



PERANGKAT LUNAK : APLIKASI PENGOLAH KATA

Jenis – jenis aplikasi pengolah kata

- Di bawah Microsoft Windows : Microsoft Office Word
- Aplikasi lain: Open Office Writer

Beberapa fitur Microsoft Office Word

1. Membuat surat masal (*Mail Merge*)
2. Membagi halaman menjadi beberapa *section*
3. Membuat daftar isi secara otomatis
4. *Equation editor*
5. *Autotext* tabel dan *thesaurus*

Mail Merge

**) membuat format surat secara masal*

Ketikkan format penulisan tujuan surat sbb :

Nomor :

Kepada :

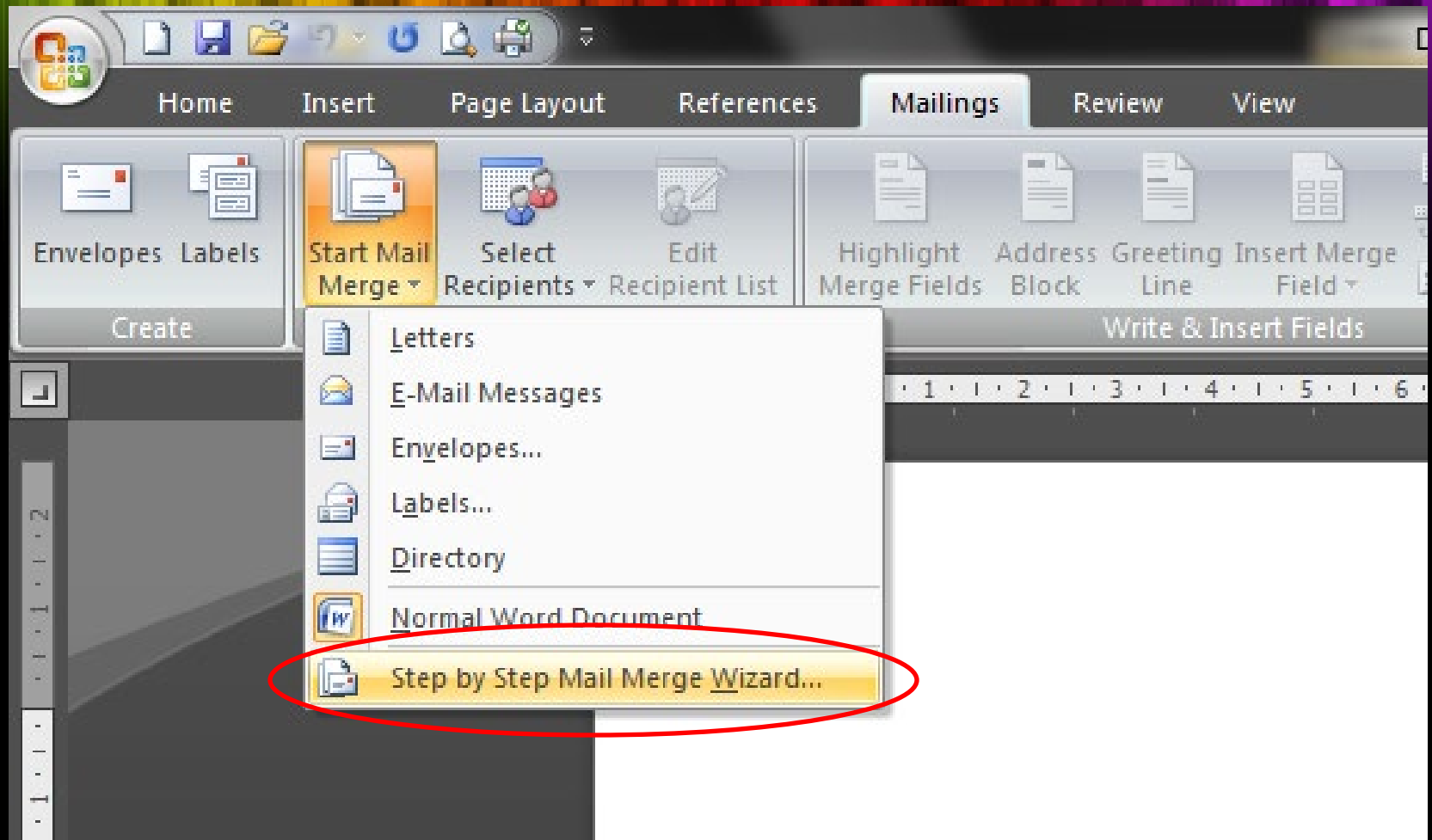
Alamat :

Perihal :

klik menu ***Mailings -> Start Mail Merge -> Step by Step Mail Merge Wizard***

Mail Merge (lanjutan)

**) membuat format surat secara masal*



Mail Merge (lanjutan)

**) membuat format surat secara masal*

The screenshot shows the Microsoft Word interface with the Mail Merge task pane open on the right. The document content includes the following text:

Nomor :
Kepada :
Alamat :
Perihal :

The Mail Merge task pane is titled "Mail Merge" and shows the "Select document type" step. The "Letters" option is selected and circled in red. Below the options, there is a description of letters and a "Next" button, which is also circled in red.

Select document type

What type of document are you working on?

- Letters
- E-mail messages
- Envelopes
- Labels
- Directory

Letters

Send letters to a group of people. You can personalize the letter that each person receives.

Click Next to continue.

Step 1 of 6

[Next: Starting document](#)

Section: 1 Page: 1 of 1 Words: 8

Mail Merge (lanjutan)

**) membuat format surat secara masal*

Document2 - Microsoft Word

Home Insert Page Layout References **Mailings** Review View

Envelopes Labels Start Mail Merge Select Recipients Edit Recipient List Start Mail Merge

Highlight Merge Fields Address Block Greeting Line Insert Merge Field Match Fields Update Labels

Preview Results Find Recipient Auto Check for Errors Preview Results Finish & Merge Finish

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

Nomor:
Kepada:
Alamat:
Perihal:

Mail Merge

Select starting document

How do you want to set up your letters?

- Use the current document
- Start from a template
- Start from existing document

Use the current document

Start from the document shown here and use the Mail Merge wizard to add recipient information.

Step 2 of 6

- Next: Select recipients
- Previous: select document type

Section: 1 Page: 1 of 1 Words: 8

Mail Merge (lanjutan)

**) membuat format surat secara masal*


Mail Merge

Select recipients

- Use an existing list
- Select from Outlook contacts
- Type a new list

Type a new list

Type the names and addresses of recipients.

 Create...

Step 3 of 6

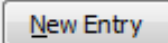
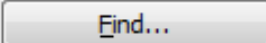
- ➔ Next: Write your letter
- ➔ Previous: Starting document

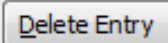
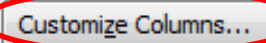


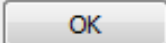
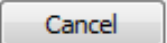
New Address List

Type recipient information in the table. To add more entries, click New Entry.

	Title	First Name	Last Name	Company Name	Address Line 1
▶					

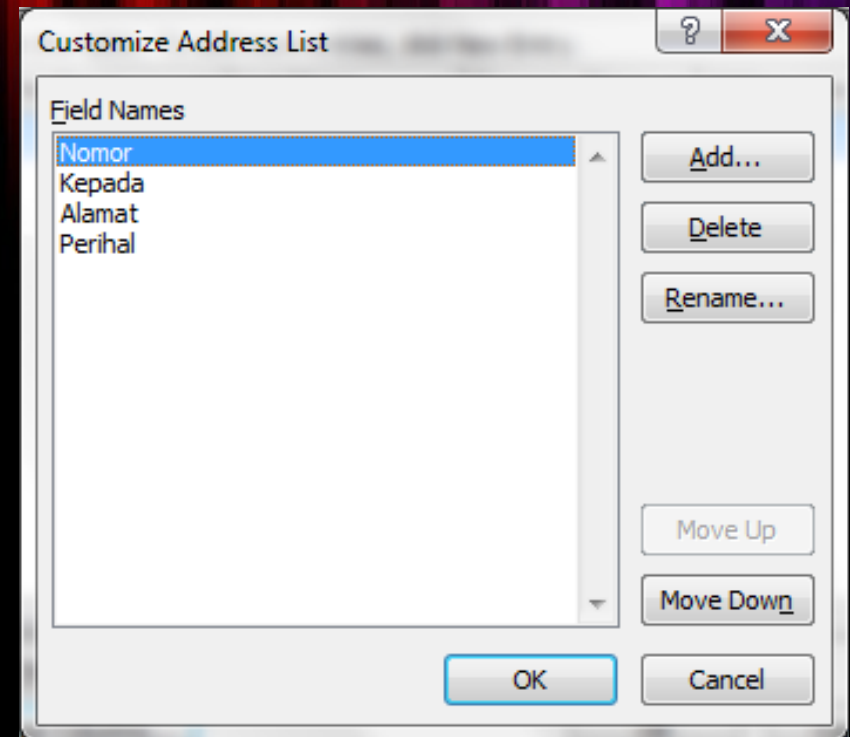
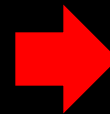
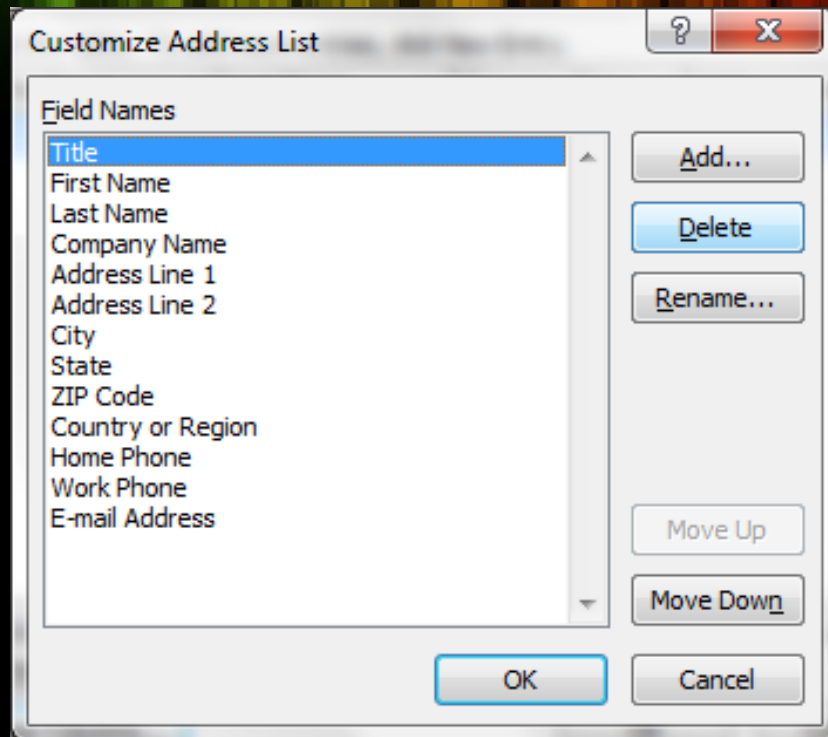
 

Mail Merge (lanjutan)

**) membuat format surat secara masal*



Mail Merge (lanjutan)

**) membuat format surat secara masal*

New Address List

Type recipient information in the table. To add more entries, click New Entry.

Nomor	Kepada	Alamat	Perihal

New Entry Find...
Delete Entry Customize Columns... OK Cancel

New Address List

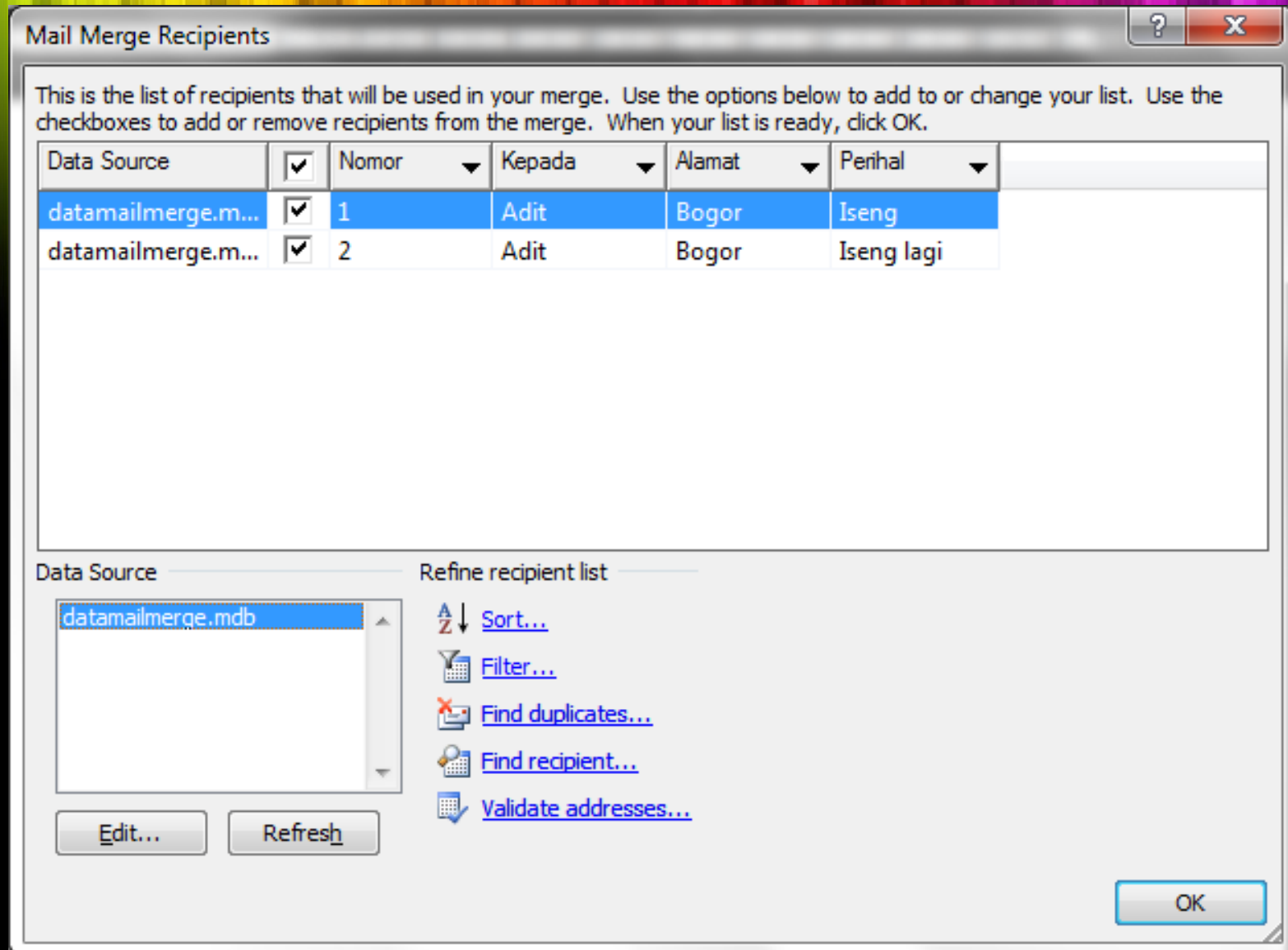
Type recipient information in the table. To add more entries, click New Entry.

Nomor	Kepada	Alamat	Perihal
1	Adit	Bogor	Iseng
2	Adit	Bogor	Iseng lagi

New Entry Find...
Delete Entry Customize Columns... OK Cancel

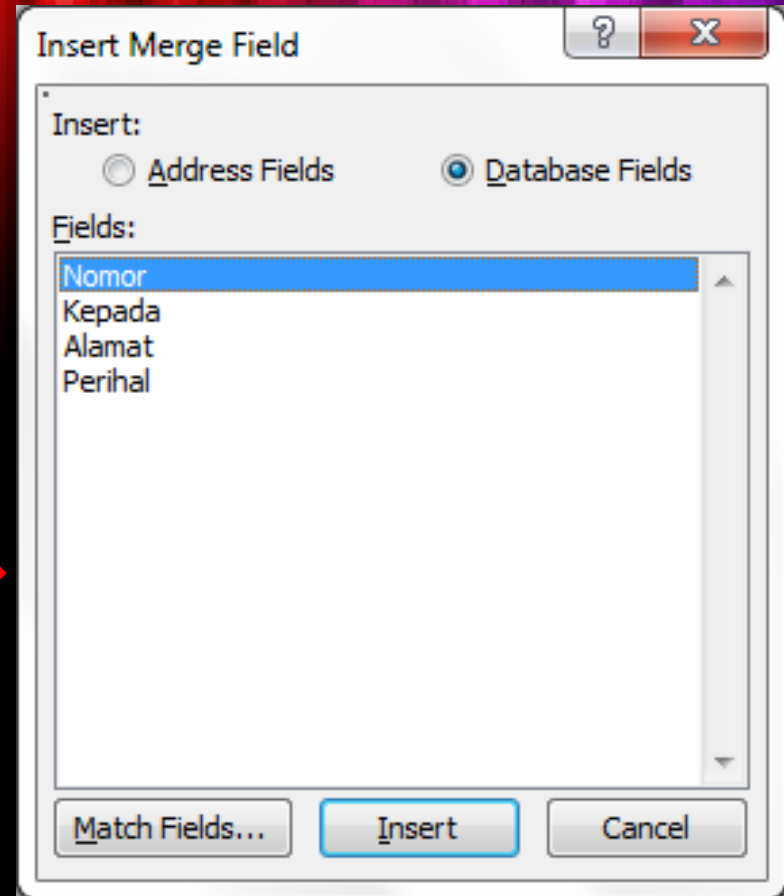
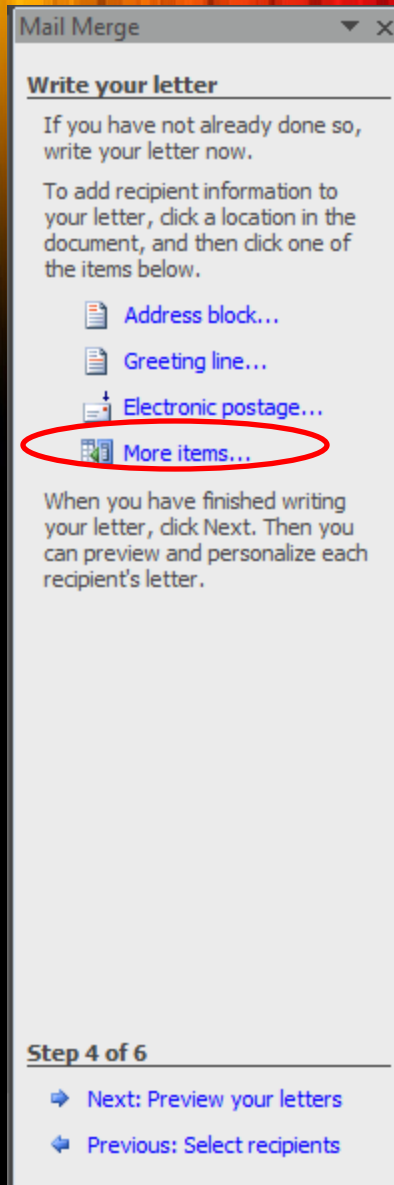
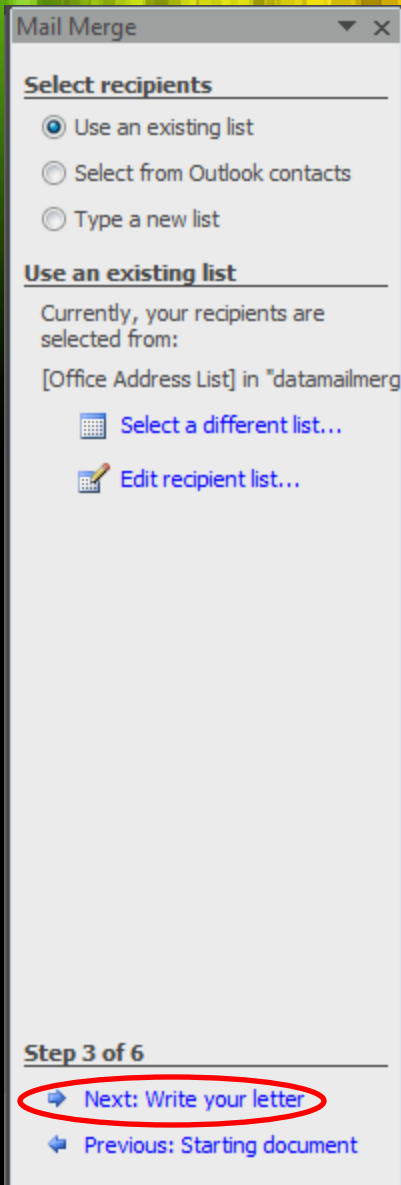
Mail Merge (lanjutan)

**) membuat format surat secara masal*



Mail Merge (lanjutan)

**) membuat format surat secara masal*



**) posisikan kursor di tempat yang akan diisikan data.*

Mail Merge (lanjutan)

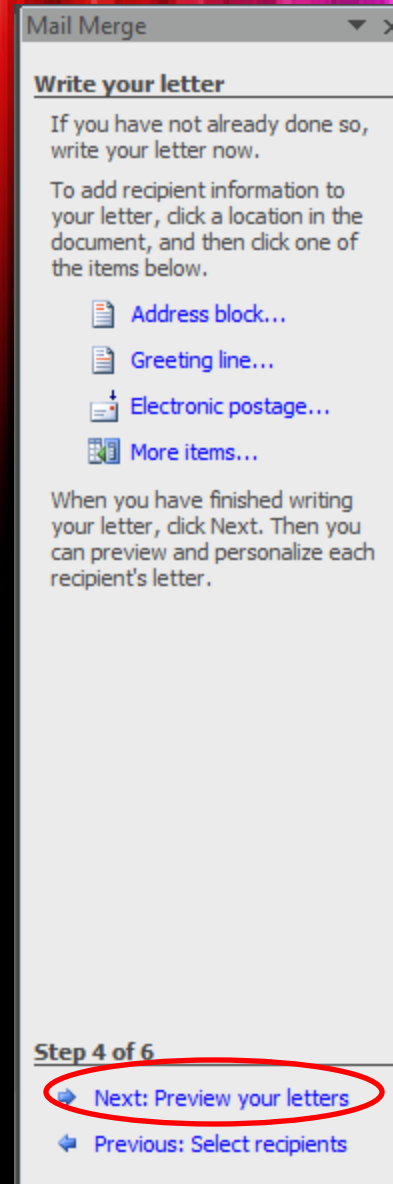
**) membuat format surat secara masal*

Nomor: «Nomor»

Kepada: «Kepada»

Alamat: «Alamat»

Perihal: «Perihal»



Mail Merge (lanjutan)

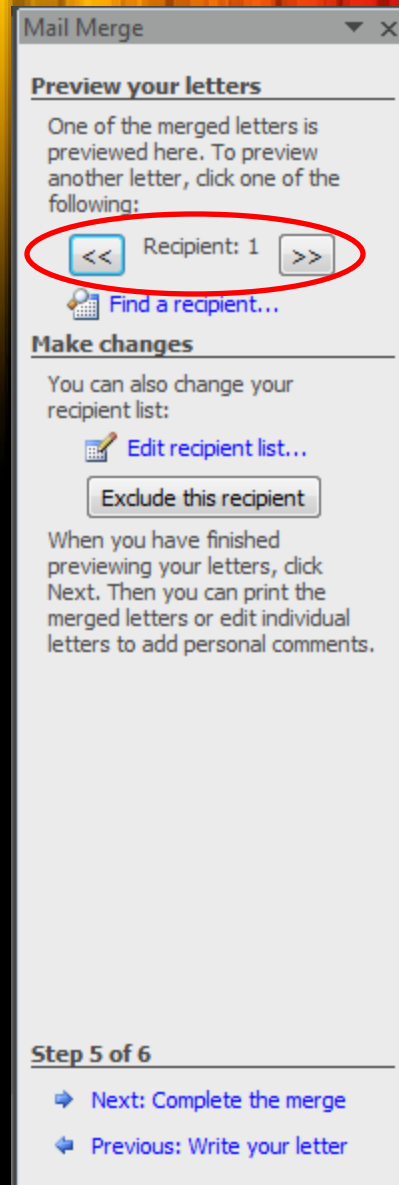
*) membuat format surat secara masal

Nomor:1

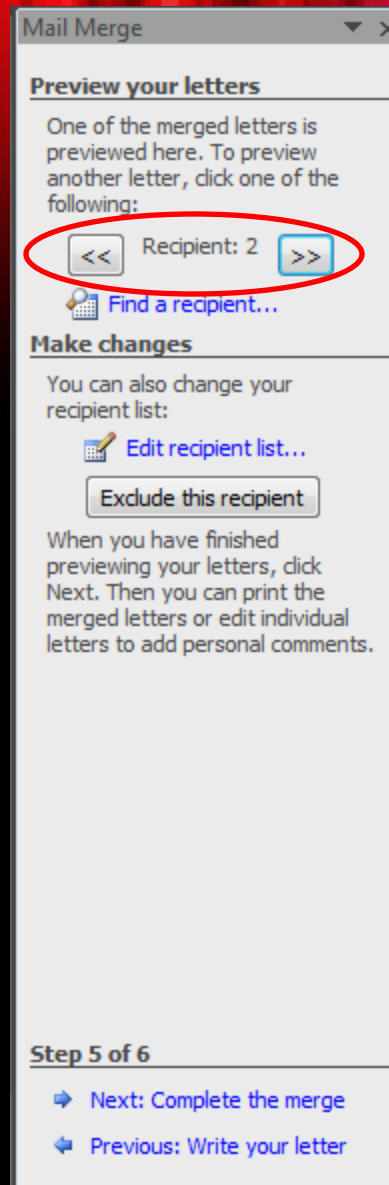
Kepada : Adit

Alamat : Bogor

Perihal : Iseng



The screenshot shows the 'Mail Merge' dialog box. Under the 'Preview your letters' section, the text reads: 'One of the merged letters is previewed here. To preview another letter, click one of the following:'. Below this, there are two navigation buttons: '<<' and '>>'. The text 'Recipient: 1' is positioned between these buttons. A red oval highlights the '<<' and '>>' buttons. Below the navigation buttons is a 'Find a recipient...' button. Under the 'Make changes' section, there is an 'Edit recipient list...' button and an 'Exclude this recipient' button. At the bottom, it says 'Step 5 of 6' with two arrows: 'Next: Complete the merge' and 'Previous: Write your letter'.



The screenshot shows the 'Mail Merge' dialog box. Under the 'Preview your letters' section, the text reads: 'One of the merged letters is previewed here. To preview another letter, click one of the following:'. Below this, there are two navigation buttons: '<<' and '>>'. The text 'Recipient: 2' is positioned between these buttons. A red oval highlights the '<<' and '>>' buttons. Below the navigation buttons is a 'Find a recipient...' button. Under the 'Make changes' section, there is an 'Edit recipient list...' button and an 'Exclude this recipient' button. At the bottom, it says 'Step 5 of 6' with two arrows: 'Next: Complete the merge' and 'Previous: Write your letter'.

Nomor:2

Kepada : Adit

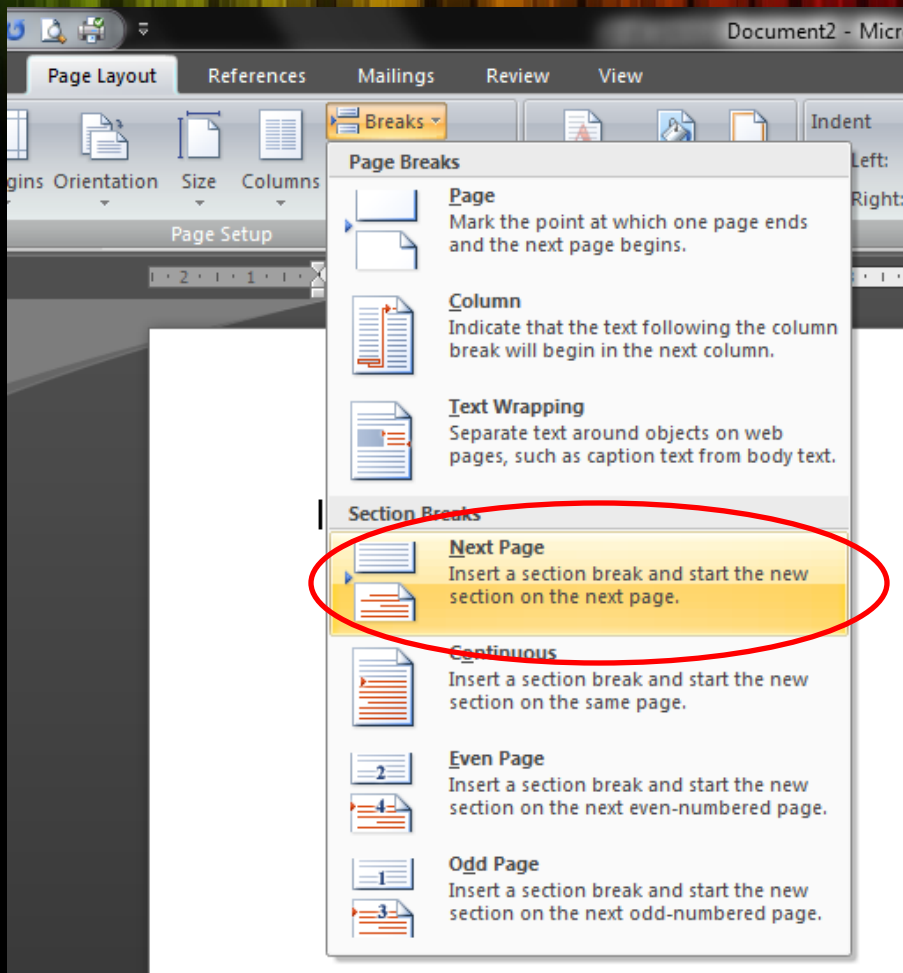
Alamat : Bogor

Perihal : Iseng lagi

Section

**) memisahkan tiap halaman di dokumen*

klik menu **Page Layout** -> **Breaks** -> **Next Page**



Section: 2

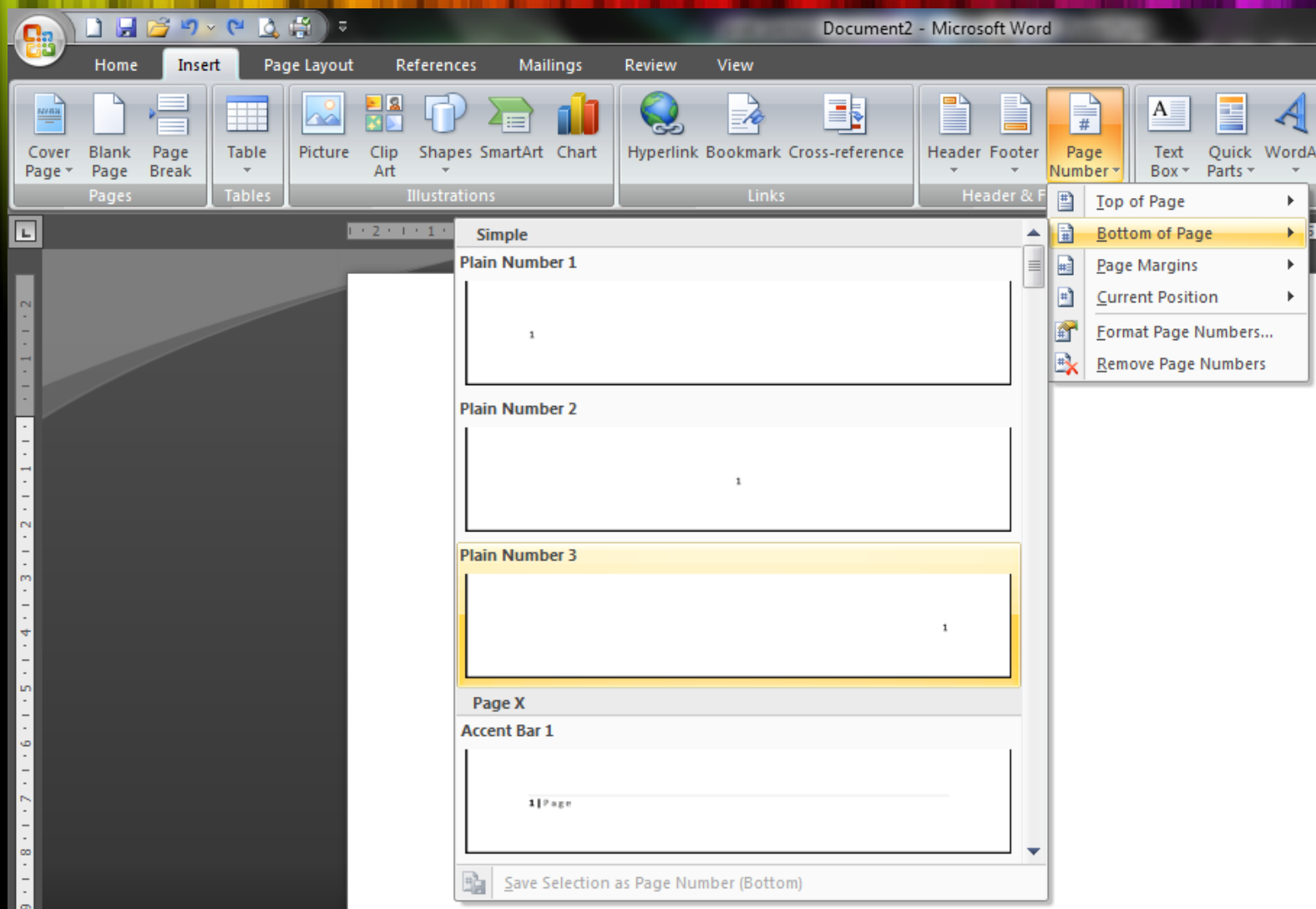
Page: 2 of 2

Words: 0

Section (lanjutan)

*) memisahkan tiap halaman di dokumen

klik menu *Insert* -> *Page Number*

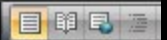


Section (lanjutan)

**) memisahkan tiap halaman di dokumen*

1

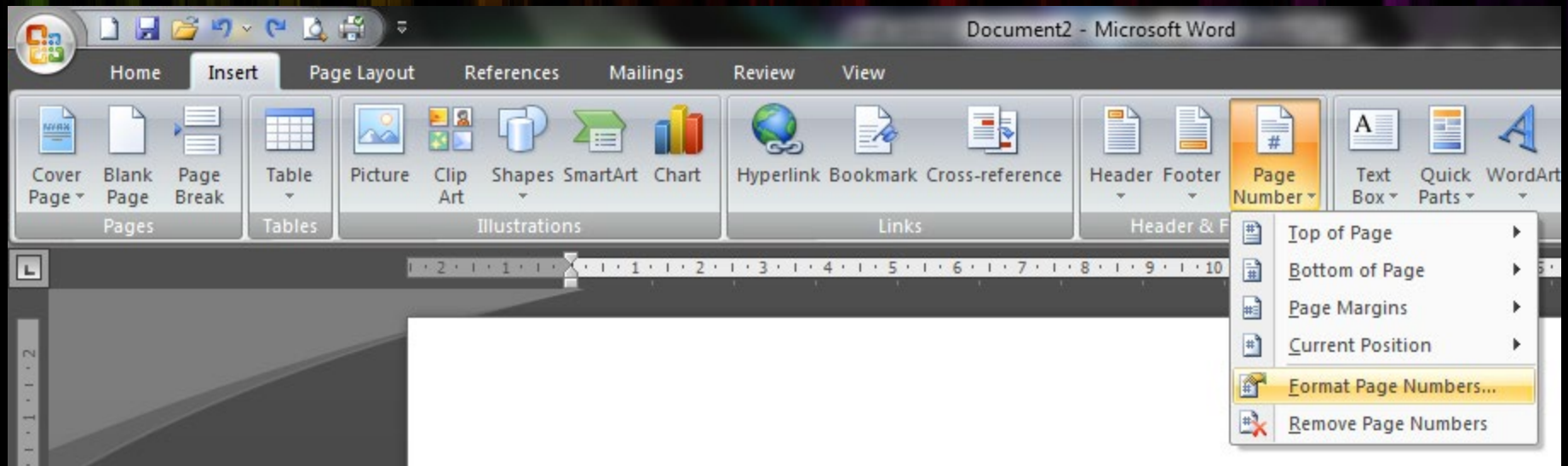
2



Section (lanjutan)

*) memisahkan tiap halaman di dokumen

Pada halaman 1, klik menu **Insert** -> **Page Number** -> **Format Page Numbers**



Section (lanjutan)

*) memisahkan tiap halaman di dokumen

Page Number Format

Number format: **i, ii, iii, ...**

Include chapter number

Chapter starts with style: Heading 1

Use separator: - (hyphen)

Examples: 1-1, 1-A

Page numbering

Continue from previous section

Start at: **i**

OK Cancel

Page Number Format

Number format: **1, 2, 3, ...**

Include chapter number

Chapter starts with style: Heading 1

Use separator: - (hyphen)

Examples: 1-1, 1-A

Page numbering

Continue from previous section

Start at: **1**

OK Cancel

*) halaman 2

Section (lanjutan)

**) memisahkan tiap halaman di dokumen*

i

1

Section (lanjutan)

*) memisahkan tiap halaman di dokumen

Pada tiap *section*, klik menu **Insert -> Page Break**



Table of Contents

**) membuat daftar isi secara otomatis*

Buat kerangka dokumen seperti di bawah ini

BAB I Pendahuluan

Latar Belakang

Tujuan Penelitian

Manfaat Penelitian

BAB II Tinjauan Pustaka

RFID

BAB III Metodologi Penelitian

Studi Pustaka

Analisis Kebutuhan

Perencanaan

Perancangan

Implementasi

Pengujian

BAB I Pendahuluan

Latar Belakang

Tujuan Penelitian

Manfaat Penelitian

BAB II Tinjauan Pustaka

RFID

BAB III Metodologi Penelitian

Studi Pustaka

Analisis Kebutuhan

Perencanaan

Perancangan

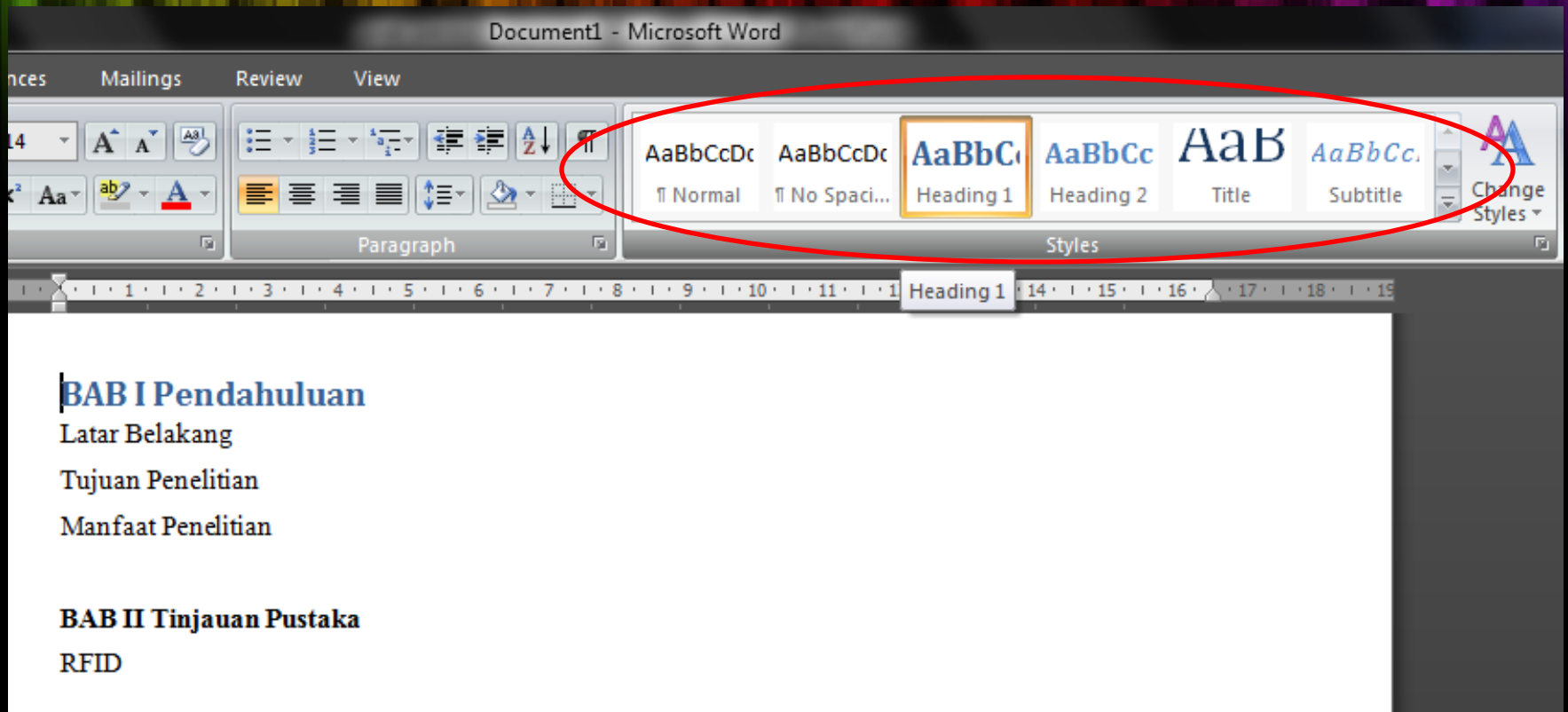
Implementasi

Pengujian

Table of Contents (lanjutan)

**) membuat daftar isi secara otomatis*

Lakukan pelevelan pada tiap judul BAB dan judul isi. Judul BAB memakai **Heading 1** sedangkan judul isi memakai **Heading 2**.



The screenshot shows the Microsoft Word interface. The 'Styles' ribbon is active, and the 'Heading 1' style is highlighted with a red circle. The document content is as follows:

BAB I Pendahuluan
Latar Belakang
Tujuan Penelitian
Manfaat Penelitian

BAB II Tinjauan Pustaka
RFID

Table of Contents (lanjutan)

**) membuat daftar isi secara otomatis*

Hasil pelevelan

BAB I Pendahuluan

Latar Belakang

Tujuan Penelitian

Manfaat Penelitian

BAB II Tinjauan Pustaka

RFID

BAB III Metodologi Penelitian

Studi Pustaka

Analisis Kebutuhan

Perencanaan

Perancangan

Implementasi

Pengujian

BAB I Pendahuluan

Latar Belakang

Tujuan Penelitian

Manfaat Penelitian

BAB II Tinjauan Pustaka

RFID

BAB III Metodologi Penelitian

Studi Pustaka

Analisis Kebutuhan

Perencanaan

Perancangan

Implementasi

Pengujian

Table of Contents (lanjutan)

**) membuat daftar isi secara otomatis*

Klik menu **References** -> **Table of Contents**

The screenshot shows the Microsoft Word 2010 interface. The **References** ribbon is active, displaying various options for managing references. The **Table of Contents** button is highlighted, and its dropdown menu is open, showing two options: **Automatic Table 1** and **Automatic Table 2**. The **Automatic Table 1** option is selected, and its preview is shown. The preview displays a table of contents with three headings, each followed by a dotted line and the number 1. The **Automatic Table 2** option is also visible, showing a similar preview. The background of the document shows a table of contents with headings like **dahulu**, **cang**, **elitian**, **nelitian**, and **niauan Pustaka**.

References ribbon options:

- Table of Contents
- Add Text
- Update Table
- Insert Footnote
- Insert Endnote
- Next Footnote
- Show Notes
- Insert Citation
- Manage Sources
- Style: APA
- Bibliography
- Insert Caption

Built-In

Automatic Table 1

Contents	
Heading 1	1
Heading 2	1
Heading 3	1

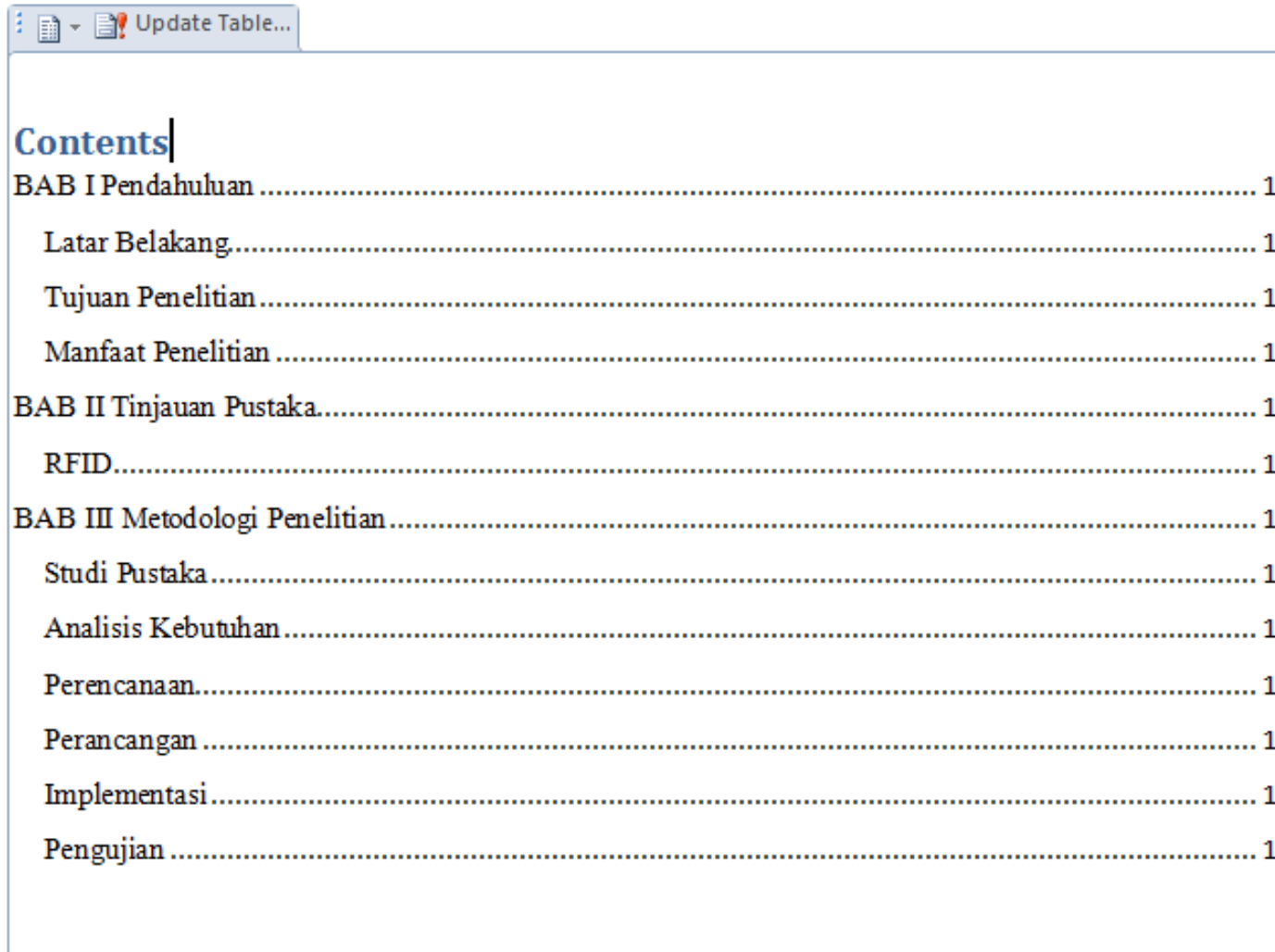
Automatic Table 2

Table of Contents	
Heading 1	1
Heading 2	1
Heading 3	1

Table of Contents (lanjutan)

**) membuat daftar isi secara otomatis*

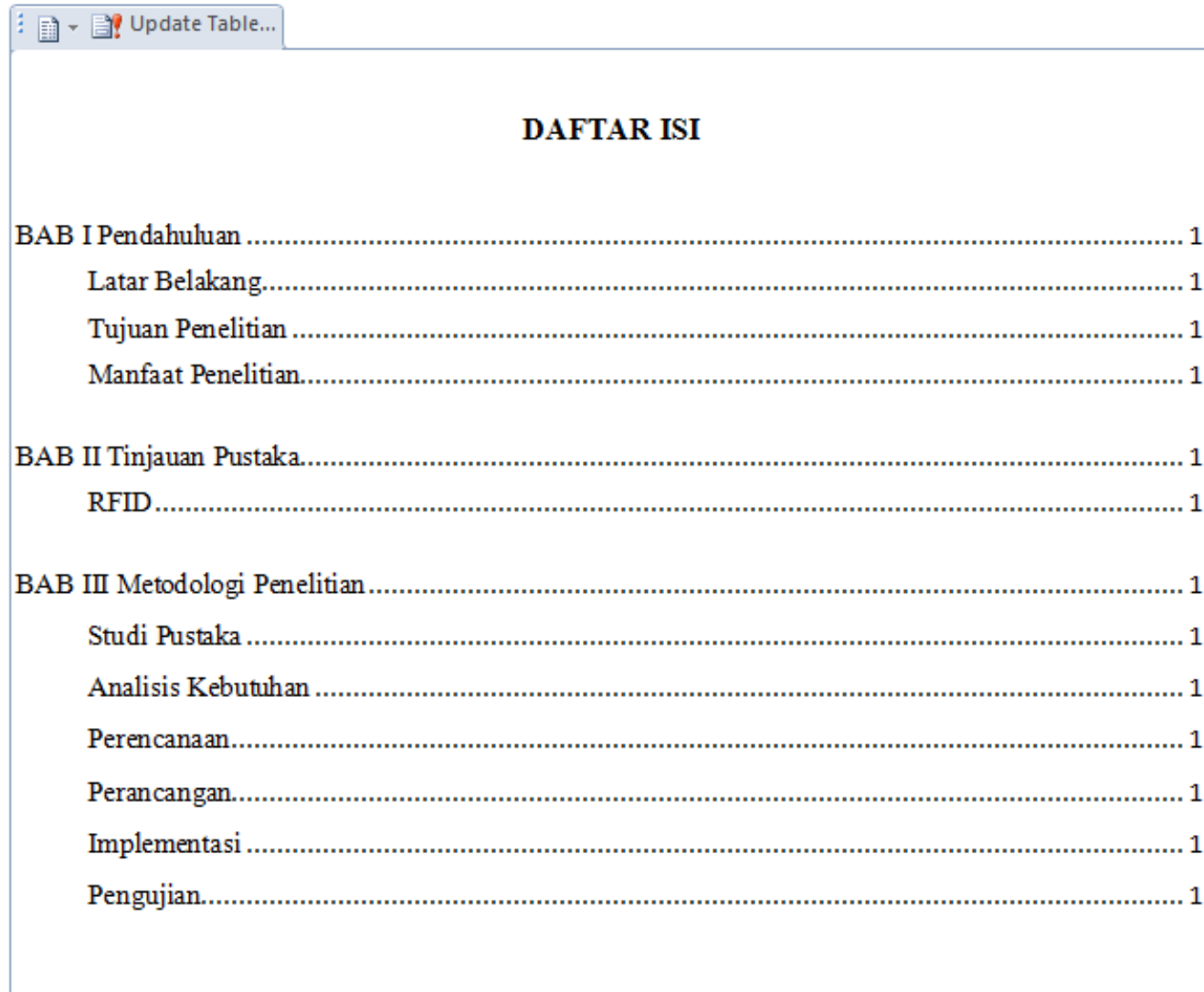
Hasil



Contents	
BAB I Pendahuluan	1
Latar Belakang.....	1
Tujuan Penelitian.....	1
Manfaat Penelitian	1
BAB II Tinjauan Pustaka	1
RFID.....	1
BAB III Metodologi Penelitian	1
Studi Pustaka.....	1
Analisis Kebutuhan.....	1
Perencanaan.....	1
Perancangan	1
Implementasi.....	1
Pengujian	1

Table of Contents (lanjutan)

**) membuat daftar isi secara otomatis*



DAFTAR ISI	
BAB I Pendahuluan	1
Latar Belakang.....	1
Tujuan Penelitian	1
Manfaat Penelitian.....	1
BAB II Tinjauan Pustaka.....	1
RFID	1
BAB III Metodologi Penelitian.....	1
Studi Pustaka	1
Analisis Kebutuhan	1
Perencanaan.....	1
Perancangan.....	1
Implementasi	1
Pengujian.....	1

Equation Editor

**) membuat lambang eksakta*

The screenshot displays the Microsoft Word interface with the Equation Editor pane open on the right side. The ribbon includes Home, Insert, Page Layout, References, Mailings, Review, and View. The Equation Editor pane contains the following sections:

- Built-In**
- Area of Circle**
$$A = \pi r^2$$
- Binomial Theorem**
$$(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k}$$
- Expansion of a Sum**
$$(1 + x)^n = 1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \dots$$
- Fourier Series**
$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right)$$

At the bottom of the pane, the "Insert New Equation" button is highlighted with a red circle.

Equation Editor (lanjutan)

**) membuat lambang eksakta*

The image shows the Microsoft Word interface with the Equation Tools ribbon selected. The ribbon includes a 'Tools' section with 'Professional' and 'Linear' options, and a 'Design' section with various mathematical symbols and structures. The main document area contains a text box with the placeholder text 'Type equation here.'.

Document2 - Microsoft Word

Equation Tools

Home Insert Page Layout References Mailings Review View Design

Equation Tools

Professional Linear

Normal Text

Symbols

Structures

Type equation here.

Section: 1 Page: 1 of 1 Words: 3/3

Document2 - Microsoft Word

Home Insert Page Layout References Mailings Review View

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri (Body), 26, Bold, Italic, Underline, Text Color, Background Color

Paragraph: Bullets, Numbering, Indentation, Paragraph Spacing, Text Alignment, Line and Paragraph Spacing

Styles: Normal, No Spacing, Heading 1, Heading 2, Title, Subtitle, Change Styles

Editing: Find, Replace, Select

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19

$$|\vec{v}_1| \cdot |\vec{v}_2| = \sum_{i=1}^n \vec{v}_{1i} \times \vec{v}_{2i}$$

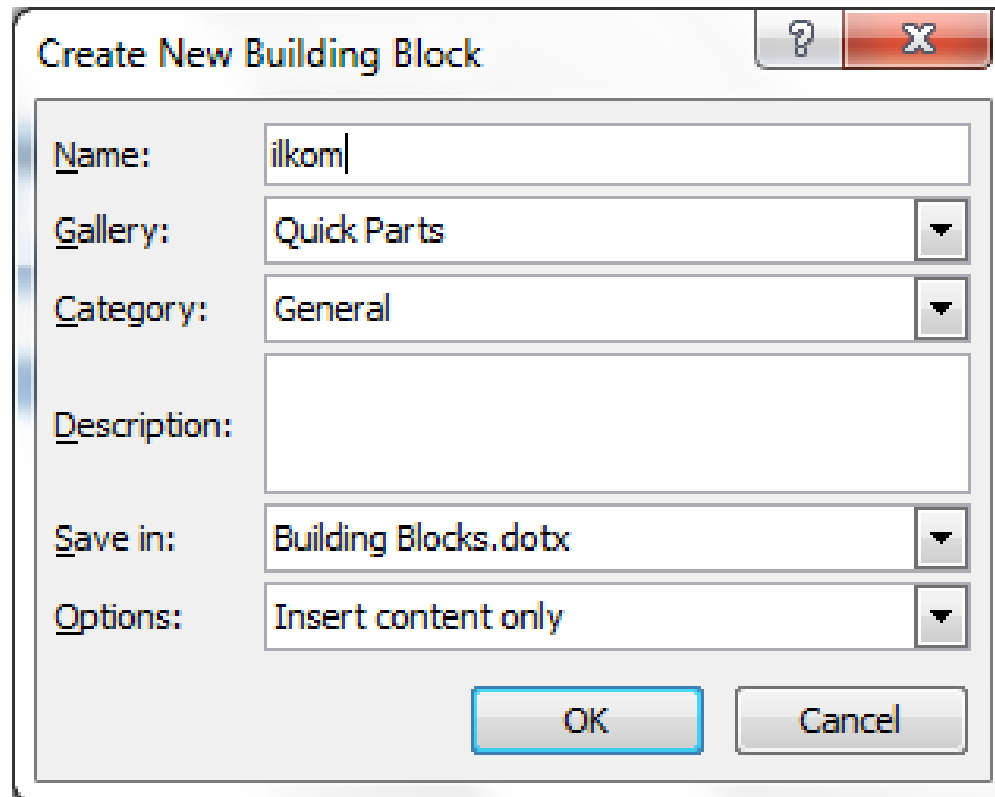
Section: 1 Page: 1 of 1 Words: 1

100%

Departemen Ilmu Komputer, FMIPA, IPB
Kampus IPB Darmaga
Jl. Meranti Wings 20 Level V
Bogor 16680
phone/fax : +62 251 625584

Auto Text (lanjutan)

**) menyisipkan text*



Create New Building Block

Name: ilkom

Gallery: Quick Parts

Category: General

Description:

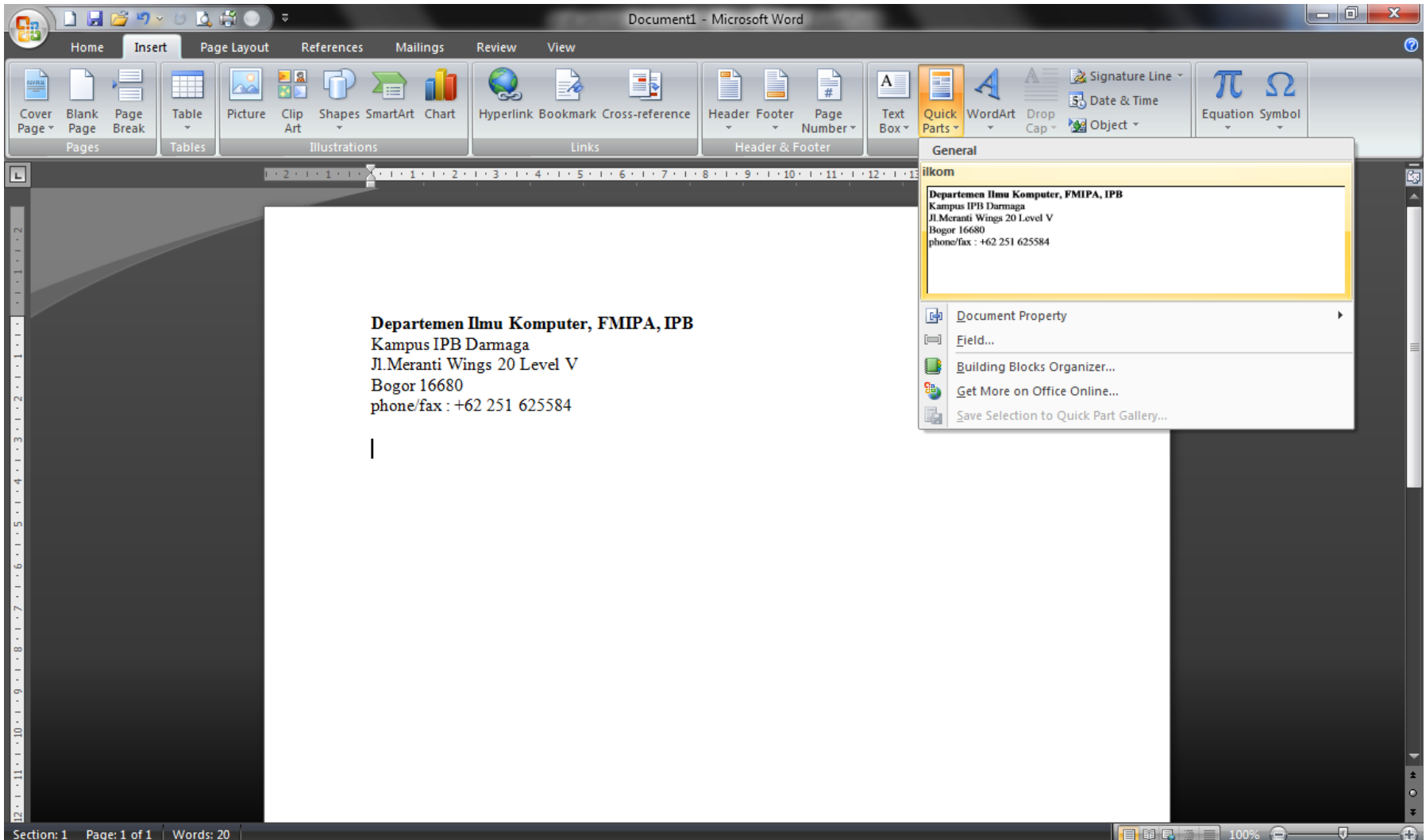
Save in: Building Blocks.dotx

Options: Insert content only

OK Cancel

Auto Text (lanjutan)

**) menyisipkan text*



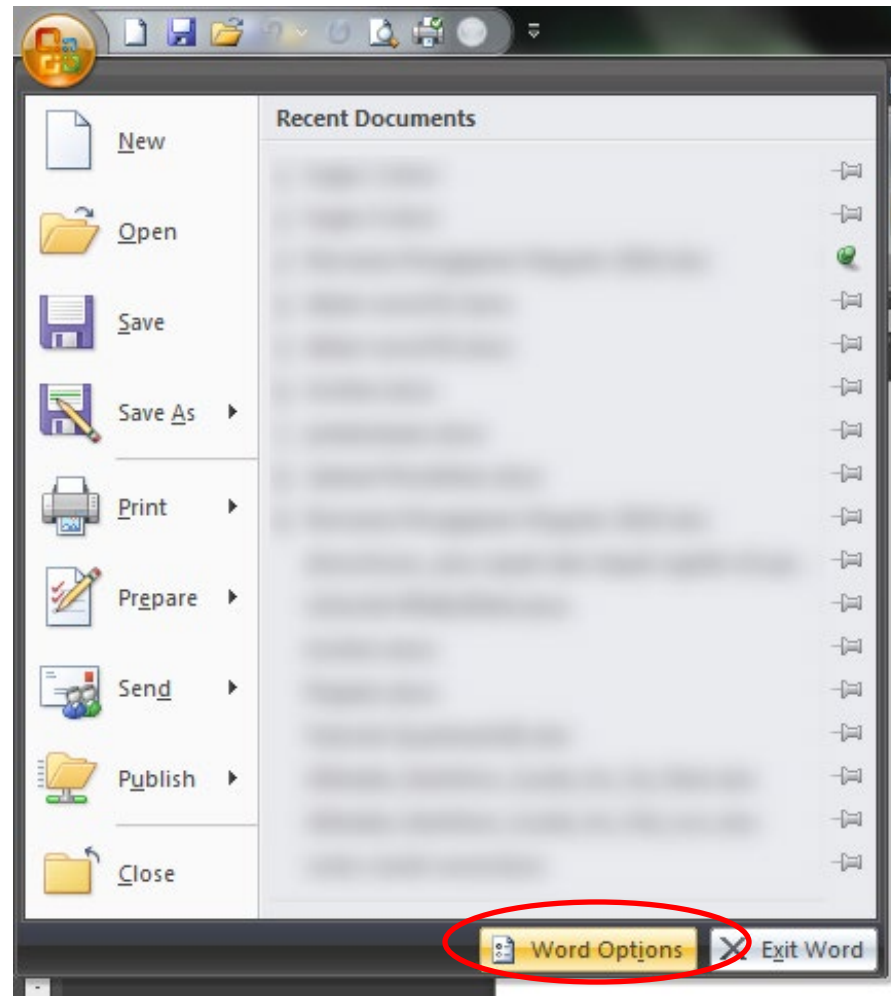
The screenshot shows the Microsoft Word 2010 interface. The ribbon is set to 'Insert', and the 'Quick Parts' group is active. A gallery for the AutoText entry 'ilkom' is displayed, showing the following text:

Departemen Ilmu Komputer, FMIPA, IPB
Kampus IPB Darmaga
Jl. Meranti Wings 20 Level V
Bogor 16680
phone/fax : +62 251 625584

The text is inserted into the document at the cursor position. The status bar at the bottom indicates 'Section: 1 Page: 1 of 1 Words: 20'.

Auto Text (lanjutan)

**) menyisipkan text*



Auto Text (lanjutan)

**) menyisipkan text*

