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## Improving the English Skills by Using Microsoft Office in the Learning Process for Management Informatics Students

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**Abstract.** Information and communication high technology in the world of education can be given in numerous disparate forms turn on cast their votes function. Microsoft department exists as a form of information and communication technology, big-name software that can be used in the process of learning English. The purpose of this activity is to help students better understand the features provided by Microsoft Office, including the Microsoft Word application (integrating between EndNote and Word for writing citations and references) and PowerPoint (Making a video). Deplorably, the continuous online course has brought almost various challenges within the domain of instruction, including both the substance being instructed and the guidelines instruments utilized, eventually driving decay in learning results. This emphasizes the creation of Microsoft Office-based advanced assets for instructive purposes, which are at that point included within the learning preparation. The technique utilized in this think about was investigation and advancement. The media improvement handle utilized the Four-D worldview, as proposed by Thiagarajan and Semmel. The Microsoft Office-based computerized content learning offers intuitive learning through Microsoft Office that coordinates with the ELLMA learning administration framework. A test of 25 understudies at Politeknik Mitra Karya Mandiri was subjected to testing of the media amid the Learning Proses, which yielded positive acknowledgment comes about. The discoveries of this ponder propose that utilizing Microsoft Office-based computerized data is both practical and productive in upgrading understudy inspiration and making strides in learning results. This recommends that joining computerized learning into online instruction can be useful for directing college understudies. The approach is one of education, training, and practice as well as instruction and practice for 1st semester of information management students and 1<sup>st</sup> semester of Health Analyst at the Politeknik Mitra Karya Mandiri Ketanggungan Brebes. This mentoring activity received positive feedback from the target audience.

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**Keywords:** Information and communication technology; Microsoft Office; Microsoft Word; Microsoft PowerPoint; EndNote.

## **Introduction**

Technology In this century, instruction within the computerized time requires teachers to capably utilize Data and Communication Innovation in each aspect of learning (Hartman et al., 2019; Mustapha et al., 2021; Voithofer & Nelson, 2021). This condition makes teachers as the most part holders in conveying the fabric challenged to be able to adjust to meet their logical competencies agreeing to the requests of the times. Be that as it may, instruction is right now moving absent from a teacher-cantered approach but must be student-cantered (Marpaung & Azzajjad, 2020). The victory of the learning preparation cannot be isolated from the part of learning media, as using reasonable media makes a difference in advancing understudy learning results. The utilization of media in instruction can help instructors in conveying fabric so that understudies can comprehend it (Arochman et al., 2023). That's why choosing suitable media within the advanced time is required for teachers in conveying their materials.

The computerized period encompasses the utilization of computerized media in numerous features of life, including the method of learning (Lestari, 2020; Mijatović et al., 2019). Besides, for advanced learning to be compelling, learners and instructors must be arranged to lock in intuitive communication utilizing data and communication innovation, such as computers, portable workstations, cell phones, and other gadgets associated with the web (Händel et al., 2020; Novaliendry et al., 2022). There are a few advanced learning assets, counting info graphics, podcasts, PowerPoint slides, energized videos, and learning videos. Hence, Microsoft Office is the most prevalent media for young people and young people.

Technology proficiency for teachers does not require advanced applications but is tailored to needs, such as proficiency with Microsoft Office tools. [3] Indicates Microsoft Office, specifically MS Word and MS Excel, used for administrative or learning processes. Microsoft Office is the most commonly used software, both by academics and professionals. The goal of using this device is to make the learning process more qualitative, active and interactive. Application packages included in the Microsoft Office program include Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Visio, and Microsoft.

Access, Microsoft Outlook, Microsoft Publish, Microsoft Information Path, Microsoft Word and Microsoft PowerPoint. In addition to being able to use Microsoft Word for Educators for administrative needs, such as writing learning support documents, assessments, and analysis, MS Word can also help students write citations and resources. It is reference for action research results in the classroom, with integration with other applications, such as EndNote and Mendeley. Students can use Microsoft PowerPoint as a presentation support tool (explanatory document) in slide form. Students can also use MS PowerPoint to make teaching materials more interesting using a variety of video, image, audio, animation and design/template features.

Based on the portrayal of the issue depiction and significant consideration, there are impediments to speakers in planning learning media, particularly amid this learning. Subsequently, analysts are fascinated by planning advanced learning using Microsoft Office. This think-about points to creating a Microsoft Office-based computerized substance for instructive purposes that can bolster inspiration and learning results for understudies. At that point, the generation of the coming about learning Microsoft Office which is utilized as an elective learning media amid the instructing and learning handle. Hence, this consider tended to questions: (1) How is the method of creating Microsoft Office for learning at Politeknik Mitra Karya Mandiri? (2) Is there any noteworthy contrast between understudies who utilized Microsoft Office sometime recently and after the learning?

## Method

This ponder may be a coordinated reaction to the noteworthy effect of Microsoft Office on learning as a medium to encourage the learning and instructing preparation carried out by instructors or speakers. At Politeknik Mitra Karya Mandiri, the educational approach of Project-Based Learning and Case-Based strategies orders understudies to develop the application of their obtained information inside particular relevant systems. This instructive worldview compels learners to rise above hypothetical understanding and lock in viable problem-solving endeavours, in this manner cultivating an energetic learning environment that sustains basic considering abilities and real-world application. From now on, there emerges a need for the conception of a plan that adeptly bridges the learning worldview with the student's inclination and openness.

Concurring with the discoveries of the starting investigation of the learning preparation at Politeknik Mitra Karya Mandiri, it was found that understudy learning exercises tend to be repetitive. Understudies centre more on fair tuning into data from the teacher and are moreover given as well numerous assignments. Even though they have been encouraged with media Zoom and Google Meet most of them tend to be less dynamic and indeed most of them are near their camera. The foremost noticeable effect was the moo inspiration to memorize and the esteem of learning results accomplished by students. Subsequently, teachers must have the capability to make and develop instructive materials with a particular centre on improving the learning handle by making it more substantial and true. Subsequently, the utilization of Microsoft Office media could be a reasonable arrangement for instructors to viably pass on unique concepts.

This consideration is based on the contention that the advancement of Microsoft Office media cannot as it were bolster inspiration and learning results. Since understudies are more joyful and more curious about learning, video can encourage the securing of information and aptitudes in a specific zone (Ryan, 2021). On the other hand, the progression of Microsoft Office media is exceedingly beneficial for both teachers and understudies (Coleman & Cash, 2020). In this way, the improvement of learning media can certainly alter the conventional (routine) educating styles and strategies of instructors into student-cantered learning (understudy centres).

Based on the depiction of the issue depiction over, there are confinements of teachers in planning learning Microsoft Office media, particularly amid this learning handle. This thinks about points to form Microsoft Office for instructive

purposes that can bolster inspiration and learning results for understudies. At that point, the generation of the coming about learning Microsoft Office which is utilized as an elective learning media amid the educating and learning prepare. Hence, this consider tended to questions:

(1) How is the method of creating Microsoft Office for learning at Politeknik Mitra Karya Mandiri? (2) Is there any noteworthy distinction between understudies who utilized Microsoft Office sometime recently and after the learning?

These consider utilized the Investigate and Improvement procedure (R&D). Alluding to the definition of the Four-D show by Thiagarajan (Thiagarajan, 1974), R&D is utilized to create and approve items within the frame of learning instruments that are utilized as unused encounters for understudies. The choice of this research methodology is utilized to form instructive media items within the shape of recordings that improve understudy inspiration and move forward learning comes about. are two scopes in this investigate, to be specific item improvement and item approval. The scope of this item advancement canters on learning to type in to bolster inspiration and accomplishment of learning results. The learning media created is Microsoft Office media which at that point goes through a legitimacy test by a group of specialists. Approval is carried out by specialists covering the areas of; (a) Language specialist; (b) Media Master and (c) Fabric Master.

This considers was conducted amid Walk - July 2024. Respondents included in this think about were Politeknik Mitra Karya Mandiri 1st semester understudies as numerous as 13 understudies from lesson Management Informatics and 12 understudies from lesson Health Analyst as a put for item trials from the client side. The choice of understudies was done haphazardly for members who were willing to take an interest and help in this investigate and consider the sex angle and the capacity perspective of understudies who have homogeneous capacities, specifically in terms of accomplishment, they have the same

The method for making this item takes after Thiagarajan's Four-D worldview, which comprises of four stages: characterize, plan, create, and disperse. The steps and strategies for creating the Four-D demonstrate are appeared in Table 1 as takes after.

**Table 1. Procedure for developing Microsoft Office**

Four-D Model	Research Activities
Define	1 Analysis of student needs 2. Identification of problems 3 Concept of learning media
Design	1. Learning objectives 2. Planning of an instrument 3. Specifications of learning
Develop	1 Developing Instruments 2 Developing learning videos 3 3 Draft of Microsoft Office
Dissemination	1Expert validation analysis 2Revision of the products 3Try-out

Analysts executed a strategy for creating Microsoft Office utilizing the four-D show. Each show had an investigative action. The information gathered in this ponders comprised of two information sources, based on the information of subjective and conjointly quantitative. Subjective information was obtained from interviews and comments, understudy reactions, and insights from experts within the areas of fabric, dialect, and media. The analysts got the information of quantitative from the comes about of filling out master approval sheets and understudy reactions, learning inspiration disobedient, and evaluation of learning results, specifically pre-test and post-test. The information gotten from the come off the advancement is at that point analysed to get criteria for legitimacy, common sense, and viability. The information gotten from the master legitimacy scores were changed over within the shape of a scale of six and after that changed over into subjective criteria in Table 2 as takes after.

**Table 2. Criteria of product validity**

Scale	Categories
0 % - 20 %	Not Eligible
21 % - 40 %	Less Eligible
41 % - 60 %	Fairly Decent
61 % - 80 %	Eligible
81 % - 100 %	Very Eligible

In case Microsoft Office fulfils the least prerequisites, it'll be coordinated into E-learning Politeknik Mitra Karya Mandiri, or ELLMA. ELLMA could be a Moodle-based learning administration framework. This media is particularly created to help teachers and understudies in their instructing and learning endeavours. In the interim, the model's effectiveness was tried in two stages by analysing the information obtained from dispersing surveys on persuading rebellious and evaluating understudy learning results after utilizing Microsoft Office. The combined test t-test was utilized to discover the dissimilarity between the cruel pre-and post-test scores, as appeared by the distinction in their midpoints for each bunch between field tests with the calculation utilizing the SPSS program.

### **Finding and Discussion**

The steps for creating Microsoft Office media begin from the Comes about of the Wants Examination. The plan stage of item advancement begins from the investigation of understudy needs, fabric examination, errand examination and definition of learning objectives. The preparatory think about was done through perception, interviews, and surveys at Politeknik Mitra Karya Mandiri. A few problems were found as expressed within the rundown of table 3 as takes after:

**Table 3. Problems**

Aspects	Findings
Previous learning model	Note-taking, confessional learning
The learning model is carried out using Microsoft Office	
Learning experience	A few members conceded that it was troublesome to get it and centre on learning. Due to the device's need of consideration, it is vulnerable to numerous impacts inside the domestic. In expansion when online they regularly feel languid and their centre is partitioned
Perceived digital content learning-based learning	A few teachers have utilized Microsoft Office learning-based media, but a few understudies don't get it when they are clarified utilizing the media.
The most popular digital Microsoft Office learning-based learning model.	After zooming, Microsoft Office-based learning is the foremost alluring learning media with clarifications that can be effortlessly caught on since through Microsoft Office it is like observing a teacher clarify straightforwardly. Moreover, understudies must feel tired, particularly in one day they have to be considering a few courses. Microsoft Office-based learning makes them a small revived in their brain.
Ideal learning	<p>Intriguing and Comprehensible. A natty gritty and clear clarification but the length is not long 10-15 minutes. In expansion, Microsoft Office is supplemented with clarifications that encourage our comprehension of the substance.</p> <p>Displayed and Comprehensible. A natty gritty and clear clarification but the length isn't long 10-15 minutes. In expansion, Microsoft Office is supplemented with clarifications and activities that encourage our comprehension of the Materials.</p> <p>Displayed.</p>

Based on table 3 of the starting investigation over, outlines require for problem-solving to bolster understudy learning results and inspiration. The steps taken in problem-solving are as takes after: a) planning learning media agreeing to the investigation of understudy needs, b) applying different learning media that can bolster understudy inspiration and comes about; c) the got to create an appealing learning Microsoft Office media plan for understudies so that interest will increment.

The starting explanatory discoveries serve as the establishment for the improvement of the item plan. The item advancement organization starts by portraying the competencies that are utilized as a reference for planning and learning Microsoft Office media. The media is made using Microsoft PowerPoint and hence improved with supplementary movements and impacts so that it is changed over into a PowerPoint. The result of this item plan is alluded to as draft I. The draft I is approved by a group of language specialists; Media Specialists and Fabric Specialists as numerous as 3 specialists to induce input. In common, the item is suitable for utilization; it ought to be balanced for colour and text style estimate. The taking after can be seen in Table 4 the come about of the test of the legitimacy of the master group.

**Table 4. Results of the expert team's validity**

Validators	Material	Learning Goal	Microsoft Office
1	82	84	86
2	84	88	88
3	80	86	88
Total	246	258	262
Categories	Very good	Very good	Very good

The legitimacy of the test instrument saw both inspiration and learning results analysed through item/item examination. The discoveries on the legitimacy of the motivational survey and the accomplished learning results displayed that each thing was exceptionally great, within the sense that the learning media had very good quality. This is often because each fabric, learning goal, and learning Microsoft Office have a great category, so the demonstration created meets the substantial criteria. Thus, it is thought that this Microsoft Office approach can improve understudy inspiration and make strides in learning comes about. Moreover, a screenshot of learning Microsoft Office is made in Figure 1 as follows.



**Figure 1. A screenshot of learning Microsoft Office**

Based on Figure 1, comments from the master group are that the colour plan isn't showy and is reasonable for young people. The font estimate within the title is additionally not too small. Whereas, the picture from the colour side portrays colour, that is appropriate for their age. The title's size is noticeably shown, making it effortlessly clear for understudies. The coming of Microsoft Office within the picture over is alluded to as a Microsoft Office draft. The Microsoft Office draft was at that point tried for common sense and usage. The common sense test includes 2 speakers who educate the same course to evaluate and give input on the created learning media in terms of plan, fabric, engaging quality, and level of significance. The come about of interviews with the two speakers are as follows:

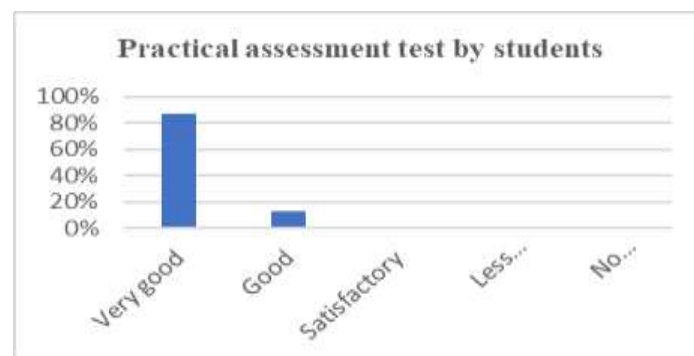
"... The media item created in my supposition is exceptionally great in terms of colour, plan and curiously fabric, there are pictures that make it simple and can offer assistance understudies when examining autonomously at domestic..." (Interview, Lecturer 1/2024)

"... curiously media, clear sufficient to be given to understudies without the required for help amid the learning execution handle, the clarifications are for the most part very clear... for the most part good" (Interview, Lecturer 1/2024)

Moreover, the usage test included 10 understudies speaking to each course that was the subject of the investigation. The come about of participants' suspicions portray the intrigue in learning Microsoft Office media items.

"... Like learning with this Microsoft Office media... (Interview/Participant 1/2024), ...indeed in spite of the fact that it's not the primary time I've learned to utilize Microsoft Office, I like it well... (Interview/Participant 2/2024)

...it is very clear, can be examined once more when one day I disregard... the fabric. (Interview/Participant 3/2024)



**Figure 2. Practical Assessment Test by Students**

The next test is a field test involving 13 students from First semester Management Informatics and as many as 12 students from Health Analyst Students also have a role in providing an assessment seen from the results of practicality tests on students in learning by using Microsoft Office. This practicality test aims



to describe the level of student response in learning using Microsoft Office. The results of the student practicality test assessment through student response questionnaire sheets. The following figure 2 is the percentage of student practicality test results:

Concurring with the measurements displayed in Figure 2, the common sense test comes about of understudies who utilized the created Microsoft Office demonstration yielded a normal score of 87%. These come about demonstrate that students' reactions to learning utilizing the created Microsoft Office demonstrate are said to be common agreeing to understudies.

**Table 5. Result of paired sample t test**

		Paired Differences							
		Mean	Std. Deviation	Std. Error Mean	95% Confidence Interval of the Difference		t	df	Sig. (2-tailed)
					Lower	Upper			
Pair 1	posttest -pretest	3.9375	3.68902	.65213	2.60747	5.26753	6.038	24	.000

The moment step is to decide the viability test seen from the capacity of understudies to ace the fabric with the Microsoft Office demonstrated through a pre-test sometime recently utilizing Microsoft Office in learning and a post-test after utilizing Microsoft Office in learning. Information from the test comes about students' capacities by looking at the normal esteem and deviation of standard and analysing the results of the resemblance test with a t-test with a noteworthiness level of 0.05%. At that point continue with looking at the outcome of the normalized t-test. The typically conducted to find out the post-test in students' capacities after and sometime recently implementing the Microsoft Office show. The analysts have to be comparing the t-count and t- t-table. In the event that the t-table is more noteworthy than the t-count, it can be said that there's no significant difference. In the meantime, in case the t-test esteem is greater than the t- table esteem, it can be concluded that there's a critical contrast and this medium is useful for improving understudy inspiration and progressing learning comes about.

This ponders points to creating Microsoft Office-based computerized substance learning in English courses. This item improvement handles utilized inquiry about and advancement by taking after the inquiry about steps of the Four-D demonstration. Amid the Learning, the choice of media is decided by the necessities of understudies and the noteworthiness of intelligently instructive materials. Through the improvement of Microsoft Office media can create memory, dominance of the fabric and learning does not get boring rapidly.

Based on the sees of understudies, face-to-face course online learning a few understudies felt that the clarifications when speakers gave in online learning, for

case: zoom or Google gatherings, frequently made understudies not get the complete of learning. In expansion, numerous understudies found it troublesome to discover great associations when they did online learning. Thus, most of them asked speakers to create a Microsoft Office-based learning media rather than online gatherings. Thus, the students required the creation of Microsoft Office-based learning materials.

The purpose of this activity is to help students better understand the features provided by Microsoft Office, including the Microsoft Word application (integrating between EndNote and Word for writing citations and references) and PowerPoint (Making a video). The advancement of this Microsoft Office-based learning media starts with content at that point pictures conjointly activities so that learning becomes more fun. The method of creating Microsoft Office media is made in such a way that there are at slightest 2 components that ought to be considered, specific in terms of legitimacy, common sense, and engaging quality.

- a) Components of legitimacy incorporate components of fabric, dialect, and media.
- b) Components of common sense incorporate congruity to the fabric and learning goals.
- c) Components of allure incorporate the selection of shapes, colours, pictures, and sizes utilized.

All three must be utilized as references within the preparation of creating Microsoft Office-based media so that the coming about the item is compelling and productive to utilize to support understudy inspiration and learning results.

The findings of this study demonstrate the efficacy of Microsoft Office learning media paradigm can be used as one of the learning media that can stimulate student activity in learning, because it facilitates the acquisition of knowledge for pupils, ensuring that they remain engaged and avoid boredom during the learning process. This is evident when the learning motivation of students is greatly increased after using the Microsoft Office model. Students seem to learn with pleasure and enthusiasm. This finding is in line with, to date, the practise of online learning has inherent limitations that prevent it from fully meeting the demand (Manurung et al., 2022). Several essential limitations pertain to the state of the kids. Online learning, despite its imperfections, has the capacity to cultivate creativity by integrating 'engagement experience' and tactics that beyond the reliance on insights, in line with students' proposals (Sariyatun et al., 2021; Wahyuningsih et al., 2023). In this manner, the utilization of computerized substances helps students within the learning handle.

Expanding inspiration and learning results utilizing the Microsoft Office media show reflects that in learning, teachers ought to have the capacity to develop a more amicable instructive environment for students. Learning isn't as it was situated to students' cognitive objectives (learning results) but can cultivate encounters for understudies (encounter). This guideline is in line with the motivational hypothesis by Maslow.

The result of this think about too appears that understudies found it simpler to get to Microsoft Office to memorize separately. They thought that by observing clarifications in Microsoft Office made by their speakers might give more profound experiences in their learning encounter. Usually bolstered by a ponder that by utilizing Microsoft Office, can make learning more inquisitive (Ilyas et al., 2023). Besides, the learning will be pleasant.

Thinks about on the headway of Microsoft Office learning media models have illustrated the vital part of teachers in developing and expanding understudy inspiration and learning results. Microsoft Office can be moreover transferred to YouTube as a learning Microsoft Office (Sari et al., 2020). In any case, existing studies are more arranged toward progressing understudy learning results and don't analyse the long-term suggestions of variables that impact learning results such as learning motivation. This ponders genuinely the significance of cultivating understudy inspiration for learning instead of learning results.

The study's discoveries explained that planning learning media was required as implies of making a charming learning climate. Instructors ought to have tall inventive control in making conducive understudy learning air to extend understudy inspiration and learning results.

### **Conclusion**

At long last, it was concluded that the improvement of Microsoft Office-based computerized substance learning had met the substantial, viable, and successful criteria with great categories. Hence, the Microsoft Office-based guidelines approach can be utilized to improve students' inspiration and scholarly accomplishments in learning to compose and can overcome issues in both inspiration and accomplishment of learning results. Learning media on numerous subjects can be built upon the establishment of this development's discoveries. In line with that, assist investigation is required that includes a more extensive run of subjects and materials by pleasing the encounters and issues confronted by understudies. The execution of this approach in creating learning materials is respected to have the potential to address a more extensive run of issues and challenges.

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