



Tips Mahir MS Office 2007, 2010 & 2013

Menyajikan berbagai tips mahir yang menarik dan paling bermanfaat yang dapat Anda peroleh dari Microsoft PowerPoint, Excel dan Word. Mudah dibaca disertai dengan banyak contoh dalam langkah-langkah yang jelas sehingga memungkinkan Anda dapat bekerja dengan lebih cepat, lebih cerdas dan lebih baik dengan Microsoft Office 2007, 2010 & 2013.

Tips yang praktis dalam buku ini akan menjawab semua persoalan yang sering Anda temui. Dan juga akan mempelajari banyak hal baru yang belum pernah Anda bayangkan untuk dapat dilakukan di Microsoft Word, Excel dan PowerPoint, di antaranya:

- Bekerja dengan Gambar dan Grafik dalam Presentasi
- Memukau Audiens dengan Transisi dan Animasi
- Menavigasi Presentasi dengan Hyperlink, Slideshow dan Presenter View
- Menggunakan Multimedia, Narasi dan Tempo dalam Presentasi
- Teknik Mahir Menganalisis Data dengan Pivot Data
- Canggih Memformat Laporan dengan Custom Format
- Menggunakan Fungsi Lookup untuk Menyelesaikan Kasus Sehari-hari
- Otomatisasi dan Membuat Kerja Lebih Mudah dengan Macro VBA
- Mencetak Dokumen secara Gabungan (Mailmerge)
- Teknik Mahir Menambah Rujukan untuk Dokumen
- Kolaborasi Dokumen di Mana Saja dan Kapan Saja

Mulai tingkatkan kemampuan Anda menggunakan Microsoft Word, Excel dan PowerPoint dengan buku "Tips Mahir MS Office 2007, 2010 & 2013" yang penuh dengan berbagai tips berharga, cara pintas dan trik yang jarang diketahui, yang dapat Anda gunakan sehari-hari.

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Tips Mahir Office 2007 Indonesian

Jubilee Enterprise



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Tips Mahir Office 2007, 2010 & 2013 Christopher Lee, 2016-01-11 Menyajikan berbagai tips mahir yang menarik dan paling bermanfaat yang dapat Anda peroleh dari Microsoft PowerPoint Excel dan Word Mudah dibaca disertai dengan banyak contoh dalam langkah langkah yang jelas sehingga memungkinkan Anda dapat bekerja dengan lebih cepat lebih cerdas dan lebih baik dengan Microsoft Office 2007 2010 2013 Tips yang praktis dalam buku ini akan menjawab semua persoalan yang sering Anda temui Dan juga akan mempelajari banyak hal baru yang belum pernah Anda bayangkan untuk dapat dilakukan di Microsoft Word Excel dan PowerPoint di antaranya Bekerja dengan Gambar dan Grafis dalam Presentasi Memukau Audiens dengan Transisi dan Animasi Menavigasi Presentasi dengan Hyperlink Slideshow dan Presenter View Menggunakan Multimedia Narasi dan Tempo dalam Presentasi Teknik Mahir Menganalisis Data dengan Pivot Data Canggih Memformat Laporan dengan Custom Format Menggunakan Fungsi LookUp untuk Menyelesaikan Kasus Sehari hari Otomatisasi dan Membuat Kerja Lebih Mudah dengan Macro VBA Mencetak Dokumen secara Gabungan Mailmerge Teknik Mahir Menambah Rujukan untuk Dokumen Kolaborasi Dokumen di Mana Saja dan Kapan Saja Mulai tingkatkan kemampuan Anda menggunakan Microsoft Word Excel dan PowerPoint dengan buku Tips Mahir MS Office 2007 2010 2013 yang penuh dengan berbagai tips berharga cara pintas dan trik yang jarang diketahui yang dapat Anda gunakan sehari hari *Dbase Management Meng. Ms Access 2003* , **TIP TERBAIK WORD 2007 & 2010** Christopher Lee, 2013-04-05 Buku ini mencakup sembilan bab yang membahas semua perintah penting dalam Word 2007 dengan paling lengkap Anda akan mulai belajar cara mengatur lingkungan kerja Word dengan optimal lalu mengenal rahasia untuk edit dan format teks dengan pintas Anda juga akan memahami cara mengatur tata letak halaman dan paragraf untuk berbagai keperluan dokumen Anda melakukan dan menandai revisi apabila perlu sebelum mencetak dokumen Anda Buku ini juga akan membahas cara membuat tabel dan kolom sehingga data dalam dokumen Anda dapat tampil lebih profesional dan rapi Cara untuk menambah dan mengatur bentuk dan gambar juga akan dibahas secara lengkap sehingga dokumen Anda dapat tampil lebih menarik dengan pengaturan gambar yang baik Buku ini juga akan membahas cara menggabungkan surat untuk dikirim kepada penerima yang berbeda dengan Mailmerge dan cara untuk mengatur tata letak dokumen Anda secara konsisten dan cepat dengan Styles Templates **Mencari Berbagai Hal di Internet** , **Trik Membasmi Virus untuk Orang Biasa** Jubilee Enterprise, 2013-06-28 Anda dipusingkan dengan virus yang bergentayangan akhir akhir ini Mengapa harus pusing Buku ini menyajikan cara paling efektif yang bisa dipelajari siapapun termasuk orang biasa atau awam untuk membasmi virus dan penyakit komputer lainnya seperti spyware dan lain sebagainya Buku ini membahas teknik membasmi virus menggunakan lima software antivirus paling populer yaitu AVG Free Edition Kaspersky McAfee Norman Antivirus dan Norton Antivirus Masing masing punya penggemar dan jutaan orang telah menggunakannya Kini kelima antivirus tersebut diulas di dalam buku ini Jadi Anda bisa membersihkan komputer dari virus secara efektif Di samping itu Anda juga bisa

memilih antivirus yang terbaik di antara kelima antivirus yang diulas Bacalah buku ini dan bebaskan diri Anda dari masalah virus Akhir kata virus itu bukanlah sesuatu yang membahayakan Virus adalah masalah kecil yang sebenarnya mudah diatasi

192 TIP PROFESIONAL WORD Christopher Lee, 2013-04-05 Tip professional untuk Word 2007 dan 2010 ini meliputi tip yang bermanfaat paling menarik dan terlengkap yang akan membuat Anda bekerja dengan Word secara lebih produktif Tip yang praktis dan menyenangkan akan menjawab berbagai pertanyaan Anda tentang Word Anda akan mengatur lingkungan kerja Word dengan lebih baik menggunakan makro juga fitur FixMe properties dan OfficeTab Lalu Anda akan menggunakan teknik edit dan format teks canggih seperti spike enclose characters rand dan lorem Juga ada cara mengatasi keterbatasan membuat kamus pribadi untuk bahasa Indonesia dan melakukan pencarian teks berdasarkan wildcard dan pencocokan pola Anda juga akan belajar teknik mengatur tata letak halaman dan paragraph canggih seperti section break SmartArt juga dibahas dengan contoh dan langkah yang jelas Anda akan menemukan cara baru untuk membuat tabel bentuk gambar dan mencetak dokumen Anda dengan teknik yang tidak pernah dibahas dalam buku lain misalkan mencetak gambar dalam folder tertentu dalam bentuk thumbnail mencetak dokumen dalam ukuran kustom dan seterusnya Buku ini membahas teknik mail merge yang canggih dengan aplikasi yang menggunakan merge field seperti ASK FILLIN MERGEREC MERGESEQ XEXT NEXTIF SET dan SKIPIF *Globe Asia*, 2007 On business and industry in Indonesia **Berita bulanan**, 2012

Pemutakhiran data koleksi layanan terbuka Perpustakaan Nasional RI Perpustakaan Nasional (Indonesia), 2009 Database updating of public collection of National Library of Indonesia 2007 *Who's who in American Law*, 2007

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