**Formating Buku Ajar**

**[1] Table of content**

* + **[Page Layout] Break**: page break – section break
    - Fungsi: nomer halaman, unique footer dan header

Contoh:

|  |  |  |
| --- | --- | --- |
| **Isi** | **Page number** | **Footer** |
| Kata Pengantar | ii |  |
| Pendahuluan | iii |  |
| * *Section break -* | | |
| Bab 1 | 1 | Definisi dan Teori |
| * *Section break -* | | |
| Bab 2 | 3 | Metodologi |
| * *Page break -* | | |
| Bab 3 | 7 | Metodologi |

* + **[Home] Styles:** Heading
    - **Contoh:**

|  |  |  |
| --- | --- | --- |
| **Heading 1** | **Bab 1** | **Bab 2** |
| **Heading 2** | 1.1. Definisi | 2.1. Metodologi |
| Heading 3 | 1.1.1. Identifikasi | 2.1.1. Kuantitatif |

* + **[References]** Table of Contents

**[2] List of Table dan List of Figure**

* + [References] Insert Caption
  + [References] Insert Table of Figures

**[3] Index**

* + [References] Mark Entry 🡪 pilih kata-kata yang dimasukkan ke index
  + [References] Insert Index
  + [Word Option] Display 🡪 *OFF: show all formating marks*

Contoh:

**Glossarium**, 2

**Heading**, 1

References, 1

**Table**, 1

**[4] Glossarium**

* + Manual: gunakan tabel
  + [Insert] Bookmark 🡪 [Insert] Hyperlink – Place in this document
  + [Reference] Mark Citation 🡪 [Reference] Insert Table of Authorities

Contoh:

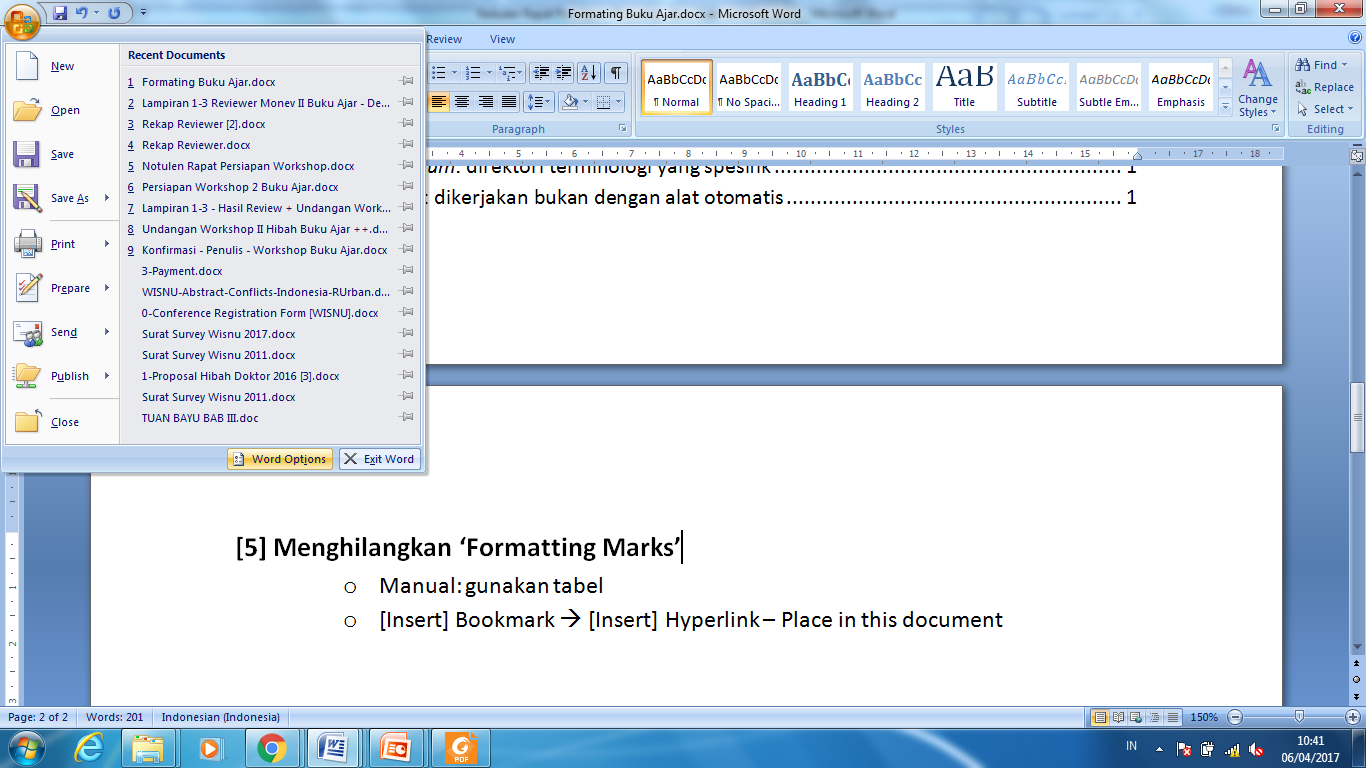
Glossary

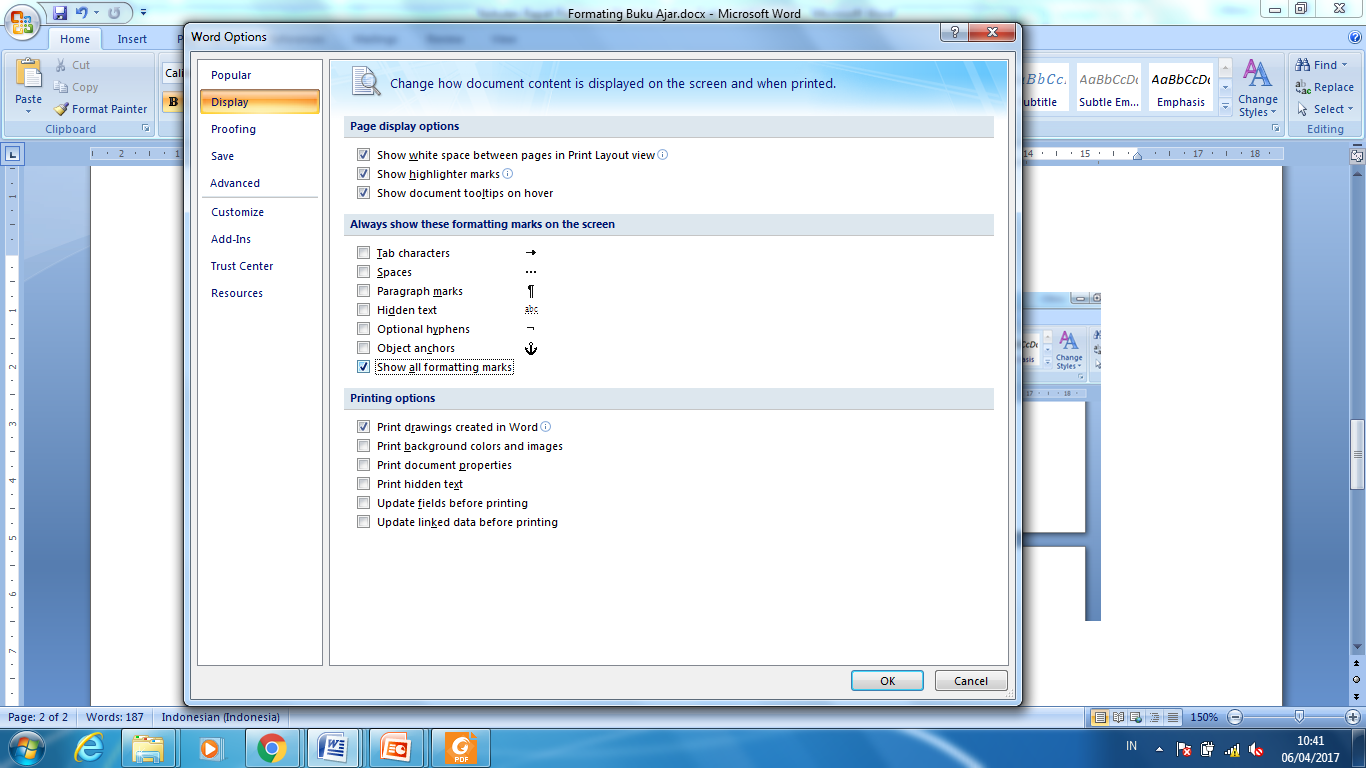
*Glossarium*: direktori terminologi yang spesifik 1

*Manual*: dikerjakan bukan dengan alat otomatis 1

**[5] Menghilangkan ‘Formatting Marks’**

* + Word Options
  + Display
  + Show all formatting marks 🡪 **uncheck**





**[5] Pengayaan materi**

* + Membuat daftar singkatan dengan menggunakan Table of Authorities (ToA)
    - Gunakan fasilitas Category yang ada di ToA:
    - Contoh: Cases untuk Glossary, Rules untuk Singkatan (Abreviation)
    - Saat Inserta ToA, pilih Category yang akan diinsert
  + Indeks

<https://www.youtube.com/watch?v=gIT_ZeI4AS0>

<https://www.youtube.com/watch?v=kMNNkEHITts>

<https://support.office.com/id-id/article/membuat-dan-memperbarui-indeks-cc502c71-a605-41fd-9a02-cda9d14bf073>

* + Menghapus entry di indeks

<https://www.youtube.com/watch?v=k5AjgYgm0Hk>

<https://www.youtube.com/watch?v=5BXBCV9JWzY>

Gunakan **Replace**, contoh: Find what: ^d XE ‘’Conlict” 🡪 Replace with: [kosong] 🡪 menghilangkan entry indeks untuk kata Conflict

* + Glosarium

<https://www.youtube.com/watch?v=k6FkJkpmLXo>

* + Beda indeks dan glosarium:

<https://www.youtube.com/watch?v=bvGIb9Y1LQY>

* + Manual: gunakan tabel

**Buku**, 1

**Glossarium**, 3

**Heading**, 1

Manual, 3

References, 2, 3

**Table**, 1, 2, 3