

SANTA LAURENSIA

YEARLY PLANNER 2005 – 2006

Subject : Computer
Grade : SMP I
Semester : 2

Topic To Discover	Briefly of Content Objective	Duration	References
1. PageMaker (Basic Publishing) Introducing Import/Place file Shape Object Layer & Layout Masking Saving File Export Publishing Printing Publishing	Knowing and understanding basic publishing, basic lay outing, handling image and managing object for publishing.	3 x 45 minute	Chandra ,36 JBK Adobe PageMaker 7.0
2. PageMaker Master Page Column Page Page Numbering Manage long and continue text Plug-In Drop Cap	Define and understanding layout technique with Master Page, and using Plug-In PageMaker..	3 x 45 minute	Chandra ,36 JBK Adobe PageMaker 7.0
3. Excel Introducing Row/Column Editing Input data in cell Basic Calculation Copy data	Learn the terminology and capabilities of Excel. Understand how Excel can facilitate effective data manipulation and presentation.	2 x 45 minute	Rapidex Computer Course, Straigth to the point, Excel. A. Fauzi, Johar Arifin, Aplikasi Excel dalam Presentasi Bisnis.
4. Excel Cell reference Editing formula AutoSum Copy Formula IF Statement Column Header	Learn the fundamentals of creating and working with formulas and functions. Start by building a simple formula and move to more advanced functions such as IF statements	4 x 45 minute	www.elertraining.com www.fgu.edu
5. Excel Cell Formatting Border & Shading Text Formatting Number Formatting Page Formatting Hide gridlines	Learn the formatting techniques necessary to enhance the way data displays on a worksheet and in print.	2 x 45 minute	

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6. Excel Worksheet Format Copy Worksheet Hyperlink	Learn to organize your worksheets effectively by storing them in workbooks. Also learn to share data within a workbook, from workbook to workbook, and with other users.	2 x 45 minute	Rapidex Computer Course, Straight to the point, Excel. A. Fauzi, Johar Arifin, Aplikasi Excel dalam Presentasi Bisnis. www.elerttraining.com www.fgcu.edu
7. Excel Table to Chart Chart Formatting Modifying Chart	Learn to create several types of professional-looking charts. Identify chart objects and learn to modify, add, and format charts to enhance the presentation of your data.	2 x 45 minute	

Jakarta, 10 – 01 – 2006

Shintawati Halim
 (Head of Computer Dept.)

Budhy Mulyana
 (Teacher)