



SERTIFIKAT KOMPETENSI

CERTIFICATE OF COMPETENCY

Nomor: 0027206/XXIX/070/2024

Number: 0027206/XXIX/070/2024

LEMBAGA SERTIFIKASI KOMPETENSI TEKNOLOGI INFORMASI DAN KOMUNIKASI

Menetapkan bahwa:

COMPETENCY CERTIFICATION BOARD OF INFORMATION AND COMMUNICATION TECHNOLOGIES

This is to Certify That :

INTANIA PUTRI

Lahir di Bukittinggi, 09 Juni 2001

Born in Bukittinggi, June 9th, 2001

Dinyatakan kompeten untuk Bidang Keahlian Komputer Aplikasi Perkantoran Jenjang III KKNi

Is Competent For Computer Literate Certified Profesional Level III IQF

Tangerang, 06 Agustus 2024

Tangerang, August 6th, 2024

Ketua Lembaga Sertifikasi Kompetensi,
Head of Competence Certification Board,



Susi Maulidiah, M. Kom

LEMBAGA SERTIFIKASI KOMPETENSI TEKNOLOGI INFORMASI DAN KOMUNIKASI

TRANSKRIP KOMPETENSI YANG DIUJIKAN TRANSCRIPT OF COMPETENCY TEST RESULTS

NOMOR SERTIFIKAT : 0027206/XXIX/070/2024

CERTIFICATE NUMBER

NAMA PESERTA : INTANIA PUTRI

TESTEE'S NAME

TEMPAT / TANGGAL LAHIR : BUKITTINGGI, 09 JUNI 2001

PLACE / DATE OF BIRTH

KOMPUTER APLIKASI PERKANTORAN JENJANG III KKNi

COMPUTER LITERATE CERTIFIED PROFESSIONAL LEVEL III IQF

DAFTAR UNIT KOMPETENSI LIST OF UNITS OF COMPETENCY

NO	KOMPETENSI YANG DIUJIKAN COMPETENCY UNIT TESTED
1	PROGRAM PENGOLAH KATA <i>WORDPROCESSING / WP</i>
2	BENTUK INDENTASI, 3 sub-elemen: Ketepatan Bentuk, Total Naskah yang diketik, Total Kesalahan Ketik <i>INDENTATION STYLE, 3 sub-elements: Style Precision, Total Number of Scripts typed, Total Number of Typos</i>
3	BENTUK KOLOM, 3 sub-elemen: Ketepatan Bentuk, Bentuk dan Perpindahan Teks, Format Kolom <i>COLUMN STYLE, 3 sub-elements: Style Precision, Texts Style and Shift, Column Format</i>
4	BENTUK TABEL, 4 sub-elemen: Ketepatan Bentuk, Format Tabel, Jumlah Record yang diketik, Total Kesalahan Ketik <i>TABLE STYLE, 4 sub-elements: Style Precision, Table Format, Number of Records typed, Total Number of Typos</i>
5	SURAT MASSAL, 4 sub-elemen: Ketepatan Bentuk, Validasi Data, Total Naskah yang diketik, Total Kesalahan Ketik <i>MASS MAILING, 4 sub-elements: Style Precision, Data Validation, Total Number of Scripts typed, Total Number of Typos</i>
6	FORMAT DAN EDIT DOKUMEN, 2 sub-elemen: Format Dokumen semua bentuk, Edit Dokumen di Bentuk Kolom <i>DOCUMENT FORMATING AND EDITING, 2 sub-elements: all types of Document Format, Document Editing in Column Shape</i>
7	FEATURE, 1 sub-elemen: Drop Cap, Picture, WordArt <i>FEATURE, 1 sub-element: Drop Cap, Picture, WordArt</i>
8	PENCETAKAN KE DOKUMEN PDF, 1 sub-elemen kompetensi <i>DOCUMENT PRINTING TO PDF, 1 competency sub-element</i>
9	PROGRAM PENGOLAH ANGKA <i>SPREADSHEET / SS</i>
10	KERANGKA LAPORAN, 3 sub-elemen: Jumlah Kolom, Jumlah Baris, Data Input <i>REPORT FRAMEWORK, 3 sub-elements: Number of Columns, Number of Lines, Data Input</i>

NO	KOMPETENSI YANG DIUJIKAN COMPETENCY UNIT TESTED	KOMPETEN COMPETENT
11	FORMAT LAPORAN, 14 sub-elemen: Lebar Kolom, Tinggi Baris, Garis, Warna, Penggabungan Kolom/Baris, Jenis Huruf, Ukuran Huruf, Efek Pencetakan, Catatan Header/Footer, Perataan Teks, Jenis/Type Data, Jumlah & Nama Lembar Kerja, Ukuran Halaman/Kertas, Posisi Halaman/Kertas REPORT FORMAT, 14 sub-elements: Column Width, Line Height, Line, Color, Column/Line Merging, Font Type, Font Size, Printing Effect, Header/Footer Notes, Text Alignment, Data Type, Worksheet Number & Name, Page Size, Page Orientation	
12	PENGOLAHAN DATA – FORMULA, 5 sub-elemen: Fungsi Logika (If, And, Or), Fungsi Lookup (Vlookup, Hlookup), Fungsi String (Left, Right, Mid, dll), Fungsi Statistik (Count, Min, Max, Avg), Fungsi Lain DATA – FORMULA PROCESSING, 5 sub-elements: Logic Functions (If, And, Or), Lookup Functions (Vlookup, Hlookup), String Functions (Left, Right, Mid, etc.), Statistics Functions (Count, Min, Max, Avg), Other Functions	
13	PANGKALAN DATA, 2 sub-elemen: Sort, Filter DATABASE, 2 sub-elements: Sort, Filter	
14	GRAFIK, 2 sub-elemen: Tipe PIE, Tipe lainnya GRAPHS, 2 sub-elements: PIE Type, Other Types	
15	FEATURE & PENCETAKAN KE PDF, 2 sub-elemen: Image, WordArt, Pencetakan ke PDF FEATURE & PRINTING TO PDF, 2 sub-elements: Image, WordArt, Printing to PDF	
16	PROGRAM PENGOLAH PRESENTASI PRESENTATION / PP	
17	SLIDE TEKS STATIS, 3 sub-elemen: Jumlah Slide, Isi Slide, Total Kesalahan Ketik STATIC TEXT SLIDES, 3 sub-elements: Number of Slides, Slide Contents, Total Number of Typos	
18	SLIDE TEKS DINAMIS, 3 sub-elemen: Bentuk Indentasi, Bentuk Tabel, Bentuk Kolom DYNAMIC TEXT SLIDES, 3 sub-elements: Indentation Style, Table Style, Column Style	
19	SLIDE GRAFIS STATIS, 3 sub-elemen: Ketepatan Bentuk, Data, Ukuran/Dimensi STATIC GRAPHIC SLIDES, 3 sub-elements: Style Accuracy, Data, Size/Dimension	
20	SLIDE GRAFIS DINAMIS, 4 sub-elemen: Ketepatan Grafis Rancangan, Data dalam Grafis Rancangan, Ukuran Grafis Rancangan, Urutan Animasi Grafis Rancangan DYNAMIC GRAPHIC SLIDES, 4 sub-elements: Graphic Design Accuracy, Data in Graphic Design, Size of Graphic Design, Graphic Design Animation Sequence	
21	EFEK & ANIMASI, 2 sub-elemen: Object Transition, Slide Transition di Slide Teks Statis EFFECTS & ANIMATION, 2 sub-elements: Object Transition, Slide Transition in Static Text Slides	
22	FORMAT, FEATURE & PENCETAKAN KE PDF, 6 sub-elemen: Page Setup, Text, Background di Slide Teks Statis, Image, Link, Pencetakan ke PDF FORMAT, FEATURE & PRINTING TO PDF, 6 sub-elements: Page Setup, Text, Background in Static Text Slides, Image, Link, Printing to PDF	
HASIL AKHIR YANG DIPEROLEH FINAL RESULT		KOMPETEN COMPETENT

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