

TIJDESSA, Vol 4 (No 2), 2023, Page 14-19

p-ISSN: 2581-2904,

e-ISSN: 2581-2912, DOI: 10.26418/tijdessa.v4i2.42

TANJUNGPURA INTERNATIONAL JOURNAL ON DYNAMICS ECONOMIC, SOCIAL SCIENCES AND AGRIBUSINESS

<http://tijdessa.untan.ac.id/>

Improving the Ability of Microsoft Office to Develop Junior High School Student Learning

**Farhan Pratama¹, Yus Sholva², Rudi Dwi Nyoto³, Tursina⁴, Hafiz Muhardi⁵,
Desepta Isna Ulumi⁶**

¹Tanjungpura University Informatic Student

²³⁴⁵⁶Tanjungpura University

Abstract: Utilization of Information and Communication Technology (ICT) has touched almost all aspects of people's lives. The application of Information and Communication Technology is prioritized for application in education/learning processes. However, this utilization has not been evenly distributed at all levels of education. In the era of digitalization, the application of Information and Communication Technology in schools is to help them develop their skills later, where almost all lines of work use applications, especially Microsoft Office. Obstacles to the application of Information and Communication Technology include the lack of student skills in using computer applications, like Microsoft excel, Microsoft word and Microsoft power point. Therefore, it is necessary to provide Microsoft Office assistance and training to junior high school students so as to help them improve their skills in using Microsoft Office.

Keywords: Microsoft Office, ICT, Improving

Introduction

The use of ICT has touched almost all aspects of people's lives. Information and communication technology (ICT) has had a tremendous influence on aspects of our lives (professional and personal) by improving knowledge sharing and increasing information and communication flow (Al-Rahmi et al. 2020). The application of ICT is prioritized for application in education/learning processes. However, this utilization has not been evenly distributed at all levels of education. In the era of digitalization, the application of ICT in schools is to help their skills later, where almost all lines of the world of work use applications, especially Microsoft Office. Microsoft Office includes several applications such as Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Microsoft Outlook and Microsoft Front Page (Kasmawaru, Liklikwatil, and Annah 2019). Constraints in the application of ICT include the lack of student skills in using computer applications, especially Microsoft Office. The participants in this activity consisted of students from Junior High School, Sungai Raya Kepulauan Subdistrict, Bengkayang Regency. This Community Service activity was carried out because there were problems with partners, namely junior high school students who did not have a good grasp of using computer applications, especially Microsoft Office. This community service activity is carried out offline.

Literature Review

Description of Microsoft Office

Microsoft Office is by far the most widely used office suite. The documents that are produced from the suite are by no means static and contain many dynamic elements to make them aesthetically more pleasing advanced functionalities and interaction (Koutsokostas et al. 2022). The another says that Microsoft office software is data processing both sentences and numbers and percentages (Saribu, Pasaribu, and Hutajulu 2023). Microsoft office should be taught as early as possible, because almost all levels introduce computers. In addition, the use of Microsoft Office is a tool that is often used in everyday life

a. Microsoft word

One software commonly used for education and administration is Microsoft Word (Shofiana et al. 2023). Microsoft word is a word management application or software for creating documents and the like. This application is very popular and is widely used by people around the world to help with work, study and much more (Pande et al. 2023). By using Microsoft Word many jobs can be completed easily, for example making papers for school assignments, writing letters, besides that computers also help students take Computer Based Assessment Exams (Leiwakabessy and Sarwuna 2023).

b. Microsoft power point

Microsoft Power Point will help in combines all elements of media like text, images, sound and even video and animation so that it becomes a learning media which are interesting. For computer users, Microsoft Power Point is an application that commonly used in its activities especially at the time of presentation. Microsoft Power Point is a software that will help in preparing a presentation effective, professional, and also easy (Anyan, Ege, and Faisal 2020). Another observation say that Microsoft Power Point media can help an idea becomes clear the purpose if presented because of media power point will help in making slides, outlines presentations, electronics presentations, slide shows dynamic ones, including interesting clipart, which all of that easily displayed on the monitor screen computer (Bay, Algiranto, and Yampap 2021). Power point is a presentation tool, usually used to explain something that is summarized and packed in power point slides. So, the readers can more easily understand our explanation through visualizations that are summarized in the slides.

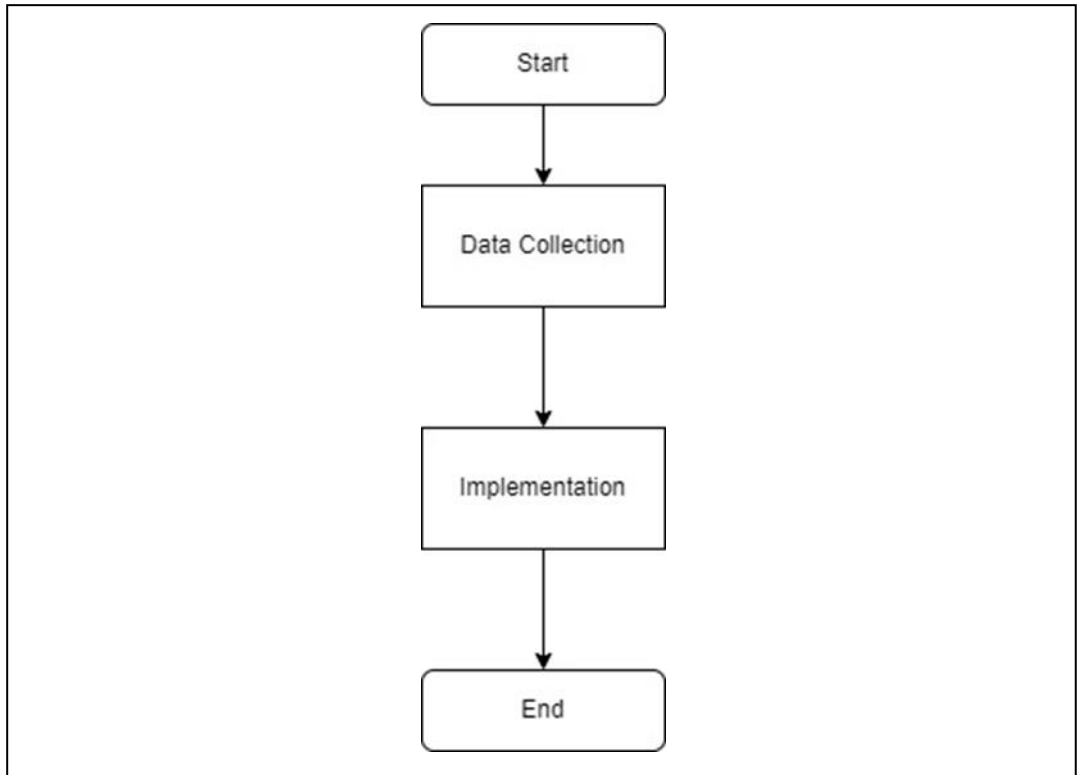
c. Microsoft excel

Microsoft Excel is a familiar program to many researchers (Ho et al. 2023). Microsoft Excel (Microsoft Corporation, Redmond, WA, USA) is one of the most popular spreadsheet software package. Typically, Microsoft Excel is regarded as a software that is exclusively associated with performing descriptive and prescriptive analysis (Paul and MacDonald 2020). However, with the advent of predictive analytics and its widespread usage/appeal, this is slowly changing. Furthermore, Excel remains one of the primary tools for data analysis. Thus, because of its pervasive use in industry and management education, all examples and coursework should be completed within the Microsoft Excel ecosystem.

Methods

The research methodology is as follows:

Figure 1. **Methods**



Based on Figure, this research methodology begins with data collection through literature studies and observations, then when the data has been obtained, it is immediately implemented by making appropriate material based on the literature study and observations. Material production includes three Microsoft applications, namely Microsoft Office, Microsoft Word, and Microsoft Power Point

Findings

Material preparation is prepared by the team. Socialization material is adjusted to the competencies expected of junior high school students. Materials for using Microsoft Office are prepared to improve skills in using Microsoft Office. Some of the materials provided are:

a. Microsoft Word introductory material

This material contains information about the tools and menu tabs found in Microsoft Word. The menu tabs are described as home, insert, page layout, and view. Besides that, it is explained in detail the function of each tool and there is a demo at the end of each presentation of the material.

b. Microsoft Power Point introductory material

This material contains information about the tools and menu tabs found in Microsoft Power Point. The menu tabs are explained as home, insert, design, transition, animation, and format. Besides that, it is explained in detail the function of each tool and there is a demo at the end of each presentation of the material.

c. Introduction to Microsoft Excel

This material contains information about the tools and menu tabs found in Microsoft Excel. The menu tabs are explained as home, insert, design, transition, animation, and format. Besides that, it is explained in detail the function of each tool and there is a demo at the end of each presentation of the material.

Conclusion

The implementation can be carried out well starting from Microsoft Word, Microsoft Power Point, and Microsoft Excel materials. Participants who participated were 30 participants accompanied by 2 class teachers. In the last session, participants succeeded in understanding the material presented by the resource person by successfully answering questions from the resource person.

References

- Al-Rahmi, Waleed Mugahed, Ahmed Ibrahim Alzahrani, Noraffandy Yahaya, Nasser Alalwan, and Yusri Bin Kamin. 2020. "Digital Communication: Information and Communication Technology (ICT) Usage for Education Sustainability." *Sustainability (Switzerland)* 12(12):1–18. doi: 10.3390/su12125052.
- Anyan, Anyan, Benediktus Ege, and Hendry Faisal. 2020. "Pengembangan Media Pembelajaran Interaktif Berbasis Microsoft Power Point." *JUTECH: Journal Education and Technology* 1(1). doi: 10.31932/jutech.v1i1.690.
- Bay, Rudolfus Ruma, Algiranto Algiranto, and Umar Yampap. 2021. "Penggunaan Media Microsoft Power Point Untuk Meningkatkan Pemahaman Siswa Sekolah Dasar." *Jurnal Elementary: Kajian Teori Dan Hasil Penelitian Pendidikan Sekolah Dasar* 4(2):125–33.

- Ho, Sam Yu-Chieh, Tsair-Wei Chien, Mei-Lien Lin, and Kang-Ting Tsai. 2023. "An App for Predicting Patient Dementia Classes Using Convolutional Neural Networks (CNN) and Artificial Neural Networks (ANN): Comparison of Prediction Accuracy in Microsoft Excel." *Medicine* 102(4):e32670. doi: 10.1097/MD.0000000000032670.
- Kasmawaru, Kasmawaru, Rudy Donny Liklikwatil, and Annah Annah. 2019. "Pendekatan Softskill Dan Hardskill Melalui Pelatihan Ms Word Dan Ms Excel Bagi Guru." Pp. 306–13 in *SNPMas: Seminar Nasional Pengabdian pada Masyarakat*.
- Koutsokostas, Vasilios, Nikolaos Lykousas, Theodoros Apostolopoulos, Gabriele Orazi, Amrita Ghosal, Fran Casino, Mauro Conti, and Constantinos Patsakis. 2022. "Invoice #31415 Attached: Automated Analysis of Malicious Microsoft Office Documents." *Computers & Security* 114:102582. doi: <https://doi.org/10.1016/j.cose.2021.102582>.
- Leiwakabessy, Arthur Yanny, and Sefnath Josep Etwan Sarwuna. 2023. "Pengembangan Kompetensi Melalui Pelatihan Microsoft Word Bagi Siswa Kelas XII SMA Negeri 31 Maluku Tengah." *Madaniya* 4(2):753–59.
- Pande, N. I. Kadek Nita Noviani, Desak Made Dwi Utami Putra, Ni Made Suci Ariantini, Putu Satria Udyana Putra, and Ni Luh Ade Dinda Dharma Yanti. 2023. "Pelatihan Belajar Microsoft Word Melalui Media Pembelajaran Power Point Di Sd Negeri 2 Sumita." *Jurnal WIDYA LAKSMI (Jurnal Pengabdian Kepada Masyarakat)* 3(1):35–40.
- Paul, Jomon A., and Leo MacDonald. 2020. "Analytics Curriculum for Undergraduate and Graduate Students." *Decision Sciences Journal of Innovative Education* 18(1):22–58.
- Saribu, Ardin Dolok, Santoso Pasaribu, and Novita Maywenty Hutajulu. 2023. "PEMANFAATAN MICROSOFT OFFICE DALAM PENINGKATAN." 4(1):298–304.
- Shofiana, Dewi Asiah, Yohana Tri Utami, Yunda Heningtyas, and Rizky Prabowo. 2023. "Peningkatan Keterampilan Penggunaan Fitur Mail-Merge Microsoft Word Bagi Guru Dan Staf SMK Muhammadiyah Seputih Raman." 4(1):22–28.