

# Aplikasi Office



## Aplikasi Perkantoran



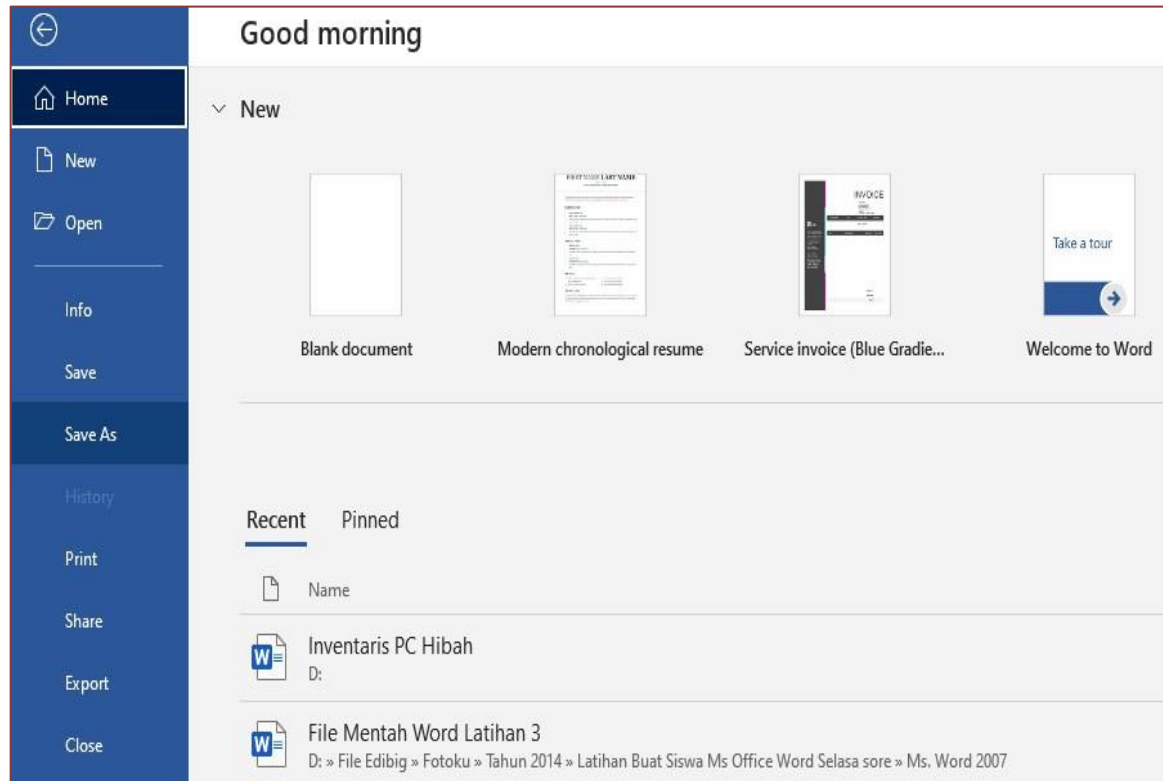
### **Pesantren PeTIK II YBM PLN**

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



# Pencetakan dokumen





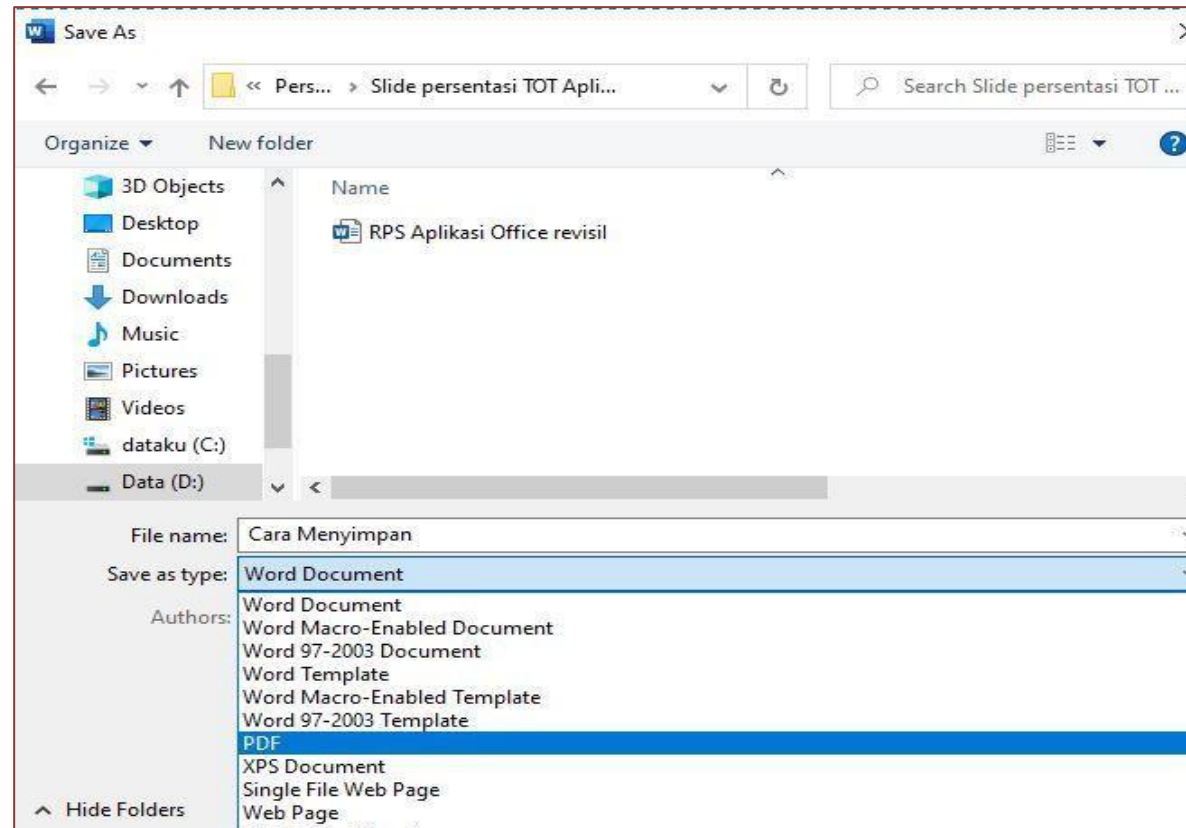
Gambar : Menyimpan dengan save as

# Cara menyimpan dokumen

## Cara menyimpan File

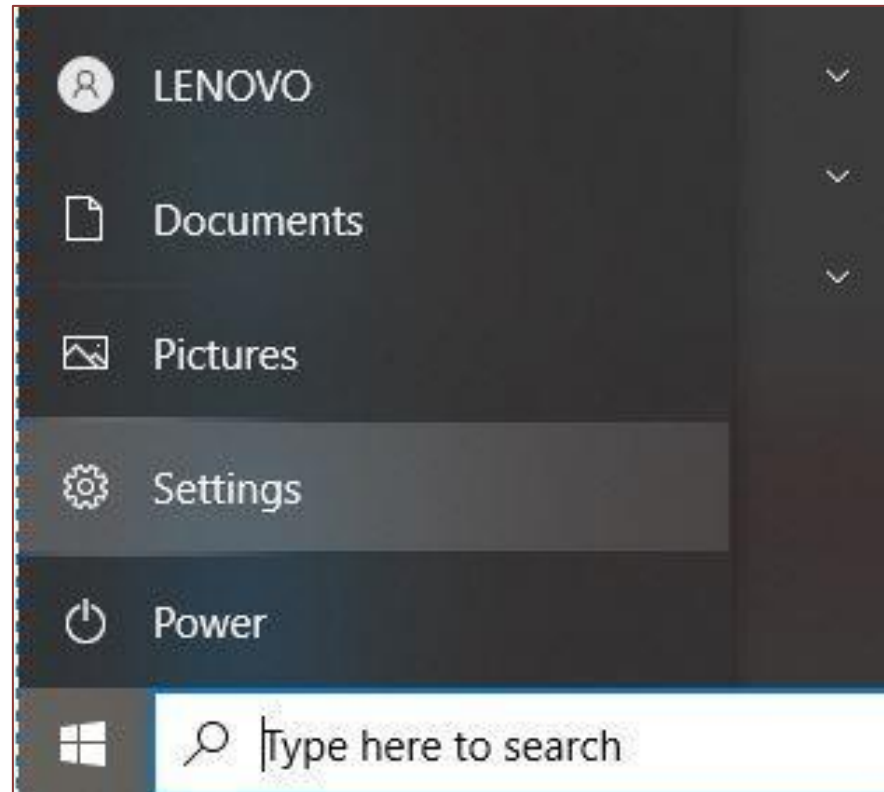
- File
- Save As
- Pilih Lokasi penyimpanan
- Beri nama
- Pilih tipenya : word document : bila ingin dokumen sama menyimpan dalam word 2016
- Bila ingin dokumen tidak di rubah- rubah maka disimpan dalam *bentuk .pdf*

# Proses pemilihan tipe



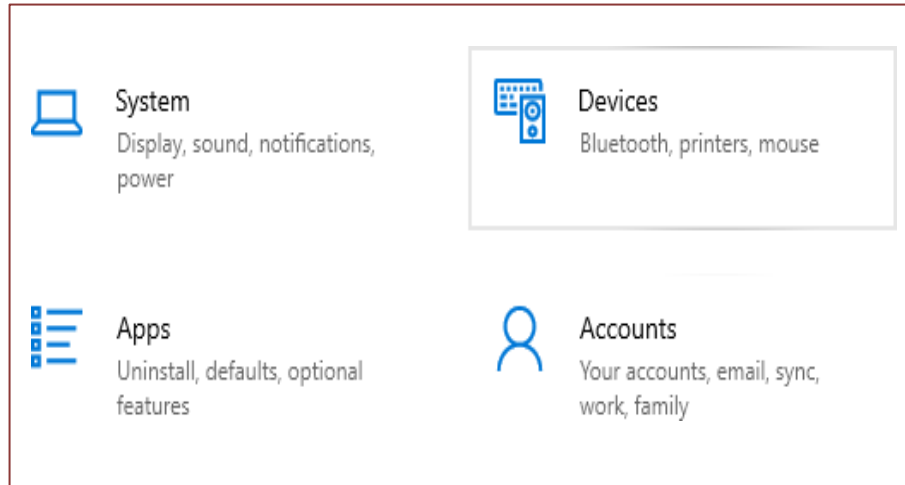
Gambar : Memilih pdf

# Langkah-Langkah Setup Printer

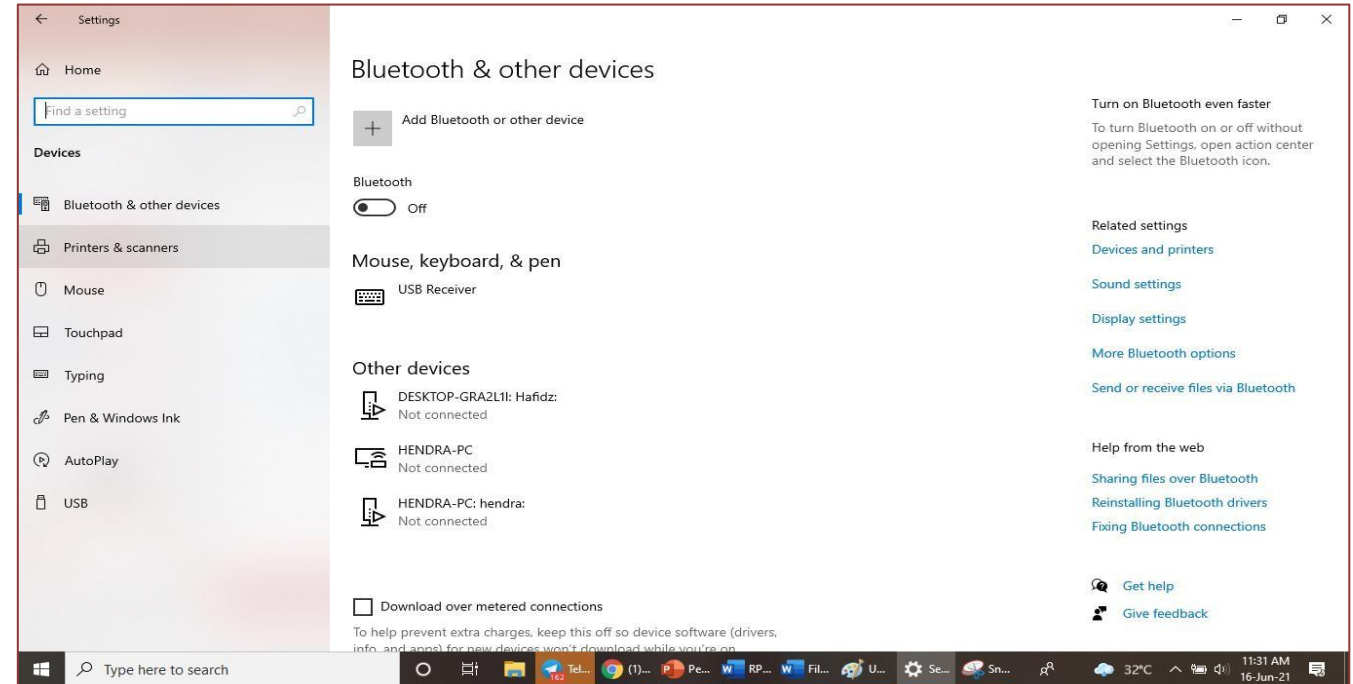


Gambar : Settings

# Setting printer

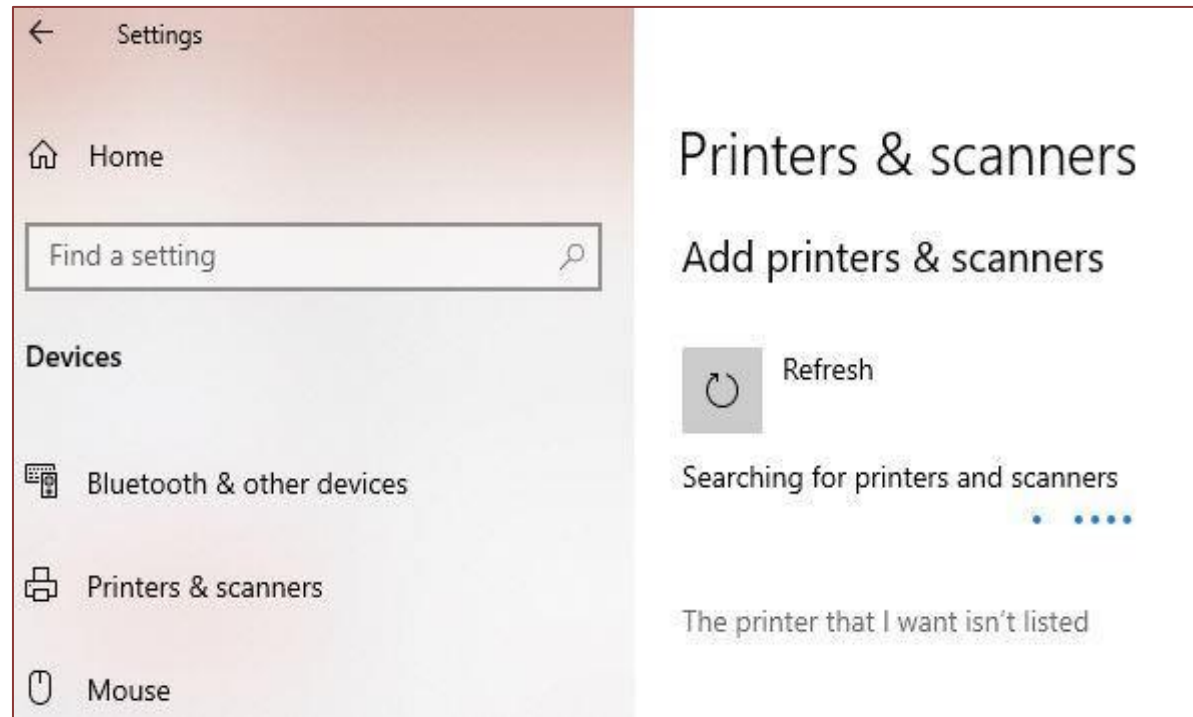


Gambar : Pilihan device



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

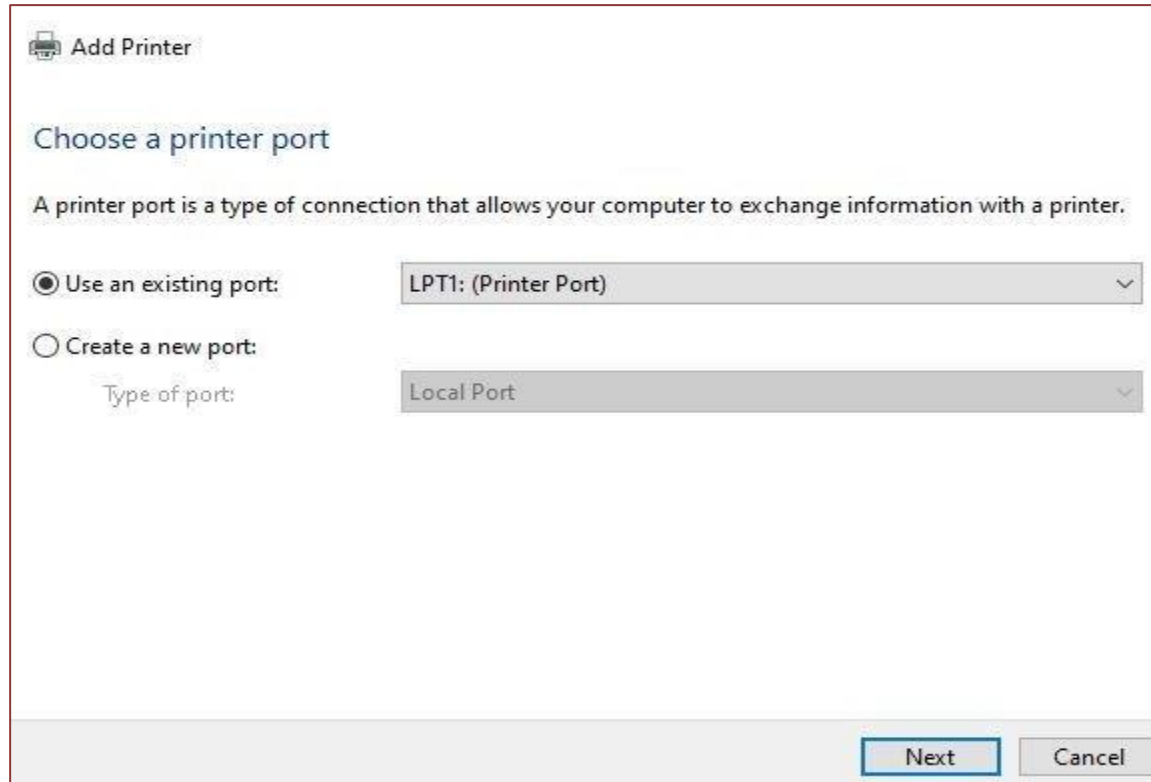
☐ Add a Bluetooth, wireless or network discoverable printer

☒ Add a local printer or network printer with manual settings

Next Cancel



# Setting Printer

 Add Printer

Choose a printer port

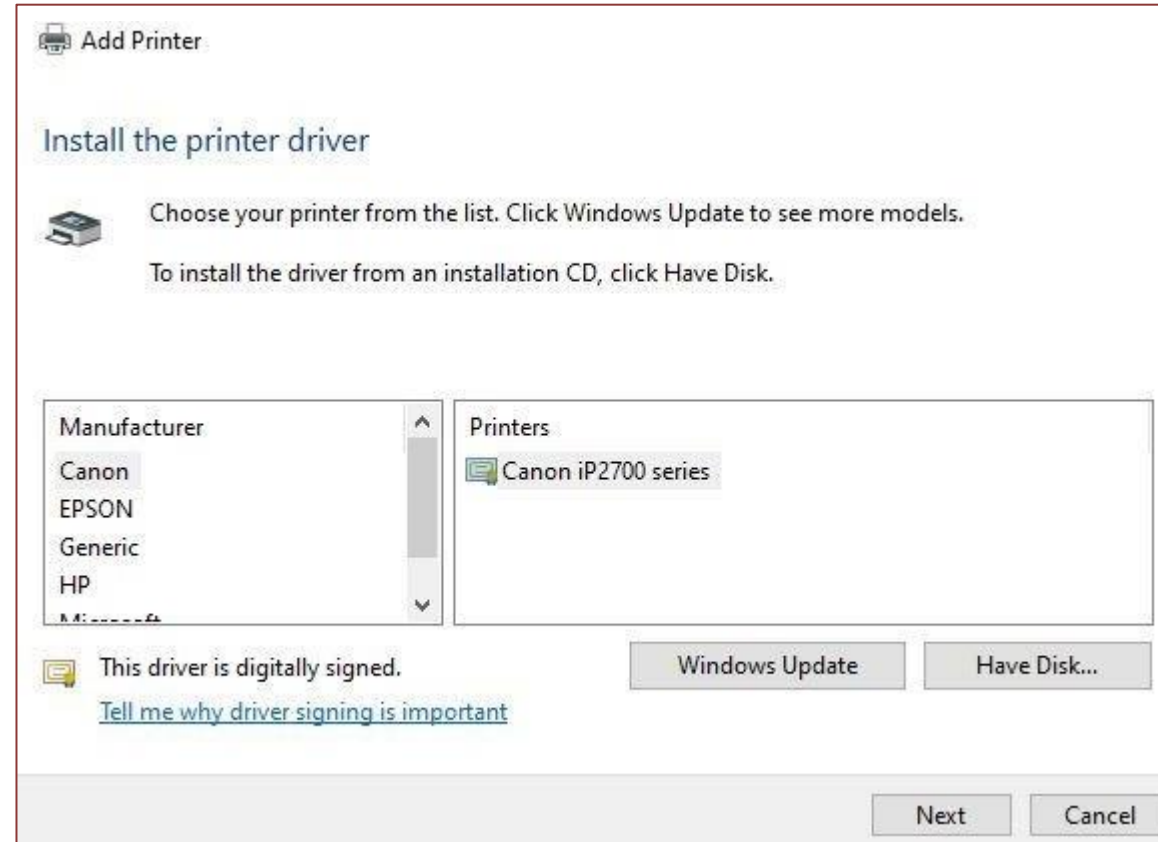
A printer port is a type of connection that allows your computer to exchange information with a printer.

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

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

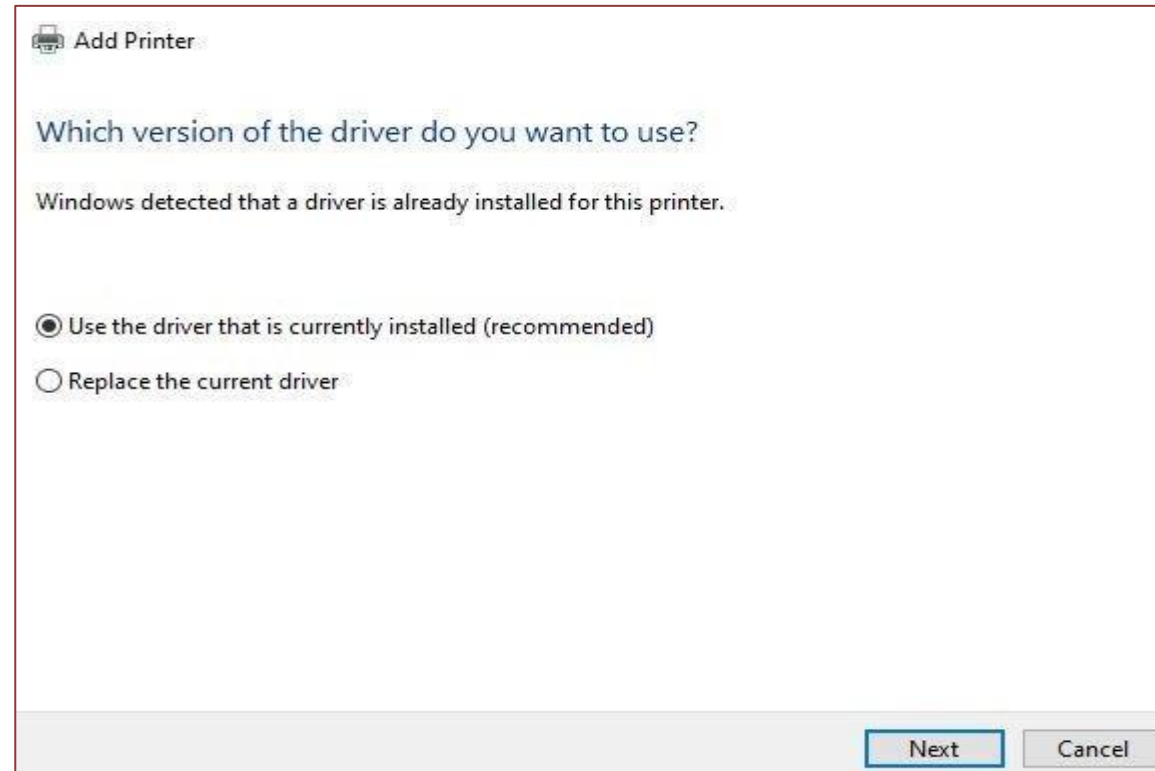
Next Cancel

# Setting printer



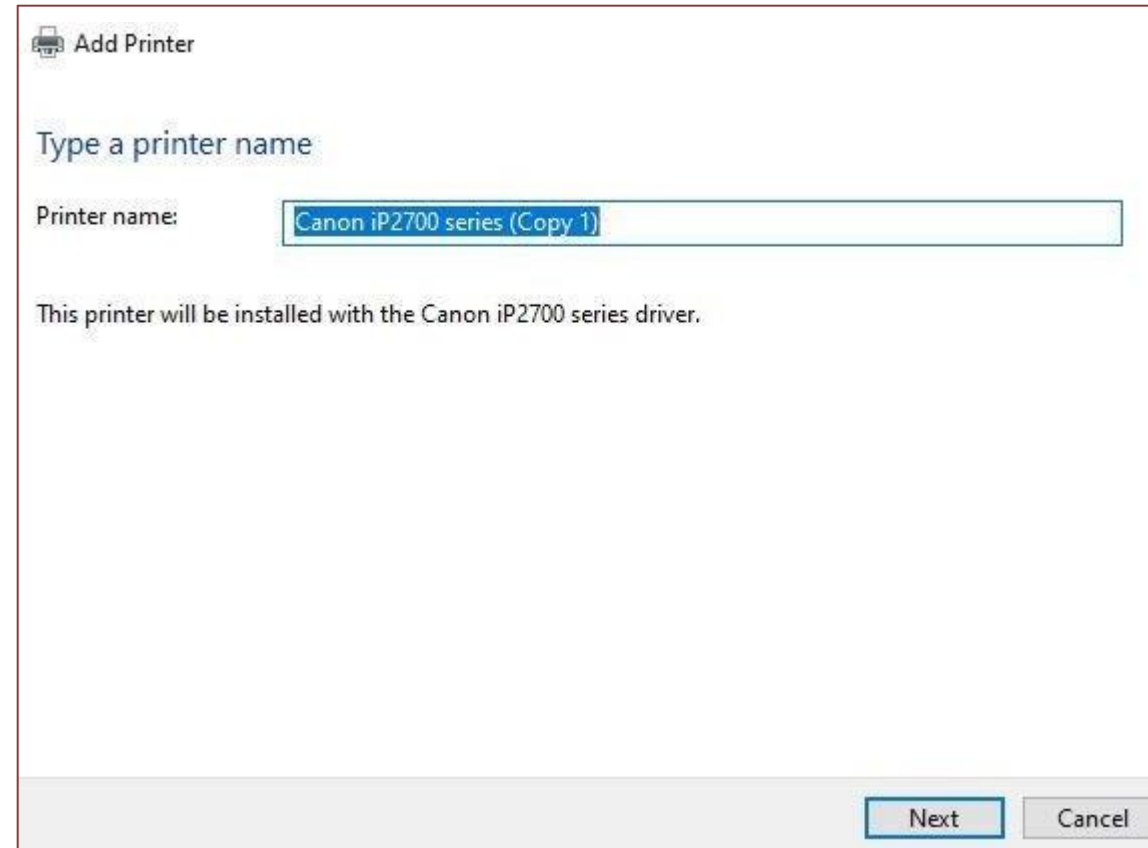
Gambar : Pilih pabrikannya dan tipe printer

# Setting printer



Gambar : memasukan drivernya

# Setting printer



Add Printer

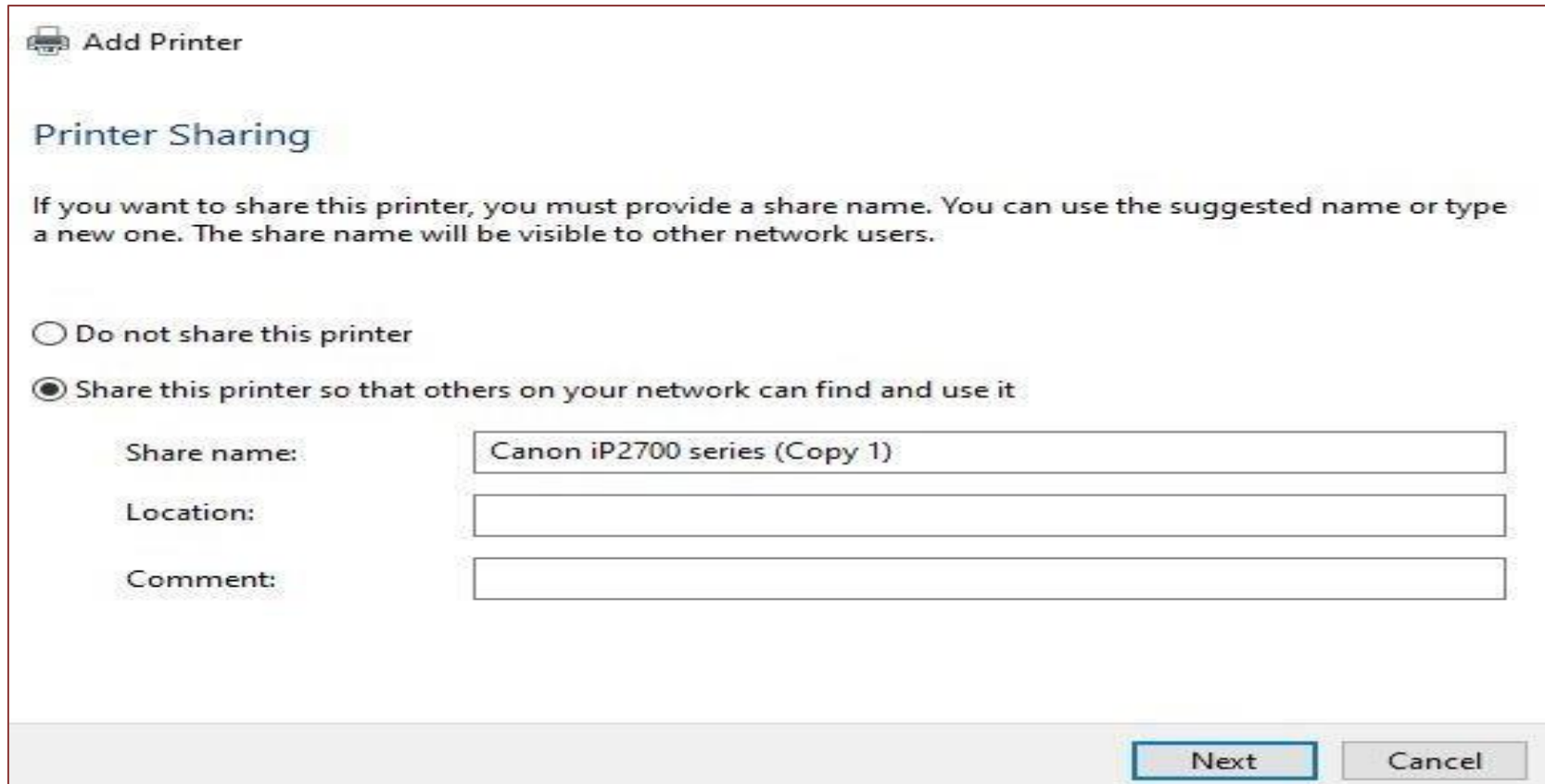
Type a printer name

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

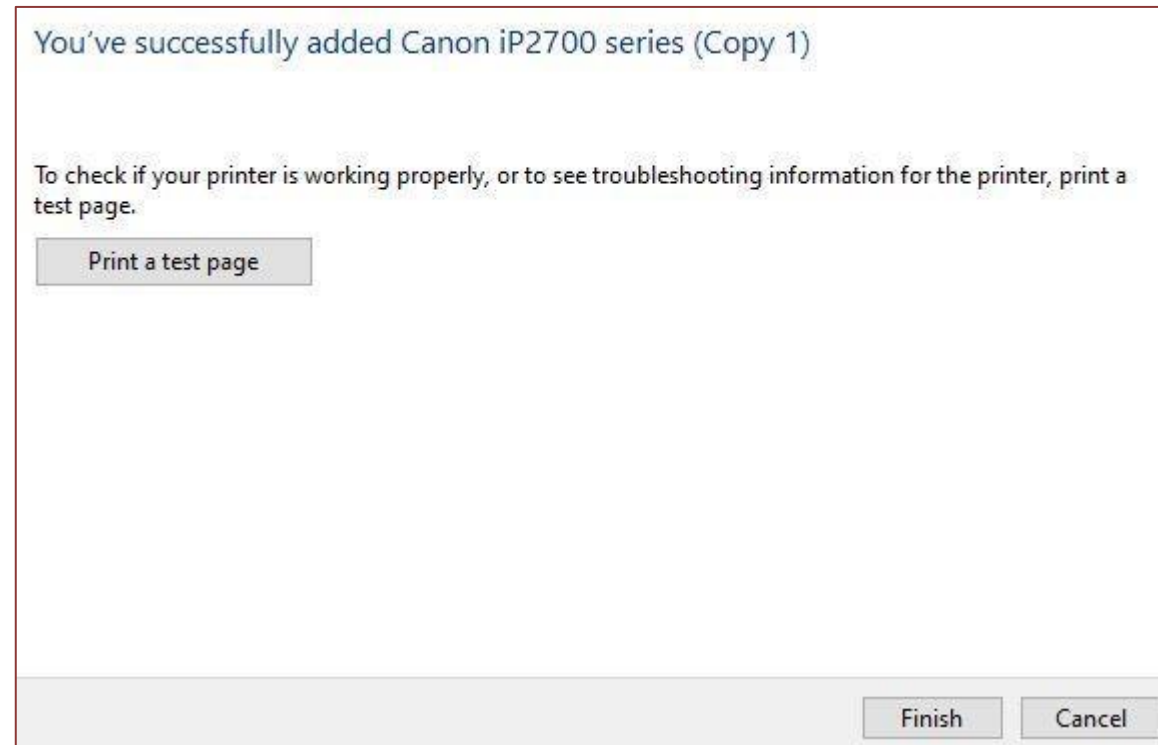
☒ Share this printer so that others on your network can find and use it

Share name:

Location:

Comment:

# Setting printer

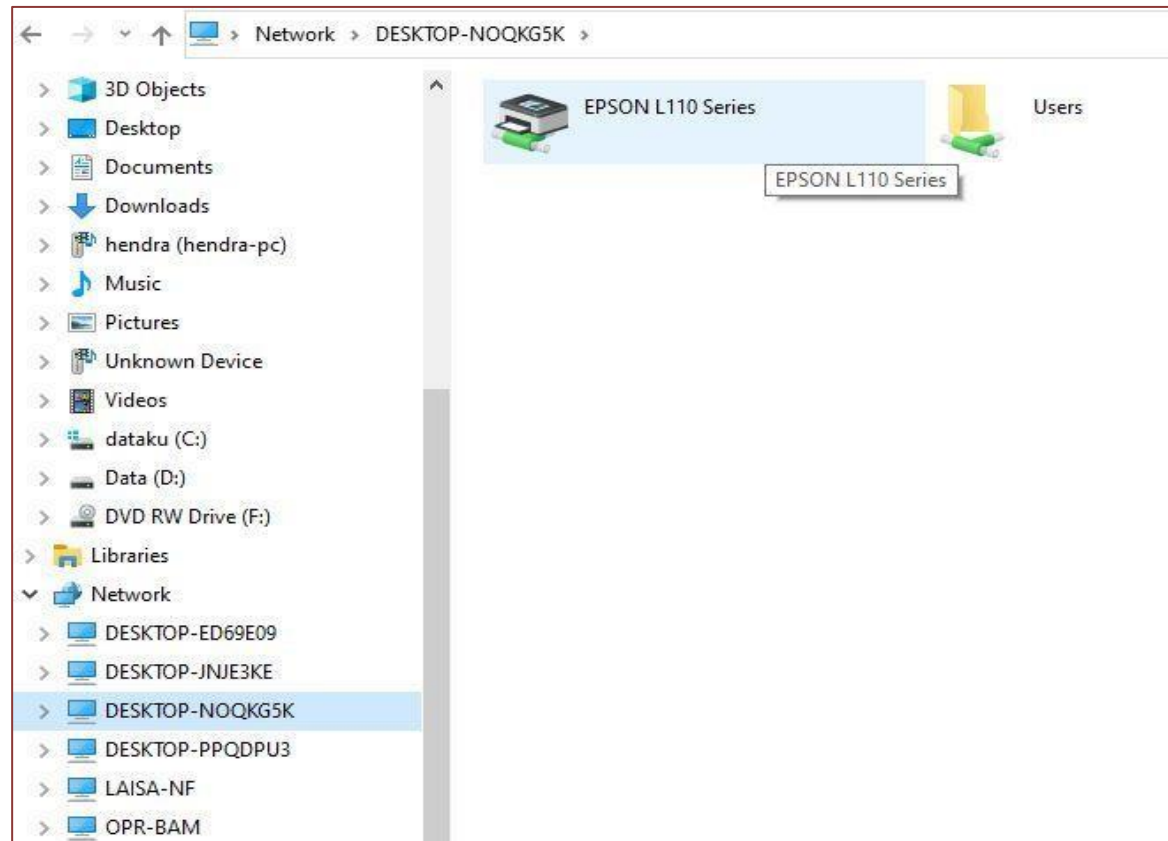


# Cara Menggunakan Printer



Gambar : ke file explorer

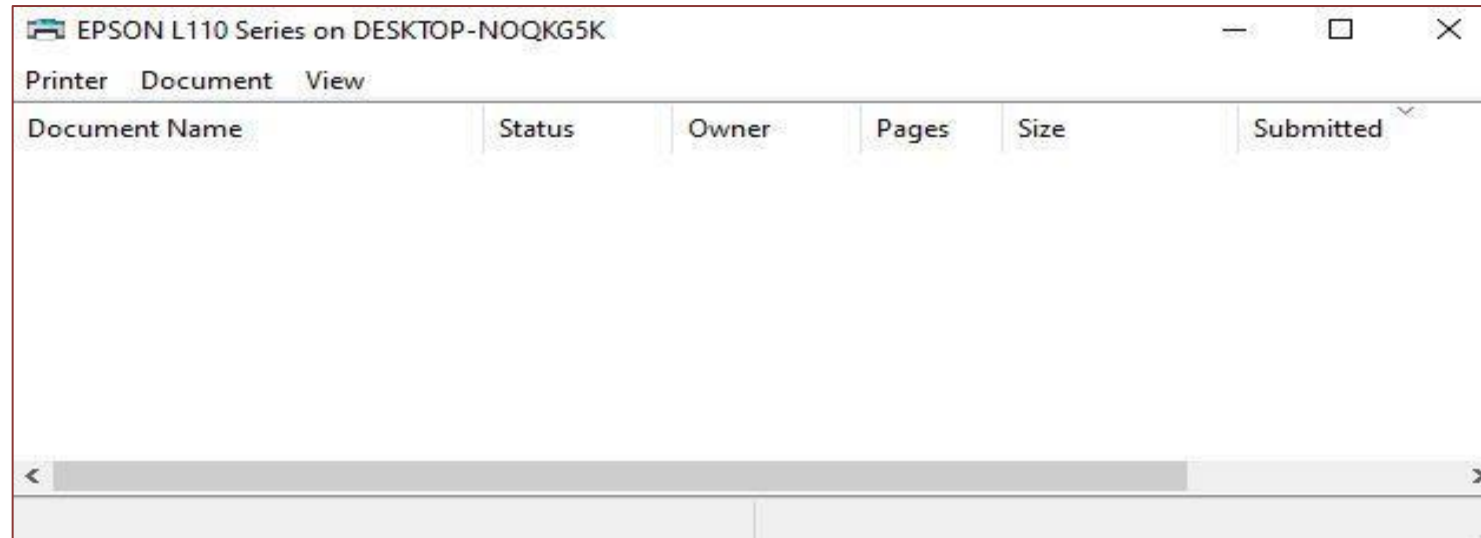
# Cara menggunakan Printer share



Gambar : Menggunakan printer yang sudah dishare



# Proses penggunaan printer yang dishare



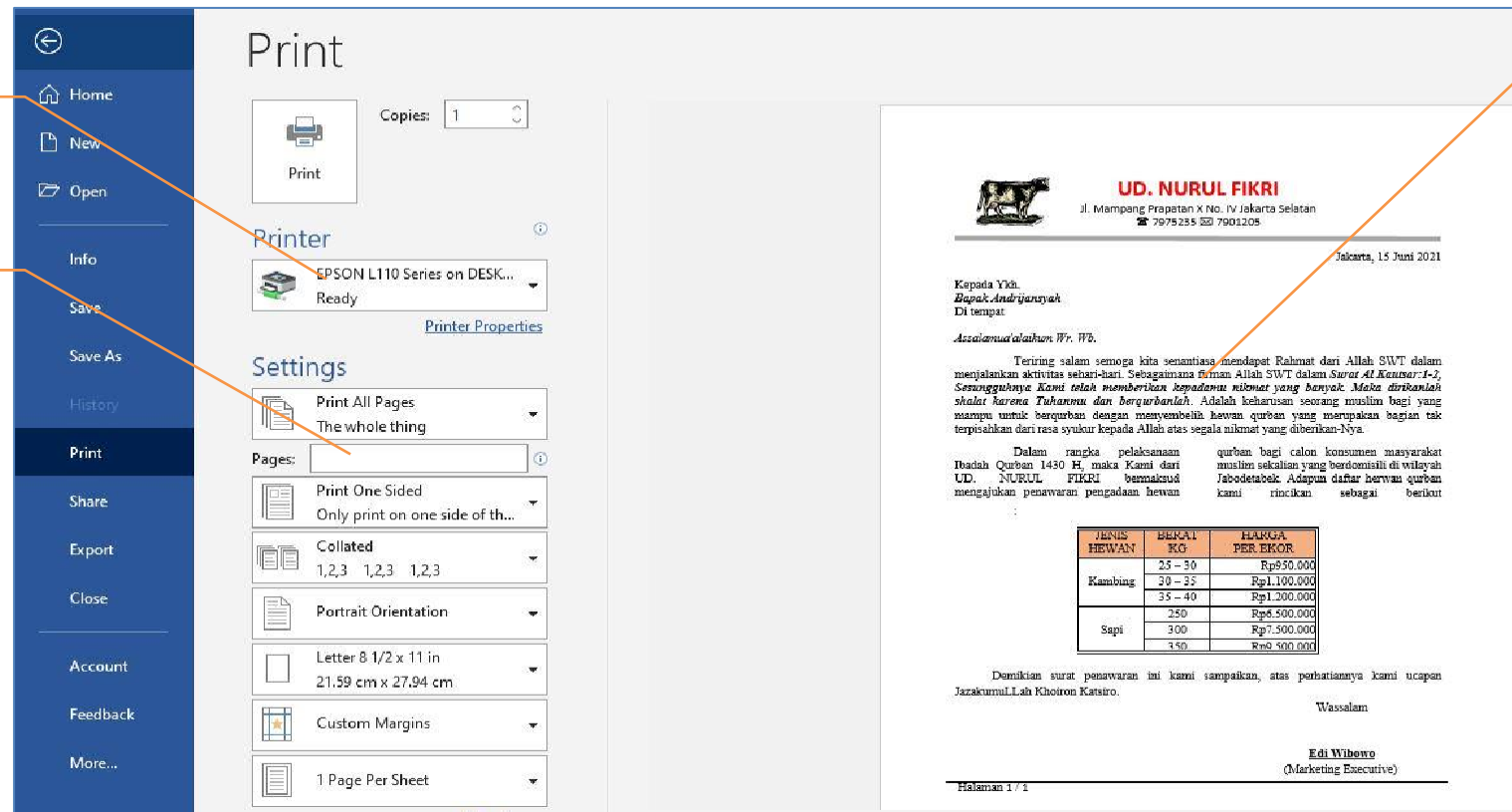
Gambar : Setelah di double click akan terbuka dan sudah dapat digunakan

# Printer sharing sudah dapat digunakan

Printer sharing  
sudah ada

Pilih Halaman  
yang akan diprint

Tampilan  
dokumen yang  
akan di print



# Thank you



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