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Aplikasi Sistem Manajemen Kinerja (SMaKIN ATR)

Manual Penggunaan Powerpoint

Arista Prasetyo Adi, Sara Lenci



Manual Penggunaan Powerpoint:

Petunjuk Praktis Office 365 Bagi Organisasi Ridi Ferdiana, Randi Eka Yonida, Ibnu Fauzan, 2013-06-19 Salah satu trend yang berkembang di organisasi saat ini adalah mobilitas atau dikenal work out of office Salah satu teknologi yang di usung adalah Office 365 Buku ini berisi petunjuk singkat tentang penggunaan Microsoft Office 365 untuk produktifitas terutama di kalangan pendidikan dan organisasi Fitur fitur andalan Office 365 seperti Exchange Online untuk pengelolaan email Lync Online untuk komunikasi presentasi online dan SharePoint Online portal kolaborasi online tersaji secara singkat di buku ini Apabila Anda adalah seorang pecinta teknologi guru atau pelajar Buku ini cocok bagi Anda untuk belajar dan bekerja lebih produktif

Microsoft PowerPoint 2010 untuk Pemula Hengky Alexander Mangkulo, 2013-06-13 Buku ini berisi tutorial penggunaan Microsoft PowerPoint 2010 Materi yang dibahas antara lain yang berhubungan dengan pengenalan lingkungan kerja Microsoft PowerPoint 2010 membuat presentasi desain tampilan presentasi tabel chart gambar WordArt Shapes SmartArt animasi menampilkan presentasi transisi video dan audio Pembahasan diberikan secara sederhana tetapi mencakup hampir semua aspek penting dalam penggunaan Microsoft PowerPoint 2010 Buku ini ditujukan terutama bagi para pengguna aplikasi Microsoft PowerPoint tingkat pemula dan menengah Dengan metode pembahasan yang diberikan Anda dapat lebih mudah dan cepat menguasai Microsoft PowerPoint 2010 untuk keperluan presentasi

Microsoft PowerPoint 2010 , *APLIKASI KOMPUTER UNTUK INDUSTRI HOSPITALITY: Panduan Praktis bagi Mahasiswa Vokasi* Dr. Ir. Arina Luthfini Lubis, ST., MBA., IPM., Dr. Novi Hendri Adi, S.Pd., M.Pd.T. , Dr. Army Trilidia Devega, S.Kom., M.Pd.T , Kartika Cahayani, S.E., M.Tr.Par. , Perkembangan teknologi informasi yang pesat telah mengubah pola kerja di berbagai sektor termasuk industri hospitality Kemampuan dalam mengoperasikan perangkat lunak komputer seperti Microsoft Word Excel PowerPoint hingga aplikasi desain visual seperti Canva menjadi kompetensi dasar yang harus dimiliki oleh tenaga kerja masa depan di sektor pariwisata dan perhotelan Buku ini hadir sebagai jawaban atas kebutuhan tersebut dengan pendekatan praktis dan kontekstual sesuai dengan situasi kerja nyata Isi buku ini disajikan secara sistematis mulai dari pengenalan teknologi informasi pengoperasian perangkat lunak Microsoft Office hingga pembuatan materi promosi digital melalui Canva Latihan latihan disertakan di setiap bab untuk mengasah keterampilan teknis mahasiswa dalam mengelola data menyusun dokumen profesional membuat presentasi dan mendesain materi visual yang kreatif dan komunikatif

Panduan Praktis Media Tutorial untuk Pembelajaran Interaktif Ir. Ismail Aqsha, S.Pd., M.Pd, 2024-12-24 Melalui buku ini diharapkan pembaca dapat lebih menyadari pentingnya inovasi dalam pendidikan dan bagaimana teknologi digital dapat memberikan dampak yang signifikan bagi kualitas pembelajaran di era digital ini Semoga buku ini menjadi referensi yang bermanfaat dan dapat menjadi sumber inspirasi untuk terus mengembangkan dunia pendidikan menuju masa depan yang lebih cemerlang

SOSIOLOGI dengan Pendekatan Membumi, jilid 1 James M. Henslin, *Tips & Trik Word, Excel, PowerPoint 2013* Arista Prasetyo Adi, Sara Lenci, 2015-07-28 Siapa yang tidak kenal dengan Microsoft Office terutama Word Excel dan

PowerPoint Ketiganya masih menjadi aplikasi dengan jumlah pemakai terbesar di dunia Namun walaupun populer dan sering digunakan banyak yang belum bisa memaksimalkan fungsi dan fitur yang disediakan Padahal banyak fitur canggih yang dapat membantu pekerjaan menjadi lebih mudah dan cepat selesai Buku ini membahas 30 tips dan trik untuk Word Excel dan PowerPoint yang mencakup Membuat format halaman berbeda pada satu dokumen Word Membuka dan mengedit PDF dalam Word Membuat daftar isi otomatis dalam Word Analisa data cepat dalam Excel Membagikan workbook Excel di sosial media Memasukkan data kilat dengan flash fill Presentasi jarak jauh dengan PowerPoint Presentasi nyaman dengan Presenter View Dan masih banyak lagi Walaupun membahas Office 2013 namun beberapa trik juga dapat diterapkan pada Office 2010 dan 2007

Presentasi Yang Mencekam Sutanto L. Tjokro, 2013-02-12 Buku ini mengungkapkan teknik teknik untuk mengubah presentasi yang biasa biasa saja menjadi sesi yang mencekam audiensi Semua teknik yang selama ini dianggap rutin dari cara merancang membuat hingga membawakan presentasi ditinjau ulang dari sisi alamiah manusia yang terbiasa menyerap hal baru Buku Ajar Microsoft Office dan Aplikasi Virtual Dr. Bresca Merina, S.IP., M.Ec.Dev., Muhaimin, S.Pd.I., M.M., Erwin, S.T., Siti Hadijah, S.I.Kom, Syahrul Romadhon, S.Kom, Buku Ajar Microsoft Office dan Aplikasi Virtual dirancang untuk membantu pembaca dalam menguasai penggunaan aplikasi komputer di era digital seperti Microsoft Word Microsoft Excel Microsoft PowerPoint serta aplikasi konferensi virtual seperti Zoom dan Google Meet Buku ini memberikan pemahaman mendalam dan keterampilan praktis yang dapat langsung diterapkan di lingkungan akademis dan profesional Dengan fokus pada pembuatan dokumen pengolahan data presentasi dan komunikasi jarak jauh buku ini dilengkapi dengan contoh latihan praktis dan tips penggunaan untuk memaksimalkan pengalaman belajar Pembaca diharapkan dapat mengembangkan keterampilan yang relevan untuk menghadapi tantangan di dunia kerja modern

Windows 8 dan MS Office Manual Book Jubilee Enterprise, 2014-10-29 Saat menggunakan komputer Anda harus bisa mengoperasikan dua software penting yaitu MS Windows 8 dan MS Office Nah buku ini mengupas kedua software tersebut sekaligus Jadi Anda bisa langsung bekerja dan belajar menggunakan komputer tanpa perlu membaca buku lainnya Buku ini mengupas penggunaan Windows 8 MS Word MS Excel dan MS PowerPoint Masing masing dibahas secara cepat dan ringkas sehingga Anda hanya terfokus pada fitur fitur penting yang paling dibutuhkan untuk bekerja dan belajar Mulai dari membuat dokumen mengolah data hingga menyajikan presentasi

Keperluan Pendidikan Khas dan Internet, 2002

Tip dan Trik Animasi PowerPoint Jasmadi, 2014-05-31 Jika Anda seorang mahasiswa guru dosen atau profesional di bidang apa pun yang akan menggunakan PowerPoint sebagai alat bantu untuk menyajikan materi yang akan Anda sampaikan maka buku Tip dan Trik Animasi PowerPoint ini akan sangat membantu dalam meningkatkan kualitas presentasi yang akan Anda sajikan Beberapa tip dan trik menarik yang akan disajikan dalam buku ini seperti animasi grafik membuat efek loading saat awal presentasi animasi gelombang dan masih banyak lagi Dengan menguasai teknik teknik tersebut Anda dapat menerapkannya pada presentasi yang akan dibuat sehingga penyajian presentasi menjadi lebih profesional Sebelum menuju pembahasan tip

dan trik di awal bab juga dibahas beberapa hal penting terkait dengan pemanfaatan fitur fitur PowerPoint yang perlu Anda ketahui

TEKNOLOGI INFORMASI DAN KOMUNIKASI I Dewa Made Adi Baskara Joni, 2019-06-27 Buku ini merupakan referensi dalam materi Teknologi Informasi dan Komunikasi TIK untuk Sekolah Dasar SD atau Madrasah Ibtidaiyah MI Kelas 6 Materi disusun berdasarkan pengalaman penulis sebagai akademisi Materi TIK yang dibahas adalah Aplikasi Office pengolah kata dalam hal ini Microsoft Word Aplikasi Office berjenis spreadsheet yaitu Microsoft Excel serta Aplikasi Office presentasi yaitu Microsoft PowerPoint Materi dibagi ke dalam 3 bagian besar dan beberapa sub bagian sebagai Berikut

Bagian Pertama Microsoft Word terdiri dari Mengenal Ikon Pendukung Menyisipkan Tabel Memodifikasi Grafik Mengintegrasikan Teks Gambar dan Grafik Bagian Kedua Microsoft Excel terdiri dari Lingkungan Kerja Microsoft Excel Fitur Border Microsoft Excel Fitur Data Simetris Fitur Ukuran Kolom Fitur Cell Styles Memasukkan Rumus Menjumlah Data Secara Otomatis Membangun Rumus Secara Manual Bagian Ketiga Microsoft PowerPoint terdiri dari Lingkup Kerja Beserta Penggunaan Menu Mengelola Presentasi Mengelola Teks Mengelola Gambar dan Objek Shape Mengelola dan Mengatur Background Slide Mengelola Grafik Hyperlink dan Hubungan Antar Program Menjalankan Presentasi Menyisipkan Media dalam Presentasi

Teknologi Media Pembelajaran : Penerapan Teknologi Media Pembelajaran di Era Digital Justice Zeni Zari Panggabean, Muhamad Januaripin, Liza Husnita, Triyana Wulandari, Mufida Nadira Yuni Pureka, Asri Masitha Arsyati, Mardawati Mardawati, Remuz MB Kmurawak, Ade Supriatna, Putu Ari Dharmayanti, Juliana Mesalina. T. Loso Judijanto, 2024-02-20 Buku Teknologi Media Pembelajaran Penerapan Teknologi Media Pembelajaran di Era Digital adalah sebuah panduan komprehensif yang membahas peran teknologi dalam dunia pendidikan modern Mulai dari Konteks Pendidikan dalam Era Teknologi hingga Peran Guru dalam Era Teknologi buku ini menguraikan evolusi teknologi dalam pembelajaran serta implikasinya Pembaca akan diajak untuk memahami Definisi dan Karakteristik Media Pembelajaran serta Teori Belajar dan Media Pembelajaran yang membantu mengilustrasikan bagaimana teknologi dapat meningkatkan proses belajar siswa dengan efektif Lebih lanjut buku ini mengulas berbagai jenis media termasuk Media Audiovisual dan Media Digital Interaktif serta membahas pendekatan seperti Blended Learning dan E Learning Dengan fokus pada penggunaan Sosial Media dalam Pendidikan buku ini memberikan wawasan tentang integrasi teknologi dalam pembelajaran Sebagai panduan yang tak ternilai buku ini memberikan pemahaman mendalam bagi pendidik dan pembelajar tentang pentingnya teknologi dalam meningkatkan kualitas pendidikan di era digital

Belajar Sendiri Microsoft Office PowerPoint 2010 Yahya Kurniawan, ST, 2013-04-05 Presentasi yang memukau adalah salah satu kunci suksesnya presentasi Dan jika Anda ingin membuat presentasi yang memukau PowerPoint 2010 adalah peranti yang tepat untuk menjadi senjata andalan Anda Selain diperlengkapi dengan segala kelengkapan PowerPoint versi sebelumnya PowerPoint 2010 juga mengusung berbagai fitur baru yang beberapa di antaranya mendobrak batas batas presentasi tradisional Pernahkah Anda membayangkan presentasi via internet Anda bisa menyajikan presentasi dengan audiens yang tidak Anda hadapi secara langsung melainkan

membuka presentasi Anda via internet dengan membuka browser Secara komprehensif berbagai hal mengenai PowerPoint 2010 mulai dari dasar hingga berbagai fitur baru tersebut akan dibahas tuntas di buku ini Jangan ragu menjadikan buku ini koleksi perpustakaan Anda karena disusun oleh penulis yang telah terbukti selalu menghasilkan buku aplikasi perkantoran yang laku keras

101 Masalah PowerPoint 2007 & Cara Mengatasinya Jubilee Enterprise, 2013-03-21

Dalam dunia kerja atau dunia bisnis dan perkantoran aplikasi Powerpoint 2007 tergolong sangatlah vital Kesuksesan bisnis dan presentasi pada umumnya sering tergantung pada software yang digunakan Tetapi sering terjadi pada saat menggunakan PowerPoint 2007 muncul berbagai gangguan Buku 101 Masalah PowerPoint 2007 dan Cara Mengatasinya hadir sebagai buku untuk memecahkan masalah dan memberikan solusi bagi orang yang setiap hari harus membuat dan menyajikan presentasi secara prima dan tanpa gangguan Solusi solusi yang akan Anda temui dalam buku ini antara lain Merancang presentasi yang dapat disesuaikan dengan waktu yang ditentukan sehingga nantinya dapat berjalan dengan tidak terlalu lama atau terlalu cepat Menambahkan data dari aplikasi lain seperti Microsoft Word atau Microsoft Excel ke dalam slide presentasi Menambahkan atau menuliskan rumus rumus matematika di dalam slide presentasi Membuat diagram chart atau grafik dengan jauh lebih menarik Menambahkan efek animasi menambahkan video dan suara ke dalam slide presentasi Menampilkan slide presentasi di dalam komputer yang tidak memiliki program Powerpoint Menyimpan file presentasi dalam format HTML untuk dapat ditampilkan di dalam halaman website

Shortcut-Shortcut Unggulan Microsoft Word, Excel, dan Powerpoint Adi Kusrianto, 2013-03-14

Ketika Microsoft Office 2007 beredar para pemakai yang telah mengenal Word Excel maupun PowerPoint lebih dari 10 tahun harus menyesuaikan diri dengan tatanan antarmuka baru program ini Memang harus diakui versi terbaru ini lebih mudah dioperasikan namun mengubah kebiasaan tentulah tidak mudah Untungnya tidak semua ketrampilan yang dimiliki pemakai Word Excel maupun PowerPoint versi 97 2003 hilang percuma karena ternyata shortcut yang ada pada versi lama hampir semuanya dapat dimanfaatkan pada versi 2007 Shortcut adalah menggunakan kombinasi tombol pada keyboard untuk mengakses suatu perintah sebagai pengganti memilih menu atau mengklik tombol ikon

FASILITATOR DAN TEKNIK FASILITASI PEMBELAJARAN Lalu Ismail Viera Restuani Adia, 2022-07-21

Mengusung prinsip yang melandasi pengertian pembelajaran diantaranya perubahan perilaku pembelajaran dalam semua aspek melalui aktivitas yang sistematis dan terarah Hal ini dimungkinkan terjadi bila ada media untuk berinteraksi dengan harmonis dalam ruang kelas atau luar kelas baik daring maupun luring Pelibatan peran peran penting didalamnya seperti pengajar fasilitator yang memfasilitasi pembelajaran tentunya menjadi yang utama dalam proses pembelajaran didukung media media lainnya

Buku Pintar Komputer Dari Nol Hingga Mahir J.Com, 2011-01-01

Untuk mempelajari seluk beluk dunia komputer tentu dibutuhkan referensi yang bisa dijinjing di mana mana Itulah sebabnya buku ini disebut Buku Pintar Komputer karena dengan satu buku Anda bisa belajar banyak hal Buku ini dikhususkan untuk pemula yang benar benar masih awam Dengan gaya bahasa yang mudah dipahami buku ini membedah apa saja software dan

hardware yang ada pada komputer serta laptop Software terpopuler yakni Microsoft Office dikupas secara lengkap mulai dari MS Word MS Excel dan MS PowerPoint Selanjutnya Anda juga bisa belajar menjelajah dunia lewat internet Tahap demi tahap dijelaskan secara gamblang mulai dari mengenal browser chatting cara mendownload dan instal korespondensi via email hingga berkreasi lewat blog Tak hanya itu buku ini juga menguraikan langkah langkah bagaimana merawat hardware serta software komputer dan laptop secara ringkas Bahkan Anda diberikan tips untuk mempercepat kinerja Windows Dijamin pengguna pemula sekalipun akan mudah menggunakan aplikasi komputer sekaligus bergaul di dunia maya hanya dengan satu buku Buku terbitan Multicom Galangpress Group

Tips & Trik Office Word, Excel, dan PowerPoint 2016 Arista Prasetyo Adi, 2018-07-16

Siapa yang tidak kenal Microsoft Word Excel dan PowerPoint Ketiganya masih menjadi aplikasi perkantoran dengan jumlah pemakai terbesar Namun walaupun populer masih banyak user yang belum bisa memaksimalkan fungsi dan fitur yang disediakan Padahal jika mau mengenal lebih jauh banyak fitur canggih yang dapat mempermudah dan mempercepat pekerjaan Anda Di dalam buku ini dibahas 30 tips dan trik dengan perincian masing masing 10 tips trik untuk Word Excel dan PowerPoint Pembahasan dalam buku ini menggunakan Microsoft Office 2016 tetapi sebagian besar dapat diterapkan pada versi versi Office sebelumnya Pembahasan mencakup o Membuat format halaman berbeda pada satu dokumen Word o Membuka dan mengedit PDF dalam Word o Membuat daftar isi otomatis dalam Word o Analisa data cepat dengan Excel o Memasukkan data secara kilat dengan Flash Fill di Excel o Presentasi jarak jauh dengan PowerPoint o Presentasi lebih nyaman dengan Presenter View o dan lain lain

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