

**Training of Operators of Word Processing Machined (Microsoft Word) for
Kepohkidul Village Equipment, Kedungadem Subdistrict, Bojonegoro Regency**

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Article History

accepted 31/7/2023

approved 31/8/2023

published 30/9/2023

Abstract

Information and Communication Technology (ICT) is growing rapidly now-adays. This enables the adoption of technology in every sector of human life including work routines. However, training on the use of the Word Pro-cessing Machine (Microsoft Word) computer program received less attention so that knowledge and skills in operating the Word Processing Machine (Mi-crosoft Word) became lacking. Therefore, this study aims to provide basic competence in using a computer program, namely a Word Processing ma-chine (Microsof Word) to Kepohkidul village officials for publishing infor-mation and village administration services. Such training reduces the digital gap, enriches the potential of village officials, and promotes more use of public services. Fairness in developing communities. Kepohkidul Village is a village located in Kedungadem Subdistrict, Bojonegoro Regency, East Java Province. Currently Kepohkidul Village in terms of publishing information and administrative services has not been maximized. Efforts to improve the capabilities of Kepohkidul Village Officials, village heads and village secre-taries aim to make training this is to maximize the role of Kepohkidul village officials in providing services to the community, the method of implement-ing this service is in service training and on service training. The result of this activity is that Kepohkidul village officials have been able to operate word processing machines (microsoft word), so they are able to support publica-tions village information and daily administrative services to the community.

Keywords: *Competence, ICT training, Village Equipment, Word Processing Machined*

Social, Humanities, and Education Studies (SHEs): Conference Series
<https://jurnal.uns.ac.id/shes>

p-ISSN 2620-9284
e-ISSN 2620-9292



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INTRODUCTION

All aspects of life, including education, continue to be influenced by advances in information and communication technology (ICT). Current and future education is starting to focus on global growth and change, science, technology, art, and culture. Because everyone involved in it must be able to participate actively and continuously improve their ability to compete, mastery of information and communication technology is important [1]. One important component in catching up with Indonesia's human resources is having the ability to use and use information and communication technology devices.

To improve the welfare of village communities, all village elements and resources must support the village's ability to manage governance, implementation, community development, and community empowerment independently. Villages that are able to manage development management independently will not only be able to mobilize all the resource assets owned by the village, but will also be able to improve the basic needs of its citizens, livelihood needs, fight for citizens' rights and organize life in a sustainable manner.

One part of the government system of the Republic of Indonesia is the village government, which is directly responsible for village finances. The paradigm shift regarding village management began with Law Number 6 of 2014 concerning Villages. The village is now seen as the subject and spearhead of development and improvement of people's welfare. They have a great opportunity to take care of their own governance and fulfill the interests of the local community through community initiatives (Ministry of Finance of the Republic of Indonesia, 2017).

The public sector is increasingly focused on societal demands, which encourages governance to increase accountability and transparency. Public institutions at the central and regional levels must be held accountable for carrying out their duties well or badly through the medium of accountability that is used regularly. One of the resources that can be utilized by the village is information technology. Developments in technology and science are constantly increasing human needs. Information technology also assists in data processing, which can assist in development planning, decision making, and much more.

One of the resources that can be utilized by villages is information and communication technology. Technological and scientific developments continue to increase human needs, and their existence helps in data processing, which is useful for development planning, decision making, and many other benefits.

Currently, technology and information are developing very quickly. Almost all fields have computer-based information systems, and jobs that require computer technology to convey information are also increasing [2], [3]. Every organization needs information and communication technology. An organization cannot run smoothly without utilizing information and communication technology to improve its performance. One of the factors that influence organizational performance is the use of information technology. Utilization of information and communication technology must be supported by the expertise of those who manage it so that it can improve the performance of the company and the performance of the individual concerned. To achieve organizational or agency goals, individual performance is very important. Performance is also important for individuals to complete and fulfill their tasks so that they feel satisfied and proud.

The best way to take advantage of village government IT and communication programs to improve the quality of life of village communities is to make commitments, build information systems to make transparent budgets, and cooperate with telecommunication services [4], [5]. Having information technology in government

should be a priority because the level of information technology literacy in society varies depending on the geographical location of the village [6].

The existence of information technology helps the government, especially in community services in village administration, such as correspondence between village, district and provincial institutions. Therefore, information technology skills for village officials are very important [7], [8], [9]. One of the foundations of information technology is the basic ability to use such computer programs Microsoft office word, Microsoft office excel, and Microsoft office PowerPoint. Microsoft office word is a word processing program used for administrative tasks such as writing letters, meanwhile Microsoft office excel is a number processing program, and Microsoft office PowerPoint is a program used to create presentations. Today, there are many word processing engines that can perform a variety of very difficult tasks. The example is Wordstar, ChiWriter, WordPerfect, MS Work, Microsoft Word, KWriter, and AmiPro [10], [11]. Word processing engines usually process characters, words, and sentences, which then form paragraphs, groups of paragraphs, and a text, which is called a file or document. Writing, for-matting, adding, pronouncing, saving, and printing are the main capabilities of word processing engines.

Taking into account the conditions above, the development of human resources for village officials is a key requirement. Thus, the community will experience more transparency through the Village Information System in Bojonegoro Regency. One application of information and communication technology is the transfer or transfer of information between media. Utilization of information and communication technology is one of the factors that affect organizational performance. Utilization of information and communication technology must be supported by people who have expertise in operating the company so that they can improve the performance of both those and the individuals concerned [12], [13]. Both companies and institutions require high individual performance to achieve goals. Performance is also important for completing tasks so that people feel satisfied and proud.

For the Village Information System, the design of word processing machine operator training is very important. The Village Information System is a form of village information system that is responsible for managing existing resources at the village [14], [15], [16]. If village officials can use word processing machines properly, transparency and administrative services in Bojonegoro Regency will feel better.

Based on the existing conditions, this study aims to improve the competency of word processing machine operators for village officials in Bojonegoro Regency. Researchers are interested in conducting word processing machine operator training for village officials in Kepohkidul Village, Kedungadem District, Bojonegoro Regency as a strategy to increase the competence of village officials so that the publication of village information can be maximally conveyed to village communities. With this training, it is hoped that the Village Officials of Kepohkidul, Kedungadem District, Bojonegoro Regency will have provisions in operating computers with word processing machines (Microsoft Word).

METHODS

In this information technology training, the method used is method in service training, on service training. According to Darmawan (2016: 109), the instructor is an important component in the learning process [17]. This is in line with Hatimah's opinion (2014: 4) that educators have a very important role because they have to translate and describe the values in the curriculum and then apply these values to the training participants through the learning process [18]. As for the stages of the method in service training, on service training as follows:

In service training including planning

Preparatory stage. At this stage, the ToR (term of reference) is prepared, identifying potential participants, the meeting determines the time, place, and training materials, as well as administering training permits.

Prepare materials and tools. The team and partners prepare all materials and equipment needed for the implementation of the training.

One service training includes program implementation

Training, this training process will be directly facilitated by researchers who are carried out according to the number of participants by bringing laptops as a tool for IT training.

Assistance in operating using a word processing machine (microsoft word).

Evaluation

RESULTS AND DISCUSSIONS

Word processing engine training (Microsoft word) which was carried out in several stages so that village officials could attend training and understand the material presented.

Socialization

At the socialization stage the researcher conveys the importance of using information technology in the current era without exception. especially for Kepohkidul village officials, so that efforts must be made to improve services to the community. The village head of Kepohkidul wants to start contributing to the changes that must continue by starting the learning process using a word processing machine (microsoft word) as an effort to provide an alternative.

At this stage the results of the training related to the background, objectives and benefits of the training can be described in table 1 below:

Table 1. Results of Stage 1 Training

Good	Enough	Currently	Less
10	0	0	0

The results of the training in stage 1 are related to the socialization of the background, objectives and benefits as well as the implementation of word pro-cessing machine training (microsoft word) went well, that is, 10 participants were in the good category and all of them could understand the purpose, benefits and background of this training.

The second stage is training assistance in the introduction of word processing machine skills (*microsoft word*), the results of the training at this stage can be seen in table 2 below:

Table 2. Results of stage 1 training

Program	Good	Enough	Currentl y	Less
Word processing machine (<i>microsoft word</i>)	7	2	0	1

The training results in stage 2 are the introduction of word processing machines (*microsoft word*) it worked well because some of the participants were in the good category.

1.1 Evaluation

This evaluation phase evaluates the results of training and mentoring. And an evaluation of all the material that had been delivered from the first stage to the last stage was carried out with good results, because after this training the village officials already understood the basics of word processing machines (*microsoft word*).

At the evaluation stage a questionnaire was also given with several questions as shown in table 3 below:

Table 2. Questionnaire

1. Can you understand the training material provided easily?	
Strongly agree	10
Agree	0
Don't agree	0
Strongly Disagree	0
2. Did the instructor in this training explain well and be able to answer questions and problems that you experienced while attending the training?	
Strongly agree	7
Agree	3
Don't agree	0
Strongly Disagree	0
3. Do you want to get more in-depth material and this training will continue at a later time?	
Strongly agree	10
Agree	0
Don't agree	0
Strongly Disagree	0
4. Has the training you attended been able to support your work in serving the community?	
Strongly agree	10
Agree	0
Don't agree	0
Strongly Disagree	0

From the answers to the questions in the questionnaire above, it shows that this training provided enormous benefits for Kepohkidul village officials, especially village officials in charge of managing administration serving the community in various daily needs.

CONCLUSION

The implementation of word processing machine training activities (*microsoft word*) in Kepohkidul Village, Kedungadem District, Bojonegoro Regency, East Java Province which has been carried out at the Kepohkidul village office with a total of 10 participants was carried out with 3 stages, namely the stages of social-ization and coordination, practical training assistance for the introduction of word processing machines (*microsoft word*), the last stage of evaluation with good results.

Based on the feedback they gave, the participants assessed that this activity was very relevant to the needs of the participants, the majority of whom lacked mastery of computer applications. They also felt that they had gained greater insight into computer training and were very satisfied with this training.

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