

BASIC COMPUTER AND MICROSOFT OFFICE APPLICATION TRAINING FOR SCHOOL-AGED CHILDREN IN PASIR GALA VILLAGE, LAWE BULAN DISTRICT, SOUTHEAST ACEH REGENCY

Jiwa Malem Marsya¹

¹ Universitas Gunung Leuser

Email Correspondance: jiwa.malem.marsya@gmail.com

Abstrack

The objectives of this basic computer training are: To introduce participants to the importance of mastering information technology and Computers today and to teach them how to use Microsoft Word applications, which can be used for learning to type and other purposes. The method used in this activity is Community Education (PKM) in the form of lectures and training on the basics of computers and Microsoft Office applications, specifically Microsoft Word. The result of this PkM activity is to provide implications for increasing participants' knowledge about computers and their applications to young children in the village of Pasir Gala, Lawe Bulan District, Southeast Aceh Regency.

Keywords: Introduction to Microsoft Office Applications

INTRODUCTION

In this era of globalization, information technology is developing rapidly throughout the world. With the development of information technology as it is today, almost everyone is required to keep up with technological developments. With the development of information technology in the world, especially in Indonesia, as well as in urban and rural areas, it has great potential to help promote education (IT) to keep pace with the rapid development of technology. Currently, rural communities have not been able to keep up with the advancement and development of technology due to a lack of technological resources such as computers. This is caused by a lack of awareness among the community about the usefulness of computers in everyday life. Meanwhile, in cities, it is not difficult to keep up with technological developments because cities have many technological facilities such as computers, whereas in rural areas it is quite difficult to access information due to the lack of computer facilities.

In reality, the government has made Information and Communication Technology a compulsory subject at the elementary and secondary school levels. The ability to use and utilize information and communication technology devices is one of the key factors in catching up with other nations in terms of human resources. Formal and non-formal education and training programs that provide skills and abilities in using and utilizing information and communication technology devices are a priority. Formal education has the potential and strategic value to provide education and training in the field of ICT, which ideally should start early. This indicates the importance of providing children with early experiences in utilizing information and communication technology tools, particularly computers, which serve as a foundation for basic skills and potential for lifelong learning and problem-solving that they will encounter in their future lives (Pujiriyanto, 2009).

Mastery of information and communication technology is important because every party involved in it is required to be able to participate actively and continuously improve their ability to compete. Information and Communication Technology has become a primary need for many people. By using Information and Communication Technology, processes and activities can be carried out more quickly, easily, and efficiently (Rupilele, 2019). Therefore, mastery of communication technology devices needs to be taught at all levels.

METHOD

The method used in this activity is community education in the form of lectures and training on basic computer skills and Microsoft Office Word applications, which aims to introduce training participants to information technology and computer skills and improve the understanding of participants, consisting of school-age children in the village of Pasir Gala, Lawe Bulan sub-district, Southeast Aceh district, in the use of Microsoft Office Word. In this training, participants are also asked to practice the material that has been previously presented. Before the activity is carried out, what needs to be done is observation or monitoring in advance to collect data or facts related to the material needs of the training participants. This observation is carried out to find out the difficulties experienced by participants in operating computers. the stages in the implementation of this activity are:

- 1) Lectures are used to convey general knowledge about the use of basic computer skills applications.
- 2) Question and answer sessions are used to supplement things that are not yet understood by the training participants.
- 3) Training using Microsoft Office Word, involving all training participants.
- 4) Evaluation is carried out by direct observation through performance assessment of participants to determine their understanding of computers and Microsoft Office Word applications after the training is conducted.

RESULTS AND DISCUSSION

Implementation of Activities the community service activities were carried out on: day/date: Saturday, February 26, 2026. Time: 08.00 – 13.00 WIT, Location: Pasir Gala Village, Lawe Bulan District, Southeast Aceh Regency. Agenda: Training on Basic Computer Skills and Microsoft Office Applications. specifically Microsoft Word, for school-age children in Pasir Gala Village, Lawe Bulan District, Southeast Aceh Regency.



Figure 1. Implementation of PKM Activities

Children will gain more learning that plays a greater role in cognitive development, but in terms of fulfilling specific skills in learning about computer mastery, this becomes a significant obstacle. This has become an incentive for the PKM team to carry out community service activities with the theme "Basic Computer and Microsoft Office Application Training Office Applications to School-Age Children in Pasir Gala Village, Lawe Bulan District, Southeast Aceh Regency." The purpose of this activity is to provide Basic Computer and Microsoft Office Application Training Microsoft Office, specifically Microsoft Word, to school-age children in Pasir Gala Village, Lawe Bulan District, Southeast Aceh Regency.. The objectives of this basic computer training are: to introduce participants to the importance of mastering Information Technology and Computers today and to teach them how to use Microsoft Word applications for learning typing and other skills. the stages in the implementation of this activity are as follows:

1. Activity preparation the pkm team makes preparations before the activity is carried out. Preparatory activities begin with preparing the training venue, preparing training facilities/media such as projectors, laptops/notebooks, and administrative requirements for the activity (attendance/attendance list).



Figure 2. Preparing for Activities

2. Introduction this activity was carried out before the main activity, which was the delivery of material on computer introduction and training in the use of Microsoft Word. In order for this activity to run smoothly, it was necessary to introduce the PKM team and the activity participants to each other with the aim of getting to know each other and facilitating interaction during the activity.



Figure 3. Introduction process

3. Presentation of material on computer introduction In the presentation of material, various concepts about computers are conveyed, starting with: a. Definition of a computer, b. Computer components consisting of input devices, processing devices (central processing unit), and output devices, c. Benefits of computers, including computers as a means of facilitating work, a means of communication, a means of information, a means of business, a means of health tools, a means of entertainment, and so on, d. The benefits of computers, which include computers as a means of simplifying work, a means of communication, a means of information, a means of business, a means of health tools, a means of entertainment, and so on, e. The Main Components of a Computer System, which consist of hardware, software, brainware, and data.



Figure 4. Explanation of computer components

4. Question and Answer Session the question and answer session was conducted with the aim of clarifying any points that were not fully understood by the training participants and to assess the level of understanding of the training participants in mastering computer applications and training activities in the use of Microsoft Office, specifically Microsoft Word.
5. Training in the use of Microsoft Office Word, involving all training participants. In this training activity, participants were provided with knowledge about Microsoft Office, specifically Microsoft Word. Participants were trained to create new documents, save and close worksheets, open documents that had been created, and manage the size of the worksheet. In this training activity, participants are equipped with knowledge about Microsoft Office, specifically Microsoft Word. Participants are trained to create new documents, save and close worksheets, open documents that have been created, set paper size and margins, set text format, set paragraph alignment, set line spacing, add page numbers, create headers and footers, create bulletpoints and numbering, and replace words.



Figure 5. Training on Using Microsoft Word



Figure 6. Evaluation Activities

6. Evaluation Activities is carried out by direct observation through participant performance assessment to determine participants' understanding of computers and Microsoft Office Word applications after the training is conducted.

CONCLUSION

The purpose of the PKM activity involving school-age children at the elementary, junior high, and high school levels in the village of Pasir Gala, Lawe Bulan District, Southeast Aceh Regency is to provide training in basic computer skills and Microsoft Office applications, specifically Microsoft Word, to school-age children in the village of Pasir Gala, Lawe Bulan District, Southeast Aceh Regency. The objectives to be achieved from implementing this basic computer training are: to introduce training participants to the importance of mastering information technology and computers today and to teach them how to use Microsoft Word applications that can be used for learning to type and other purposes. The implementation of this activity was well received by the participants and this activity also had implications for

increasing the participants' knowledge about computers and application. This can be seen from the results of evaluations conducted before and after the training activities. There was an increase in understanding and knowledge before and after the activities were carried out.

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