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2. Klik Office button \rightarrow pilih New Document dan klik.

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3. Setelah memilih new document, lalu pilih beberapa fitur dari Microsoft Office Online. Salah satunya pilih Invoices. (Usahakan sudah terkoneksi dengan internet)

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→ "ini adalah fitur Microsoft Office Online

4. Setelah memilih invoices , pilih Sales invoices.



- ? X New Workbook Templates . \odot Search Microsoft Office Online for a template > VAT invoice - price excluding tax Blank and recent Provided by: Microsoft Corporation 🔁 🕹 🛃 🕹 Sales invoices Download size: 12 KB (< 1 min @ 56 Kbps) Installed Templates Rating: ☆☆☆☆☆ (302 Votes) My templates... 紫 紫 New from existing... Microsoft Office Online Featured VAT invoice - price including tax Invoice with partially applied sales tax Access databases Agendas Books Budgets 紫 Calendars Cards Charts and diagrams VAT invoice - price excluding tax Faxes Commercial Invoice Flyers Forms Inventories 影 影 Invoices Labels Letterhead Letters Flexible Invoice (Online Invoice that calculates Lists and to-do Form) total Download Cancel
- 5. Pilih salah satu dari beberapa fitur dari Sales Invoices, lalu download.

6. Setelah selesai download , keluar tampilan seperti ini.

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7. Cara merubah mata uang Euro dengan mata uang Rupiah. Pertama, klik di kolom yang sudah ada mata uangnya, pada menu home pilihlah "currency"

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8. Setelah itu klik More Number Formats.



9. Setelah klik More Number Formats maka akan keluar tampilan seperti di bawah.



10. Pada tab Number pilih Category Currency, kemudian atur decimal places menjadi "0". Selanjutnya ubah Symbol pada combo box menjadi "Rp Indonesian (Indonesia).



- 11. Setelah itu klik "Ok
- 12. Ganti tampikan Invoice dengan jenis usaha anda
- 13. Masukkan identitas anda sebagai kasir pada invoice

Tugas :

- 1. Waktu pengumpulan satu minggu , Via E-mail ke "saiful.fiaub@gmail.com"
- 2. Subject E-mail di ketik " (Hari Praktek) (Jam Praktek) Invoice (Nama Anda) "
- 3. Contoh : Senin 08.30 Invoice Merza Ariszani