



# CREATE AND MANAGE DOCUMENTS

Anisa Rachmawati, S.E., M.Acc

# Kompetensi

Mahasiswa mampu melakukan:

1. Create documents
2. Navigate through documents
3. Format documents
4. Customize documents option and views
5. Configure documents to print or save

# 1. Create documents

Creating new blank documents

Creating new documents using template

Opening non-native files directly in word

Opening pdf in word for editing

## 2. Navigate through documents

Searching for  
text

Inserting  
hyperlinks

Creating  
bookmarks

Using Go to


### 3. Format documents


- Modifying page setup
- Changing document themes
- Changing document style sets
- Inserting simple header and footers
- Inserting watermarks
- Inserting page number





## 4. Customize documents option and views

- Changing document views
  - Using zoom
  - Customizing the quick access toolbar
  - Customizing the ribbon
  - Splitting the windows
  - Adding values to document properties
  - Using show/hide
  - Recording simple macros
  - Assignning shortcut keys
  - Managing macro security
- 



## 5. Configure documents to print or save

- Configuring documents to print
  - Saving documents in alternate file formats
  - Saving files to remote locations
  - Protecting documents with password
  - Maintaining backward compatibility
- 