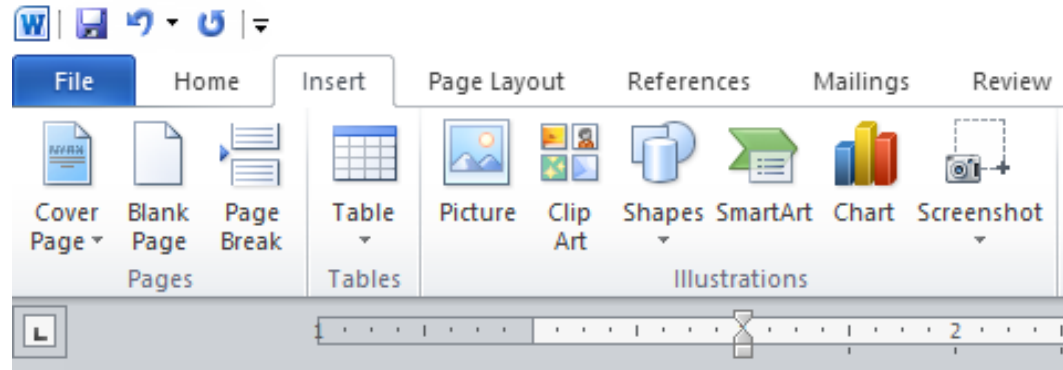


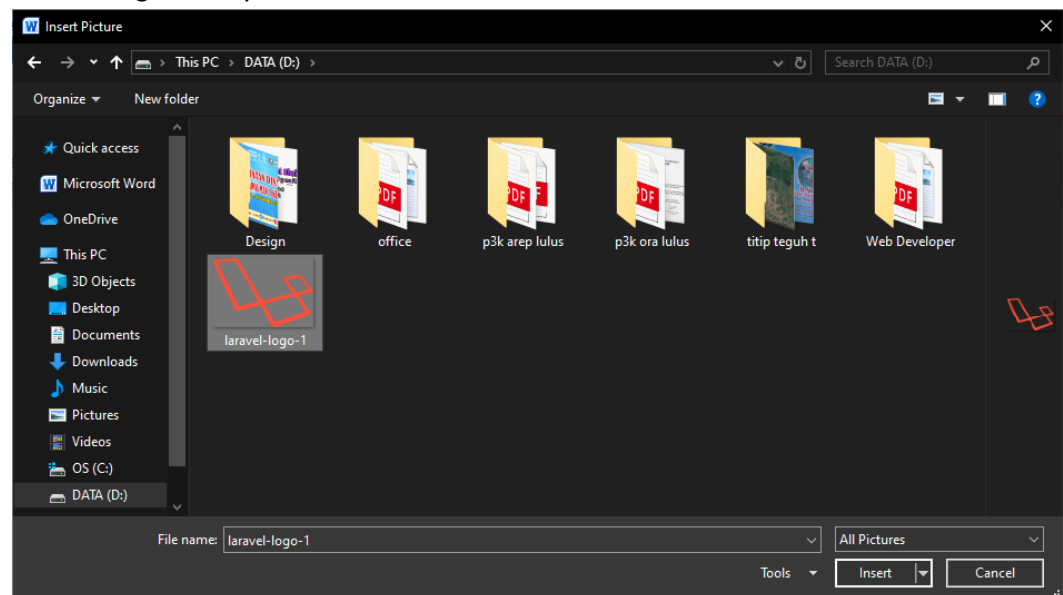
Menyisipkan gambar, clip art, shapes, dan membuat grafik

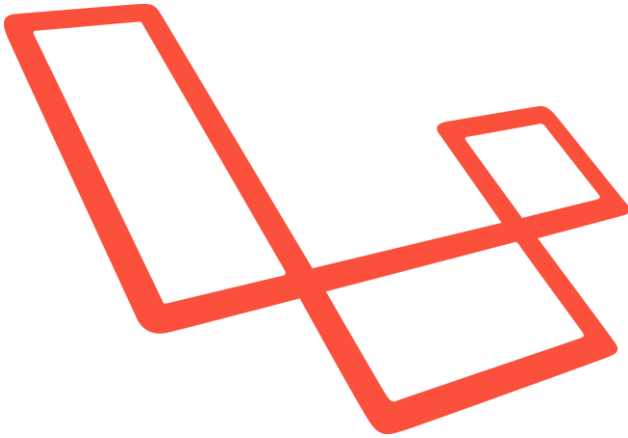
1. Menyisipkan gambar dan clip art

Masuk ke menu Insert -> Picture



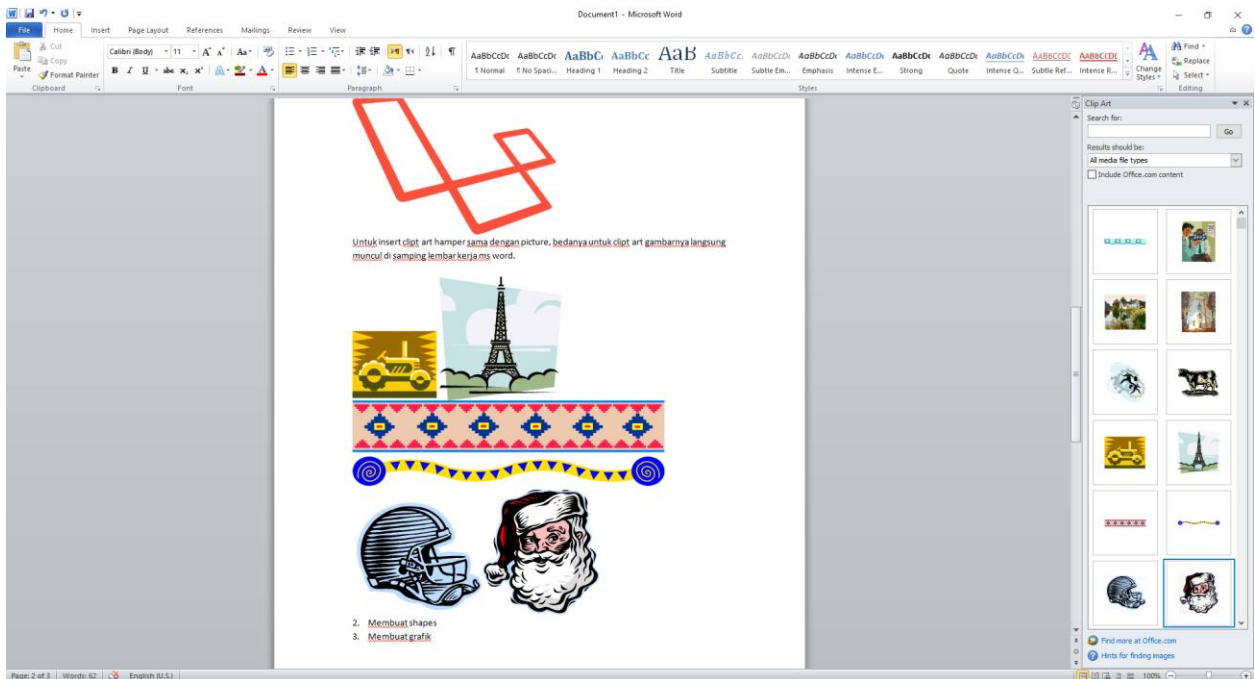
Muncul dialog box dibawah ini, kemudian pilih gambarnya dan klik insert, atur dan sesuaikan gambarnya





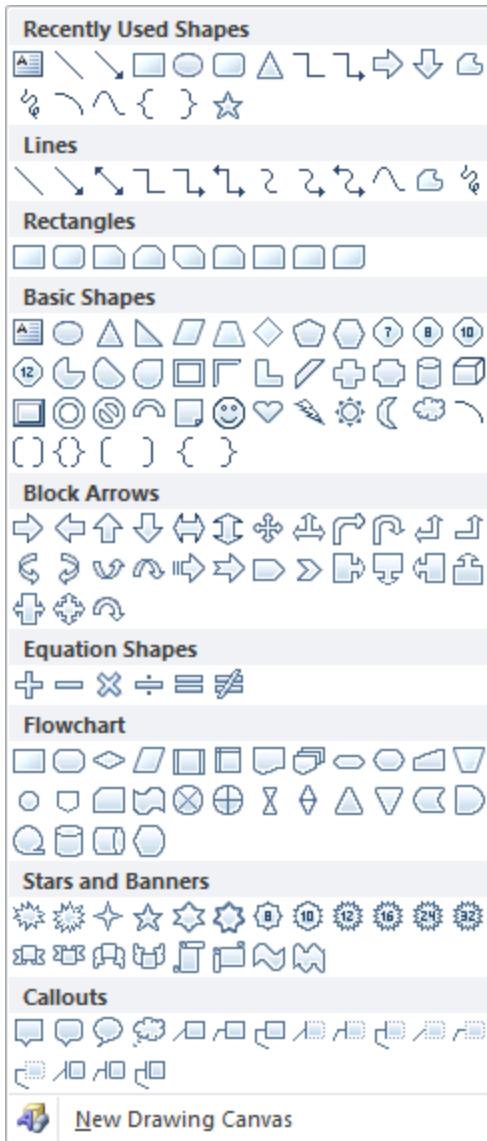
### Buat gambar minimal 3 !

Untuk insert clipt art hamper sama dengan picture, bedanya untuk clipt art gambarnya langsung muncul di samping lembar kerja ms word.

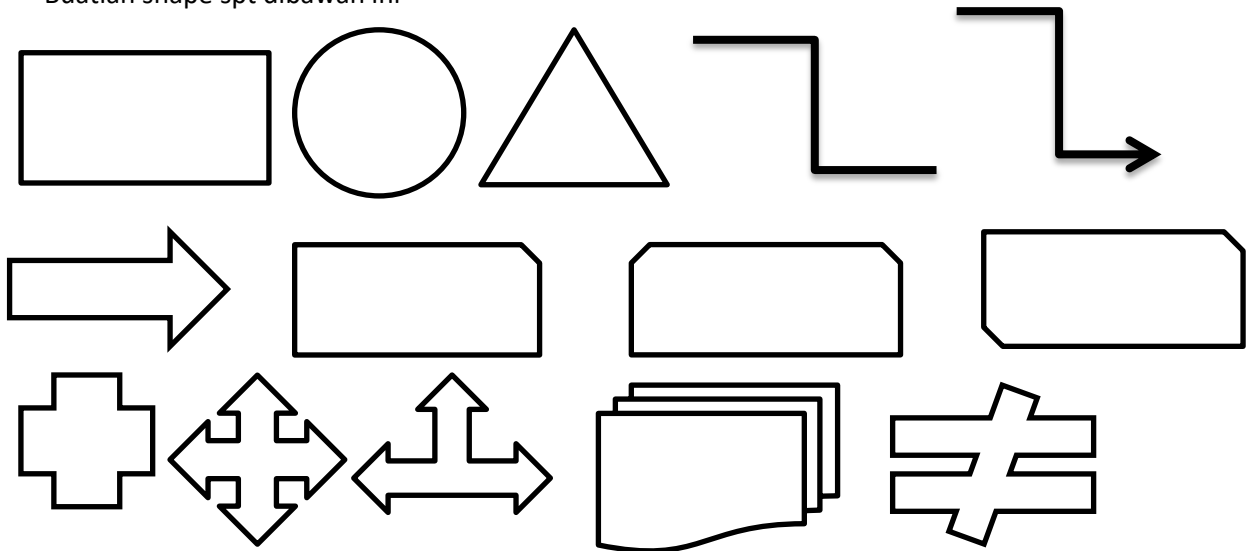




2. Membuat shapes  
Masuk ke menu Insert -> shapes, pilih model shapenya

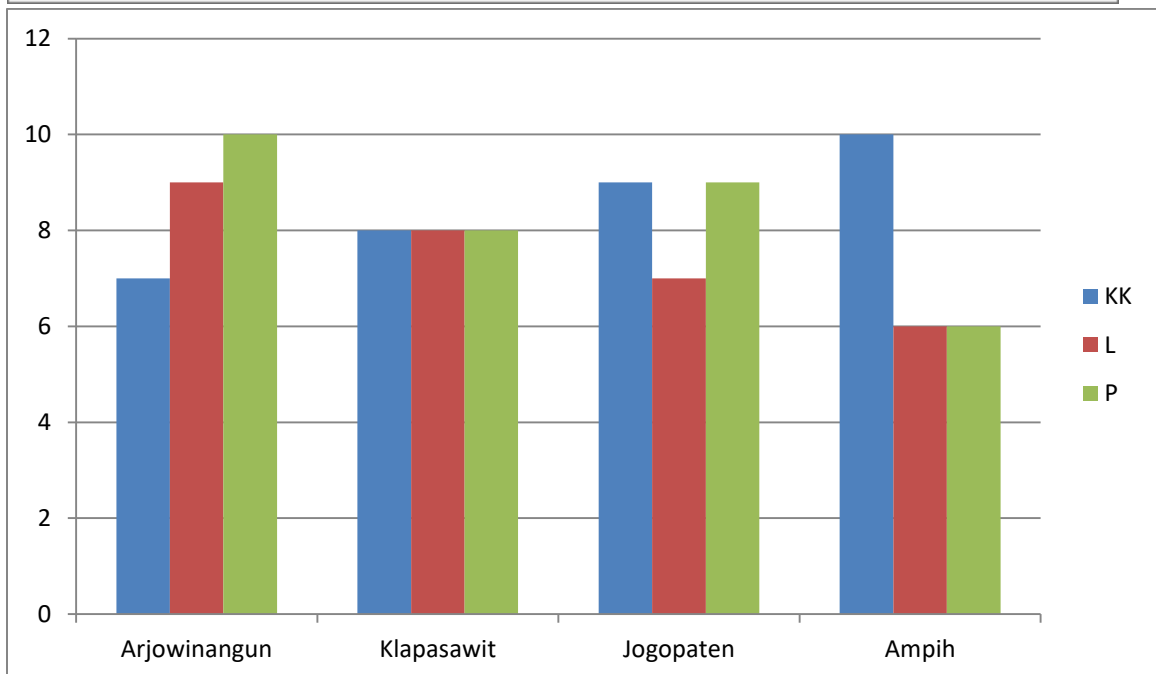
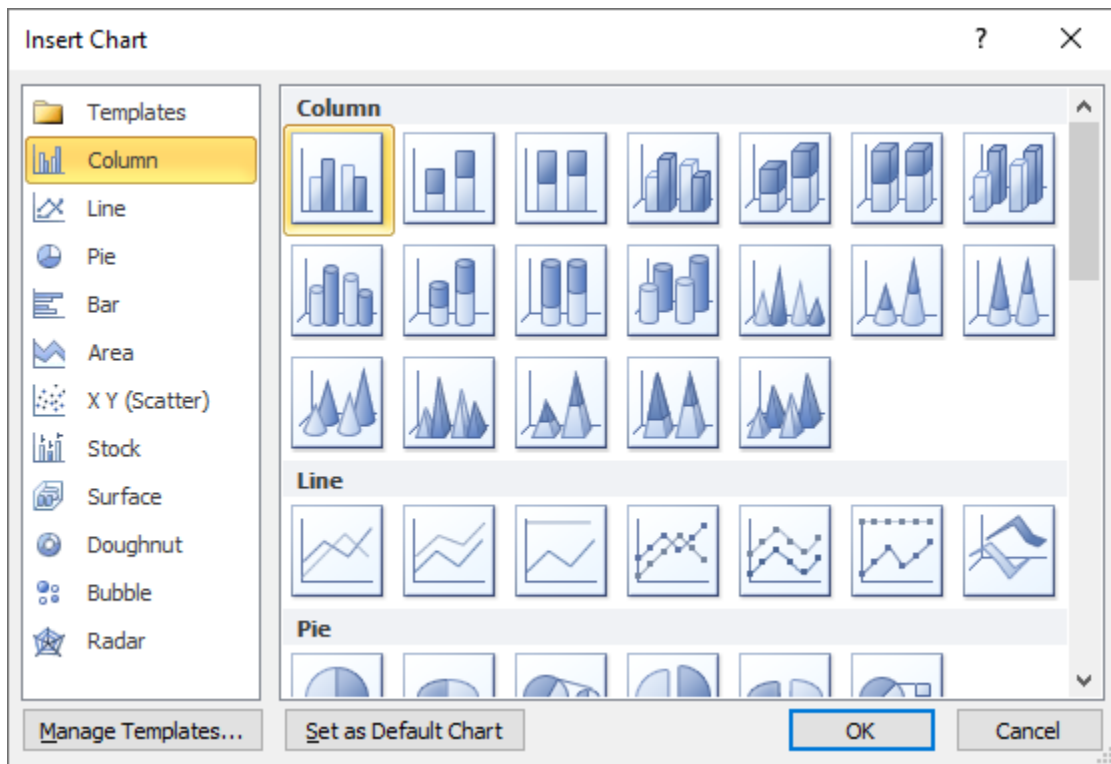


Buatlah shape spt dibawah ini



3. Membuat grafik

Masuk ke menu Insert -> Chart klik OK



Ubah data excelnya spt dibawah ini..

Clipboard Font Alignment

Paste

Calibri 11

**B** *I* U

Font

Alignment

|   | A            | B  | C | D  | E |
|---|--------------|----|---|----|---|
| 1 |              | KK | L | P  |   |
| 2 | Arjowinangun | 7  | 9 | 10 |   |
| 3 | Klapasawit   | 8  | 8 | 8  |   |
| 4 | Jogopaten    | 9  | 7 | 9  |   |
| 5 | Ampih        | 10 | 6 | 6  |   |