

# PRODUCTIVITY APPLICATIONS

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Lecture 1 – Introduction to Productivity Applications  
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# References

Beekman, George. (2009). Tomorrow's Technology and You. UK: Pearson

# Outline

- Introduction to Productivity Applications
- Introduction to Microsoft Office Word

# Word processing tools and techniques

Working with a word processor involves several steps :

- Entering text
- Editing Text
- Formatting the document
- Proffreading the document
- Saving the document
- Printing the document

# WORD PROCESSOR FEATURES

# Digital References

Writers rely on dictionaries, quotations, books, encyclopedias, and other references



Fig 1. The using of Thesaurus in word processing

# Spelling checkers

Correct spelling is an important part of most written communication. Word processor typically includes a built-in **spelling checker**

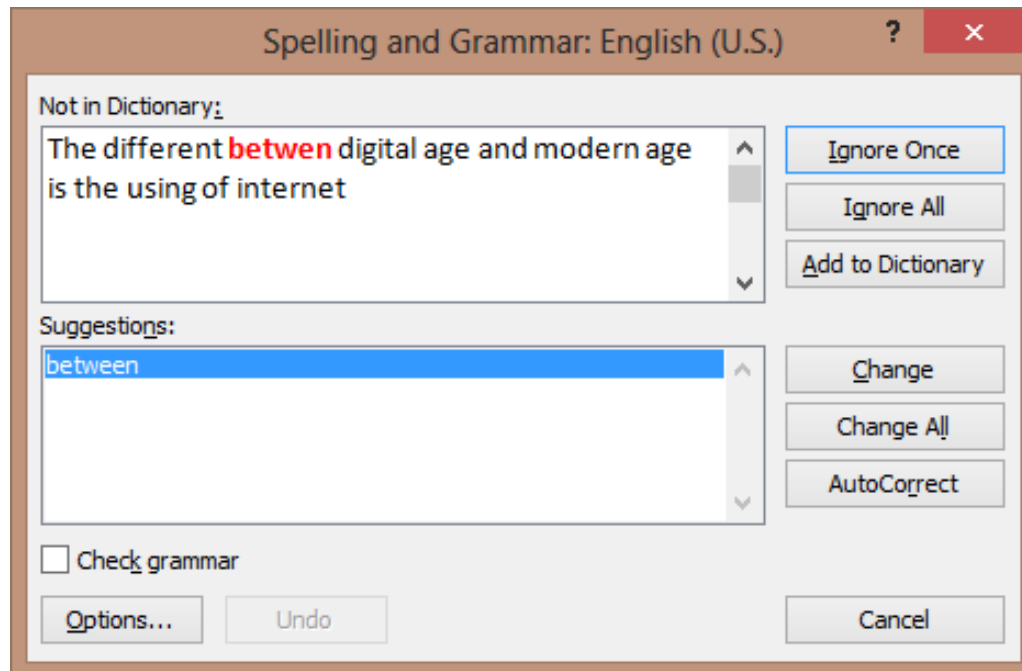


Fig 2. Spelling Checker

# Grammar and Style Checkers

Software can detect grammar and style.  
Incomplete sentence will be detect in green line

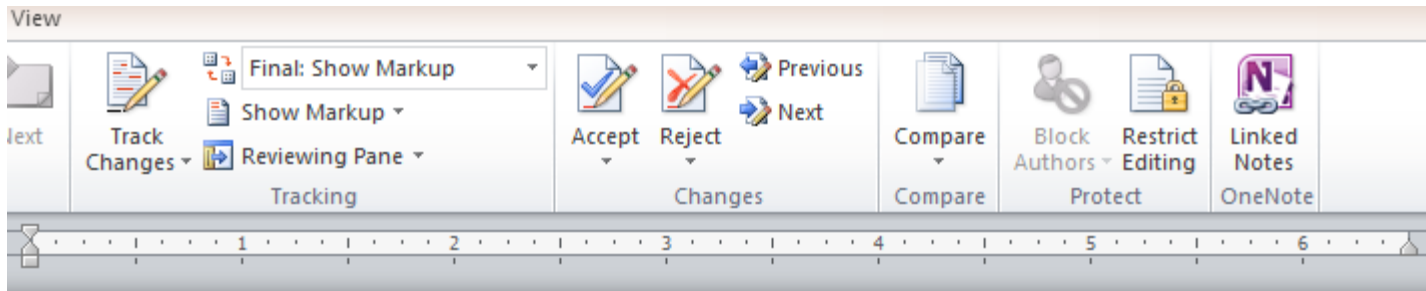


Fig 3.  
Grammar and  
Style  
Checkers

We are living in the digital age. The different between digital age and modern age is the using of internet

With digital technology.



# E-Book and Digital Paper

After completing the paper, you can convert it into pdf format



We are living in the digital age. The different between digital age and modern age is the using of internet

With digital technology. After completing the paper, you can convert it into pdf format

Fig 4. E-Book and Digital Paper in PDF

# Other Features

- Paperless publishing and the web
- Collaboration with Spreadsheet
- Charts and Graphics
- Formatting the writing (Font, size and style)
- Journal making supporting (Table of Content, Columns)
- Many symbols available
- And others

OFFICE WORD

# Practise 1

Bold. 16 Pt. Calibri

Italic. 12 Pt. Times New Roman

## Paper Output

Output display on a monitor is immediate but temporary. A *printer* can produce a hard copy on paper of any static information that can be displayed on the computer's screen. Printers come in several varieties, but they all fit into two basic groups: **impact printers** and **nonimpact printers**. Here the kind of printers :

- Dot Matrix Printers
- Laser Printers
- Impact Printers
- Etc

Font Color

Shading

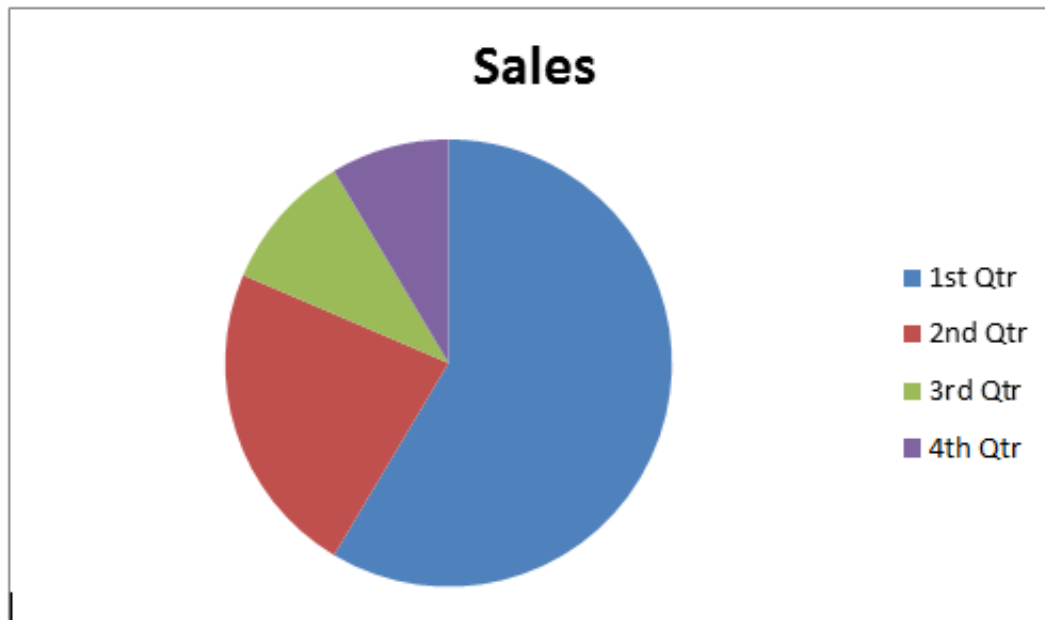
Bullets and Numbering

1.5 Space

# Practise 2

No	Name	City
1	<u>Octaviano</u>	Bandung
2	<u>Pratama</u>	<u>Depok</u>

← Table



## Exercise

- Create a new table using style and color
- Create a new chart (Bar, Pie, etc)

← Chart

# Practise 3

## Tips and Trick

- Ctrl + G → Entering new page
- Shift + end → block a line
- Ctrl + X → Cut
- Ctrl + = → Subscript
- Ctrl + Z → Undo
- Ctrl + V → Paste
- Ctrl + Shift → Superscript
- Ctrl + A → Entire document will be blocked
- Ctrl + C → Copy
- Ctrl + D → Font Format

# Practise 4

- Column Form

## Paper Output

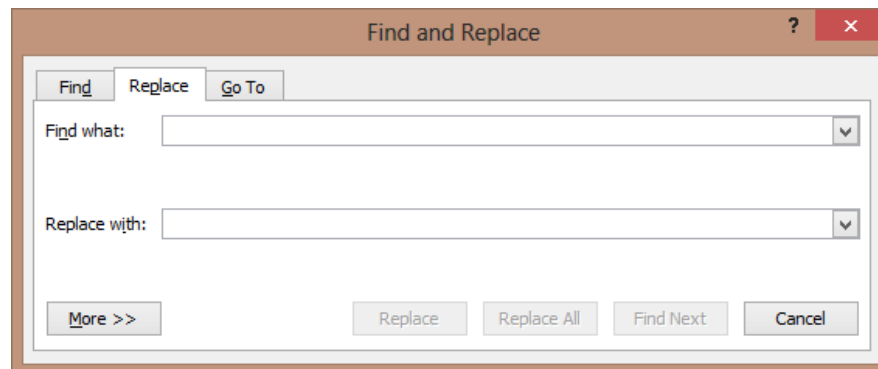
Output display on a monitor is immediate but temporary. A *printer* can produce a hard copy on

paper of any static information that can be displayed on the computer's screen.

- Paper orientation and margin setting

## Page layout → Page Setup

- Find and Replace



# Practise 5

- Page Number
- Table of Content

Search Document 🔍

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LEMBAR PENGESAHAN

ABSTRAK

DAFTAR ISI

▾ BAB I PENDAHULUAN

1.1. Latar Belakang

1.2. Pokok Masalah

1.3. Tujuan

1.4. Manfaat

1.5. Keunggulan Aplikasi Perangkat Lunak

## DAFTAR ISI

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<b>ABSTRAK</b> .....	<b>ii</b>
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1.2. Pokok Masalah.....	1
1.3. Tujuan.....	2
1.4. Manfaat.....	2
1.5. Keunggulan Aplikasi Perangkat Lunak.....	2

file:///f:/octav folder/jobs/lomba/osn  
2014/proposal.docx  
Ctrl+Click to follow link



# Practise 6

Create a Password in a document :

- Open your Document
- Open **Save file as** Button
- Tap *Tools* icon
- General Options or Security Options
- Fill your password
- Ok

# Exercise

- Create your own Curriculum Vitae (CV).  
Your CV must have completed by a photo, your full profile (full name, birthday, address, others), your educational background and others.

# Tugas 1 - Individu

- Cari 1 paper di Scopus (<http://scopus.com>) atau science direct (<http://sciencedirect.com>) mengenai Teknologi Informasi pada suatu organisasi, instansi dan software house
- Ringkas paper tersebut menjadi maksimal 5 halaman A4. Gunakan Daftar Isi, Nomor Halaman