

Socialization of Basic Software and Microsoft Word Application Training for Elementary Students

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ABSTRACT

The progress of software is increasing along with the rapid development of technology. Software is made to facilitate human work. The convenience of the application cannot be maximized if users do not understand how to use it properly. This is generally caused by a lack of facilities and experts in the technology field, and it impacts users' lack of knowledge and insight. To keep pace with technological developments, each individual must learn the latest technologies, and one way is to attend training. Karang Duren Village is one of the areas in Sokaraja District, Banyumas Regency, Indonesia. Awareness in the field of Education in the Karang Duren Village area is very high, but they have problems related to education costs. This prompted the lecturers and students of Harapan Bangsa University to become resource persons in providing outreach and training to grade 6 students at SD Negeri 2 Karangduren as a form of effort to help increase insight and knowledge about operating software, especially Microsoft Word, correctly. This training is beneficial for elementary school students to add understanding and knowledge about Microsoft Word software and training. The training objectives can be achieved optimally if supported by more complete software facilities for student learning media.

KEYWORDS

Training;
Technology;
Software;
Microsoft Word;
Elementary school



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1. Introduction

The era of technological disruption has significantly impacted all fields, especially technology [1]. Information technology is a primary need for those who need efficiency in their activities [2]. Technological developments are also marked by the increasing number of the application software used in various fields, such as Education [3]. Education is one of the efforts to improve the quality of one's thinking, knowledge, personality, and maturity, which is carried out both formally and non-formally [4][5][6]. A person carries out the educational process for the rest of his life [7]. Advances in the development of information and communication technology are currently positively impacting education [8][9][5].

Software is all commands used to process information [8][10]. The software can be either a program or a procedure [11][12]. Software is in the form of electronic data stored by the computer itself [13][14][15]. This stored data can be in the form of programs or instructions that will later be executed by commands or records the computer needs to run the commands [16][17]. A program is a series of instructions written to perform a specific function on a computer [18][19]. Computers need the existence of a program so that they can carry out their tasks as a computer [20][21][22]. Usually, this is done by executing a series of program instructions on the processor [23]. Management of this software involves several things, including the operating system, programs, and data [24][25]. The existing logic is regulated by software so that it can be understood by computer machines [26][27][28].

Software or computer programs are made to facilitate human work [29][30]. One of the jobs that the development of this technology has assisted in word processing, which generally uses the Microsoft Office Word application [31]. Before this application appeared, humans made vital data records manually by handwriting them in books [32]. Now with the help of the Microsoft Word application, humans only need

to type all important data [33]. Not only can you take notes without writing, but in this application, the existing text can be arranged in such a way as to make it neater, easier to read, and eye-catching [34].

Microsoft Office Word is Microsoft's flagship word-processing software [35]. First published in 1983 under the name Multi-Tool Word for Xenix, other versions were later developed for various operating systems, for example, DOS (1983), Apple Macintosh (1984), SCO UNIX, OS/2, and Microsoft Windows (1989). Microsoft Word is often used to handle office administration. Utilization of top features can help simplify and speed up handling administrative management [36].

Not only does it make it easier for students to record essential learning materials, but there are many benefits to be gained from this application [37]. Complete functions and features available in the Microsoft Word application include file formats, smart art, translation tooltips, building blocks, cover pages, font settings and many more. Microsoft Word helps its users make all kinds of writing, such as all kinds of letters, proposals, papers, theses, journals, and even diagrams and graphics related to work or not [38].

The use of this application is said to be still not optimal because many features in the application are not used optimally. The obstacle that is still often encountered is users' lack of knowledge and insight, which is generally caused by a lack of teachers and supporting media to learn it [39].

The rapid development of technology makes everything need to be done digitally [40]–[42]. To develop with the times, every individual must always learn renewable technology so that technology and humans can develop together [43]–[45]. Technology in the current generation is very important and is one of the primary needs for everyone [46]. This technological advancement triggers an increase in human needs. There is a link between technological advancements and growing human needs. That is, human needs become easier to fulfil. The benefit of the development of technology is to help humans in meeting their needs. The world of Education is currently also required to balance learning with technology in every activity.

As for several studies on community activities related to Software socialization and Microsoft Word training, some of them were written by Eka Kasymir et al., who stated that this Microsoft Office training activity helped village officials to increase their ability and desire to learn Microsoft Office. The enthusiasm of the Ulak Kapal Village apparatus and the objectives of this training show that, basically, there is a great desire from staff to know and master the skills of using Microsoft Office but are constrained by village facilities. Microsoft word training was also conducted by Sartika with the theme Training on Microsoft Word, Microsoft Excel and PowerPoint Applications for students at SMPN 4 Kutacane. The result is that this technology adaptation activity can provide knowledge to students or teach students so that they understand more about using Microsoft Word. Wahyuni also conducted training with the theme training of basic Microsoft word skills for children of the Banten nation care foundation. The aim of this training is so that they are not too far behind when they get school assignments related to Microsoft Word and also to maximize children's learning activities [47]–[51].

In research by Dani Arjun Vahlevy, it was said that technological developments must be followed by existing Human Resources (HR) developments. Humans, as technology users, must be able to take advantage of existing technology and the next. Humans must adapt to new technologies developed through education [52]–[56]. Knowledge of computers, especially about software, can provide essential skills and potential for lifelong learning and solving problems that will be faced in the outside world in the future. In today's increasingly advanced era, studying Microsoft is an obligation. Even in the workplace, if you don't understand and master Microsoft, it will be challenging to catch up [57]–[60]. Information technology and computerization are the needs of all private and government institutions. Today's information technology science has begun to be introduced from the elementary school level. However, due to its limitations, it is possible that many elementary schools still have not facilitated using computers for their students.

The inability of society to keep pace with technological developments is the cause of technology being unable to provide maximum benefits for people's survival. With these problems, it is necessary to make an effort to handle them. This problem can be overcome by training and understanding how to use Microsoft Office. Education is an effective means, and the level of Education that is considered appropriate to receive this training is elementary school students. The reason is so that the next generation

understands the latest technology. Besides, later, these children can know and also be able to operate the software properly and correctly.

Karangduren Village, Sokaraja District, Banyumas Regency. Karangduren Village, Sokaraja District, Banyumas Regency, has 182,241 Ha administratively divided into 5 RWs. With the following land use: technical irrigated rice field area of 131.65 Ha, residential dry land area of 47 Ha, plantation land area of 13.17 Ha, public facilities area of 3.26 Ha and village treasury land area of 29.076 Ha. Awareness in the field of Education in the Karang Duren Village area is very high, but the problem here is the problem of education costs. The problem of education costs is the main problem in the education problems of Karangduren village. The average occupation of Karangduren villagers is farmers and farm labourers, where the income from farming is only enough to meet their daily needs. Therefore, the residents of Karangduren Village believe that junior high school education is sufficient to fulfil their knowledge.

Community service is a self-development process activity that can benefit the community in a particular development goal area. Based on this, we carried out Community Service activities focused on class VI students at SD Negeri 2 Karangduren, namely by providing training in the form of Software Socialization and Microsoft Word Training. With this training, it is hoped that it can increase the learning interest of SD Negeri 2 Karangduren students in learning about software computer science by introducing Microsoft Office software and how to operate it.

2. Method

2.1. Preparation

The implementation of this activity was carried out at SD N 2 Karangduren. This activity was designed to the maximum extent possible to run as well as expected. The initial preparations made were preparing a laptop, mouse and video animation software for elementary school children with a grade 6 target. In general, the flow of this service can be seen in Figure 1.

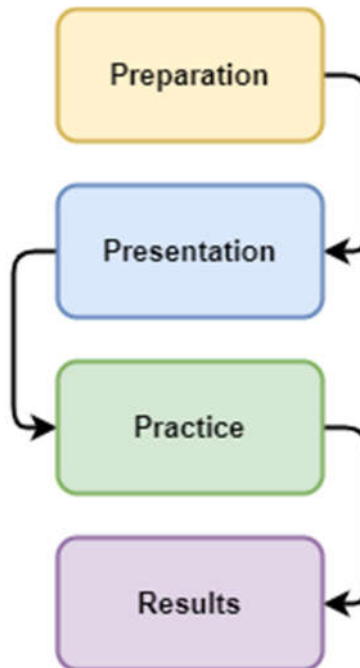


Fig. 1. Activity Implementation Flow

2.2. Presentation

At this stage, students will first listen to an explanation regarding the introduction of software, starting from its understanding, functions, types, and others. After that, it continued with a discussion about Microsoft Word. In presenting the material, apart from using text, we also use animated videos. Video-based learning media allows the exchange of information through images and sound, as well as digital animation. Learning with video media is considered to increase student interest in learning because it helps

understand the material presented with visualization in the form of video, so it becomes more interesting than learning with words alone. With this presentation method, it is hoped that it can give students an initial overview of the software and Microsoft Word before they are later put into practice directly.

2.3. Practice

After students get an explanation about the software and Microsoft Word, then students will practice what has been explained before. Students individually guided by a resource person carry out this hands-on practice. The practical learning method provides opportunities for students to use tools or objects in the hope that the material presented is explicit. Then students are expected to be able to practice the lessons learned in social life. This method provides a solution for students to apply directly, test and adapt theory to actual conditions through practice that can train students to develop the skills needed.

3. Results and Discussion

Students and lecturers completed the software and Microsoft Word introduction training program at Harapan Bangsa University. This training was held on Thursday, 9 February 2023, in the classroom of one of the elementary schools in Sokaraja, precisely at SD Negeri 2 Karangduren, especially in grade 6. The training was held for 60 minutes, starting at 09.30 WIB and ending at 11.30 WIB.



Fig. 2. Students listen to the presentation of the material by the resource person

The training activities began with introducing the software and Microsoft Word with presentations by the resource persons. The resource person delivered the material directly, and students listened to the explanation. The presentation of the material is also accompanied by an animated video shown to students using an LCD projector as media.

After the resource person has delivered the material, students will directly practice the theory explained by the resource person. In contrast to the theory presentation, where the students were too passive and were constrained by the lack of a projector when showing animated videos, the students looked more enthusiastic during hands-on practice.

The results of the software socialization activity and Microsoft Word training for SD Negeri 2 Karangduren students, none of the students had laptops. Based on the training provided, the results obtained were that the participants looked very enthusiastic about participating in this training. On the other hand, the lack of knowledge and similar training makes it difficult for students to operate it. After the training, it was found that 90% of the total training students could understand and practice it. With

the direct practice method used, students understand more because they directly practice the material provided, of course, guided by the resource person.



Fig. 3. Students practice directly with the help of resource persons

This training is beneficial for elementary school students to add insight and knowledge about Microsoft Word software and training. The training objectives can be achieved optimally if supported by more complete software facilities for student learning media. Students are enthusiastic about participating in training activities but still don't understand them because of the lack of facilities. Insights and knowledge about Microsoft Word software and operations that students have can be their provision to face the ever-developing technological age.

4. Conclusion

The overall results of the implementation of software socialization activities and Microsoft Word training for students of Elementary School 2 Karangduren, especially grade 6, concluded that the participants were very enthusiastic about participating in this training activity series. However, due to a lack of knowledge and training, elementary school students still have difficulty operating it. The method used by the resource person by guiding students during hands-on practice is considered appropriate because the participants can better understand when working on it themselves. The advice that can be given is that it is hoped that there will be similar follow-up training that can provide more insight and knowledge to students. In addition, it is also necessary to add student facilities in the form of computers or laptops that can support the student learning process regarding software and Microsoft Word and others.

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Author Contribution

We carry out Community Service activities focused on class VI students at SD Negeri 2 Karangduren, namely by providing training in the form of Software Socialization and Microsoft Word Training. With this training, it is hoped that it can increase SD Negeri 2 Karangduren students' learning interest in computer science software by introducing Microsoft Office software and how to operate it.

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Conflict of Interest

The authors declare no conflict of interest.

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