

JOBSHEET PRAKTIKUM
APLIKASI OTOMASI PERKANTORAN

MICROSOFT OFFICE SPECIALIST: MS. WORD 2013

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PENDAHULUAN

A. Pengantar Perkuliahan

Pada perkuliahan ini, mahasiswa akan dibimbing mempersiapkan diri untuk mengikuti ujian sertifikasi Microsoft Office Specialist (MOS) kategori Microsoft Word 2013. Perkuliahan dilaksanakan di laboratorium komputer selama 11 minggu pertemuan tatap muka, lalu pada minggu ke-12 hingga ke-14, mahasiswa secara bergiliran akan menempuh ujian sertifikasi MOS yang diselenggarakan di laboratorium Pusat Komputer Universitas Teknologi Yogyakarta (UTY). Ada lima pokok bahasan utama (*objective*) yang dibahas dan diujikan, yakni: *Create and Manage Documents*, *Format Text and Paragraphs*, *Create Table and Lists*, *Apply References*, dan *Insert and Format Objects*. Mahasiswa yang lulus ujian sertifikasi MOS (minimal mendapat nilai 700) secara otomatis mendapatkan nilai A untuk mata kuliah APTI 2 ini, sedangkan bagi yang tidak lulus maka akan mendapatkan nilai sesuai mekanisme yang pada Rencana Perkuliahan Semester (RPS).

B. Kemampuan Akhir yang Diharapkan

Pada perkuliahan ini mahasiswa diharapkan:

1. Memahami pertanyaan-pertanyaan pada ujian sertifikasi MOS.
2. Memahami Langkah-langkah untuk menjawab pertanyaan sertifikasi terkait topik yang ada pada kelima pokok bahasan.

C. Kegiatan Pembelajaran

Pada perkuliahan ini, mahasiswa dan dosen melakukan kegiatan pembelajaran sebagai berikut:

1. Sebelum pelaksanaan perkuliahan, mahasiswa diminta membaca terlebih dahulu *jobsheet praktikum* yang telah diberikan.
2. Materi kuliah disampaikan dengan langsung membahas contoh-contoh soal ujian sertifikasi MOS yang pernah diujikan ataupun soal-soal yang dibuat oleh dosen pengampu mata kuliah APTI 2.
3. Di tengah dan akhir tiap pertemuan perkuliahan, mahasiswa diberi latihan mandiri untuk menjawab beberapa soal ujian.

D. Jadwal Perkuliahan

Perkuliahan APTI 2 ini dilaksanakan sebanyak 14 kali pertemuan, namun perkuliahan tatap muka hanya dilaksanakan pada pertemuan ke-1 s.d. ke-11, setelah itu mahasiswa secara bergiliran mengikut ujian sertifikasi. Berikut ini adalah jadwal dan agenda perkuliahan APTI 2 selama satu semester:

Pertemuan ke-	Materi Perkuliahan
1	Objective 1: Create and Manage Documents
2	Objective 1: Create and Manage Documents
3	Objective 2: Format Text and Paragraphs
4	Simulasi Ujian ke-1
5	Objective 3: Create Table and Lists
6	Simulasi Ujian ke-2
7	Responsi
Ujian Tengah Semester (UTS)	
8	Objective 4: Apply References
9	Simulasi Ujian ke-3
10	Objective 5: Insert and Format Objects
11	Simulasi Ujian ke-4
12	Ujian sertifikasi MOS – kloter 1
13	Ujian sertifikasi MOS – kloter 2
14	Ujian sertifikasi MOS – kloter 3
Ujian Akhir Semester (UAS)	

OBJECTIVE 1 – BAGIAN 1
“Create and Manage Documents”

Tujuan Praktikum

Praktikum ini bertujuan untuk memberikan pengetahuan dasar kepada praktikan mengenai aspek “Create and Manage Documents” pada Ms. Word 2013 yang meliputi fungsi-fungsi pada menu *File, Home, Insert, Design, dan Layout*. Dokumen-dokumen Latihan dapat diakses pada halaman E-Learning yang dibagikan oleh dosen pengampu perkuliahan.

Task 1 – Open a non-native file using Ms. Word

Open “Word_1-1b.txt” located inside “Objective 1” folder
Use Ms. Word 2013 installed on your computer to open it
Remember, do not use any short cut key!

Task 2 – Create and save a new Word Document

Create a new Blank Document
Save it using “Word 97-2003 Documents (.doc)” type
File Location : inside “Objective 1” folder File Name : “Exercise 1”

Task 3 – Copy and Paste text

Copy and paste all the text inside “Word_1-1b.txt”
Paste the text to “Exercise 1.doc” document
Save the document

Task 4 – Find and format certain word in a document

Add highlight to the word “Toymakers” inside “Word_1-2.docx”
Apply to all related words
Highlight colour: Gray-25%

Task 5 – Insert hyperlink to the text

Insert a hyperlink	
To the text “sarah@wingtiptoys.com” in “Word_1-2.docx”	
Link to	: Email address
E-mail address	: “sarah@wingtiptoys.com”
Screen tip	: “Click to send an email directly”
Text to display	: “sarah@wingtiptoys.com”

Task 6 – Insert bookmark

Insert bookmark	
Apply to “Hand-Carved Toys” heading in the 2 nd page of “Word_1-2.docx”	
Bookmark name	: “hand_carved”

Task 7 – Manage Paper size and margins

Set the paper size and margins from “Word_1-3a.docx” document	
Apply to the whole document	
Paper size	: A4
Margins	: top 2 cm, bottom 2 cm, left 3 cm, and right 2,5 cm

Task 8 – Format columns

Format columns to the text in “Word_1-3a.docx” document	
Apply to the first paragraph only	
Columns	: Three columns
Space between columns	: 1,5cm

Task 9 – Apply Theme

Apply theme to the document	
Apply to the whole document	
Theme	: Facet

Theme Colors	: Red Orange
Font Set	: Corbel

Task 10 – Insert header

Insert header to the document	
Odd page and even page must use different header and ensure that the header does not appear on the first page	
Even page	: Facet (Even Page) header
Odd page	: Facet (Odd Page) header

Task 11 – Insert Watermark

Insert Text Watermark to the document	
Display the phrase “Example Only” to the page background	
Font	: Arial
Size	: 36pt
Color	: Red, Accent 1, Lighter 60% (semitransparent)
Layout	: Diagonal

Task 12 – Modify style set

Modify Style Set to the “Word_1-3b.docx” document	
Apply to the whole document	
Style set	: Casual style set

Task 13 – Insert and format page numbers

Add and format page numbers to the document	
Place the page number in the page margin area	
Page number	: “Circle, Right”
Format Page Numbers	: uppercase Roman numerals

OBJECTIVE 1 – BAGIAN 2
“Create and Manage Documents”

Tujuan Praktikum

Praktikum ini merupakan kelanjutan dari materi Objective 1 pada praktikum kesatu. Pada materi ini, praktikan akan diajarkan pengetahuan dasar mengenai *Styles*, *Document Property*, *Customize Ribbon and Toolbar*, dan memodifikasi *Document View*. Dokumen-dokumen Latihan dapat diakses pada halaman E-Learning yang dibagikan oleh dosen pengampu perkuliahan.

Task 1 – Modify Styles

Modify Title Styles in “Word_1-3a.docx”
Apply to this document only
Formatting : Bold, 18pt, Format text : All Caps

Task 2 – Modify Styles

Modify Heading 1 Styles in “Word_1-3a.docx”
Apply to this document only
Format text: - Spacing after : 10pt - Line Spacing : 1.5 lines

Task 3 – Changing Document Views

Change the page movement
Apply to “Word_1-3b.docx”
Page movement Side to side

Task 4 – Zoom the document view

Zoom the document
Apply to “Word_1-3b.docx”
Zoom: 100%

Task 5 – Customizing the quick access toolbar

Add menus to the quick access toolbar
They only appear in this document
Choose command from: <ul style="list-style-type: none">- Home tab : Format Painter, Shading Button- Review tab : Comment Button Add separator between the commands from Home tab and Review tab

Task 6 – Customize the ribbon

Customize the ribbon
Apply to the Main tabs
Display the Developer tab Uncheck the View tab Rename the Page Layout tab into Layout

Task 7 – Setting the document property

Add a document property
“Word_1-4b.docx”
Title : “All about Bamboo” Subject : “bamboo”

Task 8 – Setting the document property

Add a document property
“Word_1-4b.docx”
Author : “ Abraham ” Keywords : “ rhizomes ”, “ tropical ”, and “ mites ”

Task 9 – Save file into PDF

Save file as PDF
Apply to “Word_1-4b.docx”
Type: PDF

Task 10 – Protecting document using password

Add password to protect the document
Apply to a new document using “Student Report” template
Password : “ 5tudentRep0rt ”

Task 11 – Mark the document as final

Mark the document as final
Apply to previous file in Task 10
File location : inside “Objective 1” folder File name : “ Student Report 2019 ” File type : Word document

OBJECTIVE 2

“Format Text and Paragraphs”

Tujuan Praktikum

Praktikum ini bertujuan untuk memberikan pengetahuan dasar kepada praktikan mengenai aspek “Format Text and Paragraphs” pada Ms. Word 2013 yang meliputi fungsi-fungsi *Insert symbols, Styles, Find and Replace, Insert WordArt, dan Alignment*. Dokumen-dokumen Latihan dapat diakses pada halaman E-Learning yang dibagikan oleh dosen pengampu perkuliahan.

Task 1 – Inserting symbols and special character

Insert the copyright symbol (©)
First paragraph in “Word_2-1a.docx”
After the word “Microsoft”

Task 2 – Replace text

Replace all the text “(trademark)”
Apply to instances in which the word “trademark” is in parentheses
Replace with trademark symbol (™)

Task 3 – Applying Styles

Apply a Style to the text
“Word_2-2.docx”
Heading 1: <ul style="list-style-type: none">• “Financial Summary”• “Financial Statements”• “Statement Notes”

Task 4 – Changing Styles

Replace the Styles of all text formatted as Heading 3
From “Word_2-2.docx”
Replace with Heading 2 Style

Task 5 – Insert WordArt Object

Convert the text into Word Art object
Apply to “A Brief Review of Our Finances” sentence below the “Financial Report” title
Word Art style : Fill: Green, Accent Color 3; Sharp Bevel
Text Outline : Orange, Accent 1, Lighter 40%
Text Reflection : Tight Reflection: Touching
Text Transform : Triangle: Down

Task 6 – Setting the paragraph spacing

Set the paragraph spacing
Apply to entire document (“Word_2-2.docx”)
Spacing : Relaxed

Task 7 – Modify Style

Modify Normal style
Apply to this document only
Indentation : First line, by 1 cm

Task 8 – Set the Vertical Alignment

Change the Vertical Alignment
Apply to all the text in the third page only
Vertical Alignment : Center

Task 9 – Inserting page break

Insert a page break
In “Word_2-3.docx”, before the “Process” heading
Page breaks : Page

Task 10 – Creating document section

Create a section break
Apply to entire text started from “Carry out Project” heading
Section breaks : Next Page

SIMULASI 1

OBJECTIVE 1 – OBJECTIVE 2

Petunjuk:

1. Kerjakan 15 soal di bawah ini dalam waktu 40 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.
5. Dokumen simulasi dapat diunduh melalui halaman E-Learning UTY

Soal:

Task 1 – Page Border

Create page border	
Apply to all pages except the first page	
Setting	: Box
Color	: Blue-Gray, Text 2
Width	: 2¼ pt

Task 2 – Format Certain Words

Find and Format Words	
All words “Australia”	
Font	: Bold
Font color	: Green, Accent 6, Darker 25%
Text Highlight color	: Gray-25%

Task 3 – Insert Hyperlink

Insert a hyperlink	
To word “www.creativecommons.org” in the top right of the third page	
Link to	: Existing File or Web Page

Address	: “ www.creativecommons.org ”
Screen tip	: “Click to access the web page”

Task 4 – Insert Page Numbers

Insert page numbers
In the top right of the page except the the first page
Page Margins : Accent Bar 2
Page Numbering : Start at 0

Task 5 – Horizontal Alignment

Align the text horizontally
“The Research Overview ... disability” below the “Executive Summary” heading
Horizontal alignment : Justify

Task 6 – Insert Columns

Insert columns
“The material in this Research ... course of action.” below the “Disclaimer” heading
Number of columns : 2, Line between
Spacing between columns : 1 cm

Task 7 – Document Theme

Change document theme
Apply to the whole document
Theme : Integral
Theme Colors : Blue Warm
Style Set : Shaded

Task 8 – Insert Watermark

Insert text watermark	
Display the phrase “Executive Summary” to the page background	
Font	: Calibri
Size	: 44 pt
Color	: Teal, Accent 5, Darker 25% (semitransparent)
Layout	: Diagonal

Task 9 – Insert Symbol

Insert symbol	
To replace all the text “(copyright)” inside the document	
Symbol	: Copyright (©)

Task 10 – Modifying Styles

Modify Normal Styles	
Apply to this document only	
Formatting	: Bold, 24pt
Format text	: All Caps

Task 11 – Changing Styles

Change the Styles	
All text formatted as Heading 3	
Replace with Heading 2 Style	

Task 12 – Setting the Document Property

Set the document property	
This document only	
Title	: “ Research Overview ”
Subject	: “ research ”
Author	: “ Australia Cultural Ministers 2018 ”
Keywords	: “ arts ”, “ disability ”, and “ australia ”

Task 13 – Modify the paragraph spacing

Modify the spacing after paragraph	
Apply to “An initiative of the Meeting of Cultural Ministers 2018” below the title in the first page	
Spacing after : 20 pt	

Task 14 – Set the Vertical Alignment

Align the page vertically	
The last page only	
Vertical Alignment : Justified	

Task 15 – Inserting page break

Insert a page break	
Before “The National Arts and Disability Strategy” heading	
Page breaks : Page	

OBJECTIVE 3 “Create Tables and Lists”

Tujuan Praktikum

Praktikum ini bertujuan untuk memberikan pengetahuan dasar kepada praktikan mengenai pembuatan, pemformatan, dan pengeditan *Table* dan *List* pada Ms. Word 2013. Dokumen-dokumen Latihan dapat diakses pada halaman E-Learning yang dibagikan oleh dosen pengampu perkuliahan.

Task 1 – Creating table

Create a simple table	
Assign to a new blank document	
Columns	: 3
Rows	: 10
Fixed Column Width	: 2,5 cm

Task 2 – Modifying table’s column

Modify the column width	
Apply to the table created in task 1	
Autofit	: Autofit Window

Task 3 – Insert new rows and columns

Add new rows and columns	
Apply to the table created in task 1	
Insert rows below	: 2 rows
Insert column to the left	: 1 column

Task 4 – Convert text to table

Convert text to a table
All tabbed text from “Distance ... \$20.00” below the “In-Home Trip Charge” heading in “Word_3-1.docx”
<ul style="list-style-type: none">• Autofit to Contents• Separate text at Tabs

Task 5 – Format the table

Change the Table Styles
Assign to converted table from Task 4
Table Style : Grid Table 7 Colourful – Accent 2
Table Shading : Orange, Accent 6, Lighter 40%

Task 6 – Format the table

Merge the table’s rows
The most top table in “Word_3-1.docx”
<ul style="list-style-type: none">• Merge all the rows in the 1st column• Align the word “Estimate” to Center Left

Task 7 – Convert table to text

Convert a table to text
The table below “Consultation Fee Schedule” heading
Separate text with Tabs

Task 8 – Add borders to the table

Add borders to the table
Table in “Word_3-2a”
Border style : Double solid lines, ½ pt, Accent 3
Borders : All Border

Task 9 – Sorting the Table’s column

Sort the table’s column	
Table in “Word_3-2a”	
Sort by	: “City” (Ascending)
Then by	: “First Name” (Descending)

Task 10 – Creating bulleted list

Create a bulleted list	
To the content below “The Teacher” heading in “Word_3-3.docx”	
• Filled Circle Bullet	
• Indent bullet position	: 0,7 cm
• Line spacing	: 1,5 lines

Task 11 – Creating a custom bulleted list

Create a custom bulleted list	
Assign to the content below “The Hero” heading	
• Bullet character	: ♣

Task 12 – Creating numbered list

Create a numbered list	
Apply to the content below “The Sequence of Events” heading	
Numbering list	: Arabic number
Spacing before	: 6 pt

SIMULASI 2

OBJECTIVE 1 – OBJECTIVE 3

Petunjuk:

1. Kerjakan 18 soal di bawah ini dalam waktu 40 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.
5. Dokumen simulasi dapat diunduh melalui halaman E-Learning UTY

Soal:

Task 1 – Page Border

Create page border	
Apply to the first page only	
Setting	: Box
Color	: Black, Text 1, Lighter 25%
Width	: 2¼ pt

Task 2 – Replace certain words

Replace words
All words “IPV4” and “IPV6” inside the document
Replace “IPV4” into “ IPv4 ”
Replace “IPV6” into “ IPv6 ”

Task 3 – Insert Hyperlink

Insert hyperlinks
To the list below the “Index” heading in the 1 st page
To the place in the document: <ul style="list-style-type: none">• Introduction• Different scenarios of adoption of IoT• Standardization efforts• IPV6 adoption• Conclusion• References and consulted sources

Task 4 – 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 5 – Modifying the spacing after paragraph

Modify the spacing after a paragraph
“Internet of Things ... development and growth” title
Spacing after : 24pt

Task 6 – Insert Columns

Insert columns
“The Internet of things ... professional environment.” below the “Different scenarios of IoT adoption” heading
Number of columns : 2, Line between
Spacing between columns : 0,8 cm

Task 7 – Document Theme

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

Task 8 – Insert Watermark

Insert text watermark	
Display the phrase “Internet of Things” to the page background	
Font	: Calibri
Size	: 54 pt
Color	: Orange (semitransparent)
Layout	: Diagonal

Task 9 – Insert Symbol

Insert symbol	
Exactly after all the word “CISCO” in the 5 th page	
Symbol	: trademark (™)

Task 10 – Modifying Styles

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

Task 11 – Applying the Styles

Apply the Styles
The four sub-heading below the “Standardization Efforts for IoT” heading
Style Emphasis : <ul style="list-style-type: none">• ITU-T SG20• ZigBee• ETSI TC M2M• IETF

Task 12 – Setting the Document Property

Set the document property
This document only
Title : “ Internet of Things ”
Subject : “ internet ”
Author : “ Olga Cavalli ”
Keywords : “ internet ”, “ smart cities ”, and “ development ”

Task 13 – Inserting a Bulleted List

Insert a bulleted list
Apply to the text “Drive competitiveness ... Environment” below the “Standardization Efforts for IoT” heading
<ul style="list-style-type: none">• Filled square Bullet• Indent bullet position : 0,7 cm• Spacing after : 6 pt• Line spacing : Exactly At 16pt

Task 14 – Set the Vertical Alignment

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

Task 15 – Inserting page break

Insert a page break
Before “IPv6 adoption” heading
Page breaks : Page

Task 16 – Repeat the header rows

Repeat the table header
Table 1 in the beginning of the document
Repeat header rows

Task 17 – Convert text to a table

Convert the text to a table
“Parameters ... 100 MHz” below the “Different scenarios of IoT adoption” heading
<ul style="list-style-type: none">• Autofit to Window• Separate text at Tabs

Task 18 – Format the table

Change the Table Styles
Assign to converted table from previous task
Table Style : List Table 7 Colourful – Accent 4

OBJECTIVE 4

“Apply References”

Tujuan Praktikum

Praktikum ini bertujuan untuk memberikan pengetahuan dasar kepada praktikan mengenai fungsi menu *References* pada Ms. Word 2013 yang meliputi *Footnote*, *Endnote*, dan *Caption*. Dokumen-dokumen latihan dapat diakses pada halaman E-Learning yang dibagikan oleh dosen pengampu perkuliahan.

Task 1 – Inserting Footnote

Insert a footnote
Place the reference mark directly after the word “Hanau” in the middle of the 1 st paragraph (“Word_4-1.docx”)
Footnote text: “Near Frankfurt, in the German state of Hesse”

Task 2 – Modifying footnote

Modify the footnote
Apply to the footnote referred to Hanau only
Location : Below text
Number format : lowercase roman numerals
Numbering : Restart each section

Task 3 – Inserting endnote

Insert an endnote
Apply to the word “Jacob” at the beginning of the 1 st paragraph
Endnote text : “Jacob Grimm lived from 1785-1863”

Task 4 – Modifying endnote

Modify the endnote	
Apply to the whole document	
Number format	: symbols
Start at	: ‡

Task 5 – Converting footnote to endnote

Convert the footnote to endnote	
Apply to the whole document	
Convert all footnotes to endnotes	

Task 6 – Create caption

Insert a figure caption	
Below the figure in the 1 st page of “Word_4-2.docx” document	
Label	: Figure
Position	: Below selected item
Caption	: “Man sleeping under apple tree”

Task 7 – Inserting the table of figures

Insert the table of figures	
To the last page of the document (“Word_4-2.docx”)	
Format	: Distinctive

Task 8 – Create caption

Create a table caption	
In the center above the table in “Word_3-2a.docx” document	
Label	: Table
Position	: Above selected item
Caption	: “List of contacts for the upcoming road trip”

SIMULASI 3

OBJECTIVE 1 – OBJECTIVE 5

Petunjuk:

1. Kerjakan 25 soal di bawah ini dalam waktu 60 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.
5. Dokumen-dokumen latihan dapat diunduh dari halaman E-Learning UTY

Soal:

Task 1 – Margin

Modify the margin	
Apply to the whole document	
Top	: 2,5 cm (0,98")
Bottom	: 2,5 cm (0,98")
Right	: 3,2 cm (1,26")
Left	: 3,2 cm (1,26")

Task 2 – Page Border

Create page border	
Apply to the whole document	
Setting	: Box
Color	: Blue, Accent 1
Width	: 1½ pt

Task 3 – Modify Style

Modify Heading 1 style
Document styles
Font : Times New Roman (Bold, 14 pt)
Spacing after : 6 pt

Task 4 – Apply Style

Apply style to text
The four headings below “Internet of things and smart cities” title
Heading 1: <ul style="list-style-type: none">• “Introduction”• “Conclusions” Heading 2: <ul style="list-style-type: none">• “Different scenarios of IoT adoption”• “IPV6 adoption”

Task 5 – Insert Section Break

Insert section break
Before “Different scenarios of IoT adpotion” heading
Section break Next Page

Task 6 – Insert Page Numbers

Insert page numbers
The bottom left of all pages
Bottom of page Accent Bar 1

Task 7 – Insert Hyperlink

Insert a hyperlink
Use the text “The Internet of things” at the beginning of the first paragraph below the “Introduction” heading
Link to “ Different scenarios of IoT adoption ” heading

Task 8 – Page Alignment

Align the page vertically
Apply to the first page only
Vertical alignment : Center

Task 9 – Insert Columns

Insert column
To the text “Security ... Safety” below “Different scenarios of IoT adoption” heading
Number of columns : 2

Task 10 – Insert Multilevel List

Create a List
Text “Security ... Safety” located below “Different scenarios of IoT adoption” heading
Type : Multilevel List Number style: 1., 1.1, 1.1.1, etc. Level 1 “ Security ”, “ Connected Office ”, “ Public services in smart cities ”, “ Stores ” Level 1 text format Bold

Task 11 – Insert Bulleted List

Insert a bulleted list
Apply to the text “The things connected ... Data processing systems” below “Different scenarios of IoT adoption” heading
Define New Bullet picture “ chrome.png ” Indent bullet position : 0,3 cm (0,12”) Text indent position : 1 cm (0,39”)

Task 12 – Insert Bookmark

Insert a bookmark
Assign to “Conclusions” heading
Bookmark name : “ conclusion ”

Task 13 – Paragraph Spacing

Modify the paragraph spacing
Assign to “Internet of things and smart cities” title
Spacing after : 42 pt

Task 14 – Footnote

Insert footnote
Place the note reference mark directly after the word “4G-LTE” in the second paragraph below “Different scenarios of IoT adoption” heading
Footnote text : “ LTE stands for Long Term Evolution ”

Task 15 – Text to Table

Convert text to table
Text “Rank; ... 51%, 29%” in the first page
<ul style="list-style-type: none">• Autofit to window• Separate text at semicolon

Task 16 – Modify Table

Modify the table
The converted table
Table header font size : 9 pt
Table style : List table 2, Accent 5
Align center the entire row of “ Rank ” column
Delete the blank rows in the table
The table should be 11 rows x 7 columns

Task 17 – Table to Text

Convert the table to text
The table below “Different scenarios of IoT adoption” heading
Separate text with Tabs

Task 18 – Picture Position

Modify the picture position and text wrapping
Picture in the 4 th page
Wrap text : Through
Horizontal alignment Right relative to Margin
Vertical absolute position 1 cm (0,39”) below Margin

Task 19 – Picture Caption

Insert a picture caption	
Below the picture in page 4	
Label	: Figure
Position	: Below selected item
Caption	: “-Percentage of users that access Google over IPV6”

Task 20 – Modify SmartArt

Modify the SmartArt	
Below “IPV6 adoption” heading	
Layout	: Lined List
Height	: 7 cm (2,76”)
Width	: 12 cm (4,72”)

Task 21 – Text Box

Insert and modify a Text Box	
Below the last paragraph in page 3	
Text Box	: Austin Quote
Cut the last paragraph of page 3, and paste inside the text box	
Horizontal alignment Centered relative to Margin	
Vertical absolute position 3 cm (1,18”) below Paragraph	
Keep the Austin Quote format	

Task 22 – Document Properties

Add a document property	
“Simulasi 3 – File.docx”	
Title	: “internet of things”
Subject	: “internet”

Task 23 – Insert Text from File

Insert text from a file
Place the text before “IPV6 adoption” heading
File source : “ Simulasi 3 – File 2.docx ”

Task 24 – Save Options

Modify the Save options
“Simulasi 3 – File.docx”
Save Auto Recover information every 7 minutes Embed fonts in the file

Task 25 – Navigation Pane

Open the Navigation Pane
“Simulasi 3 – File.docx”
Open the Navigation Pane <ul style="list-style-type: none">• Leave open when submitting exam

OBJECTIVE 5

“Insert and Format Objects”

Tujuan Praktikum

Praktikum ini bertujuan untuk memberikan pengetahuan lanjutan kepada praktikan mengenai teknik pengolahan gambar/ objek dan diagram/ grafik pada Ms. Word 2013. Pembahasan fokus pada fungsi-fungsi pada menu *Insert*. Dokumen-dokumen Latihan dapat diakses pada halaman E-Learning yang dibagikan oleh dosen pengampu perkuliahan.

Task 1 – Inserting Text Box

Insert a textbox
Below the last paragraph in the last page
Textbox : Banded Quote
Cut the last paragraph of the document, and paste inside the textbox
Position : In Line with Text

Task 2 – Inserting a shape

Insert a shape
To the right side of the first paragraph
Basic shapes : Sun
Wrap text : Through
Shape Effects : Shadow (Offset: Center)

Task 3 – Insert and Modify Smart Art

Insert and modify a Smart Art	
Below the first paragraph	
SmartArt Graphic	: Continuous Block Process
Use block process as content	
Shapes	: 5
Height	: 7,5 cm
Width	: 16,5 cm

Task 4 –Modify Smart Art

Modify a Smart Art	
SmartArt created in the previous task	
Fill each block process	: “P1”, “P2”, “P3”, “P4”, and “P5”
Move the “P2” block to the right side of “P4” block	

Task 5 –Modify Smart Art

Modify a Smart Art	
SmartArt created in the previous task	
Text wrapping	: Through
Horizontal Alignment	Right Relative to Margin
Vertical Absolute Position	1 cm below Margin

Task 6 – Inserting a picture

Insert a picture	
Between the 1 st and the 2 nd paragraph (“ Word_5-3a.docx ”)	
Picture file	: “Word_5-3b.jpg”
Height	: 12 cm

Task 7 – Modifying the text wrapping and position of the picture

Modify the text wrapping and position of the picture
Apply to the picture of little princess with blue gown
Wrap text : Through Horizontal Alignment Left Relative to Margin Vertical Alignment Centered Relative to Margin

Task 8 – Inserting text from certain file

Insert text from a file
Place text directly under the last paragraph
File source : “Word_5-2.docx”

SIMULASI 4

OBJECTIVE 1 – OBJECTIVE 5

Petunjuk:

1. Kerjakan 25 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.
5. Dokumen-dokumen latihan dapat diakses pada halaman E-Learning UTY.

Soal:

Task 1 – Margin

Modify the margin	
Apply to the whole document	
Top	: 2,5 cm (0,98")
Bottom	: 2,5 cm (0,98")
Right	: 3,2 cm (1,26")
Left	: 3,2 cm (1,26")

Task 2 – Page Border

Create page border	
Apply to the whole document	
Setting	: Box
Color	: Orang, Accent 2

Task 3 – Modify Style

Modify Heading 1 style
Document styles
Font : Times New Roman (Italic, 16 pt) Spacing after : 6 pt

Task 4 – Apply Style

Apply style to text
The four headings below “Internet of things and smart cities” title
Heading 1: <ul style="list-style-type: none">• “Introduction”• “Conclusions” Heading 2: <ul style="list-style-type: none">• “Different scenarios of IoT adoption”• “IPv6 adoption”

Task 5 – Insert Section Break

Insert section break
Before “Different scenarios of IoT adoption” heading
Section break Next Page

Task 6 – Insert Page Numbers

Insert page numbers
The bottom right of all pages
Bottom of page Accent Bar 4

Task 7 – Insert Hyperlink

Insert a hyperlink
Use the text “Internet of things” at the beginning of the second paragraph below the “Introduction” heading
Link to “ Different scenarios of IoT adoption ” heading

Task 8 – Page Alignment

Align the page vertically
Apply to the first page only
Vertical alignment : Center

Task 9 – Insert Columns

Insert column
To the text “Security ... Safety” below “Different scenarios of IoT adoption” heading
Number of columns : 2

Task 10 – Insert Multilevel List

Create a List
Text “Security ... Safety” located below “Different scenarios of IoT adoption” heading
Type : Multilevel List
list style : 1, 1.1, 1.1.1, ... etc
Level 1 “ Security ”, “ Connected Office ”, “ Public services in smart cities ”, “ Stores ”
Level 1 text format Bold

Task 11 – Insert Bulleted List

Insert a bulleted list
Apply to the text “The things connected ... Data processing systems” below “Different scenarios of IoT adoption” heading
Define New Bullet picture “ chrome.png ” Indent bullet position : 0,3 cm (0,12”) Text indent position : 1 cm (0,39”)

Task 12 – Insert Bookmark

Insert a bookmark
Assign to “Conclusions” heading
Bookmark name : “ conclusion ”

Task 13 – Drop Cap

Insert a drop cap
“The Internet of things” at the beginning of the first paragraph of “Introduction” heading
Type : Dropped

Task 14 – Footnote

Insert footnote
Place the note reference mark directly after the word “WiFi” in the second paragraph below “Different scenarios of IoT adoption” heading
Footnote text : “ WiFi stands for Wireless Fidelity ”

Task 15 – Text to Table

Convert text to table
Text “Rank; ... 51%; 29%” in the first page
<ul style="list-style-type: none">• Autofit to window• Separate text at semicolons

Task 16 – Modify Table

Modify the table
The converted table
Table header font size : 9 pt Table style : List table 2, Accent 5 Align center the entire row of “Rank” column Delete the blank rows in the table The table should be 11 rows x 7 columns

Task 17 – Table to Text

Convert the table to text
The table below “Different scenarios of IoT adoption” heading
Separate text with Tabs

Task 18 – Picture Position

Modify the picture position and text wrapping
Picture in the 3 rd page
Wrap text : Through Horizontal alignment Left relative to Margin Vertical absolute position 1 cm (0,39”) below Margin

Task 19 – Table Caption

Insert a table caption
Above the picture in page 1
Label : Table Position : Above selected item Caption : “-Top 10 countries with the fastest internet connection speed”

Task 20 – Modify SmartArt

Insert and Modify the SmartArt	
Above the last paragraph of “IPV6 adoption” heading	
SmartArt Graphic	: Horizontal Bulleted List
Shapes	: 2 (remove 1 shape)
Content for 1 st shape	
• Level 1:	“IPv4”
• Level 2:	“Limited”, “Decimal Encoding”, “32 bit”, “Manual”
Content for 2 nd shape	
• Level 1:	“IPv6”
• Level 2:	“Unlimited”, “Hexadecimal Encoding”, “128 bit”, “Automatic”
Height	: 8 cm (3,15”)
Width	: 12 cm (4,72”)

Task 21 – Text Box

Insert and modify a Text Box	
Below the last paragraph in page 4	
Text Box	: Banded Quote
Cut the last paragraph of page 4, and paste inside the text box	
Horizontal alignment Centered relative to Margin	
Vertical absolute position 3 cm (1,18”) below Paragraph	
Keep the Austin Quote format	

Task 22 – Document Properties

Add a document property	
“Simulasi 4 – File.docx”	
Title	: “internet of things”
Subject	: “internet”

Task 23 – Insert Text from File

Insert text from a file
Place the text before “IPV6 adoption” heading
File source : “ Simulasi 3 – File 2.docx ”

Task 24 – Save Options

Modify the Save options
“Simulasi 3 – File.docx”
Save Auto Recover information every 7 minutes Embed fonts in the file

Task 25 – Navigation Pane

Open the Navigation Pane
“Simulasi 3 – File.docx”
Open the Navigation Pane <ul style="list-style-type: none">• Leave open when submitting exam