ”

Task 23 – 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”

Task 24 – Create caption

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

