

Latihan Office 365 ProPlus (Pengguna)

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Online Portal, Services and Mobile Apps (Part 1)

Online Portal: Listing all services available

The screenshot displays the 'All of your apps' section of the Microsoft Office 365 app store. At the top right, there are two buttons: 'Store' and 'Install Office apps' with a dropdown arrow. The main content area lists several services, each with an icon, a title, a brief description, and a 'Learn more' link with a right-pointing arrow.

Service	Description	Action
Admin	Your admin web portal—for managing people accounts and settings for each subscription.	
Excel	Do more with the tool you already know. Discover and connect to data, model and analyze it, and visualize insights.	Learn more →
Forms	Create surveys, quizzes, and polls in minutes. Send them to anyone and easily see results in real time.	Learn more →
OneDrive	Store your files in one place, share them with others, and get to them from any device connected to the Internet.	Learn more →
OneNote	Capture notes by typing, drawing, or writing. OneNote lets you organize and reuse your notes across all of your devices.	Learn more →
PowerPoint	Take your presentation to the next level. Design like a professional.	Learn more →
Security & Compliance	Meet your organization's legal, regulatory, and technical standards for content security and data use.	
Sway	Create and share engaging interactive reports, presentations, personal stories, and more. Sway does the design work for you.	Learn more →
Word	Bring out your best writing. Going from a blank page to a beautiful document is easier than ever.	Learn more →










Online Portal, Services and Mobile Apps (Part 2)

Download Office 2016

Office

Install Office 365 ProPlus with the new 2016 apps [What happened to Office 2013?](#)

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business

Word Excel PowerPoint OneNote Access Publisher Outlook Skype for Business OneDrive for Business

Language: Version: 32-bit [Advanced](#)

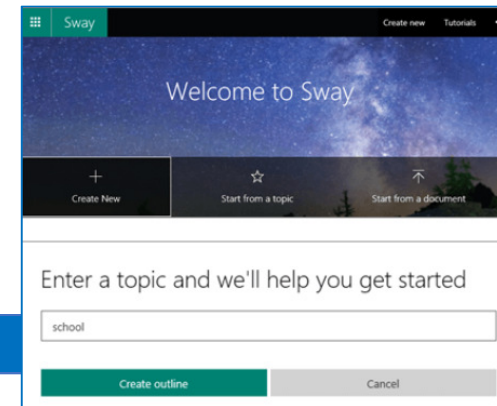
Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language

[Review system requirements](#)
[Troubleshoot installation](#)

Mobile Apps



Sway



Sway

- **Start creating:** Select Get started. On the Welcome to Sway page, select one of the following: Create New - to start from scratch, Start from a topic - to have Sway provide base content for you or Start from a document - to import content from an existing file. Browse to and select the file, and then select Open.
- **Get to know the Storyline:** The Storyline is where you type, insert, edit, and format the content that tells your story.
- **Add content to your Sway:** Select the + icon at the bottom of the card you want to add content after. Select text, image, video, or other content types.
- **You can search for and add additional content to your Sway, such as an image that is stored on your computer or mobile device. Sway can also search the web for relevant content, such as videos, and add it to your Sway:** Select Insert on the menu bar. Select the content source menu, and then select the content source you want to search. Type any search keyword or phrase into the Search sources box. Select Search.
- **Change the design:** In the Design tab on the menu bar, select Styles. Select the theme you want. Select Customize in the Styles pane to adjust a specific part of the currently applied theme, such as colour, font choices and the emphasis of animation.
- **Share your Sway:** Select Share on the top menu bar. Select an option for sharing your Sway

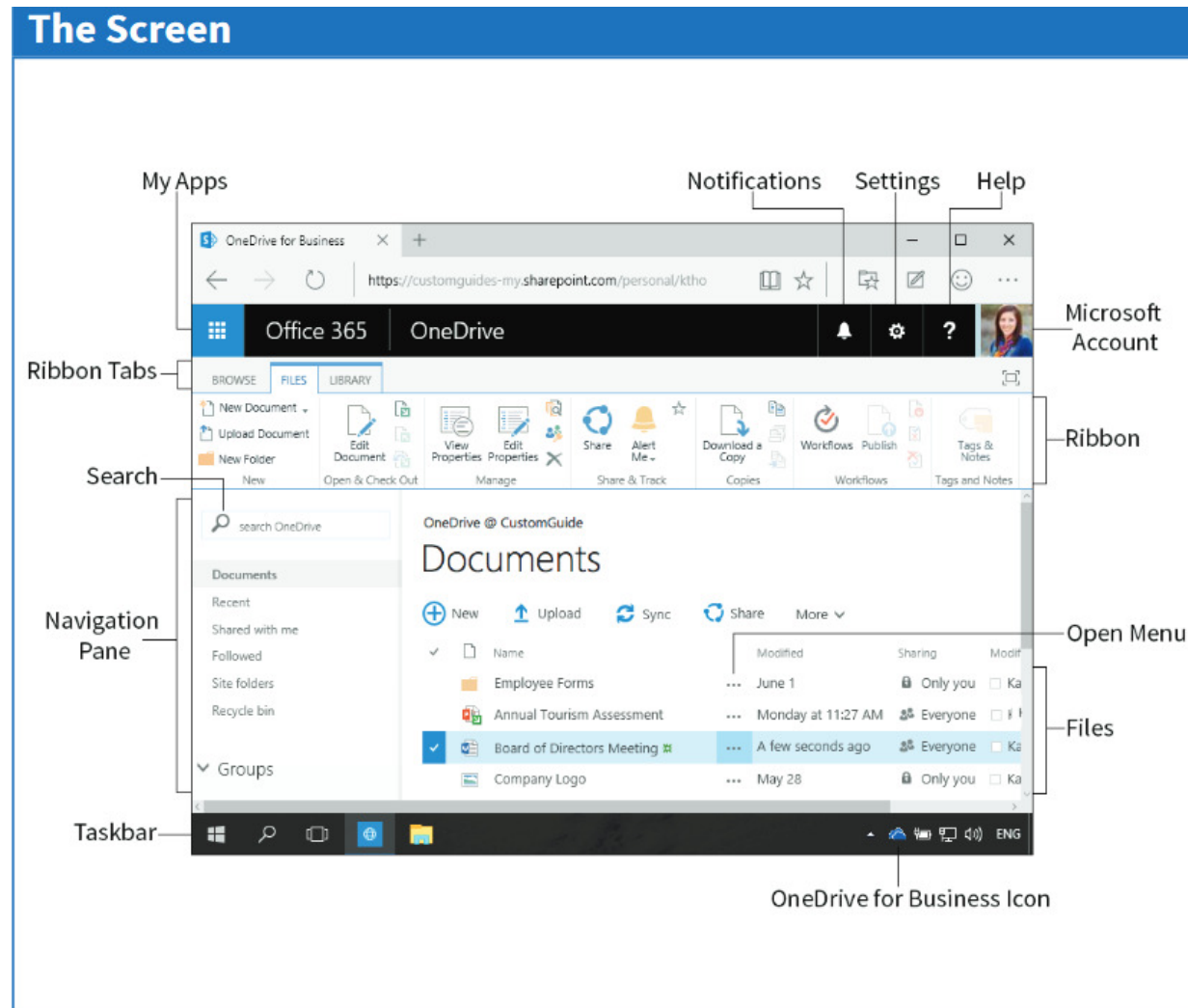
Forms

The screenshot shows a Microsoft Forms interface for a form titled "Team Event" with the subtitle "Help us decide what to do for our upcoming team event". The form contains a single question: "1. Where should we go?". Below the question are three radio button options: "Museum", "Art exhibit", and "Aquarium". At the bottom of the question area, there are two buttons: "+ Add option" and "Add 'Other' option". Below the question area, there are two toggle switches: "Multiple answers" (which is turned off) and "Required" (which is turned on). At the very bottom of the form editor, there is a green button with a plus sign and the text "+ Add question".

Forms

- **Create a form:** Under My Forms, select New Form or New Quiz. Enter a name for your form. You can also enter an optional subtitle for it. Select Add Question to add a new question to a form or quiz. You can choose to add Choice, Text, Rating or Date questions.
- **Send a form link to others:** In Microsoft Forms, open the form you want to send and select Share. Make sure the Link button is selected, and then click Copy next to the text box that displays a form URL. Copy and then paste this link wherever your intended audience can see and select it to gain access to your form or quiz.
- **Send a form QR code:** Open the form you want to send and select Share. Select the QR button to view a QR code for your form. Select Download and then paste this link wherever your intended audience can scan it with a QR code scanner, such as a mobile device.
- **Embed in a webpage:** In Microsoft Forms, open the form you want to send and select Share. Select the Embed button. Click Copy next to the text box that displays the embed code, and then type or paste this embed code into a blog or web page to embed your form within the document.
- **View results:** Select View results to see individual details for each responder, such as time it took to complete your form and the option(s) selected. To easily view all of the response data for your form in Microsoft Excel, select Open in Excel. Select the More Details link to see the name of each responder and his or her answers for each question.

OneDrive for Business (Part 1)



OneDrive for Business (Part 2)

Basics

- **Log In to OneDrive for Business:** Enter your work email address and password, click **Sign In**, then click **OneDrive**.
- **Turn on the Ribbon:** Click the **Settings button** and select **Show Ribbon**. Click the **Files** or **Library tabs** to view the Ribbon commands.
- **Collapse the Ribbon:** Click the **Browse tab** to hide the commands.
- **Search Current Location:** Click in the **Search box** in the Navigation Pane, type search keywords, then select a result.
- **Expand a Search:** If you don't find what you're looking for in the current search location, click **Search Everything** to see more results.
- **Get Help:** Click the **Help button** in the upper right corner, select **Help**, then browse or search for topics.
- **Upload a File:** Click the **Upload button**, navigate to and select the file(s), then click **Open**. Or, just drag the file(s) from the File Explorer window into the OneDrive for Business library.
- **Preview a File:** Click the file's **Open Menu button**. Use the navigation arrows to preview other pages. Click **Close** when you're done.
- **Open a File in Office Online:** Click a file name, then click **Edit Document/Spreadsheet/Presentation**. Select **Edit in Office Online**.
- **Download a Copy of the File:** From Office Online, click **File** and select **Save As**. From here, click **Download a Copy**, and then click **Open**. Or, just select the file and click **Open Menu**. Then, click **More Actions** again and select **Download**.
- **Connect OneDrive to Office:** Click the **Library tab**, click **Connect to Office**, then select **Add to SharePoint Sites**. Now you can save directly to OneDrive for Business from Office applications.
- **Save a File from Office:** From an Office application, click the **File tab**, click **Save As**, and select **Other Web Locations**. Select the **OneDrive for Business Documents folder**.
- **Delete a File:** Select a file, click the **Files tab**, and then click the **Delete Document button**. Click **OK** to confirm.
- **Restore or Permanently Delete an Item:** Click the **Recycle Bin**, then check the item's checkbox. Click **Restore Selection** or **Delete Selection**, and then click **OK**.
- **Create a New File:** Click the **New button** and select a file type.

OneDrive for Business (Part 3)

Manage Files

- **Create a Folder:** Click the **New button** and select **New Folder**. Enter a name for the folder, then click **Create**.
- **Move Files to a Folder:** Click and drag the files into the folder.
- **Upload Files to a Folder:** Click the folder, click **Upload**, then navigate to and select a file. Click **Open**.
- **View File Properties:** Select a file, click the **Files tab**, then click **View Properties**. From here you can view and edit the File's properties. When you're done, click **Close**.
- **Edit File Properties:** Select a file, click the **Files tab**, then click **Edit Properties**. Make any necessary changes, then click **Save**.
- **Check Version History:** Select the file, click the **Files tab**, then click **Version History**. Use the drop down menu to **View**, **Restore**, or **Delete** a version.
- **Create a Column:** Click the **Library tab** and click **Create Column**. Enter the column settings and descriptions, and then click **OK**.
- **Sort and Filter Files:** Click a column header and choose to sort by **Ascending** or **Descending** order, or select a filter criteria.
- **Create Views:** Click the **Library tab** and then click **Create View**. Select a view option or use SharePoint Designer to create a custom view.
- **Quickly Edit File Information:** Click the **Library tab** and then click **Quick Edit**. Now you can easily edit all the file names and information at once. When you're done, click the **View button**.

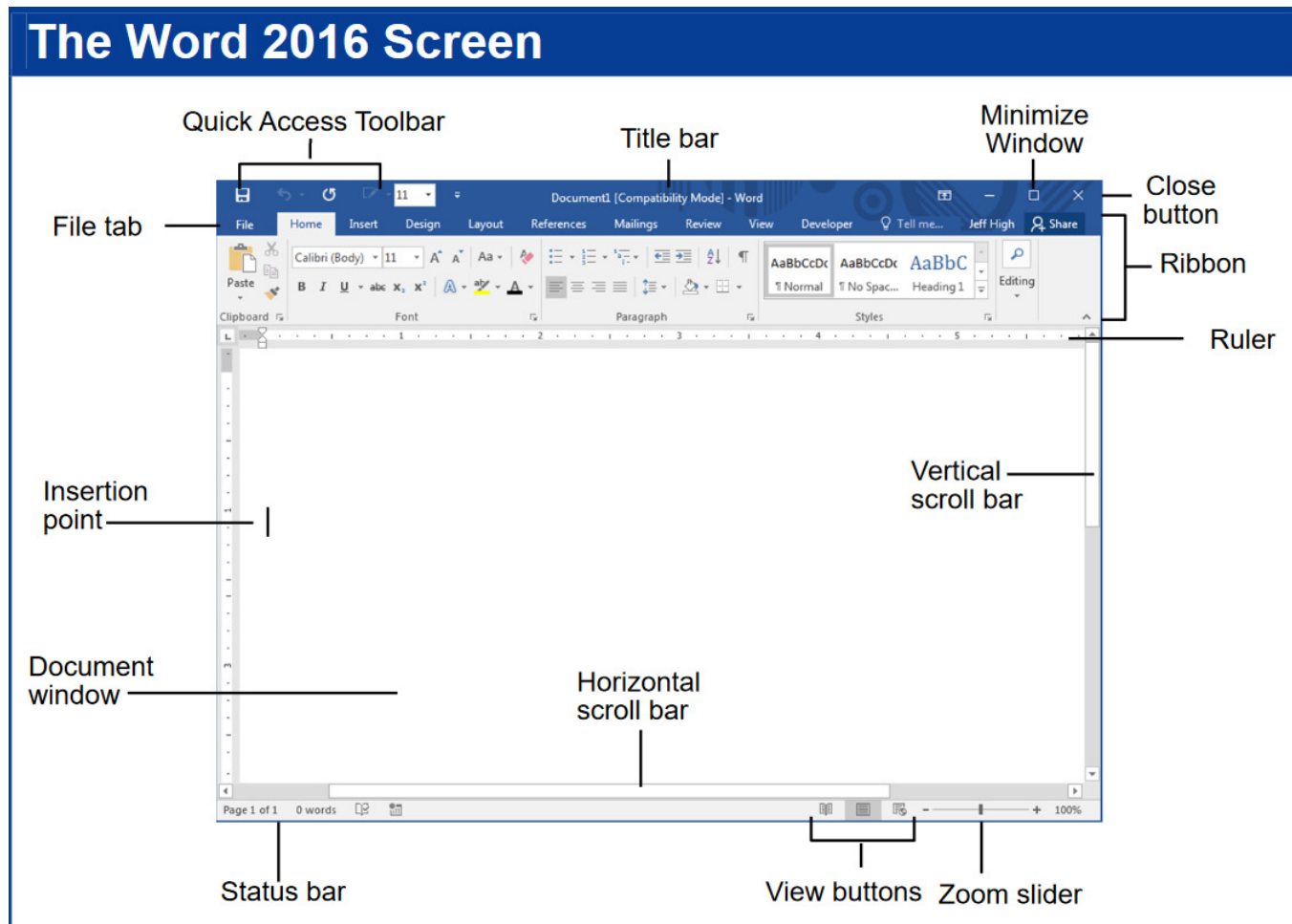
- **Set Up to Sync with a PC:** Click the **Library tab** and then click **Sync**. Click **Get the OneDrive for Business app that's right for me**. Install the app then return to OneDrive and click **Sync Now** to launch the app. Click **Sync Now** again and a OneDrive for Business folder will be created on your computer.
- **Sync:** Click the **Library tab**, click **Sync**, then click **Sync Now**. Click **Show my files** to open Windows Explorer.
- **Pause Syncing:** Right-click the **OneDrive for Business icon** in the taskbar at the bottom of your screen, then select **Pause syncing**. To resume syncing, right-click the icon again and select **Resume syncing**.
- **Stop Syncing:** Right-click the **OneDrive for Business icon** in the taskbar at the bottom of your screen, then select **Stop syncing a folder**. Select a folder, click **Stop syncing**, then click **OK**. The folder will permanently stop syncing but the files will remain on your computer.
- **Work Offline:** If you have synced your OneDrive for Business with your PC, you can easily access files while not online. Open Windows Explorer and click the **OneDrive folder** under Favorites to access your files.

OneDrive for Business (Part 4)

Share Files





- **Share a File:** Click the file's **Open Menu button**, then click **Share**. Enter the names or email addresses of the people you'd like to share with, add a message, then select a permissions level. When you're done, click **Share**.
- **Check Out a File:** Select the file, click the **Files tab**, then click the **Check Out button**. Open and edit the file, then click **Save**.
- **Check In a File:** Select the file, click the **Files tab**, then click the **Check In button**. Complete the form, then click **OK**.
- **Discard a Check Out:** If you don't want to keep changes you made to a checked out document, select the file, then click **Discard Check Out**, and click **OK**.
- **Open the Shared with Everyone Folder:** Navigate to the Documents library, then click the **Shared with Everyone folder**. Everything in this folder will automatically be shared with everyone in your organization.
- **Share a Folder:** Click the folder's **Open Menu button**, then click **Share**. Enter the names or email addresses of the people you'd like to share with, add a personal message, then select a permissions level. When you're done, click **Share**.
- **See Who File is Shared With:** Select the file, click the **Files tab**, and then click the **Shared With button**.
- **Email a Link:** Select the file, click the **Library tab**, then click **E-mail a Link**. An Outlook email is automatically created. Add an address, message, and subject, then click **Send**.
- **Co-Author a File:** Open the file at the same time as another person. Click the **Authors button** to see who else is currently in the file. Click **Save** to refresh and see any updates.
- **Follow a File:** Select the file, click the **Open Menu button**, then click **Follow**. Or, click the **Follow button** on the Files tab. Now updates for this item will appear in your Newsfeed.
- **Create an Alert:** Select the file, click the **Files tab**, then click **Alert Me**. Select **Set alert on this document**, enter the alert details, then click **OK**.
- **Manage Alerts:** From the **Files tab**, click **Alert Me**, and select **Manage My Alerts**. To delete an alert, check its checkbox and click **Delete Selected Alerts**.
- **Create a Group:** Click **Create Group**. The Outlook Web App will open. Add a group name and description. Click **Create**. Add members, and then click the **Add button**.
- **View Group Files:** Click the group name under the Groups heading in the Navigation pane.
- **Access OneDrive for Business Settings:** Click the **Library tab**, then click **Library Settings**.

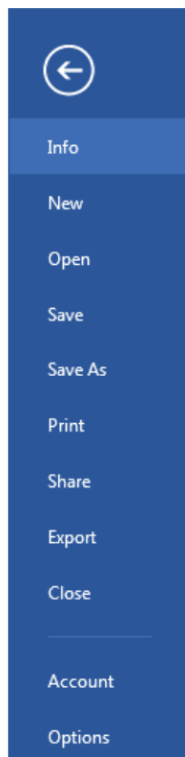
Microsoft Word 2016 (Part 1)



Microsoft Word 2016 (Part 2)



The Fundamentals

- The **File** tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.
 - **To Create a New Document:** Click the **File tab**, select **New**, select a template and click the **Create button**. Or, press **Ctrl + N**.
 - **To Open a Document:** Click the **File tab** and select **Open**, or press **Ctrl + O**.
 - **To Save a Document:** Click the  **Save button** on the Quick Access Toolbar, or press **Ctrl + S**.
 - **To Save a Document with a Different Name:** Click the **File tab**, select **Save As** and enter a new name for the document.
 - **To Preview a Document:** Click the **File tab** and select **Print**, then click **Preview**.
 - **To Print a Document:** Click the **File tab** and select **Print**, or press **Ctrl + P**.
 - **To View Advanced Printing Options:** Click the **File tab** and select **Print**. Select from the options under Settings.
 - **To Undo:** Click the  **Undo button** on the Quick Access Toolbar, or press **Ctrl + Z**.
- **To Move Text with the Mouse:** Highlight the text you want to move, drag the text to a new location, and release the mouse button.
- **To Replace Text:** Click the **Replace button** in the Editing group on the Home tab. Or, press **Ctrl + H**.
- **To Close a Document:** Click the  **Close button**, or press **Ctrl + W**.
- **To Correct a Spelling Error:** Right-click the error and select a correction from the contextual menu. Or, press **F7** to run the Spell Checker.
- **To Use the Thesaurus:** Right-click the word you want to look up and select **Synonyms** from the contextual menu. Select a word or select **Thesaurus** to search the Thesaurus.
- **To Minimize the Ribbon:** Click the  **Minimize Ribbon button** on the Ribbon. Or, press **Ctrl + F1**. Or, double-click a tab. Or, right-click a tab and select **Unpin the Ribbon** from the contextual menu.
- **To Change Program Settings:** Click the **File tab** and click the **Options button**.
- **To Get Help:** Press **F1** to open the Help window. Type your question and press **Enter**.






Microsoft Word 2016 (Part 3)

Navigation

- **To Open the Navigation Pane:** Click the  **Find** button in the Editing group on the Home tab. Or, press **Ctrl + F**.
- **To Search for a Word or Phrase:** Click the **Search** box, type the word or phrase.
- **To Search for Graphics, Tables, Equations, or Comments:** Click the  **Magnify** button and select an option from the list. Click the **Search** box, enter the information you are searching for, and press **Enter**.
- **To View Search Results:** Click **Results** in the Navigation Pane.
- **To View a Document's Headings:** Browse **Headings** in your document tab.
- **To View a Document's Pages:** Browse **Pages** in your document tab.






Microsoft Word 2016 (Part 4)

Styles

- **To Apply a Style:** Select the text to which you want to apply the style and select the style you want to use from the Styles Gallery in the Styles group on the Home tab.
- **To Apply a Document Theme:** Click the **Themes button** in the Document Formatting group on the Design tab of the Ribbon and select a theme.
- **To View All Available Styles:** Click the  **Dialog Box Launcher** in the Styles group on the Home tab.
- **To Change a Style Set:** Look through styles by clicking the  **Change Styles button** in the Styles group on the Home tab and choose the Style Set.
- **To Create a Style:** Select the text that contains the formatting of the new style, right-click the text, and click on **Styles**. Select **Create a Style** from the contextual menu and **Save Selection as a New Quick Style**, enter a name for the style, and click **OK**.
- **To Check Your Styles:** Select the text you wish to check. Click the **Dialog Box Launcher** in the Styles group on the Home tab of the Ribbon. Click the  **Style Inspector button** in the Styles task pane.

Microsoft Word 2016 (Part 5)

Formatting

- **To Format Text:** Use the commands in the Font group on the Home tab, or click the **Dialog Box Launcher** in the Font group to open the dialog box.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy and click the  **Format Painter button** in the Clipboard group on the Home tab. Then, select the text you want to apply the copied formatting to.
- **To Indent a Paragraph:** Click the  **Increase Indent button** in the Paragraph group on the Home tab.
- **To Decrease an Indent:** Click the  **Decrease Indent button** in the Paragraph group on the Home tab.
- **To Create a Bulleted or Numbered List:** Select the paragraphs you want to bullet or number and click the  **Bullets** or  **Numbering button** in the Paragraph group on the Home tab.
- **To Change Page Orientation:** Click the **Page Layout tab** on the Ribbon, click the **Orientation button** in the Page Setup group, and select an option from the list.
- **To Insert a Header or Footer:** Click the **Insert tab** on the Ribbon and click the **Header** or **Footer button** in the Header & Footer group.
- **To Insert a Manual Page Break:** Click the **Insert tab** on the Ribbon and click the **Page Break button** in the Pages group.



Microsoft Word 2016 (Part 6)

Drawing and Graphics

- **To Insert a Clip Art Graphic:** Click the **Insert tab** on the Ribbon and click the **Online Pictures button** in the Illustrations group. Type the name of what you're looking for in the Office.com Clip Art field and press **Enter**.
- **To Insert a Picture:** Click the **Insert tab** on the Ribbon and click the **Pictures button** in the Illustrations group. Find and select the picture you want to insert and click **Insert**.
- **To Insert a Screenshot:** Click the **Insert tab** on the Ribbon and click the **Take a Screenshot button** in the Illustrations group. Select an available window from the list, or select the **Screen Clipping** option to take a screen clip.
- **To Draw a Shape:** Click the **Insert tab** on the Ribbon. Click the **Shapes button** in the Illustrations group, and select the shape you want to insert. Then, click and drag where you want the shape located. Hold down the **Shift** key while you drag to draw a perfectly proportioned shape or straight line.
- **To Insert WordArt:** Click the **Insert tab** on the Ribbon, click the **WordArt button** in the Text group, and select a design from the WordArt Gallery. Type your text. If necessary, click the text box and drag it to the desired position.
- **To Insert SmartArt:** Click the **Insert tab** on the Ribbon, click the **SmartArt button** in the Illustrations group, select a layout, and click **OK**.
- **To Adjust Text Wrapping:** Double-click the object, click the **Wrap Text button** in the Arrange group on the Page Layout tab, and select an option from the list.
- **To Resize an Object:** Click the object to select it, click and drag one of its sizing handles (☐), and release the mouse button when the object reaches the desired size. Hold down the **Shift** key while dragging to maintain the object's proportions while resizing it.
- **To Format an Object:** Double-click the object and use the commands located on the Format tab.
- **To Delete an Object:** Select the object and press the **Delete** key.

Microsoft Word 2016 (Part 7)

Editing

- **To Cut or Copy Text:** Select the text you want to cut or copy and click the  **Cut** or  **Copy** **button** in the Clipboard group on the Home tab.
- **To Paste Text:** Place the insertion point where you want to paste and click the **Paste button** in the Clipboard group on the Home tab.
- **To Preview an Item Before Pasting:** Place the insertion point where you want to paste, click the **Paste button list arrow** in the Clipboard group on the Home tab, and hold your mouse over the option you'd like to preview.
- **To Insert a Comment:** Select the text where you want to insert a comment and click the **Review tab** on the Ribbon. Click the **New Comment button** in the Comments group. Type a comment, then click outside the comment text box.
- **To Delete a Comment:** Select the comment, click the **Review tab** on the Ribbon, and click the **Delete Comment button** in the Comments group.

Microsoft Word 2016 (Part 8)

Tables

- **To Insert a Table:** Click the **Insert tab** on the Ribbon, click the **Table button** in the Tables group, and select **Insert Table** from the menu.
- **To Insert a Column or Row:** Click the **Layout tab** under Table Tools on the Ribbon and use the commands located in the Rows & Columns group.
- **To Delete a Column or Row:** Select the column or row you want to delete, click the **Layout tab** under Table Tools on the Ribbon, click the **Delete button** in the Rows & Columns group, and select an appropriate option from the menu.
- **To Adjust Column Width or Row Height:** Select the column or row you want to adjust, click the **Layout tab** under Table Tools on the Ribbon, and use the commands located in the Cell Size group.

Microsoft Word 2016 (Part 9)

Keyboard Shortcuts

General

Open a Document	Ctrl + O
Create New	Ctrl + N
Save a Document	Ctrl + S
Print a Document	Ctrl + P
Close a Document	Ctrl + W
Help	F1

Navigation:

Up One Screen	Page Up
Down One Screen	Page Down
Beginning of Line	Home
End of Line	End
Beginning of Document	Ctrl + Home
End of Document	Ctrl + End
Open the Go To dialog box	F5

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo or Repeat	Ctrl + Y

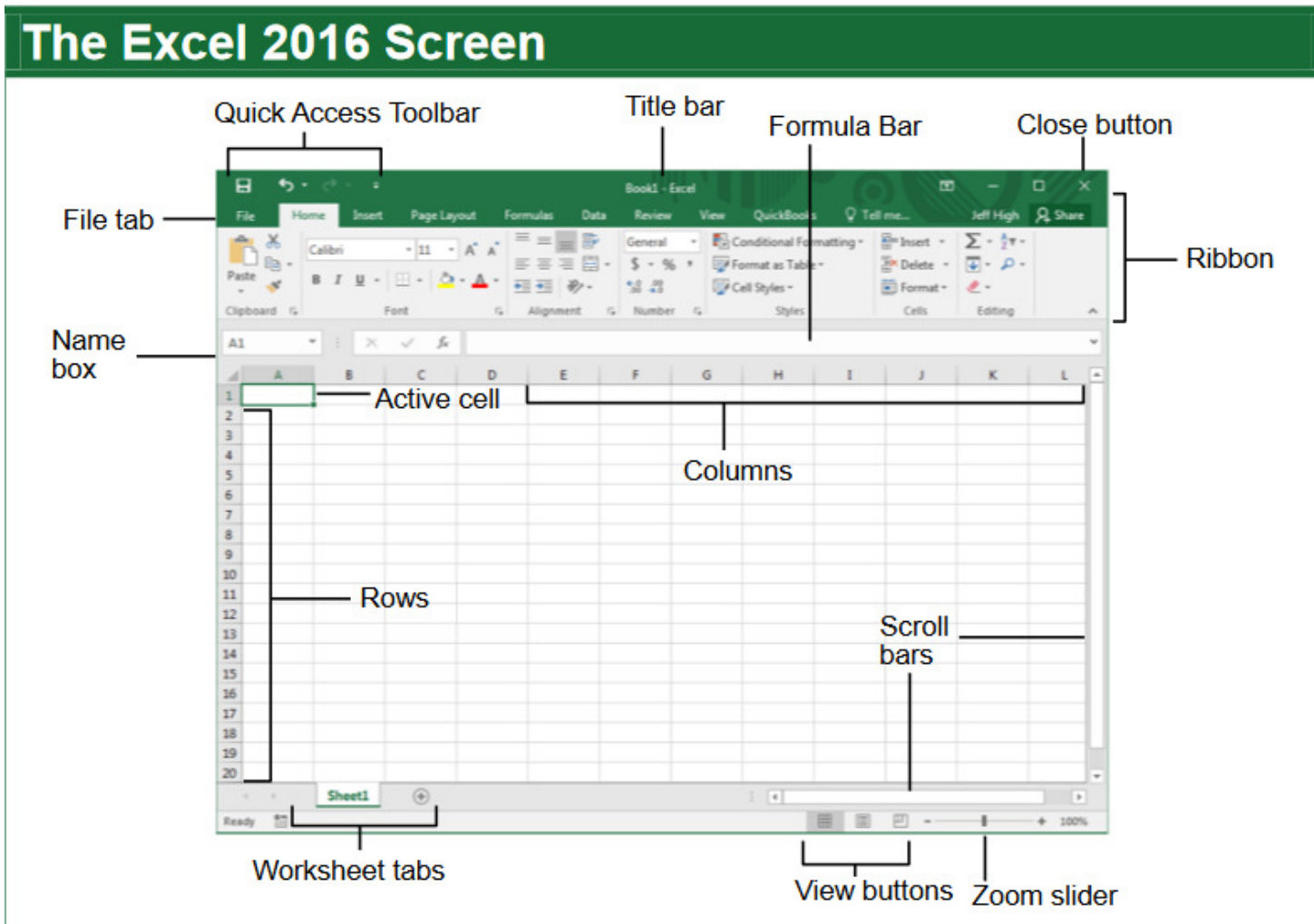
Formatting

Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U
Align Left	Ctrl + L
Center	Ctrl + E
Align Right	Ctrl + R
Justify	Ctrl + J

Text Selection

To Select:	Do This:
A Word	Double-click the word
A Sentence	Press and hold Ctrl and click anywhere in the sentence
A Line	Click in the selection bar next to the line
A Paragraph	Triple-click the paragraph.
Everything	Ctrl + A

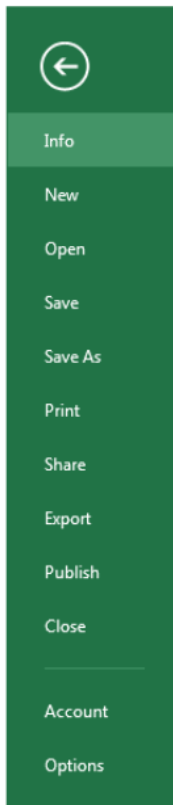
Microsoft Excel 2016 (Part 1)











Microsoft Excel 2016 (Part 2)

The Fundamentals




- The **File** tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.



- **To Create a New Workbook:** Click the **File tab**, select **New**, and double-click workbook, or press **Ctrl + N**.
- **To Open a Workbook:** Click the **File tab** and select **Open**, or press **Ctrl + O**.
- **To Save a Workbook:** Click the  **Save button** on the Quick Access Toolbar, or press **Ctrl + S**.
- **To Preview and Print a Workbook:** Click the **File tab** and select **Print**, or press **Ctrl + P**.
- **To Undo:** Click the  **Undo button** on the Quick Access Toolbar, or press **Ctrl + Z**.
- **To Redo or Repeat:** Click the  **Redo button** on the Quick Access Toolbar, or press **Ctrl + Y**.
- **To Close a Workbook:** Click the  **Close button**, or press **Ctrl + W**.
- **To Get Help:** Press **F1** to open the Help window. Type your question and press **Enter**.
- **Cell addresses:** Cells are referenced by addresses made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can find the address of a cell by looking at the **Name Box** under the clipboard
- **To Select a Cell:** Click a cell or use the keyboard arrow keys to select it.
- **To Select a Cell Range:** Click and drag to select a range of cells. Or, press and hold down the **Shift** key while using the **arrow keys** to move the mouse pointer to the last cell of the range.
- **To Select an Entire Worksheet:** Click the  **Select All button** where column and row headings meet. Or press **Ctrl + A**.
- **To Minimize the Ribbon:** Click the  **Minimize Ribbon button** on the Ribbon. Or, press **Ctrl + F1**. Or, right-click a **tab** and select **Unpin the Ribbon** from the contextual menu.
- **To Change Program Settings:** Click the **File tab** and select **Options**.
- **To Use Zoom:** Click and drag the zoom slider to the left or right. Or, click the  **Zoom Out** and  **Zoom In** buttons on the slider.
- **To Change Views:** Click a **View button** in the status bar. Or, click the **View tab** and select a view.

Microsoft Excel 2016 (Part 3)

Editing


- **To Edit a Cell's Contents:** Select the cell and click the **Formula Bar**, or double-click the cell. Edit the cell contents and press **Enter**.
- **To Clear a Cell's Contents:** Select the cell(s) and press the **Delete** key.
- **To Cut or Copy Data:** Select cell(s) and click the  **Cut** or  **Copy** button in the Clipboard group on the Home tab.
- **To Paste Data:** Place the insertion point where you want to paste and click the  **Paste** button in the Clipboard group on the Home tab.
- **To Preview an Item Before Pasting:** Place the insertion point where you want to paste, click the **Paste button list arrow** in the Clipboard group on the Home tab, and hold the mouse over the paste option to preview.
- **To Paste Special:** Select the destination cell(s), click the **Paste button list arrow** in the Clipboard group on the Home tab, and select **Paste Special**. Select an option and click **OK**.
- **To Copy Using Auto Fill:** Point to the fill handle at the bottom-right corner of the selected cell(s), then drag to the destination cell(s).
- **To Complete a Series Using AutoFill:** Select the cells that define the series. Click and drag the fill handle to complete the series.
- **To Move or Copy Cells Using Drag and Drop:** Select the cell(s) you want to move or copy, position the pointer over any border of the selected cell(s), then drag to the destination cells. To copy, hold down **Ctrl** key while dragging.
- **To Insert a Column or Row:** Right-click to the right of the column, or below the row you want to insert. Select **Insert** from the contextual menu, or click the **Insert button** in the Cells group on the Home tab.
- **To Delete a Column or Row:** Select the row or column heading(s). Right-click and select **Delete** from the contextual menu, or click the **Delete button** in the Cells group on the Home tab.
- **To Insert a Comment:** Select the cell where you want to insert a comment and click the **Review** tab on the Ribbon. Click the **New Comment button** in the Comments group. Type a comment and click outside the comment box.

Microsoft Excel 2016 (Part 4)

Charts



- **To Create a Chart:** Select the cell range that contains the data you want to chart and click the **Insert tab** on the Ribbon. Click a chart type button in the Charts group and select the chart you want to use from the list.
- **To Insert a Sparkline:** Select the cell range that contains the data you want to chart and click the **Insert tab** on the Ribbon. Select the sparkline you want to insert from the Sparkline group. Select the cell or cell range where you want to add the sparkline and click **OK**.

Formulas and Functions

- **To Total a Cell Range:** Click the cell where you want to insert the total and click the **Sum button** in the Editing group on the Home tab. Verify the selected cell range and click the **Sum button** again.
- **To Enter a Formula:** Select the cell where you want to insert the formula. Type **=** and enter the formula using values, cell references, operators, and functions. Press **Enter** when you're finished.
- **To Insert a Function:** Select the cell where you want to enter the function and click the ** Insert Function button** on the Formula Bar.
- **To Reference a Cell in a Formula:** Type the cell reference (for example, B5) in the formula or click the cell you want to reference.
- **To Create an Absolute Cell Reference:** Precede the cell references with a **\$** sign or press **F4** after selecting cell(s) to make it absolute.
- **To Use Several Operators or Cell Ranges:** Enclose the part of a formula you want to calculate first in parentheses.



Microsoft Excel 2016 (Part 5)

Formatting

- **To Format Text:** Use the commands in the Font group on the Home tab, or click the **Dialog Box Launcher** in the Font group to open the dialog box.
- **To Format Values:** Use the commands in the Number group on the Home tab, or click the  **Dialog Box Launcher** in the Number group to open the Format Cells dialog box.
- **To Copy Formatting with the Format Painter:** Select the cell(s) with the formatting you want to copy and click the  **Format Painter button** in the Clipboard group on the Home tab. Then, select the cell(s) you want to apply the copied formatting to.
- **To Apply a Cell Style:** Select the cell(s) you want to apply a cell style to. Click the **Cell Styles button** in the Styles group of the Home tab on the Ribbon and select a style from the gallery.
- **To Format a Cell Range as a Table:** Select the cells you want to apply table formatting to. Click the **Format as Table button** in the Styles group of the Home tab on the Ribbon and select a table format from the gallery.
- **To Apply a Document Theme:** Click the **Page Layout tab** on the Ribbon, click the **Themes button** in the Themes group, and select a theme from the gallery.
- **To Apply Conditional Formatting:** Select the cells to which you want to apply conditional formatting. Click the **Conditional Formatting button** in the Styles group of the Home tab. Select the formatting scheme you wish to use, then set the conditions in the dialog box.
- **To Adjust Column Width or Row Height:** Drag the right border of the column header, or the bottom border of the row header. Double-click the border to AutoFit the column or row according to its contents.

Microsoft Excel 2016 (Part 6)

Workbook Management

- **To Insert a New Worksheet:** Click the  **Insert Worksheet** button next to the sheet tabs at the bottom of the program screen. Or, press **Shift + F11**.
- **To Delete a Worksheet:** Select the sheet you want to delete, click the **Delete** button in the Cells group on the Home tab, and select **Delete Sheet**. Or, right-click the sheet tab and select **Delete** from the contextual menu.
- **To Rename a Worksheet:** Double-click the sheet tab, enter a new name for the worksheet, and press **Enter**.
- **To Change a Worksheet's Tab Color:** Right-click the sheet tab, select **Tab Color**, and choose the color you want to apply.
- **To Move or Copy a Worksheet:** Click and drag a tab to move a worksheet. Hold down the **Ctrl** key while clicking and dragging to copy the worksheet.
- **To Split a Window:** Click the **View** tab and click the **Split** button in the Window group. Or, press **Alt + WS** (one at a time).
- **To Freeze Panes:** Place the cell pointer where you want to freeze the window, click the **View** tab on the Ribbon, click the **Freeze Panes** button in the Window group, and select an option from the list.
- **To Select a Print Area:** Select the cell range you want to print, click the **Page Layout** tab on the Ribbon, click the **Print Area** button in the Page Setup group, and select **Set Print Area**.
- **To Adjust Page Margins, Orientation, Size, and Breaks:** Click the **Page Layout** tab on the Ribbon and use the commands in the Page Setup group, or click the  **Dialog Box Launcher** in the Page Setup group to open the Page Setup dialog box.
- **To Protect or Share a Workbook:** Click the **Review** tab on the Ribbon and use the commands in the Changes group.
- **To Recover Autosaved Versions:** Click the **File** tab on the Ribbon and select **Info**. Select an autosaved version from the Versions list. Or, click the **Manage Versions** button and select **Recover Unsaved Workbooks**.

Microsoft Excel 2016 (Part 7)

Keyboard Shortcuts

General

Open a Workbook	Ctrl + O
Create New	Ctrl + N
Save	Ctrl + S
Preview and Print	Ctrl + P
Close a Workbook	Ctrl + W
Help	F1
Run Spelling Check	F7
Calculate worksheets	F9
Create an absolute, normal, or mixed reference	F4

Navigation:

Move Between Cells	↑, ↓, ←, →
Right One Cell	Tab
Left One Cell	Shift + Tab
Down One Cell	Enter
Up One Cell	Shift+Enter
Down One Screen	Page Down
Up One Screen	Page Up
To Cell A1	Ctrl + Home
To Last Cell	Ctrl + End
Go To Dialog Box	F5

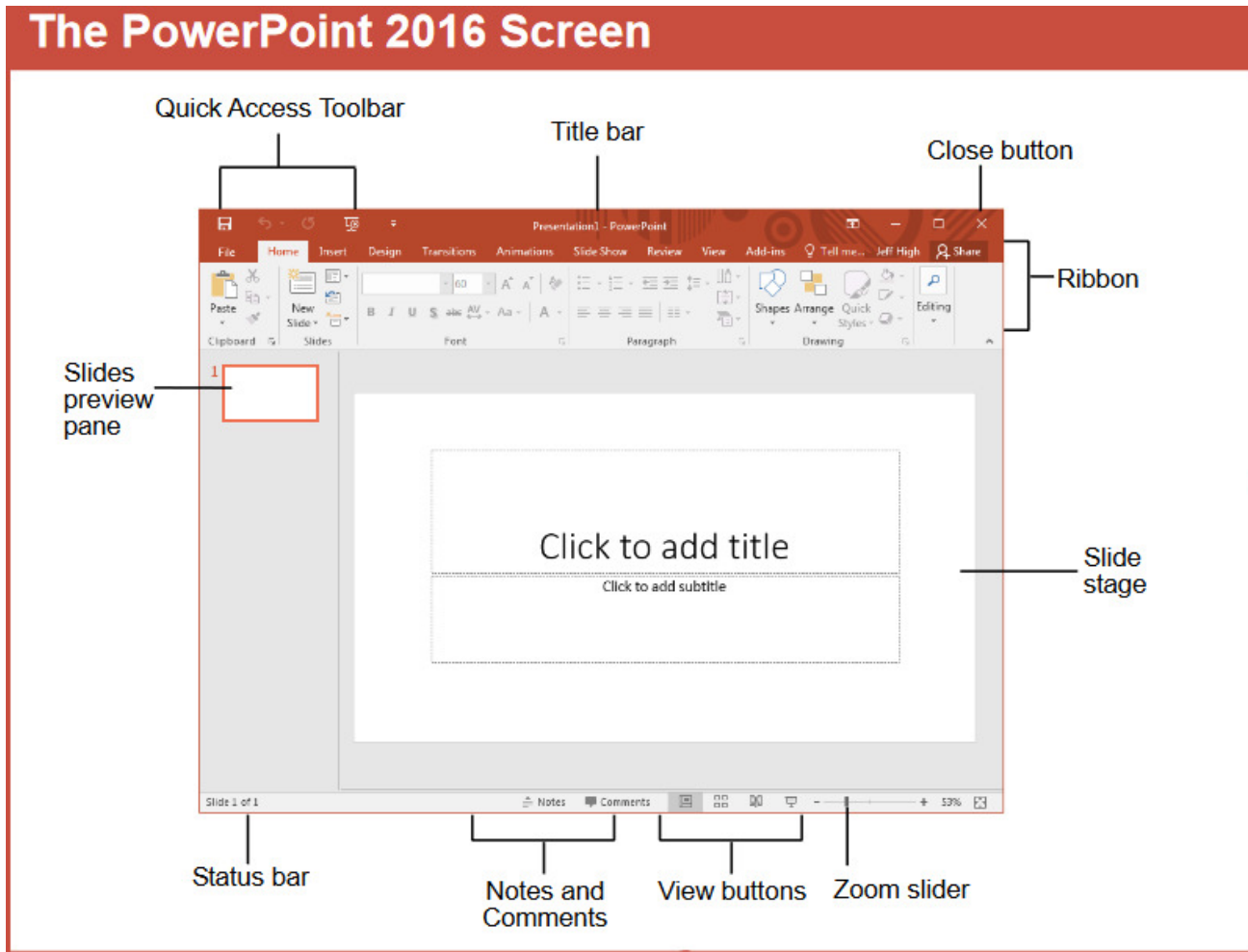
Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H
Select All	Ctrl + A
Edit active cell	F2
Clear cell contents	Delete



Formatting

Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U
Open Format Cells Dialog Box	Ctrl + Shift + F
Select All	Ctrl + A
Select entire row	Shift+Space
Select entire column	Ctrl + Space
Hide selected rows	Ctrl + 9
Hide selected columns	Ctrl + 0

PowerPoint 2016 (Part 1)





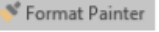









PowerPoint 2016 (Part 2)

The Fundamentals	Slides
<ul style="list-style-type: none">• The File tab menu and Backstage view contain commands for working with a program's files, including New, Open, Save, Print and Close.  <p>The screenshot shows the File tab menu in PowerPoint 2016. It is a vertical list of options: Info, New, Open, Save, Save As, Print, Share, Export, Close, Account, and Options. A back arrow icon is visible at the top of the menu.</p> <ul style="list-style-type: none">• To Create a New Presentation: Click the File tab, click New. Or, press Ctrl + N.• To Open a Presentation: Click the File tab and click Open, or press Ctrl + O.• To Save a Presentation: Click the  Save button on the Quick Access Toolbar, or press Ctrl + S.• To Save a Presentation with a Different Name: Click the File tab, click Save As, enter a new name for the presentation, and click Save.• To Preview and Print a Presentation: Click the File tab and click Print, or press Ctrl + P.• To Close a Presentation: Click the File tab and click Close, or press Ctrl + W.• To Get Help: Press F1 to open the Help window. Type your question and press Enter.• To Exit PowerPoint: Click the  Close button.	<ul style="list-style-type: none">• To Insert a New Slide: Click the Home tab and click New Slide in the Slides group, or press Ctrl + M.• To Change the Slide Layout: Click the Home tab, click the Layout button in the Slides group, and select a layout.• To Return a Slide to its Default Settings: Click the Home tab and click the Reset button in the Slides group.• To Apply a Document Theme: Click the Design tab on the Ribbon, click the  More button in the Themes group, and select a theme from the gallery.• To View the Slide Master: Click the View tab on the Ribbon, click the Slide Master button in the Master Views group, and click the Slide Master.• To Insert a Header or Footer: Click the Insert tab on the Ribbon and click the Header & Footer button in the Text group. Select the option(s) that you want and click Apply or Apply to All.• To Add a Section: Click the Home tab on the Ribbon, click the Section button in the Slides group, and click Add Section.


PowerPoint 2016 (Part 3)

Formatting

- **To Cut or Copy Text:** Select the text you want to cut or copy and click the  **Cut** or  **Copy** button in the Clipboard group on the Home tab.
- **To Paste Text:** Place the insertion point where you want to paste and click the  **Paste** button in the Clipboard group on the Home tab.
- **To Format Selected Text:** Use the commands in the Font group on the Home tab, or click the  **Dialog Box Launcher** in the Font group to open the Font dialog box.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy and click the  **Format Painter** button in the Clipboard group on the Home tab. Then, select the text you want to apply the copied formatting to.
- **To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button ( **Align Left**,  **Center**,  **Align Right**, or  **Justify**) in the Paragraph group on the Home tab.
- **To Create a Bulleted or Numbered List:** Select the paragraphs you want to bullet or number and click the  **Bullets** or  **Numbering** button in the Paragraph group on the Home tab.
- **To Change Paragraph Line Spacing:** Select the paragraph(s), click the  **Line Spacing** button in the Paragraph group on the Home tab, and select an option from the list.
- **To Correct a Spelling Error:** Right-click the error and select a correction from the contextual menu. Or, press F7 to run the Spell Checker.

PowerPoint 2016 (Part 4)

Views



Normal view: This is the default view in PowerPoint 2016. Normal view includes the Slide pane and Notes pane.

Outline view: This view focuses on content. You can use this for adjusting text structure or adding a large amount of text.

Slide Sorter view: Displays all the slides in the presentation on one screen. Use Slide Sorter view to rearrange the order of slides or add transition effects between slides.

Notes Page view: Displays all presentation slides in a print layout with your notes beneath.

Reading view: Similar to Slide Show view, it displays the presentation in a window with simple controls, making it easy to review.

Slide Show view: Displays the presentation as an electronic slide show. Whenever you deliver a presentation in front of an audience, Slide Show view is the view to use.

PowerPoint 2016 (Part 5)

Images, Multimedia, and Objects

- **To Insert a Picture:** Click the **Insert tab** on the Ribbon and click the **Picture button** in the Images group. Find the picture you want to insert and click **Insert**.
- **To Insert a Clip Art Graphic:** Click the **Insert tab** on the Ribbon and click the **Online Pictures button** in the Illustrations group. Type the name of what you're looking for in the Office.com Clip Art field and press **Enter**.
- **To Insert a Video file:** Click the **Insert tab** on the Ribbon and click the **Video button** in the Media group and click **Video On My PC**. Find the video you want to insert and click **Insert**.
- **To Insert a Video from the Web:** Click the **Insert tab** on the Ribbon, click the **Video button list arrow** in the Media group, and select **Online Video**. Search for videos on the web, select your choice, and click **Insert**.
- **To Insert an Audio clip:** Click the **Insert tab** on the Ribbon, click the **Audio button list arrow** in the Media group, and select **Audio On My PC** or **Online Audio**. Find the audio clip that you want to insert and click **Insert**.
- **To Draw a Shape:** Click the **Insert tab** on the Ribbon, click the **Shapes button** in the Illustrations group, and select the shape you want to insert. Then, click where you want to draw the shape and drag until the shape reaches the desired size. Hold down the **Shift** key while you drag to draw a perfectly proportioned shape or straight line.
- **To Insert SmartArt:** Click the **Insert tab** on the Ribbon and click the **SmartArt button** in the Illustrations group. Select the SmartArt you want to insert and click **OK**.
- **To Format an Object:** Double-click the object and use the commands located on the **Format** tab.
- **To Move an Object:** Click the object and drag it to a new location. Release the mouse button when you're finished.
- **To Resize an Object:** Click the object to select it, click and drag one of its sizing handles (☐), and release the mouse button when the object reaches the desired size. Hold down the **Shift** key while dragging to maintain the object's proportions while resizing it.
- **To Delete an Object:** Select the object and press the **Delete** key.


PowerPoint 2016 (Part 6)

Transitions and Animation Effects

- **To Add a Slide Transition:** Navigate to the slide you want to add a transition to. Click the **Transitions** tab on the Ribbon, click the **More button** in the Transition to This Slide group, and select a transition effect.
- **To Add an Animation Effect to an Object:** Select the object that you want to animate, click the **Animations** tab on the Ribbon. Click the **More button** in the Animation group, and select an animation effect.
- **To Copy Animation Effects from One Object to Another:** Select the object with the animation effect you want to copy, click the **Animations tab** on the Ribbon, and click the **Animation Painter button** in the Advanced Animation group. Then, click the object you want to apply the copied animation effect to.

PowerPoint 2016 (Part 7)

Slide Show Delivery

- **To Present a Slide Show:** Click the  **Slide Show button** on the status bar, or press F5.
- **To Use the Laser Pointer:** In Slide Show view, press and hold down the **Ctrl** key while clicking and holding the **left mouse button**.
- **To Use the Pen:** In Slide Show view, press **Ctrl + P** and then draw on the screen. Press **Ctrl + A** to switch back to the arrow pointer. Press **E** to erase your doodles.
- **To Advance to the Next Slide:** Press **Spacebar**. Or, click the **left mouse button**.
- **To Go Back to the Previous Slide:** Press **Backspace** or **Page Up**.
- **To Add Slide Timings:** Click the **Slide Show tab** on the Ribbon and click the **Rehearse Timings button** in the Set Up group. Navigate through the presentation, pausing on each slide for the amount of time you wish to display it during your show. Click **Yes** to save your timings.
- **To End a Slide Show:** Press **Esc**.

PowerPoint 2016 (Part 8)

Keyboard Shortcuts

General

Open a Presentation	Ctrl + O
Create New	Ctrl + N
Save a Presentation	Ctrl + S
Print a Presentation	Ctrl + P
Close a Presentation	Ctrl + W
Insert a New Slide	Ctrl + M
Help	F1

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo or Repeat	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H
Select All	Ctrl + A

Navigation—Go To:

The Next Slide	Spacebar
The Previous Slide	Backspace

Slide Show Delivery

Begin Slide Show	F5
Resume Slide Show	Shift + F5
End Slide Show	Esc
Jump to Slide	Slide # + Enter
Toggle Screen Black	B
Toggle Screen White	W
Pause Show	S
Show/Hide Pointer	A
Change Arrow to Pen	Ctrl + P
Change Pen to Arrow	Ctrl + A
Erase Doodles	E

Formatting

Bold	Ctrl + B
Italics	Ctrl + I
Align Left	Ctrl + L
Center	Ctrl + E
Justify	Ctrl + J

OneNote 2016 (Part 1)

The image shows a screenshot of the OneNote 2016 application interface. The ribbon is visible at the top, with tabs for File, Home, Insert, Draw, History, Review, View, and Layout. The main content area displays a notebook page titled "Hotel and flight info" with sections for "Flight" and "Hotel". The "Flight" section contains text about arrival and departure times. The "Hotel" section contains a list of reservations and checkboxes for updates and extensions. A sidebar on the left shows the "Notebooks List" with "Emily @ Work" selected. A search bar is visible at the top right. Several callout boxes with purple borders and lines pointing to specific UI elements provide instructions on how to use various features.

Quick Access Toolbar
Keep favorite commands permanently visible.

Explore the ribbon
See what OneNote can do by selecting the ribbon tabs and exploring available tools.

Discover contextual commands
Select any part of a table or an inserted recording to reveal additional tabs.

Get help with OneNote
Select the question mark icon to learn how to use OneNote.

Share your notes with others
Give other people permission to view or edit your notebooks.

Notebooks List
Select the notebook name to switch between notebooks or select the pin icon to keep the Notebooks pane open.

Notebook Sections
Select these tabs to switch between sections in the current notebook.

Control the ribbon
Select the pin icon to keep the ribbon displayed, or hide it again by selecting the arrow.

Instantly find everything
Search the current page or all notebooks at once and navigate the results with ease.

Type anywhere on a page
OneNote's flexible canvas isn't constrained in the ways that other apps are.

Select or move paragraphs
Select or drag the gripper to the left of a note to select or move it, or right-click it for more options.


Resize Note Containers
Drag the edge to make notes fit the page or drag the entire frame to move it elsewhere.


Notebook Pages
Select these tabs to switch between pages in the current notebook section.

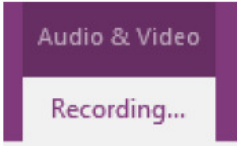
OneNote 2016 (Part 2)


Let OneNote capture every word with audio recordings that are saved to your notebook.

- 1 On the ribbon, click **Insert**.

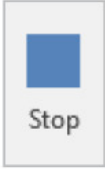

- 2 Click **Record Audio**.


- 3 OneNote starts recording.


- 4 The audio file is saved to your page.



Audio Recording
- 5 Press the **Stop** button.



Stop

You're done!

Tamat Terima kasih

Disediakan oleh: Saiful Nizam Jamaluddin



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