

“MAHIR APLIKASI OFFICE TINGKAT ADVANCE”

PERTEMUAN PERTAMA

Tanjungpinang
Rabu, 19 Juni 2024



Office



Kenalan sama instruktur dulu ya...

Beni Oktopiansah

COMPUTER TECH INSTRUCTOR & DATA ANALYST

+62 811 7787 896

<https://linkedin.com/in/beni-oktopiansah>

beni@proskill.website



Absensi Kehadiran Peserta :



1. Anzeltha Najla Audia
2. Imad Muhsin
3. Helmi Imran
4. Rhanky Alif Zaffani
5. Lonando Dicaprio
6. Nurul Ittiba
7. Fransisca Angelina

Tata Tertib & Kesepakatan:

1. Menyapa instruktur : Mr
2. Hape diletakkan di meja instruktur
3. Belajar Serius & Santai (Bahagia)
4. Belajar (25+5)menit X 3
5. Interaktif & responsif



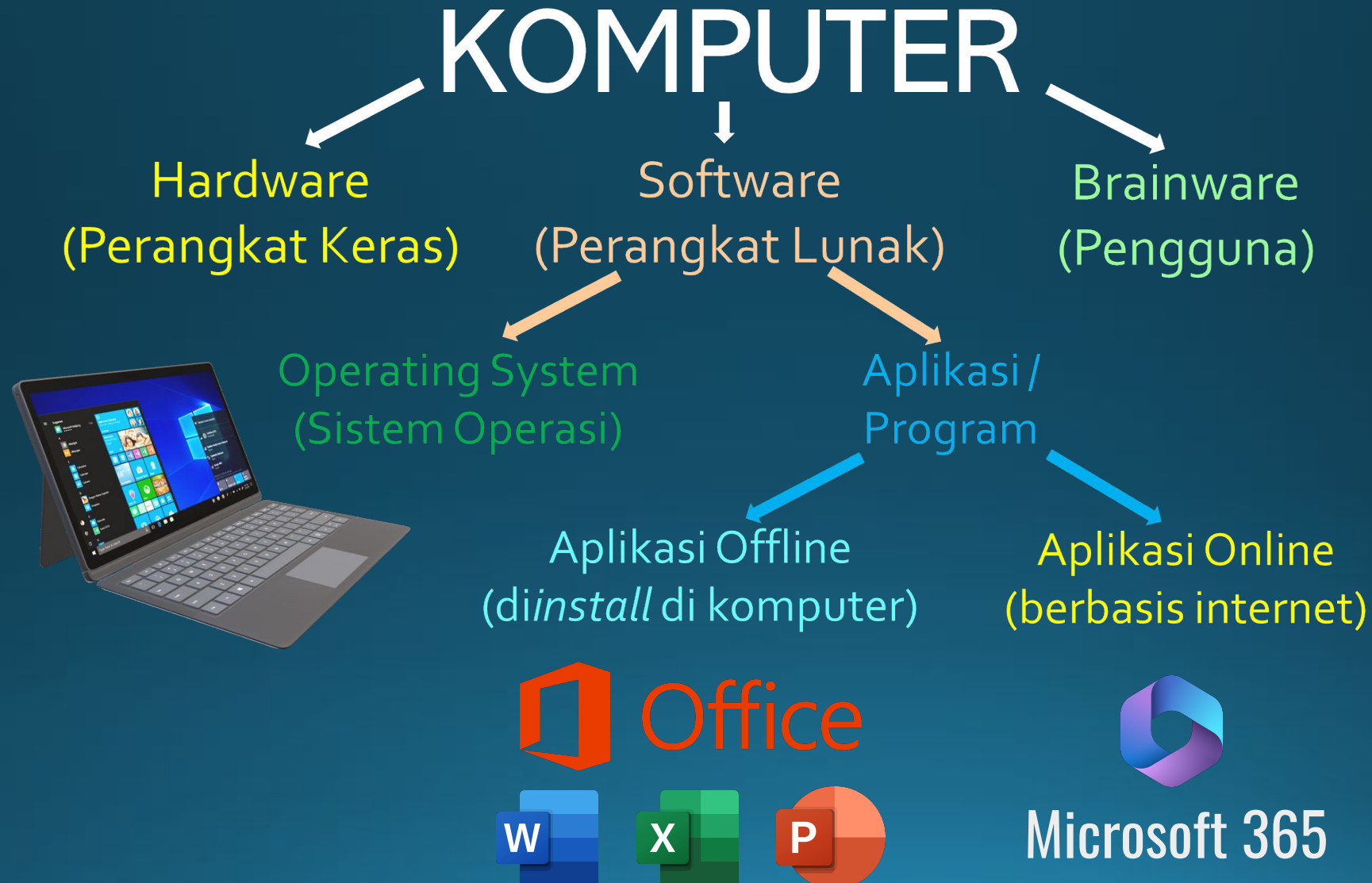
Rencana Jadwal Kelas MOA:



1. Rabu, 19 Juni 2024 : Ms.Word
2. Senin, 24 Juni 2024 : Ms.Word
3. Rabu, 26 Juni 2024 : Ms Word
4. Senin, 1 Juli 2024 : Ms Word
5. Senin, 8 Juli 2024 : Ms Excel
6. Rabu, 10 Juli 2024 : Ms Excel
7. Senin, 15 Juli 2024 : Ms Excel
8. Rabu, 17 Juli 2024 : Ms Excel



Apa itu Microsoft Office





Microsoft Office 95
First Office suite



Microsoft Office XP
Introduced activation



Microsoft Office 2010
Online collaboration



Microsoft Office 2019
Latest perpetual version



Microsoft Office 97
Introduced Outlook



Microsoft Office 2003
XML support



Microsoft Office 2013
Touch-optimized



Microsoft Office 2021
Newest perpetual version



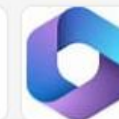
Microsoft Office 2000
Enhanced web integration



Microsoft Office 2007
Ribbon interface



Microsoft Office 2016
Real-time co-authoring



Microsoft 365
Subscription-based service

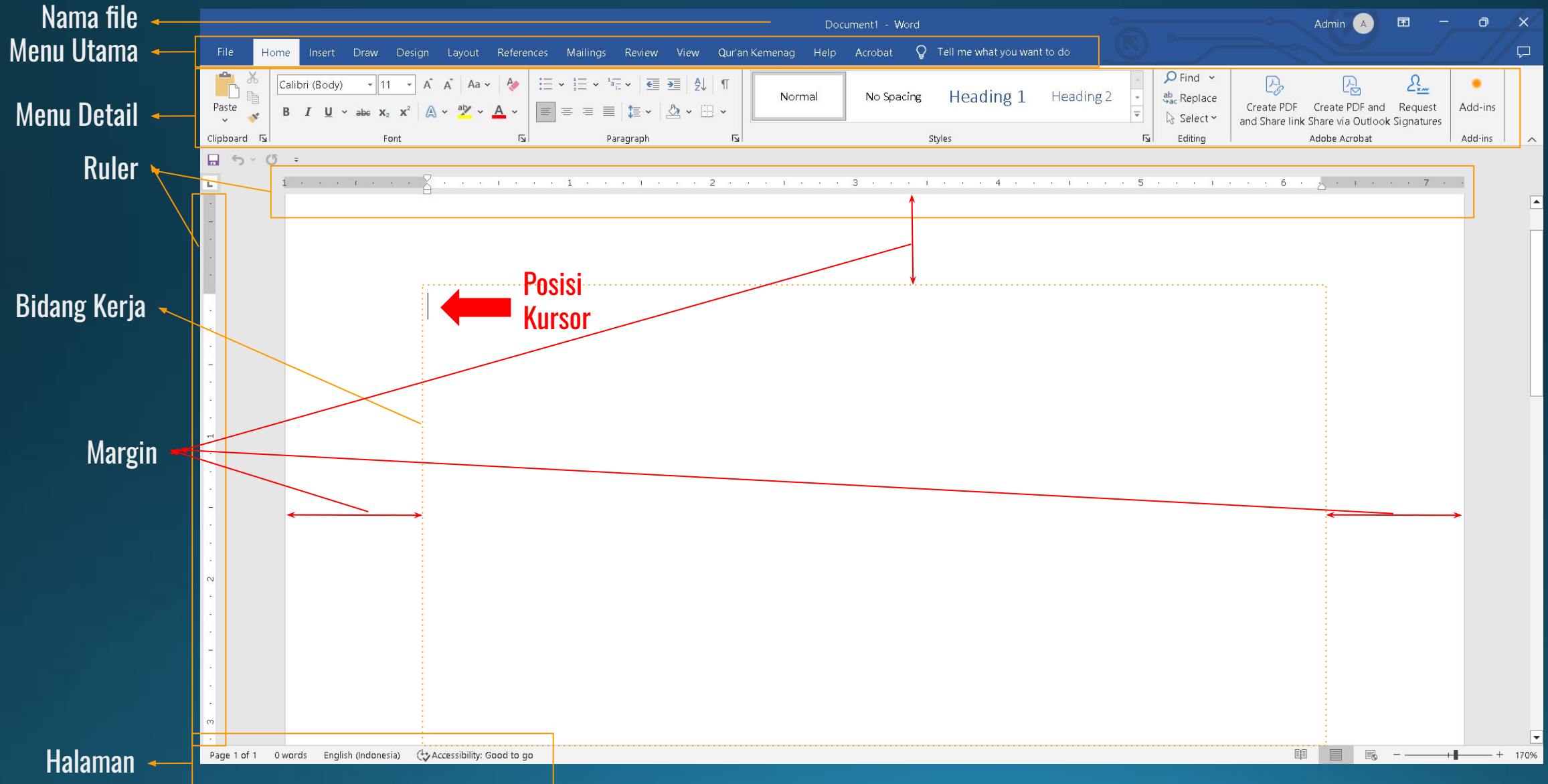
Microsoft Office versions & applications



Office 2019

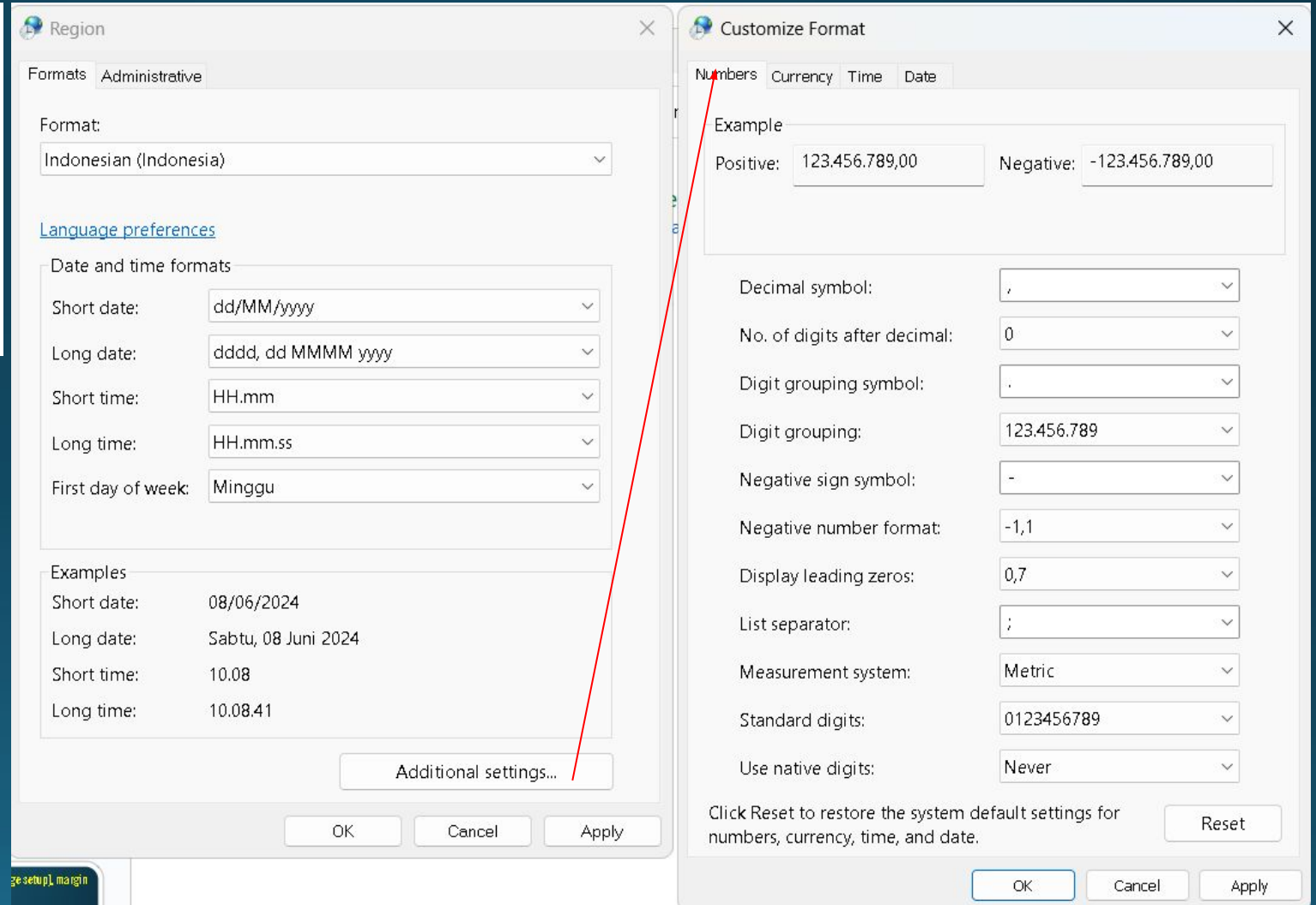
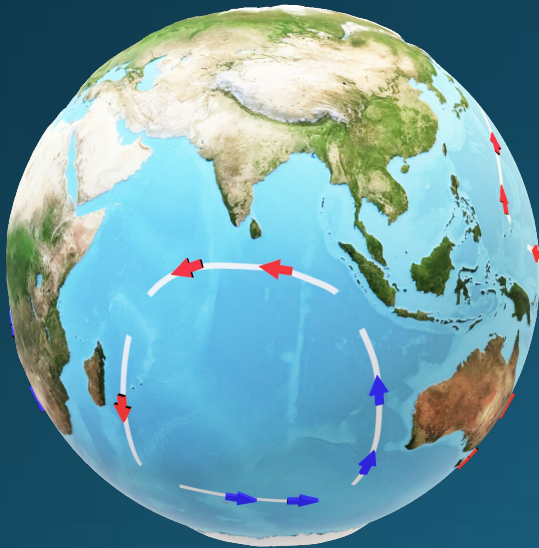
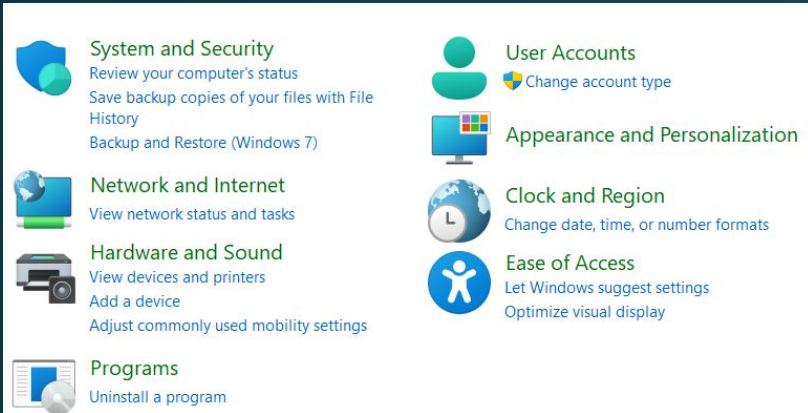
	Home & Student	Home & Business	Professional	Pro Plus
Word	✓	✓	✓	✓
Excel	✓	✓	✓	✓
PowerPoint	✓	✓	✓	✓
OneNote	✓	✓	✓	✓
Outlook		✓	✓	✓
Publisher			✓	✓
Access			✓	✓
Skype				✓
OneDrive				✓

Antarmuka / interface Microsoft Word



Setting Windows > Indonesia

Control Panel > Clock and region > Region > Pilih > Apply



Membuat Dokumen Baru dengan template



1. Buka Aplikasi Word
2. Pilih Browse Template
3. Pilih **Bold Modern Resume**
4. Klik **Create**
5. Next pengaturan / settings

A preview of a resume template titled 'Bold modern resume'. It features a circular profile picture of a man in a white lab coat. The layout includes sections for Profile, Education, Work Experience, Contact, Hobbies, and Skills. The Skills section uses horizontal bars to represent proficiency levels for five different skills.

NAME HERE
JOB TITLE HERE

PROFILE
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere.

CONTACT
PHONE:
678-555-0103
WEBSITE:
Website goes here
EMAIL:
someone@example.com

HOBBIES
Hobby #1
Hobby #2
Hobby #3
Hobby #4

EDUCATION
[School Name]
[Dates From] - [To]
[It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.]
[School Name]
[Dates From] - [To]
[It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.]

WORK EXPERIENCE
[Company Name] [Job Title]
[Dates From] - [To]
[Describe your responsibilities and achievements in terms of impact and results. Use examples but keep in short.]
[Company Name] [Job Title]
[Dates From] - [To]
[Describe your responsibilities and achievements in terms of impact and results. Use examples but keep in short.]
[Company Name] [Job Title]
[Dates From] - [To]
[Describe your responsibilities and achievements in terms of impact and results. Use examples but keep in short.]

SKILLS

Skill #1	85%
Skill #2	75%
Skill #3	25%
Skill #4	100%
Skill #5	50%

Bold modern resume

Provided by: Microsoft Corporation

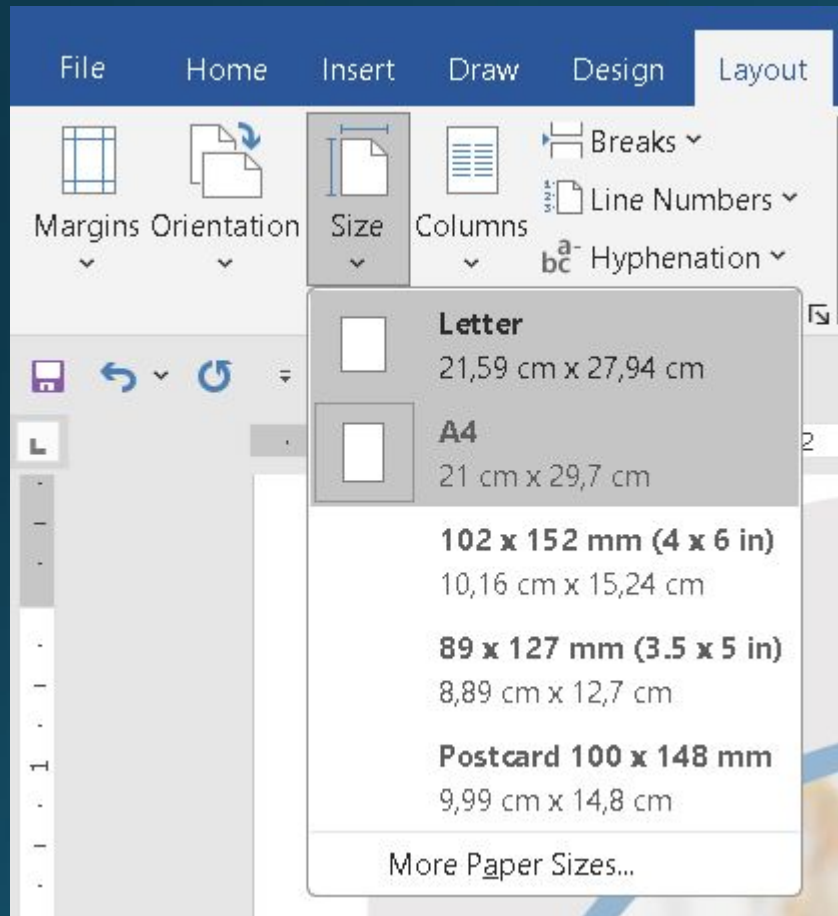
Present your experience and talent with this blue-grey resume template that includes a space for your photo. Customize the font and verbiage of this accessible resume template to make an unforgettable statement. This premium resume template also includes helpful tips for building an effective resume. Search "blue-grey" for a matching cover letter template.

Download size: 109 KB

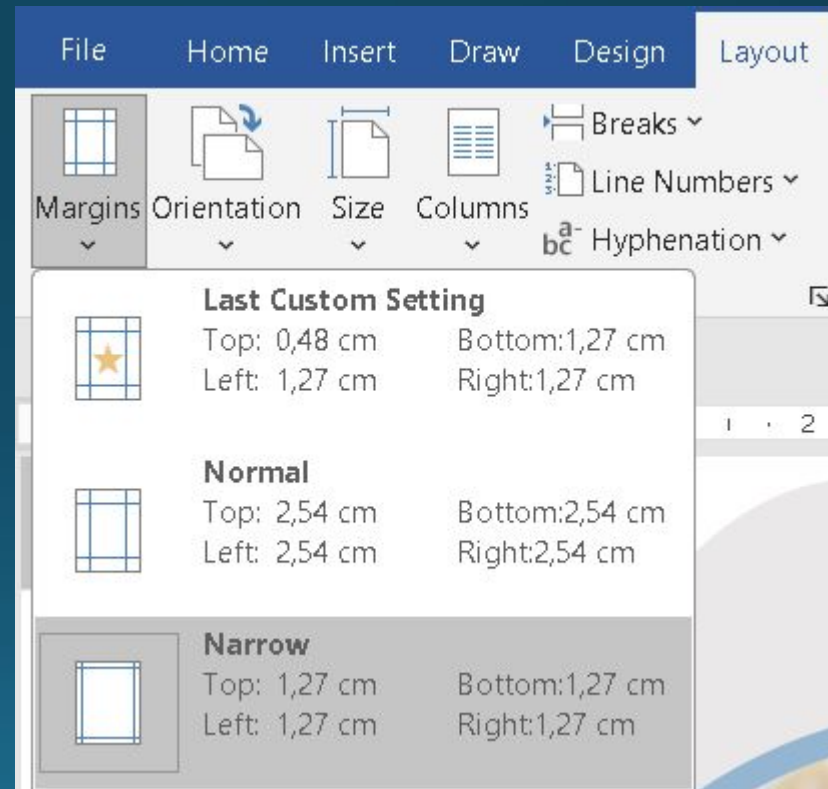


Atur halaman; size, margin, orientation, column

1. Layout > Size > A4

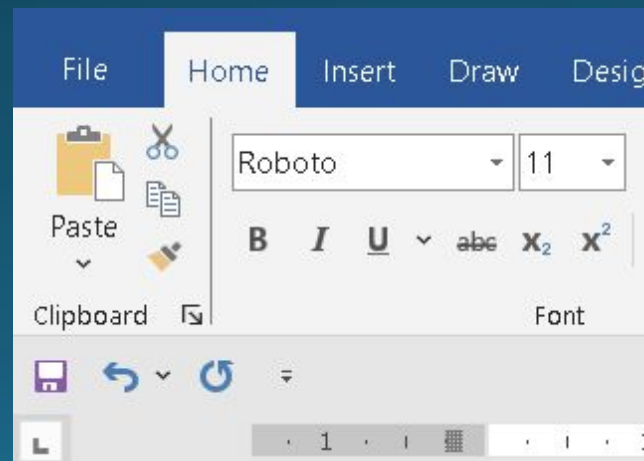


2. Layout > Margin > Narrow



Edit Font type & size, replace image, save file

1. Pilih Semua (Ctrl + A)
2. Pilih Font : Roboto
3. Pilih Size : 11
4. Edit Nama dan isinya
5. Replace image(photo)
6. Save : **CV_namasiswa.docx**
7. Save As pdf

A modern, clean CV template design. It features a circular profile picture of a smiling man in a white lab coat. The text is in a sans-serif font, with 'NAME HERE' and 'JOB TITLE HERE' in large, bold letters. The template includes sections for PROFILE, EDUCATION, WORK EXPERIENCE, CONTACT, HOBBIES, and SKILLS. The SKILLS section uses horizontal bars to represent proficiency levels for five different skills.

NAME HERE
JOB TITLE HERE

PROFILE
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere.

CONTACT
PHONE: 678-555-0103
WEBSITE: Website goes here
EMAIL: someone@example.com

HOBBIES
Hobby #1
Hobby #2
Hobby #3
Hobby #4

EDUCATION
[School Name]
[Dates From] - [To]
[It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.]

WORK EXPERIENCE
[Company Name] [Job Title]
[Dates From] - [To]
[Describe your responsibilities and achievements in terms of impact and results. Use examples but keep in short.]

SKILLS


Skill	Proficiency
Skill #1	30%
Skill #2	75%
Skill #3	20%
Skill #4	100%
Skill #5	50%

Ice Breaker



Akun Microsoft Online

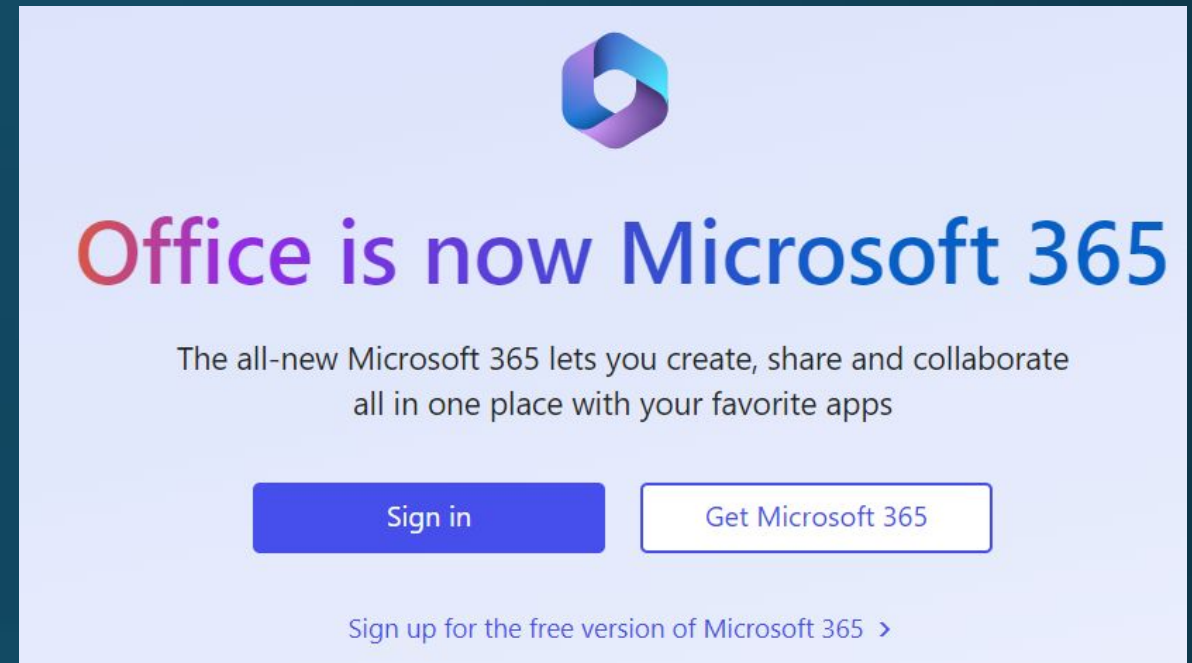
1. Buka browser, klik : office.com
2. Sign up free version Microsoft 365
3. Get a new email address
4. Buat email baru dengan domain outlook.com, contoh :
tugas.proskill@outlook.com
5. akun office online siap dengan email



Microsoft

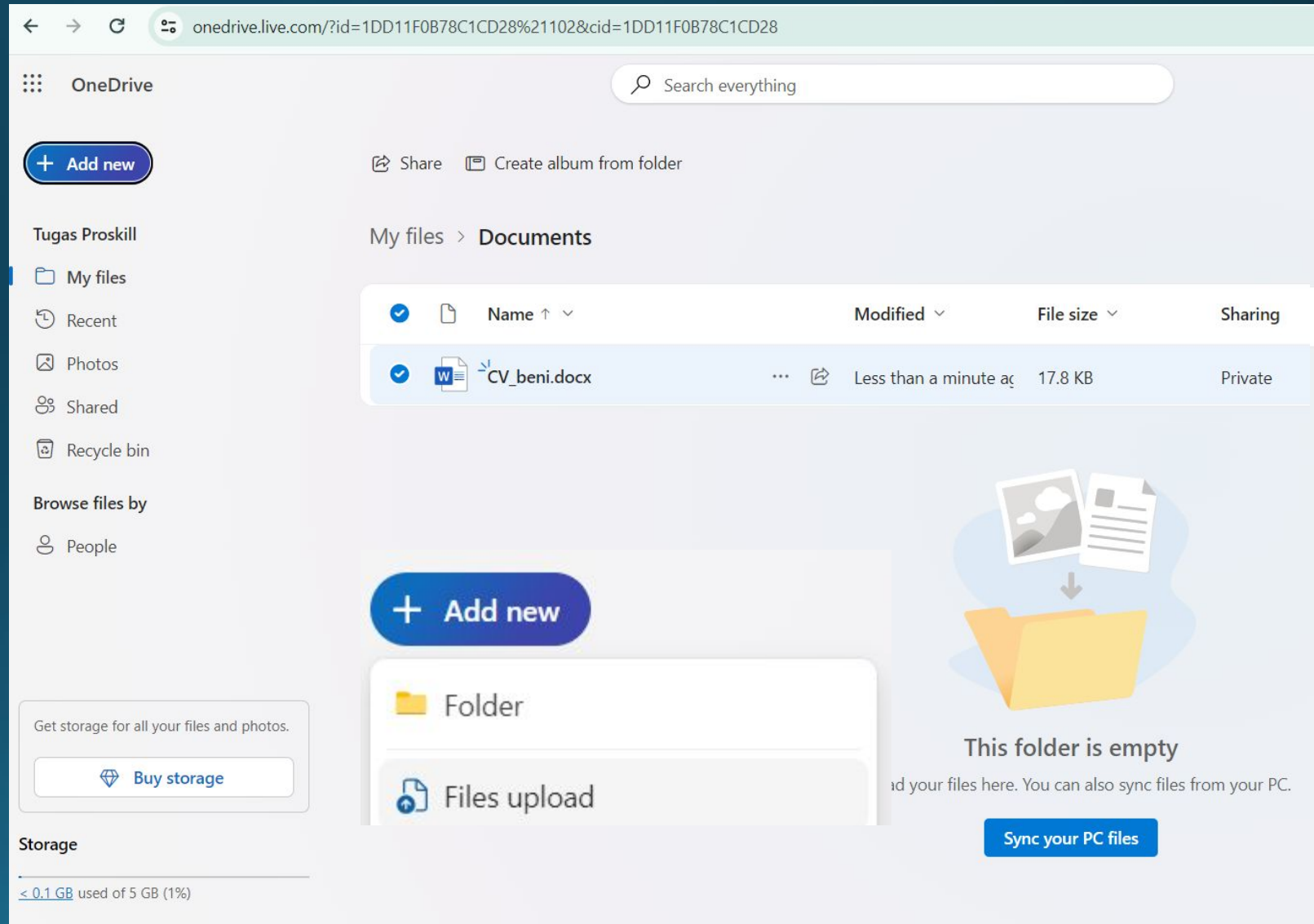
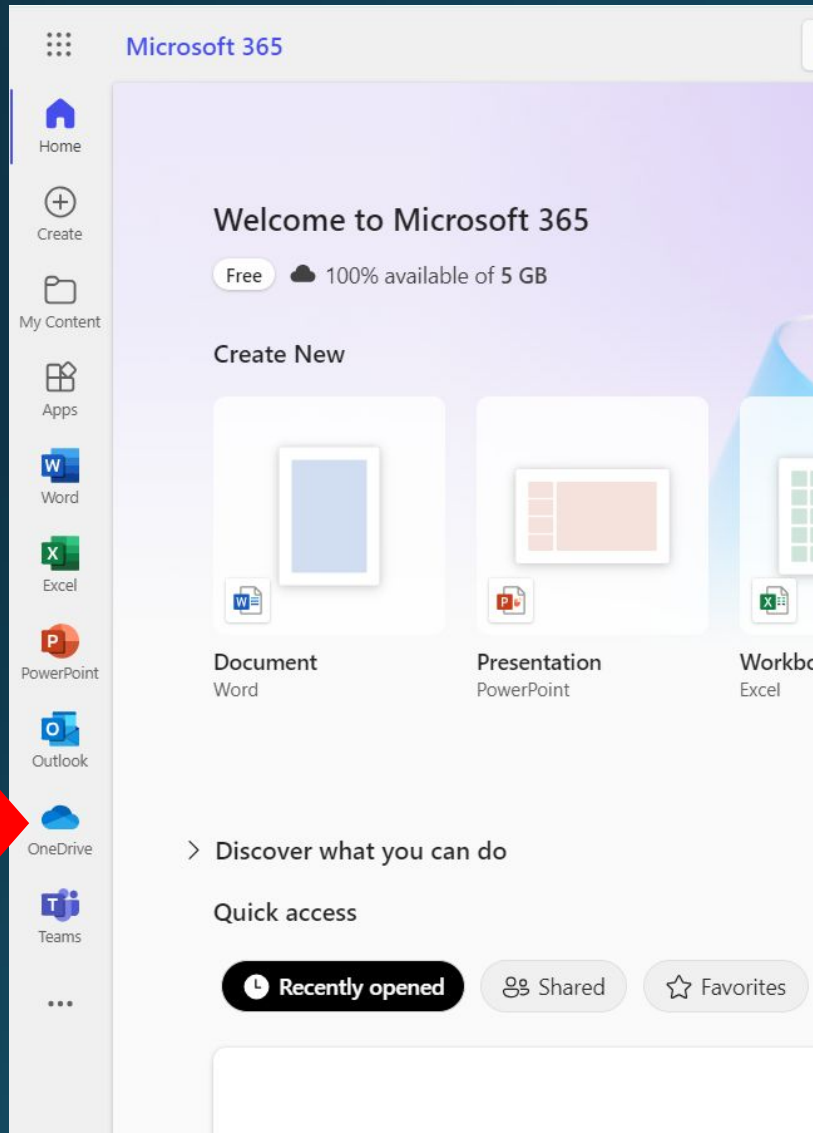
Create account

[Get a new email address](#)



Upload file word ke one drive

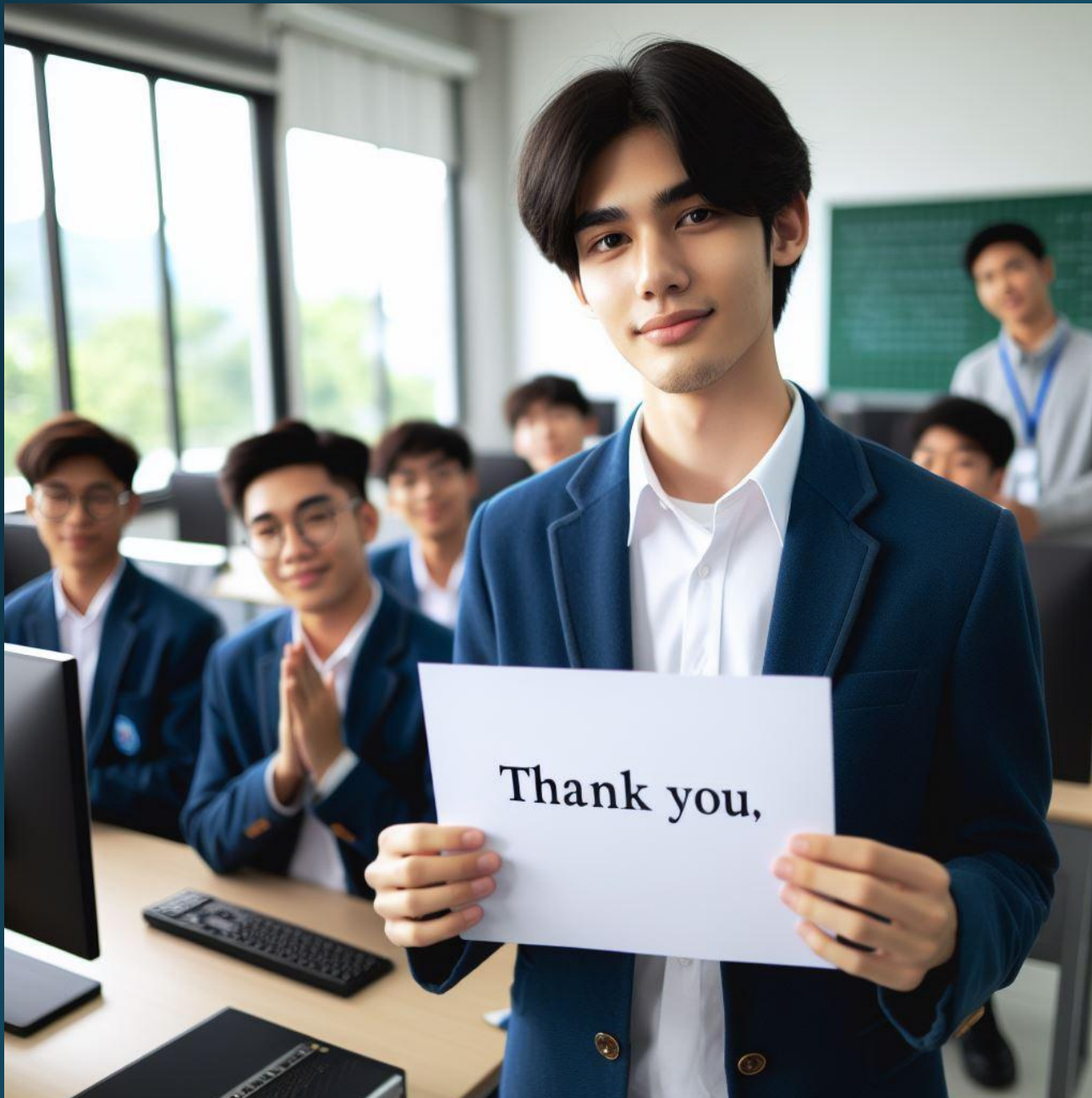
Onedrive > Add new > Files upload



Next Project:

Membuat Proposal Kegiatan Sekolah/Kuliah

1. Topik : Meningkatkan Kesadaran Kebersihan Diri & Lingkungan
2. Buat Outline/kerangka proposal



Pelajaran Sesi 1 Selesai

 **ProSkill**
Akademia