

## Office Application Training ( Ms Office ) For The Community Of Holtekamp Village

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### **Abstract.**

*Based on the survey results, it is concluded that there was a lack of knowledge and skills of the Holtekamp village community, especially young people, church administrators and village officials in operating Office Applications (MS Office). This training aimed to provide knowledge and skills about the importance of mastering Office Applications (MS Office), namely word processing (MS Word), Spreadsheet data processing (MS Excel) and MS Power Point for presentations. The methods used in this training was mentoring method with lecture techniques to explain theory and practice directly on a computer that has MS Office installed. The training was carried out for 7 days with 3 hours of meetings. The number of participants who participated in the training was 23 people. The result of this training is that the level of knowledge and skills of the trainees increased from the Pre Test results of 34.42% to the Post test results of 90.7%*

**Keywords:** Training, Office Applications, Holtekamp village

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## **I. INTRODUCTION**

Knowledge of the importance of Information Technology for society is something that cannot be separated from all sectors of people's lives. Mastery of ICT becomes important because everyone involved in it actively participates and continues to improve the ability to be able to support it. Improving skills in using and utilizing information and communication technology tools is one of the key factors to catch up Papua's human resources from other regions in Indonesia. Formal and non-formal education and training programs that provide skills and abilities in using and utilizing information technology tools are a priority need [1]. A formal education path and strategic value to provide education and training in ICT which ideally starts early. The use of Office Applications is a basic skill that is needed in the world of work[2]. Therefore, Community Service Activities were carried out in Holtekamp Village, Muara Tami District. This village was chosen as a PKM Activity Partner because this village is quite far from the center of Jayapura City, approximately 29 km, the number of patriarchs are 150 families. The most of the community livelihood consists of fishermen, farmers who sell vegetables and natural resources in traditional markets and there are still many young people who have dropped out of school.

The results of the survey in Holtekamp village concluded that there was still a lack of community knowledge and skills in operating ICT Devices and Office

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Applications (MS Office), which applications are important to master because they are used to support administrative activities such as correspondence, processing data using tables and making Attractive presentation files. In this training activity, the participants are given an Office Application (MS Office) learning module and practice directly using the application on a computer. The participantsof this training is the community from young people, students, church administrators and village officials.Based on the analysis of the situation and problems faced by partners, the Office Application training, such as MS Word, MS Excel, MS Power Point Holtekamp village community is a solution as an effort to improve and develop the quality of community self-development so that they can adapt to technological developments. Office Applications (Microsoft Office) is one of the most popular office applications and is widely used by various agencies, both public and private[3]. This application has many uses, starting from making reports, processing data, making presentations, processing databases, sending emails, and many other uses that are very helpful in the world of work, education, economy, and industry[4].

But, there are not a few computer users who do not master this application, even though this skill is one of the skills that must be possessed by someone who wants to be successful in their work. The software, known as office applications, was created by Microsoft and designed to run using the Microsoft Windows and Mac OS X Operating Systems. In the Microsoft Office application, there are several application such as Word, Excel, PowerPoint, OneNote, Outlook, Access, Publisher, and there are many other applications.[3][4] Ms. Word and Excel are arguably the two best office applications in the world today. MS Word is an MS Office application that is used to create documents or letters, such as book manuscripts, articles, and other written material, whether long or short. The document can be equipped with charts (graphs), pictures, icons, photos, illustrations, and tables [4]. MS Excel is a spreadsheet program that is used to process various types of data. Ms.Word and Excel can complete various assignments in schools, offices, government agencies, non-profit organizations and large corporations. Mastering Word and Excel is the key to success for anyone. Ms. PowerPoint is software used to create presentation slides. Therefore, anyone with an interest in the world of presentations will use PowerPoint. Beautiful slides can be created using PowerPoint or a combination of Power Point and other design applications. [4]

## II. METHODS

The implementation method of this training is a mentoring with lecture techniques, discussions and direct practice on a computer (PC). Training activities will be carried out for 7 days with three hours of each meeting, face-to-face meetings completely by implementing health protocols. That in accordance with the agreement between the PKM implementation team and the Holtekamp village government, the

activities held on Tuesday, 02 March 2021 until Tuesday, 10 March 2021. The implementation of this activity includes the activities described as follows:

#### ***Preparation phase***

The preparation stage is carried out in coordination with the Information Systems Study Program, Computer Laboratory, Faculty of Science & Technology, University of Ottow Geissler Papua and LP2M University regarding the PKM program to be implemented, then the care taker coordinates with the Holtekamp Village government for the location and told about the activity. The care taker prepared materials in the form of MS Office Training Modules that will support the MS Office Introduction and Learning process and make Participant Registration Forms, Attendance Lists and Pre-Test and Post-Test Forms to determine participants' understanding before and after the activity. Next, the care taker prepared a schedule of activities. The training would be accelerate with several tools such as a PC that has a minimum specification of Intel Pentium 3 500 Mhz, 256MB SDRAM, Windows XP Operating System and above, Office 2010 Applications and Infocus Screen.

#### ***Training Implementation Stage***

The implementation stage of the PKM program is carried out for 7 days starting at 13.00 to 16.00 according to the schedule by starting a direct discussion, then distributing Pre Test forms to be filled out by participants to find out participants' understanding of Office applications (MS Office) before participating in training activities. Next, the implementation team provides explanations and direct training using modules that have been prepared and distributed to each participant and guidance during the learning process.

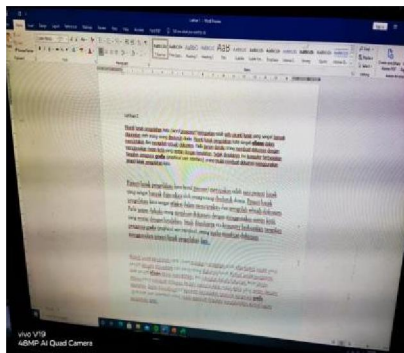
#### ***Evaluation Stage***

The evaluation activities are carried out by looking at the participants' responses by giving pre-test and post-test forms to the training participants to determine the understanding, abilities and responses given by participants after participating in training activities.

### **III. RESULT AND DISCUSSION**

The Office Application Training (MS Office) for the people of Holtekamp village is carried out for 7 days starting on Tuesday, March 2, 2021 until Tuesday, March 10, 2021, at the Hall of Kampung Holtekamp. The training participants were 23 people from Holtekamp village, consisting of young people, students, village officials and church administrators. The service implementation team consists of 5 people with a composition of 3 lecturers and 2 students as assistants in charge of organizing and assisting the training. The first day of activities on March 2, 2020 at 13.00 started with an opening by the implementing team, then the team shared pre-test questions about the introduction of computers and MS Word and then the speaker, Mrs. Andrijani, S.Kom, M.Cs delivered material on the introduction of ICT, the history of computer development, parts Hardware, Software and Computer Users, the practice of directly

starting and ending computer operations. Then the second and third day on March 3, 2021 and March 4, 2021, continued with Microsoft Word material with the presenter Mrs. Fegie Y Wattimena, ST, M.Kom who discussed how to start the MS Word application, introduction of Functions of Each Menu (ToolBar), Introduction of buttons on the keyboard, create and save Documents, Set Text and Paragraph Formatting, use Bullets and Numbering, create news columns and create tables, page numbering, insert pictures and print documents, and end with participants working on practice questions.



**Fig 1.** The Ms Word Practice and One of the result of the participant

The fourth and fifth days, on March 6, 2021 to March 7, 2021, continued with Microsoft Excel material with Mrs. Reny Koibur S.Si., M.Cs as the speaker. The material was about the steps to start and end MS EXCEL, identify worksheets, enter data in cells, format columns and rows, use calculation functions, logic functions and create graphs and print spread sheets. At the end of the MS Excel training, participants did the practice questions.

Buatlah Sheet baru dan isilah data berikut. kemudian carilah Total, Jumlah Total, Rata-rata, Nilai Terbesar, Nilai Terkecil dari data tersebut.

TABEL DAFTAR HARGA BARANG					
Jenis Produk	Bulan				Total
	Jan	Feb	Mar	Apr	
Odel	Rp. 100.000	Rp. 90.000	Rp. 100.000	Rp. 95.000	
Sikat Gigi	Rp. 50.000	Rp. 60.000	Rp. 70.000	Rp. 65.000	
Sabun Mandi	Rp. 40.000	Rp. 50.000	Rp. 40.000	Rp. 55.000	
Sabun Cuci	Rp. 60.000	Rp. 70.000	Rp. 65.000	Rp. 70.000	
Shampoo	Rp. 70.000	Rp. 65.000	Rp. 70.000	Rp. 65.000	
Susu	Rp. 105.000	Rp. 100.000	Rp. 95.000	Rp. 90.000	
Kopi	Rp. 84.000	Rp. 90.000	Rp. 95.000	Rp. 90.000	
Jumlah Total					
Rata-rata					
Nilai terbesar					
Nilai terkecil					

TABEL DAFTAR HARGA BARANG					
JENIS PRODUK	BULAN				TOTAL
	JAN	FEB	MAR	APR	
Odel	Rp.100.000	Rp.90.000	Rp.100.000	Rp.95.000	Rp.385.000
Sikat Gigi	Rp.50.000	Rp.60.000	Rp.70.000	Rp.65.000	Rp.245.000
Sabun Mandi	Rp.40.000	Rp.50.000	Rp.40.000	Rp.55.000	Rp.185.000
Sabun Cuci	Rp.60.000	Rp.70.000	Rp.65.000	Rp.70.000	Rp.265.000
Shampoo	Rp.70.000	Rp.65.000	Rp.70.000	Rp.65.000	Rp.270.000
Susu	Rp.105.000	Rp.100.000	Rp.95.000	Rp.90.000	Rp.390.000
Kopi	Rp.84.000	Rp.90.000	Rp.95.000	Rp.90.000	Rp.359.000
Jumlah Total	Rp.604.000	Rp.615.000	Rp.615.000	Rp.615.000	Rp.2.449.000
Rata-rata					Rp.612.250
Nilai terbesar					Rp.105.000
Nilai terkecil					Rp.40.000

**Fig 2.** The Ms.Excel Practice and One of the result of the participant

On the sixth day, it was continued with the presentation of MS Power Point by Mrs. Feige Wattimena. This material explains how to start and end Ms Power Point, save and create new presentations, use slide themes, use design templates, place image and

clipart objects, set slide transition effects, give animation effects to objects, run presentations with slide show facilities. and display the printouts on the monitor screen. At the end of this material, participants work on practice questions.

Latihan:

buatlah sebuah slide Power Point, dengan isi:

1. Biodata Siswa:

- a. Nama: Ronald  
TTL: Jayapura, 2 Maret 2010  
Alamat: Jl. Koya No. 35 Abepura, Jayapura  
Jenis Kelamin: Laki-laki
- b. Nama: Anabela  
TTL: Biak, 10 Oktober 2009  
Alamat: Jl. Baru No. 15 Abepura, Jayapura  
Jenis Kelamin: Perempuan

2. Gunakan Theme untuk memilih latar Belakang

3. Buatlah menjadi Slide show.



**Fig 3.**The MS Power Point Practice and One of the result of the participant

The seventh day on Tuesday, March 10, 2021, a post-test evaluation of the Power Point material will be carried out and followed by a closing ceremony by the Implementing Team. This is the documentation of the implementation of the Office Applications (MS Office) training activities:



**Fig 4.**The Documentations of The Application Training Community Service

To measure the success of the Office Application (MS Office) training, an overall evaluation was carried out, before starting the material was distributed pre-test and after practice questions were distributed post-test. The results of the evaluation of the Pre Test and Post Test are presented in table 1 as follows:



**Table 1.** Participants' Pre and Post Test Results

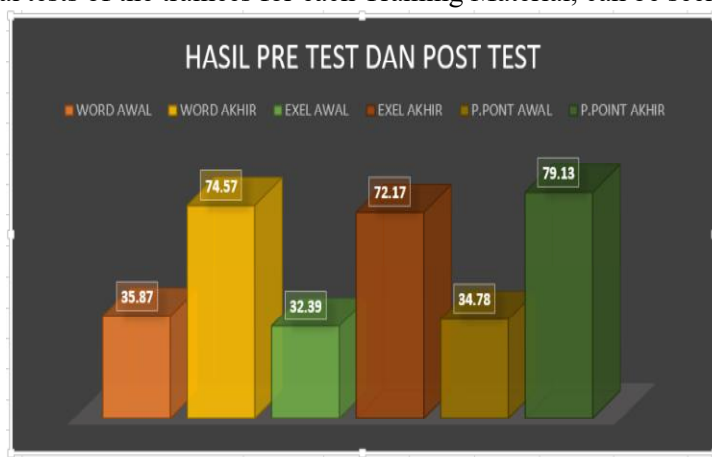
No	Name	Test Value					
		Word 1	Word 2	Exel 1	Exel 2	PP 1	PP 2
1	Syahrul Gunawan	40	95	30	90	30	80
2	Amandus Waropen	30	80	40	95	35	95
3	Adrianus Y. W	35	90	40	95	25	90
4	Guntur Leo Uduas	35	85	40	100	40	100
5	Bastiana Ansanai	45	100	30	85	30	85
6	Biniki Amsamsyum	30	85	25	80	30	90
7	Virginia Yobi	30	90	30	85	40	100
8	Putri D Woisiri	45	100	35	90	45	100
9	Rita Y. A Tomke	25	90	25	85	30	85
10	Fince Yanggroseray	30	85	25	85	30	85
11	Marthina Pattipeme	20	80	30	85	40	100
12	Delila Ester Serru	35	85	35	90	40	100
13	Erensina M. Yawa	40	100	35	80	25	80
14	Insos Mandowen	25	90	40	100	25	80
15	Amelia Turini	35	85	40	100	40	100
16	Minalisa K.Wonatorey	45	100	25	80	35	100
17	Popy O Merauje	40	100	25	80	35	90
18	Sergius Merauje	30	80	35	90	40	100
19	Helen Koromari	40	100	35	85	35	85
20	Novita Merauje	45	80	40	100	25	80
21	Febiola A. Waropen	65	100	25	90	35	85
22	Richadth V. Satia	25	90	25	80	50	100
23	Ester Agustina Satia	35	80	35	90	45	95
<b>Sum</b>		825	2070	745	2040	805	2105
<b>Average</b>		<b>35,87</b>	<b>90,00</b>	<b>32,39</b>	<b>88,70</b>	<b>35,00</b>	<b>91,52</b>

From the data in table 1 above, it can be seen that at the pretest at the beginning of the training, the average assessment of participants' initial knowledge for MS Word was 35.87% and for MS Excel was 32.39% and for MS Power Point was 35%. After the training activity accompanied by direct guidance, it can be seen that there is a change in the knowledge of the trainees. This is evidenced by the results of the Posttest with a score for MS Word of 90%, and MS Excel of 88.70% and Ms. Power Point by 91.52%.

**Table 2.** Average Test Results of trainees

Test	Word	Excel	Power Point	Average Value
<b>Pre Test</b>	35,87	32,39	35.00	34,42
<b>Post Test</b>	90.00	88.70	91.52	90,07

From the data presented in Table 2 the results of the participants' average scores, it can be seen that there was a significant difference for the average pretest of 34.42% and the result of the final test (post test) of 90.07%. The graphics related to the results of the initial and final tests of the trainees for each Training Material, can be seen in Figure 5.

**Fig 5.**Graph of the results of the average pre-test and post-test

From Figure 5 it can be seen very clearly that there was a difference between before the participants were trained and after the participants were trained.

#### IV. CONCLUSION

Based on the results of the Office Application (MS Office) community service activities that have been carried out, the implementing team can conclude that the Office Application (MS Office) training activities for the community in Holtekamp village can improve the participants' knowledge and skills about writing correspondence and administrative documents using MS. Word, processing data using MS Excel and creating attractive presentation slides using MS Power Point. The ability and skills of participants can be proven by the results of the evaluation of the average Pre Test and Post Test where there is a significant difference for the average pre-test of 34.42% and the result of the final test (post-test) of 90.07 %.

#### V. ACKNOWLEDGMENTS

Thank you to the Holtekamp village government, the GKI Ora Et Labora Holtekam church for helping provide a training place and providing information to the

Holtekamp village community to participate in activities and the UOGP Faculty of Science & Technology computer laboratory which has lent PC computers so that this training can be carried out.

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