**FAKULTAS KEGURUAN DAN ILMU PENDIDIKAN**

**UNIV MUHAMMADIYAH PROF DR HAMKA**

**JURUSAN MATE-MATIKA 2010/2011**

**LAPORAN KEMAJUAN**

**PROJECT PRESENTATION UAS**

**PENGANTAR KOMPUTER**

Nama : NURFITRANAH

N i m : 0901127004

Kelas : 3 - F

Periode Minggu ke : III

Dosen : Endy Sjaiful Alim, ST. MT.

**A. Realisasi Kegiatan**

1. Mengubah slide 5 menjadi gambar lembar kerja microsoft power point
2. Mengubah slide 6 menjadi gambar office button
3. Mengubah slide 7 menu di office button
4. Mengubah slide 8 menjadi menu bar
5. Mengubah slide 9 menjadi menu bar home
6. Mengubah slide 10 menjadi isi dari menu bar home
7. Slide 11 : clipboard
8. Slide 12 : slides
9. Slide 13 : new slide
10. Slide 14 : layout
11. Slide 15 : reset
12. Slide 16 : delete
13. Slide 17 : FONT
14. Slide 18 : font
15. Slide 19 : bold
16. Slide 20 : italic
17. Slide 21 : underline
18. Slide 22 : Strikethrough
19. Slide 23 : Text Shadow
20. Slide 24 : Character Spacing
21. Slide 25 : Change Case
22. Slide 26 : Increase Font Size
23. Slide 27 : Decrease Font Size
24. Slide 28 : Clear All Formating
25. Slide 29 : Paragraph
26. Slide 30 : Bullets
27. Slide 31 : Numbering
28. Slide 32 : Align Text Left
29. Slide 33 : Center
30. Slide 34 : Align Text Right
31. Slide 35 : Justify
32. Slide 36 : Decrease List Level
33. Slide 37 : Increase List Level
34. Slide 38 : Line Spacing
35. Slide 39 : Collums
36. Slide 40 : Text Direction
37. Slide 41 : Align Text
38. Slide 42 : Convert to SmartArt Graphic
39. Slide 43 : DRAWING
40. Slide 44 : Shapes
41. Slide 45 : Arrange
42. Slide 46 : Quick Styles
43. Slide 47 : Shape Fill
44. Slide 48 : Shape Outline
45. Slide 49 : Shape Effects
46. Slide 50 : EDITING
47. Slide 51 : Find
48. Slide 52 : Replace
49. Slide 53 : Select
50. Slide 54 : Menu bar insert
51. Slide 55 : Table
52. Slide 56 : illustration
53. Slide 57 : Picture
54. Slide 58 : Clip art
55. Slide 59 : Shapes
56. Slide 60 : Chart
57. Slide 61 : Links
58. Slide 62 : Hyperlink
59. Slide 63 : Text
60. Slide 64 : Media Clips
61. Slide 65 : Menu Bar design
62. Slide 66 : Page Setup
63. Slide 67 : Themes
64. Slide 68 : Background
65. Slide 69 : Menu Bar Animations
66. Slide 70 : Animations
67. Slide 71 : Transition to This Slide
68. Slide 72 : Menu bar Slide Show
69. Slide 73 : Start Slide Show
70. Slide 74 : Set Up
71. Slide 75 : Monitors
72. Slide 76 : Menu Bar Review
73. Slide 77 : Proofing
74. Slide 78 : Comments
75. Slide 79 : Protect
76. Slide 80 : Menu Bar View
77. Slide 81 : Presentation Views
78. Slide 82 : Show/Hide
79. Slide 83 : Zoom
80. Slide 84 : Colour/Grayscale
81. Slide 85 : Window
82. Slide 86 : Macros

**B. Pelaksanaan Realisasi Kegiatan**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Aktifitas** | **Hari ke** | | | | | | | **Tempat** | **Keterangan** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| 1. | Mengubah slide 5 menjadi gambar lembar kerja microsoft power point | X |  |  |  |  |  |  | Rumah |  |
| 2. | Mengubah slide 6 menjadi gambar office button | X |  |  |  |  |  |  | Rumah |  |
| 3. | Mengubah slide 7 menu di office button | X |  |  |  |  |  |  | Rumah |  |
| 4. | Mengubah slide 8 menjadi menu bar | X |  |  |  |  |  |  | Rumah |  |
| 5. | Mengubah slide 9 menjadi menu bar home | X |  |  |  |  |  |  | Rumah |  |
| 6. | Mengubah slide 10 menjadi isi dari menu bar home | X |  |  |  |  |  |  | Rumah |  |
| 7. | Slide 11 : clipboard | X |  |  |  |  |  |  | Rumah |  |
| 8. | Slide 12 : slides | X |  |  |  |  |  |  | Rumah |  |
| 9 | Slide 13 : new slide | X |  |  |  |  |  |  | Rumah |  |
| 10 | Slide 14 : layout | X |  |  |  |  |  |  | Rumah |  |
| 11 | Slide 15 : reset | X |  |  |  |  |  |  | Rumah |  |
| 12 | Slide 16 : delete | X |  |  |  |  |  |  | Rumah |  |
| 13 | Slide 17 : FONT | X |  |  |  |  |  |  | Rumah |  |
| 14 | Slide 18 : font | X |  |  |  |  |  |  | Rumah |  |
| 15 | Slide 19 : bold | X |  |  |  |  |  |  | Rumah |  |
| 16 | Slide 20 : italic | X |  |  |  |  |  |  | Rumah |  |
| 17 | Slide 21 : underline | X |  |  |  |  |  |  | Rumah |  |
| 18 | Slide 22 : Strikethrough | X |  |  |  |  |  |  | Rumah |  |
| 19 | Slide 23 : Text Shadow | X |  |  |  |  |  |  | Rumah |  |
| 20 | Slide 24 : Character Spacing | X |  |  |  |  |  |  | Rumah |  |
| 21 | Slide 25 : Change Case |  | X |  |  |  |  |  | Rumah |  |
| 22 | Slide 26 : Increase Font Size |  | X |  |  |  |  |  | Rumah |  |
| 23 | Slide 27 : Decrease Font Size |  | X |  |  |  |  |  | Rumah |  |
| 24 | Slide 28 : Clear All Formating |  | X |  |  |  |  |  | Rumah |  |
| 25 | Slide 29 : Paragraph |  | X |  |  |  |  |  | Rumah |  |
| 26 | Slide 30 : Bullets |  |  | X |  |  |  |  | Rumah |  |
| 27 | Slide 31 : Numbering |  |  | X |  |  |  |  | Rumah |  |
| 28 | Slide 32 : Align Text Left |  |  | X |  |  |  |  | Rumah |  |
| 29 | Slide 33 : Center |  |  |  | X |  |  |  | Rumah |  |
| 30 | Slide 34 : Align Text Right |  |  |  | X |  |  |  | Rumah |  |
| 31 | Slide 35 : Justify |  |  |  | X |  |  |  | Rumah |  |
| 32 | Slide 36 : Decrease List Level |  |  |  | X |  |  |  | Rumah |  |
| 33 | Slide 37 : Increase List Level |  |  |  | X |  |  |  | Rumah |  |
| 34 | Slide 38 : Line Spacing |  |  |  | X |  |  |  | Rumah |  |
| 35 | Slide 39 : Collums |  |  |  | X |  |  |  | Rumah |  |
| 36 | Slide 40 : Text Direction |  |  |  | X |  |  |  | Rumah |  |
| 37 | Slide 41 : Align Text |  |  |  | X |  |  |  | Rumah |  |
| 38 | Slide 42 : Convert to SmartArt Graphic |  |  |  | X |  |  |  | Rumah |  |
| 39 | Slide 43 : DRAWING |  |  |  |  | X |  |  | Rumah |  |
| 40 | Slide 44 : Shapes |  |  |  |  | X |  |  | Rumah |  |
| 41 | Slide 45 : Arrange |  |  |  |  | X |  |  | Rumah |  |
| 42 | Slide 46 : Quick Styles |  |  |  |  | X |  |  | Rumah |  |
| 43 | Slide 47 : Shape Fill |  |  |  |  |  | X |  | Rumah |  |
| 44 | Slide 48 : Shape Outline |  |  |  |  |  | X |  | Rumah |  |
| 45 | Slide 49 : Shape Effects |  |  |  |  |  | X |  | Rumah |  |
| 46 | Slide 50 : EDITING |  |  |  |  |  | X |  | Rumah |  |
| 47 | Slide 51 : Find |  |  |  |  |  | X |  | Rumah |  |
| 48 | Slide 52 : Replace |  |  |  |  |  | X |  | Rumah |  |
| 49 | Slide 53 : Select |  |  |  |  |  | X |  | Rumah |  |
| 50 | Slide 54 : Menu bar insert |  |  |  |  |  | X |  | Rumah |  |
| 51 | Slide 55 : Table |  |  |  |  |  | X |  | Rumah |  |
| 52 | Slide 56 : illustration |  |  |  |  |  | X |  | Rumah |  |
| 53 | Slide 57 : Picture |  |  |  |  |  | X |  | Rumah |  |
| 54 | Slide 58 : Clip art |  |  |  |  |  | X |  | Rumah |  |
| 55 | Slide 59 : Shapes |  |  |  |  |  | X |  | Rumah |  |
| 56 | Slide 60 : Chart |  |  |  |  |  |  | X | Rumah |  |
| 57 | Slide 61 : Links |  |  |  |  |  |  | X | Rumah |  |
| 58 | Slide 62 : Hyperlink |  |  |  |  |  |  | X | Rumah |  |
| 59 | Slide 63 : Text |  |  |  |  |  |  | X | Rumah |  |
| 60 | Slide 64 : Media Clips |  |  |  |  |  |  | X | Rumah |  |
| 61 | Slide 65 : Menu Bar design |  |  |  |  |  |  | X | Rumah |  |
| 62 | Slide 66 : Page Setup |  |  |  |  |  |  | X | Rumah |  |
| 63 | Slide 67 : Themes |  |  |  |  |  |  | X | Rumah |  |
| 64 | Slide 68 : Background |  |  |  |  |  |  | X | Rumah |  |
| 65 | Slide 69 : Menu Bar Animations |  |  |  |  |  |  | X | Rumah |  |
| 66 | Slide 70 : Animations |  |  |  |  |  |  | X | Rumah |  |
| 67 | Slide 71 : Transition to This Slide |  |  |  |  |  |  | X | Rumah |  |
| 68 | Slide 72 : Menu bar Slide Show |  |  |  |  |  |  | X | Rumah |  |
| 69 | Slide 73 : Start Slide Show |  |  |  |  |  |  | X | Rumah |  |
| 70 | Slide 74 : Set Up |  |  |  |  |  |  | X | Rumah |  |
| 71 | Slide 75 : Monitors |  |  |  |  |  |  | X | Rumah |  |
| 72 | Slide 76 : Menu Bar Review |  |  |  |  |  |  | X | Rumah |  |
| 73 | Slide 77 : Proofing |  |  |  |  |  |  | X | Rumah |  |
| 74 | Slide 78 : Comments |  |  |  |  |  |  | X | Rumah |  |
| 75 | Slide 79 : Protect |  |  |  |  |  |  | X | Rumah |  |
| 76 | Slide 80 : Menu Bar View |  |  |  |  |  |  | X | Rumah |  |
| 77 | Slide 81 : Presentation Views |  |  |  |  |  |  | X | Rumah |  |
| 78 | Slide 82 : Show/Hide |  |  |  |  |  |  | X | Rumah |  |
| 79 | Slide 83 : Zoom |  |  |  |  |  |  | X | Rumah |  |
| 80 | Slide 84 : Colour/Grayscale |  |  |  |  |  |  | X | Rumah |  |
| 81 | Slide 85 : Window |  |  |  |  |  |  | X | Rumah |  |
| 82 | Slide 86 : Macros |  |  |  |  |  |  | X | Rumah |  |

**C. Rencana Kegiatan Minggu berikutnya**

1. mengedit

**D. Rencana Jadwal Kegiatan berikutnya**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Aktifitas** | **Hari ke** | | | | | | | **Tempat** | **Keterangan** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |