

# A new brand PDF to Word

Ultra-Precision text recognition, High-Fidelity layout restoration



Restore a picture-formatted document to a high-quality Word document. You can recognize text, restore fonts, font sizes, stamps, tables, pictures, and be consistent with the source file. Multi-language recognition processing is supported.

You can edit the text and the table directly in the recognized document, thus greatly improve office efficiency. Come and try it!

	New version	Past Versions
Restore fonts	Yes	No
Restore font size	Yes	No
Restore stamps	Yes	No
Restore tables	Yes	No
Restore pictures	Yes	No
Preview the results	Yes	No
Edit freely	Yes	No

## Demonstrate Computer Literacy Level 1

Skill Number CO-OP10GN120

Full Name: M. Arkan Azka I.U.

No ID: \_\_\_\_\_

Validation Date: 10 Oktober 2025School: JMEN (Singresari)

## PERFORMANCE TASK:

The student must be able to complete the following tasks:

- Connect CPU, Monitor, and all computer peripherals correctly.
- Perform to turn-on and turn-off computer operation.
- Perform to use basic Microsoft office (Ms. Word, Ms. Excel, Ms. PowerPoint).
- Perform to save and print file documents.
- Perform communication & etiquette manner.

Prerequisite	Yes	No	N/A	Observation / Hints
The student must complete the knowledge assessment. Minimum passing grade 80%.	✓			Score Computer course or subject.

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Preparation				
Prepare related literature	✓			
Prepare required equipment	✓			<ul style="list-style-type: none"><li>• A set of desktop computer completed with printer.</li><li>• Microsoft Windows and Microsoft Office already installed on the computer.</li></ul>
Prepare related tools	✓			
Prepare Safety & Contamination Control equipment	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform etiquette/manner when starting the job				
Meet the customer / assessor	✓			
Perform etiquette/manner when opening the interaction.	✓			<ul style="list-style-type: none"><li>• Perform smile &amp; greetings.</li><li>• Introduce Student's identity</li></ul>
Explain the purpose of Student's activity.	✓			
Ask permission to perform the job.	✓			

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Demonstrate Computer Literacy Level 1				
Connect a set of desktop computer correctly	✓			CPU, monitor, printer, and all peripherals correctly connect
Turn-on and turn-off computer	✓			Following windows operating system procedure's
Using Ms. Word	✓			<ul style="list-style-type: none"><li>• Give specified task.</li><li>• Execution and result comply with the task given</li></ul>
Using Ms. Excel	✓			
Using Ms. PowerPoint	✓			
Printing and saving document	✓			
Documentation:				
Take picture if needed	✓			

Tasks	Complete		Observation / Hints
	Yes	No	
Safety			
Using APD related to the job	✓		
Follows relevant workplace safety guidelines (tag out, safety equipment)	✓		• Comply with safety regulation that applied on the workplace
State and follow safety precautions	✓		
Seamless completes job without accident due to incorrect procedure using hand tools.	✓		
Tasks completed without damage equipment and tools	✓		

Tasks	Complete		Observation / Hints
	Yes	No	
Contamination Control			
Environmental Practices & Housekeeping	✓		<ol style="list-style-type: none"> <li>1. Waste is minimized, waste material, including sludge, solids and other wastes are sorted and stored in bins for recycling or disposal</li> <li>2. Packaging of goods received is sorted and reused or disposed of by recycling</li> <li>3. Materials that can be reused are cleaned and stored</li> <li>4. Waste and scrap are removed following workplace procedures</li> <li>5. All fluids are disposed of in accordance with enterprise policies and procedures</li> </ol>

Tasks	Completed			Observation / Hints
	Yes	No	N/A	
Perform etiquette manner after completing the job	✓			
Perform etiquette manner when closing the communication.	✓			<ul style="list-style-type: none"> <li>• Perform smile &amp; greetings.</li> <li>• Ask permission to leave or end the interaction.</li> </ul>

General Comments

Task Complete

RESULT: COMPETENT ☒ NOT YET COMPETENT ☐ (please check (✓))

Student: U. Artan Aeka I.U. Date: 10/10/2025 Signature: [Signature]

Assessor: Arsan Hardi W. S.Pd. Date: 10/10/2025 Signature: [Signature]  
NIP. 19840822 202221 1 012

Supervisor: Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Data Recorded: Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_