

Microsoft Office Training for Village Officials to Improve Computer Skills

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Abstract: *A community service project called "Microsoft Office Utilisation Training in Cimekar Village to Improve Computer Skills for Village Apparatuses and Karang Taruna Management" aims to help village officials and youth organisations in Cimekar Village manage village administrative tasks more effectively. Not all village elders and youth committee members currently possess Microsoft Office proficiency. Many of them still have trouble using programmes like Microsoft Word and Excel. This act of community service was performed at the Cimekar Village Office Meeting Hall in the Cileunyi District of Bandung Regency on May 18–20, 2023. Setting goals and objectives, identifying and analysing issues or needs, choosing teams, coordinating with relevant parties, providing necessary resources, as well as creating implementation schedules, assessment procedures, and the final report, were all part of the planning process.*

Abstrak

Sebuah proyek pengabdian masyarakat bernama “Pelatihan Pemanfaatan Microsoft Office di Desa Cimekar Untuk Meningkatkan Keterampilan Komputer bagi Aparatur Desa dan Pengurus Karang Taruna” bertujuan untuk membantu perangkat desa dan karang taruna di Desa Cimekar dalam mengelola tugas administrasi desa dengan lebih efektif. Tidak semua tetua desa dan pengurus pemuda saat ini menguasai Microsoft Office. Banyak dari mereka yang masih kesulitan menggunakan program seperti Microsoft Word dan Excel. Aksi pengabdian masyarakat ini dilaksanakan di Balai Rapat Kantor Desa Cimekar Kecamatan Cileunyi Kabupaten Bandung pada tanggal 18 – 20 Mei 2023. Menetapkan maksud dan tujuan, mengidentifikasi dan menganalisis masalah atau kebutuhan, memilih tim, berkoordinasi dengan pihak terkait, memberikan sumber daya yang diperlukan, serta membuat jadwal pelaksanaan, prosedur penilaian, dan laporan akhir, semuanya merupakan bagian dari proses perencanaan.

Kata kunci: Peningkatan, Kompetensi, Dosen

INTRODUCTION

We now use information and communication technology (ICT) on a daily basis (Yusri et al., 2021). Using computer and device software like Microsoft Office has become essential for people to do their work more successfully and efficiently in the digital age. For the apparatus

village and administrator coral cadets in Village Cimekar, there is no exemption to this rule.

Unfortunately, not all village leaders and youth groups in Cimekar Village has skills that are sufficient for using Microsoft Office. Many people still have trouble using programmes like Microsoft Word and Excel. This can reduce their productivity and possibly lead to mistakes in management and the financial sector.

So, in order to develop computer abilities for apparatus village and administrator coral cadets in Cimekar village, training is required. This training will aid in their comprehension and mastery of Microsoft Office, which will streamline their tasks and improve their ability to manage activities and finances.

With the help of this training, it is intended that Desa Cimekar's village officials and youth committees will become better at using communication and information technologies, particularly Microsoft Office, to carry out tasks and provide answers more effectively.

IMPLEMENTATION OF A METHOD

Activity commitment to the public This took place in the Cimekar Village Meeting Office, in the Cileunyi District of the Bandung Regency. On May 20-22 2023

A service activity This is carried out by the apparatus village and is extremely related to task administration and communication. In this situation, Microsoft Office Word and Excel become the most popular tool for streamlining administrative procedures and data management. The required skills of personnel using Microsoft Office software can be enhanced through training, resulting in more effective and efficient service operations and better results.

Following are the stages of devotion implementation:

1. Setting up the scene

It is crucial to thoroughly complete the planning step so that the activity or project can proceed as planned and reach its objectives. The danger of errors and mistakes that could arise during an implementation activity or project can also be decreased by the planning stage.

2. Training

The two parts of the activity training are:

1) training with Microsoft Word; and

2) training with Microsoft Excel. Training was carried out in a systematic manner, beginning with an introduction from the head village, exposure to reading material, group discussions, and accompanying instruction for practise.

THE FINDINGS AND DISCUSSION

The Village Office Meeting served as the venue for this civic engagement. In the Bandung Regency's Cileunyi District is where you'll find Hall Cimekar. This event will take place over three days, from May 20 to May 22, 2022. Room Meeting The Cimekar Village Office was selected as the activity's venue because it met the criteria for carrying out numerous tasks, including having sufficient facilities and being easily accessible to the general public. Additionally, a strategic placement makes it simple for participants to access the location.

Preparedness Action

Here are some things you may do to get ready for community service projects in Village Cimekar:

Before beginning any operations, it is vital to determine the needs of the community. a. Cimekar village needs assessment. This can be accomplished by having a meeting with the village leaders and surveying the populace to ascertain their needs and problems (New et al., 2019b; Mustangin et al., 2021).

- a. Coordinating with the village: Inform the community and the youth management of the service activities and seek their approval as well as support.
- b. Prepare the necessary supplies and facilities, including presentation materials, visual aids, transportation, lodging, and food and drink for attendees.
- c. Socialisation action: Hold meetings with locals to introduce the upcoming activity and conduct socialisation activities in Cimekar Village using bulletin boards, flyers, and other means.
- d. Evaluation and monitoring: Conducting evaluation and monitoring of devotional activities, both during and after the activity is underway, in order to assess success and determine whether the activity has achieved its objective.

Training

Karang youngsters Village Cadets Cimekar and village officials took part in the community service project. The participants' participation in this activity is crucial because they understand their own roles in carrying out significant community service projects in the village. The village apparatus is in charge of handling duties relating to public service, such as

correspondence, population data collection, financial management, and other administrative responsibilities.

The Village Youth Organisation Cimekar, meantime, is a youth organisation that plays a vital role in improving the social, economic, and cultural quality of life. They have the ability to propel development in the community as a driven youthful generation. By taking part in these events, students are supposed to learn new things that will help them perform their obligations as Karang Taruna youth and village officials. In this manner, the village can develop further and the locals would receive better services.

The Opening activity (), during which the Head of the Cimekar Village delivers a speech, kicks off the service activity. In his remarks, he expressed gratitude for the Community Service Team's visit to the village to impart expertise and experience to the para-equipment village. Additionally, he encourages all participants to approach the activity seriously in order to fully assimilate the training content and apply it afterwards to improve public services. As a result, it is anticipated that this devotional activity will be of great benefit to the entire community of Cimekar village.

The way that Microsoft Word information is presented is intended to make it easier for participants to comprehend and put the skills they have learned in activity sessions to use. In addition, this customised content requires village authorities who are typically involved in administration and communication. The participants are anticipated to be able to enhance their skills in document processing and letter writing through understanding this content, which will assist the village provide higher-quality services.

For village officials to manage data and information, such as population, finance, and other data connected to public service, Microsoft Excel material is crucial. With this understanding of the topic, the participant anticipated being able to manage data and information more successfully and effectively, as well as be able to quickly and accurately tell the public. This should greatly benefit the general people and help to raise the calibre of services offered in the area.

Additionally, in order to receive an award for participation and hard work, participants in training exercises are required to submit a memento. It is intended that these mementos will serve as inspiration for the participants to keep honing their skills and abilities in the subject matter they have been trained in.

CONCLUSION

Based on the community service projects that have been completed, it has been

determined that training in the use of Microsoft Office is crucial to helping village officials and the Karang Taruna Management Cimekar Village enhance their computer literacy. The training activities can offer fresh perspectives and expertise about how to utilise Microsoft Office software most effectively, which is highly helpful in assisting with administrative task implementation in the village.

The participants in the training sessions learnt how to use Microsoft Word and Excel as well as strategies for maximising the advanced capabilities of the second application. In addition, training gives participants the chance to interact and exchange experiences with other participants and the speaker so that everyone can learn from one another and expand their expertise.

There is public devotional activity. This participant is anticipated to be able to use the knowledge and skills acquired throughout the training and to apply them directly to administrative activities in the village. Additionally, it is envisaged that through enhancing the calibre of work and productivity in administrative implementation chores, this activity would also have a favourable effect on Village Cimekar advancement.

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