

Langkah mengerjakan :

1. Download file Ms Word dan Ms Excel
- Download Ms Word

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Terwujud Dalam Prestasi
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SOAL UJIAN
Maret 31, 2010

DAFTAR KIRI BARANG
ENT COMPUTER

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Berikut soal

a. Di MS WORD

[SOAL MS WORD](#)

b. Di MS EXCEL:

[SOAL MS EXCEL](#)
Untuk pengerjaan DI EXCEL dengan menggunakan RUMUS (pada Kolom Total)

KALENDER

April 2010

S	S	R	K	J	S	M
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
« Mar						

SMP 1 POLANHARJO

http://smp1polanharjo.files.wordpress.com/2010/03/soal-ms-word.pdf

start Smp1polanharjo's We... Document1 - Microsof... EN nero @SEARCH 7:52

- Klik Save a Copy

soal-ms-word.pdf (application/pdf Object) - Mozilla Firefox

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DAFTAR STOK BARANG
ENT COMPUTER
Jl. Condong Catur Utara No 17, Sleman, Yogyakarta, Telp: 0274-888635

Kepada Yth :
Kepala Divisi Gudang
di Tempat

Berikut kami sampaikan daftar stok keberadaan barang di gudang ENT COMPUTER hingga : 1 April 2010 pukul 17:00 WIB

NO	NAMA BARANG	STOK
1	DVDRW External Telebit USB	240 Buah
2	Hardisk 500 GB WD Blue Sata	450 Buah
3	Keyboard Genius PS-2	500 Buah
4	Mouse Genius USB	550 Buah
5	Printer Canon MP 198 Print Scan Copy	365 Buah
6	Processor Core 2 Quad Q8400 Box	125 Buah
7	Speaker Altec Lansing BXR.1221	250 Buah
8	Memory DDR 2 2GB - PC6400 Visipro	225 Buah
9	LG LCD 19" 1953	120 Buah
10	VGA Card PCI Ex ATI HD4350 512MB	130 Buah

Demikian laporan kami sampaikan, atas perhatiannya kami ucapkan terima kasih.

Yogyakarta, 1 April 2010
Petugas Gudang

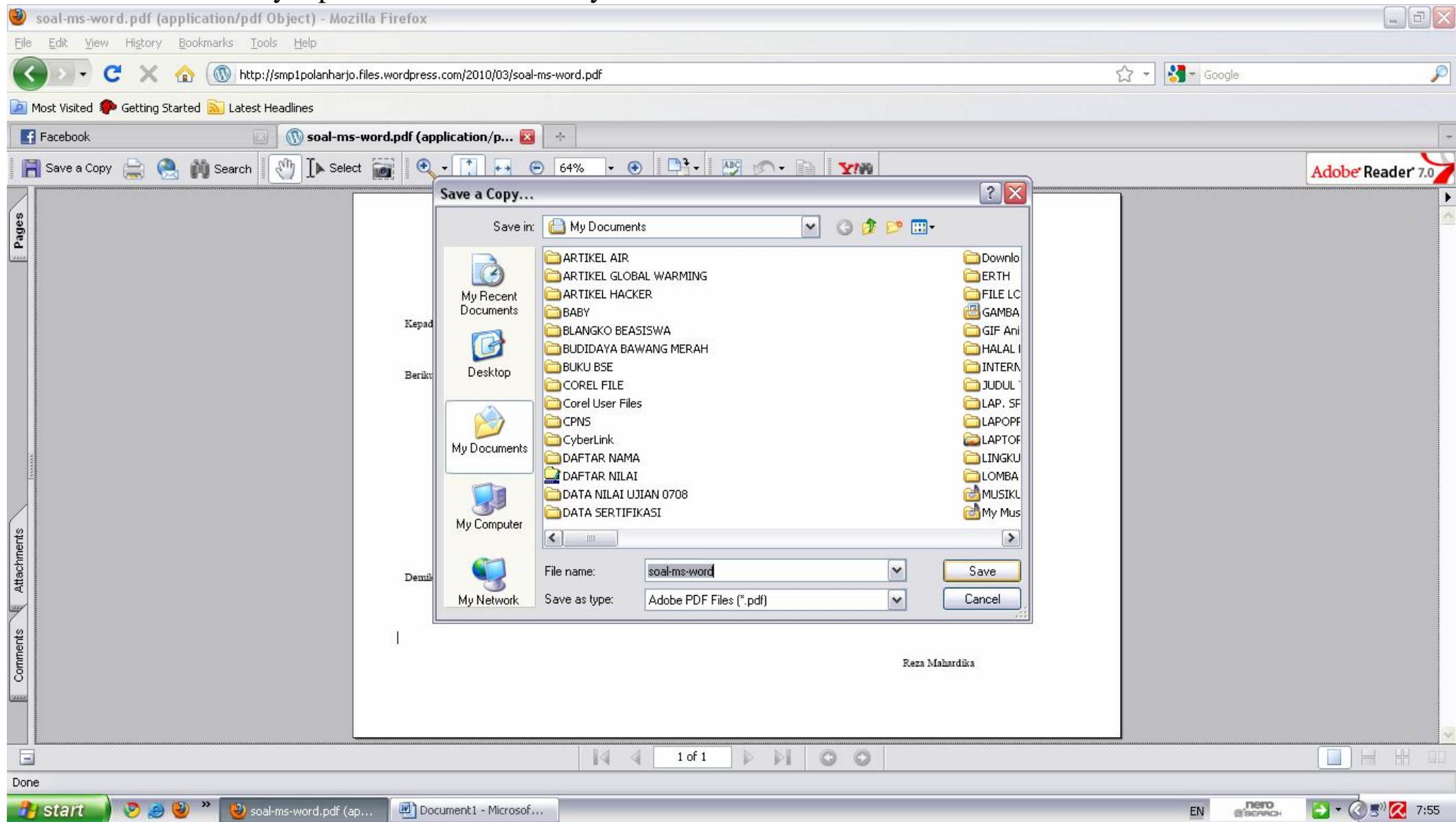
Reza Mahardika

1 of 1

Done

start soal-ms-word.pdf (ap... Document1 - Microsof... EN @SEARCH 7:54

- Tentukan Lokasi Penyimpanan dan Nama File nya kemudian klik save



- Download Soal Ms. Excel

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Terwujudnya Era Baru Prestasi
Ditingkatkan dengan Inovasi dan Teknologi

SMP N 1 POLANHARJO

Beranda Artikel Mading Galeri Foto Alumni

SOAL MS EXCEL
Maret 31

SOAL MS EXCEL

Untuk pengerjaan DI EXCEL dengan menggunakan RUMUS (pada Kolom Total)

No	Nama Siswa	Nilai	Rata-rata	Kategori
1	Andi Pratomo	85	85	B
2	Budi Santoso	75	75	C
3	Citra Dewi	90	90	A
4	Dani Kusuma	80	80	B
5	Eva Lestari	70	70	C
6	Fajar Nugroho	88	88	B
7	Gita Permata	78	78	C
8	Hani Pratomo	82	82	B
9	Irena Sari	72	72	C
10	Joni Kusuma	87	87	B
11	Kiki Permata	77	77	C
12	Lina Sari	83	83	B
13	Mika Nugroho	73	73	C
14	Nani Kusuma	86	86	B
15	Oti Permata	76	76	C
16	Pika Sari	84	84	B
17	Qura Nugroho	74	74	C
18	Rani Kusuma	89	89	B
19	Sani Permata	79	79	C
20	Tani Sari	81	81	B
21	Uti Nugroho	71	71	C
22	Vani Kusuma	86	86	B
23	Wani Permata	76	76	C
24	Xani Sari	83	83	B
25	Yani Nugroho	73	73	C
26	Zani Kusuma	88	88	B
27	Adi Permata	78	78	C
28	Budi Sari	85	85	B
29	Citra Nugroho	75	75	C
30	Dani Kusuma	82	82	B
31	Eva Permata	72	72	C

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KALENDER

April 2010

S	S	R	K	J	S	M	
				1	2	3	4
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			
« Mar							

SMP 1 POLANHARJO

http://smp1polanharjo.files.wordpress.com/2010/03/soal-ms-excel.pdf

start Smp1polanharjo's We... Document1 - Microsof... EN nero SEARCH 7:53

- Klik Save a Copy

soal-ms-excel.pdf (application/pdf Object) - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://smp1polanharjo.files.wordpress.com/2010/03/soal-ms-excel.pdf

Save a Copy

Adobe Reader 7.0

Saves a copy of the file

DAFTAR REKAPITULASI PEMBELIAN KOMPUTER
BULAN MARET 2010

NO	JENIS BARANG	JUMLAH	HARGA SATUAN	TOTAL
1	DVDRW External Tejebit USB	240	Rp 400.000	Rp 96.000.000
2	Hardisk 500 GB WD Blue Sata	450	Rp 530.000	Rp 238.500.000
3	Keyboard Genius PS-2	500	Rp 55.000	Rp 27.500.000
4	Mouse Genius USB	550	Rp 40.000	Rp 22.000.000
5	Printer Canon MP 198 Print Scan Copy	365	Rp 660.000	Rp 237.250.000
6	Processor Core 2 Quad Q8400 Box	125	Rp 1.720.000	Rp 215.000.000
7	Speaker Altec Langsing BXR 1221	250	Rp 545.000	Rp 136.250.000
8	Memory DDR 2 2GB - PC6400 Visipro	225	Rp 410.000	Rp 92.250.000
9	LG LCD 19" 1953	120	Rp 1.325.000	Rp 159.000.000
10	VGA Card PCI Ex ATI HD4350 512MB	130	Rp 520.000	Rp 67.600.000
TOTAL PENDAPATAN				Rp 1.291.350.000

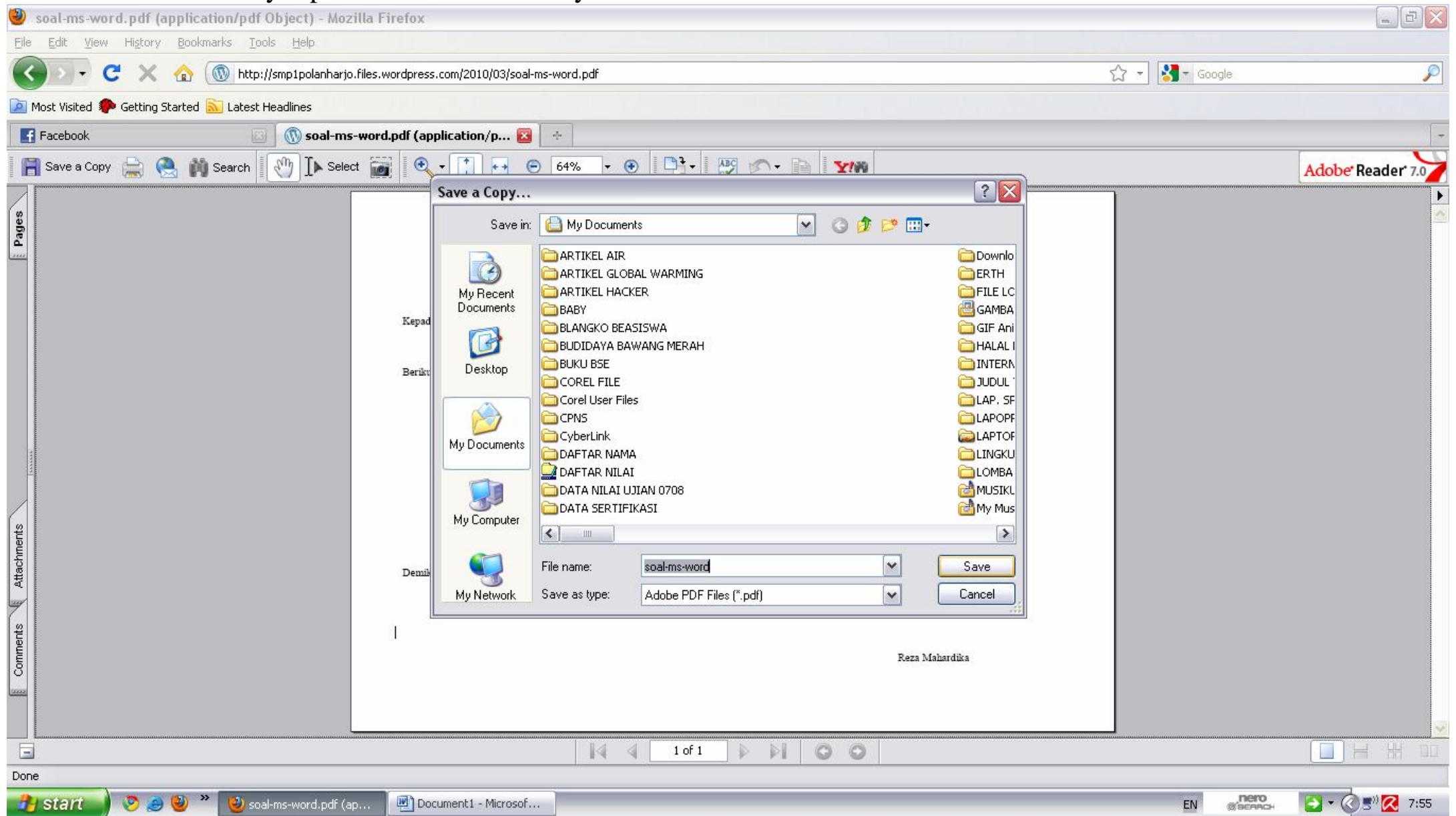
1 of 1

Done

start soal-ms-excel.pdf (ap... Document1 - Microsof...

EN nero @SEARCH 7:58

- Tentukan Lokasi Penyimpanan dan Nama File nya kemudian klik save



2. Buka dengan Acrobat Reader (pdf)

- Buka Windows Explorer
- Cari file yang telah di simpan
- Double Klik file tersebut

The screenshot shows a Windows desktop environment. On the left, the Windows Explorer window is open to 'My Documents', displaying a list of folders and files. The file 'soal-ms-word.pdf' is highlighted. In the foreground, the Adobe Reader window is open, displaying a PDF document titled 'DAFTAR STOK BARANG ENT COMPUTER'. The document content includes a header, a recipient address, a date, and a table of inventory items.

**DAFTAR STOK BARANG
ENT COMPUTER**
Jl. Condong Catur Utara No 17, Sleman, Yogyakarta, Telp: 0274-888635

Kepada Yth :
Kepala Divisi Gudang
di Tempat

Berikut kami sampaikan daftar stok keberadaan barang di gudang ENT COMPUTER, hingga : 1 April 2010 pukul 17:00 WIB

NO	NAMA BARANG	STOK
1	DVDRW External Telex USB	240 Buah
2	Hardisk 500 GB WD Blue Sata	450 Buah
3	Keyboard Genius PS-2	500 Buah
4	Mouse Genius USB	550 Buah
5	Printer Canon MP 198 Print Scan Copy	365 Buah
6	Processor Core 2 Quad Q6600 Box	125 Buah
7	Speaker Ales Lantime EXR 121	250 Buah
8	Memory DDR 2 2GB - PC5400 Vistapro	225 Buah
9	LG LCD 19" 1953	120 Buah
10	VGA Card PCI ES ATI HD4350 512MB	130 Buah

Demikian laporan kami sampaikan, atas perhatiannya kami ucapkan terima kasih.

Yogyakarta, 1 April 2010
Petugas Gudang

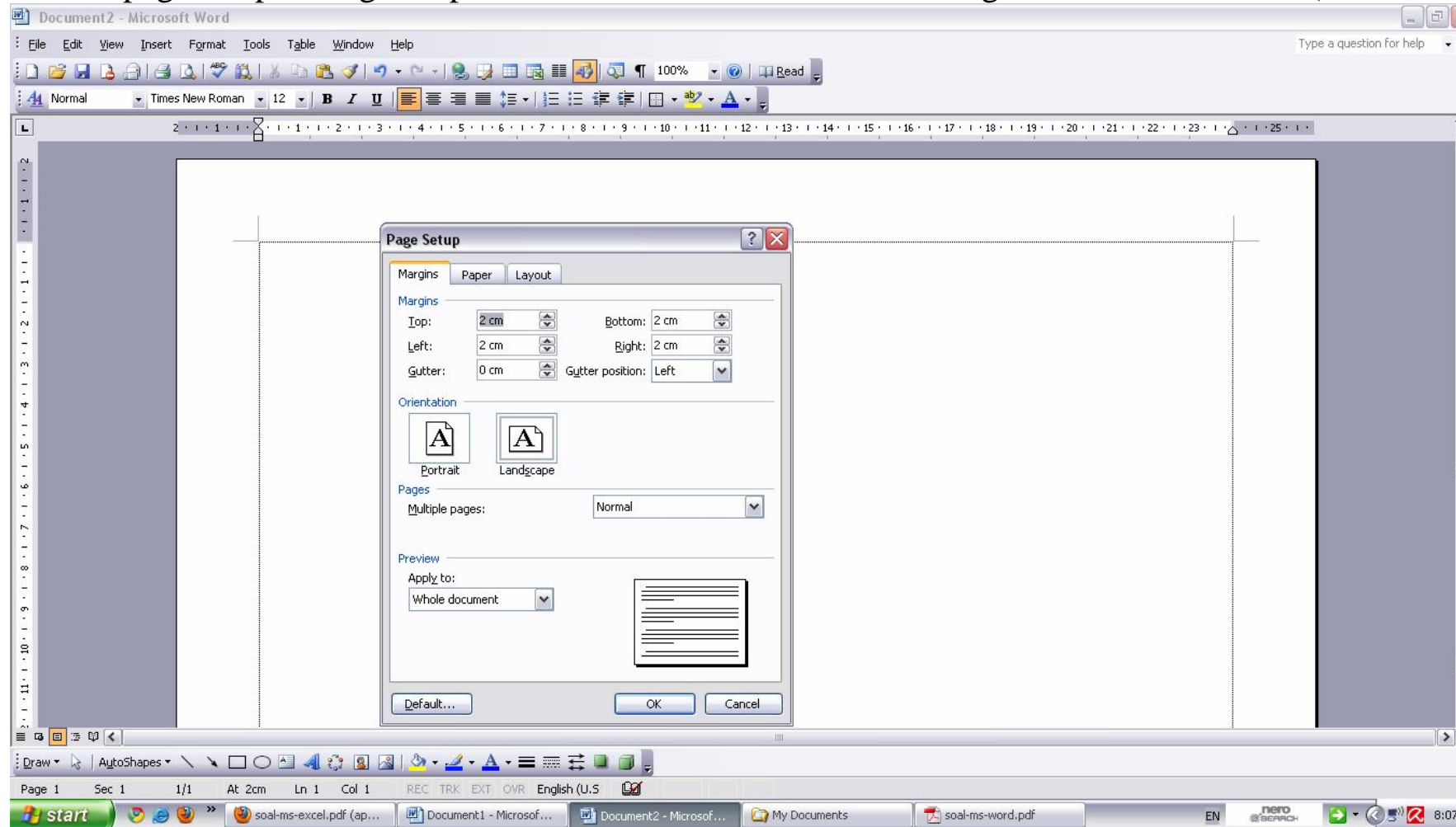
Reza Mahardika

The taskbar at the bottom shows several open applications, including 'soal-ms-excel.pdf (ap...', 'Document1 - Microsof...', 'My Documents', and 'soal-ms-word.pdf'. The system clock shows 8:01.

3. Tulis Kembali pada Ms Word (untuk Soal Ms Word) dan Ms Excel (untuk Soal Ms Excel)

3.1 Ms Word

- Buka Program Ms. Word
- Atur page setup : Margin :top: 2 cm, Bottom: 2 cm, Left: 2 cm, Right: 2cm; Posisi Kertas(orientation): Landscape



Tulis Kembali soal yang telah di download ke Ms. Word

SOAL MS WORD - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Normal + 18 pt Times New Roman 18 B I U

Final Showing Markup Show

27

DAFTAR STOK BARANG
ENT COMPUTER
Jl. Condong Catur Utara No 17, Sleman, Yogyakarta, Telp. 0274-888635

Kepada Yth.
Kepala Divisi Gudang
di Tempat

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Demikian laporan kami sampaikan, atas perhatiannya kami ucapkan terima kasih.

Yogyakarta, 1 April 2010
Petugas Gudang
Reza Mahardika

Page 1 Sec 1 1/1 At 2cm Ln 1 Col 1 REC TRK EXT OVR English (U.S)

start soal-ms-excel.pdf (ap... Document1 - Microsof... SOAL MS WORD - Mic... SOAL PRAKTIKUM soal-ms-excel.pdf EN 8:14

3.2 Ms. Excel

Buka program Ms Excel kemudian tulis kembali hasil download “Soal Ms Excel”

Adobe Reader - [soal-ms-excel.pdf]

File Edit View Document Tools Window Help

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DAFTAR REKAPITULASI PEMBELIAN KOMPUTER
BULAN MARET 2010

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10	VGA Card PCI Ex ATI HD4350 512MB	130	Rp 520.000	Rp 67.600.000
TOTAL PENDAPATAN				Rp 1.291.350.000

1 of 1

start | soal-ms-excel.pdf | Document1 - Micros... | Document2 - Micros... | My Documents | Microsoft Excel - Bo... | soal-ms-excel.pdf | EN | nero @SEARCH | 8:10

Tulis soal diatas ke dalam Ms Excel

Microsoft Excel - SOAL MS EXCEL

File Edit View Insert Format Tools Data Window Help

Type a question for help

Arial 10

DAFTAR REKAPITULASI PEMBELIAN KOMPUTER
BULAN MARET 2010

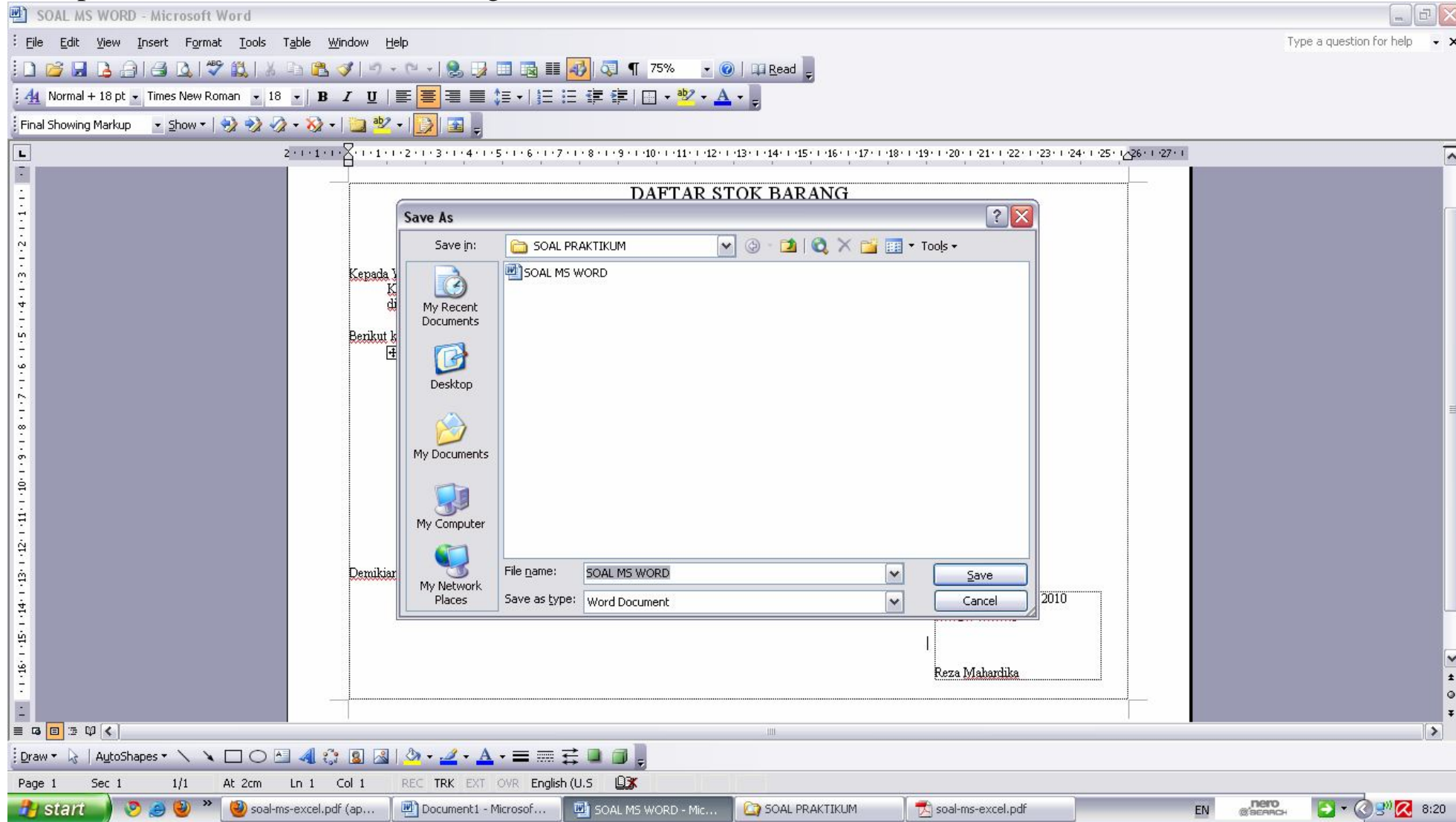
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5	Printer Canon MP 198 Print Scan Copy	365	Rp 650.000	Rp 237.250.000
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9	LG LCD 19" 1953	120	Rp 1.325.000	Rp 159.000.000
10	VGA Card PCI Ex ATI HD4350 512MB	130	Rp 520.000	Rp 67.600.000
TOTAL PENDAPATAN				Rp 1.291.350.000

Sheet1 / Sheet2 / Sheet3

Ready NUM 8:13

4. Apabila sudah selesai simpan file tersebut dengan nama “Soal Ms Word” (Untuk Soal Ms Word) dan “Soal Ms Excel” (Untuk Soal Ms Excel)

- Simpan Soal di Microsoft Word dengan nama File: SOAL MS WORD



- Simpan Soal di Microsoft Excel dengan nama File: SOAL MS EXCEL

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - SOAL MS EXCEL". The spreadsheet contains a table with the following data:

NO	JENIS BARANG	JUMLAH
1	DVDRW External Telebit USB	240
2	Hardisk 500 GB WD Blue Sata	450
3	Keyboard Genius PS-2	500
4	Mouse Genius USB	550
5	Printer Canon MP 198 Print Scan Copy	365
6	Processor Core 2 Quad Q8400 Box	125
7	Speaker Altec Langsing BXR 1221	250
8	Memory DDR 2 2GB - PC6400 Visipro	225
9	LG LCD 19" 1953	120
10	VGA Card PCI Ex ATI HD4350 512MB	130
TOTAL PENDAPATAN		

A "Save As" dialog box is open over the spreadsheet. The "Save in:" field shows "SOAL PRAKTIKUM". The "File name:" field contains "SOAL MS EXCEL". The "Save as type:" dropdown is set to "Microsoft Office Excel Workbook". The dialog box also shows "My Recent Documents", "Desktop", "My Documents", "My Computer", and "My Network Places" on the left side.

The taskbar at the bottom shows the Start button, several open applications including "soal-ms-excel.pdf", "Document1 - Micros...", "SOAL MS WORD - ...", "SOAL PRAKTIKUM", and "Microsoft Excel - S...", along with system icons and the time "8:23".

5. Selanjutnya pindahkan File Tersebut kedalam CD
- Klik kanan File kemudian Send To CD RW/ DVD RAM

