Microsoft Office Training At Curug State Elementary School Improves Digital Literacy Among The Public

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ABSTRACT

Microsoft Office training at SDN Curug is an initiative aimed at improving digital literacy in public elementary schools. Digital literacy is crucial in today's information technology era, yet many students lack adequate access to these skills. This article examines the implementation of Microsoft Office training at SDN Curug, covering its objectives, methods, outcomes, and impact. The research findings indicate that the training successfully improved students' basic Microsoft Office skills, which in turn increased their readiness to face future technological challenges.

Keywords: Digital Literacy, Microsoft Office, Training, Elementary Education

Introduction.

Tony Bates (1995) stated that technology can improve the quality and reach of education and training when used wisely, and is crucial for economic well-being. Mason R. (1994) argued that future education will be determined more by information networks that enable interaction and collaboration, rather than by school buildings. However, technology will continue to widen the gap between rich and poor. Based on the above perspective, information technology has become an integral part of daily life and the workplace, making digital literacy an essential skill for all individuals, including children. With technological advancements, learning is no longer limited to textbooks but can also be achieved through software or applications available on computers, such as Microsoft Office.

According to (Alexander & Isnaini, 2021), Microsoft Office is a software application frequently used by students in the learning process, especially for school assignments. There are several options, with the most commonly used in learning being Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. Microsoft Office, consisting of Word, Excel, and PowerPoint, is the most commonly used office software worldwide. Microsoft Word is a word processing program with numerous functions that maximize work results and facilitate the creation of letters, reports, articles, papers, tables, theses, final assignments, dissertations, and more. This program was first introduced as Multi Tool World in 1983. Meanwhile, Microsoft Excel is the most widely used spreadsheet program on Windows-based PC platforms. Excel offers calculation and graphing features, reflecting Microsoft's most aggressive marketing strategy. Furthermore, Microsoft PowerPoint is used for the use of images, symbols, letters, numbers, and graphs, with attractive

designs according to the desired format. This application is the most artistic compared to other Microsoft Office applications (Alexander & Isnaini, 2021).

Mastering Microsoft Office not only helps students in their learning but also opens up future career opportunities. However, access to technology and computer training remains very limited. Many students lack a computer at home, let alone access to adequate training. The Microsoft Office training program aims to improve students' abilities and skills and is expected to be one step towards addressing the digital divide and equipping students with the skills necessary for the digital age, thereby reducing the digital divide.

Method

This research was conducted using a qualitative case study approach to evaluate the implementation and impact of Microsoft Office training at SDN Curug. According to Creswell (2016), qualitative research is a type of research that explores and understands the meanings of a number of individuals or groups of people arising from social problems. Creswell (2016) defines a case study as a qualitative research strategy in which the researcher examines a program, event, activity, or process involving one or more individuals in greater depth. The researcher analyzed related documents, such as training modules and facilities. The research sample consisted of 100 students from public elementary schools who participated in the training. The data obtained were analyzed to evaluate the effectiveness of the training and identify factors influencing the program's success.

Activity Stages

(1) Site Survey. The team conducted a site survey at Curug Elementary School, the location for the Microsoft Office training in Curug Village, West Bogor. (2) Participant Data Collection. After conducting the survey, the next step was to identify participants who would participate in the training. (3) Program Development. After collecting data, the team prepared materials, equipment, and the venue for the training. (4) Microsoft Office Training. After the preparations were complete, the training activities began with an introduction, material delivery, and hands-on practice. (5) Evaluation. At this stage, an evaluation was conducted to assess participants' responses to the training to determine their understanding of the material presented.

Training Program

The Microsoft Office training program (Word, Excel, and Powerpoint) was conducted over seven days with 100 participants divided into four groups of 25 students each. Each participant was given training materials and practiced directly using the available computers and laptops for 90 minutes per session, with a duration of 30 minutes per topic. The stages and materials of the Microsoft Office training, consisting of Word, Excel, and Powerpoint, are as follows.

Source: Personal Documentation, 2024

Figure 1. Microsoft Word Lesson Plan

This stage, held on August 2, 2024, was attended by each group in each session. Each session lasted 30 minutes. The material provided to participants was as follows: (1) Introducing how Microsoft Word works; (2) Introducing the functions of buttons and menus in the Word interface; (3) Typing in a Word worksheet; (4) Changing the size and font of text and formatting as needed; (5) Inserting objects or illustrations and adding images to a Word worksheet.

Source: Personal Documentation, 2024

Figure 2. Microsoft Word Learning Module

On Excel stage, held on August 2, 2024, was attended by each group in each session. Each session lasted 30 minutes.

Source: Personal Documentation, 2024

Figure 3. Microsoft Excel Lesson Plan

The materials provided to participants are as follows: (1) Introducing how Microsoft Excel works; (2) Introducing sheet features and functions; (3) Organizing tables and adding columns and rows; (4) Understanding basic formula functions such as addition and multiplication; (5) Creating a new worksheet; (6) Creating a simple graph.
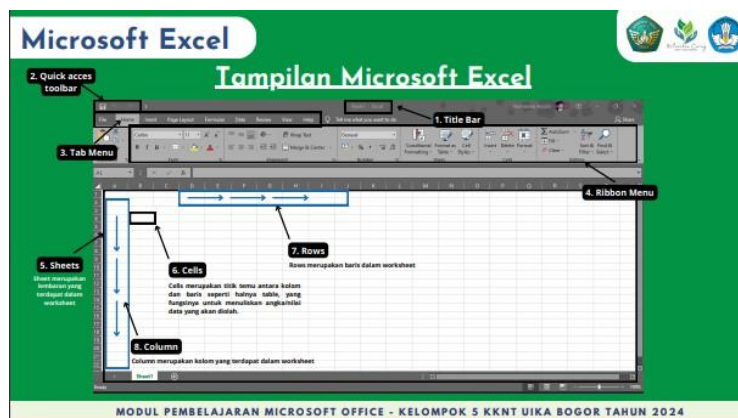
Source: Personal Documentation, 2024

Figure 4. Microsoft Excel Learning Module

On Powerpoint stage, held on August 2, 2024, was attended by each group in each session. Each session lasted 30 minutes.

Source: Personal Documentation, 2024
Figure 5. Microsoft Powerpoint Learning Plan

The materials provided to participants are as follows: (1) Introducing how Microsoft PowerPoint works; (2) Understanding PowerPoint slides; (3) Inserting text and images into slides; (4) Adding designs and animations to slides; (5) Creating a simple slideshow.

Source: Personal Documentation, 2024
Figure 6. Microsoft Powerpoint Learning Module

Program Evaluation

During the training, several evaluation stages were conducted, including: Stage One. This evaluation was conducted to determine the extent to which participants understood the material presented during the presentation session. It was expected that at this stage, participants would understand the concepts, features, and uses of each application. Furthermore, observations were made on participants' enthusiasm and motivation during the training program.

In the second stage of the evaluation, participants are asked to complete exercises based on the material provided. At this stage, participants are expected to be able to operate Microsoft Office according to their respective functions. The third stage observes participants operating Microsoft

Office through exercises. Participants are expected to be able to practice directly, such as opening files, saving files, and so on, independently.

Source: Personal Documentation, 2024

Figure 7. Microsoft Word practice

Source: Personal Documentation, 2024

Figure 8. Microsoft Excel exercises

Source: Personal Documentation, 2024

Figure 9. Microsoft Powerpoint Exercise

Literature Review

Digital literacy encompasses the ability to effectively use information and communication technologies to access, manage, and convey information. UNESCO (2018) underscores that digital literacy is becoming increasingly important in ensuring individuals' full participation in modern society. Previous research indicates that children from poor families often lag behind in digital literacy due to limited access to technology and adequate training (Warschauer, 2004). A study by Selwyn (2010) emphasized the importance of intervention programs that can help reduce the digital divide within communities.

Microsoft Office, the most commonly used office software, has been recognized as an essential tool for improving digital literacy among students. Mastery of applications such as Word, Excel, and PowerPoint can improve students' basic skills in information processing, presentations, and data analysis (Mahmud & Ismail, 2011). Training programs tailored to local needs, such as the one conducted at SDN Curug, have great potential to empower students and their communities.

Results And Discussion

The Microsoft Office training program for students at Curug Elementary School, Curug Village, lasted seven full days, focusing on three applications: Microsoft Word, Excel, and PowerPoint. The training began at 7:30 a.m. and lasted until 12:00 p.m. WIB in the Curug Elementary School Computer Laboratory.

Initial observations indicated that the majority of participants were unfamiliar with how to operate Microsoft Office applications. Participants were still somewhat confused about how to utilize the functions and features of each application. This is despite the school having a computer lab with approximately 15 functioning computers. This was due to a lack of learning materials provided to students regarding Information and Communication Technology (ICT) and the underutilization of the school's computer lab facilities as a learning tool for Microsoft Office. Furthermore, some computers were found to be inoperable due to lack of updates to Microsoft Office applications.

Source: Personal Documentation, 2024
Figure 10. Microsoft Office Training Participants

Therefore, the team had to update the applications before they could be used. Participants were quite enthusiastic about the Microsoft Office training, as evidenced by the attendance of all Curug Elementary School students. The participants' enthusiasm and motivation for participating in the training program were demonstrated by interactive discussions during the presentation and during the exercises.

Source: Personal Documentation, 2024
Figure 11. Microsoft Office Training Participants

Evaluation Results

Evaluation results showed that students who previously lacked basic knowledge of Microsoft Office began to show improved skills in using the software. The Microsoft Office training program for Curug Elementary School students is expected to achieve the following objectives: First, The Microsoft Office training program (Word, Excel, and PowerPoint) can enhance knowledge regarding the use of information technology to develop participants' skills. Second, Through this training, it is hoped that participants will gain knowledge in the field of technology to create superior Human Resources (HR), especially for the Curug Village community, thus benefiting their future.

Source: Personal Documentation, 2024
Figure 12. Results of training participants' work

Third, all participants will be able to easily understand Microsoft Office operations, so that in the future they will have no difficulty operating the software, which will assist them in carrying out their daily activities. Fourth, it is hoped that this training program will strengthen relationships and collaboration between the training organizers, namely the campus, and related partners, especially the school and local government, which are crucial pillars in preparing future human resources. Fifth, overall, this training increases students' confidence in using technology. However, several challenges were identified, such as limited training time and varying levels of understanding among students. These challenges indicate the need for additional support and ongoing training to ensure the sustainability of the achieved results.
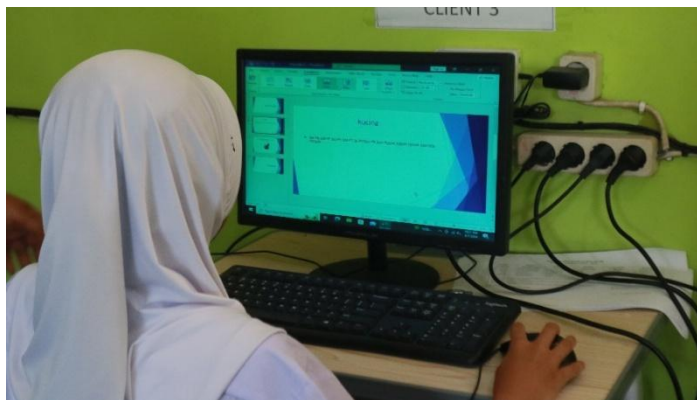
Source: Personal Documentation, 2024
Figure 13. Evaluation of training participants' work

Conclusion

Microsoft Office training for students at Curug Elementary School has successfully improved digital literacy. This program equips students with essential foundational skills for further education and the future workforce. While the program has shown positive results, there is a need to extend the training duration and provide additional support for students who require further guidance. The success of this program demonstrates that with appropriate interventions, the digital divide within the community can be reduced. Therefore, similar programs need to be expanded to other schools facing similar challenges to create a broader impact on community empowerment.

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