



Terbit online pada laman web jurnal : <http://wartaandalas.lppm.unand.ac.id/>

Warta Pengabdian Andalas

Jurnal Ilmiah Pengembangan dan Penerapan Ipteks

ISSN (Print) 0854-655X | ISSN (Online) 2797-1600

Information and Data Processing Training (INFOLAHTA) with Microsoft Excel for Soldiers and Civil Servants KOREM 052/Wijayakrama Kodam Jaya

Jansen Wiratama*, Fenina Adline Twince Tobing, Monika Evelin Johan, Rudi Sutomo, dan Johan Setiawan

Universitas Multimedia Nusantara, Jl Scientia Garden Boulevard, Gading Serpong, 15810. Indonesia

*Corresponding author. E-mail address: jansen.wiratama@umn.ac.id

Keywords:

civil servants, data processing, microsoft excel, soldiers, training

ABSTRACT

Within the KOREM 052/Wijayakrama Kodam Jaya environment, proficient information management and data processing have emerged as important determinants of success. In the contemporary military and civil service, mastery in extracting, analyzing, and interpreting information is indispensable for frontline service members and administrative civil servants. Therefore, this Training activity is very relevant and essential in preparing them. Report and Data Processing (INFOLAHTA) addresses this need by equipping participants with the transformative potential of Microsoft Excel, positioned at the intersection of technological advancement and strategic skills. This training, led by Multimedia Nusantara University, facilitates training for soldiers and civil servants in Microsoft Excel to process data and information. The results obtained from the participants, combined with the trainers' expertise and support from KOREM 052/Wijayakrama Kodam Jaya, underscore the transformational impact of INFOLAHTA. Empowered Soldiers and Civil Servants emerge proficient at Excel, ready to perform their roles skillfully and confidently. This Community Outreach activity shows the importance of INFOLAHTA in improving professional competence and fostering a culture of continuous learning and innovation. The ongoing impact of this effort is expected to enrich the insights and capabilities of Soldiers and Civil Servants.

Kata Kunci:

microsoft excel, pelatihan, pengolahan data, pns, prajurit

ABSTRAK

Kegiatan pengabdian kepada masyarakat ini membahas upaya untuk meningkatkan efisiensi dalam pengelolaan stok barang dan pencatatan keuangan di PT Mega Tiara Sinar Abadi, Cabang Gunung Agung, Bali. Perusahaan ini menghadapi masalah dalam pengelolaan stok yang memerlukan *stock opname* manual yang memakan waktu. Kegiatan ini melibatkan evaluasi awal, pelatihan karyawan, dan penggunaan teknologi informasi dalam *stock opname*. Pelatihan *stock opname* telah diberikan kepada karyawan, yang hasilnya meningkatkan pemahaman mereka tentang proses ini. Dengan penggunaan alat *scan* dan perangkat lunak, *stock opname* dapat dilakukan dengan cepat dan akurat. Hasilnya adalah efisiensi operasional yang lebih baik, manajemen stok yang lebih terkendali, dan akurasi laporan keuangan yang meningkat. Karyawan yang terlatih juga membantu perusahaan dalam menjaga kepercayaan pemangku kepentingan dan menciptakan budaya peningkatan berkelanjutan dalam manajemen stok. Pelaksanaan kegiatan pengabdian ini sukses, menunjukkan bahwa kolaborasi antara akademisi dan industri memberikan manfaat yang signifikan.

INTRODUCTION

In the rapidly evolving landscape of the modern military and civil service (Palmer et al., 2014), practical information and data processing management has become a critical component of success (Schwertner, 2017). This Community Outreach activity is dedicated to a comprehensive program, "Information and Data Processing Training (INFOLAHTA) with Microsoft Excel for Soldiers and Civil Servants," held in the esteemed KOREM 052/Wijayakrama Kodam Jaya environment. In a world where decisions are often made driven by data-driven insights, extracting, analyzing, and interpreting information has emerged as a critical skill (Himanen et al., 2019) for both soldiers on the front lines and civil servants in administration. INFOLAHTA, a dynamic initiative at the intersection of technology advancement and strategic services, addresses this need by equipping participants with the transformative capabilities of Microsoft Excel (Data et al., 2023).

This Community Outreach activity explores the essence of INFOLAHTA—a business that goes beyond the boundaries of conventional training programs. Today, military precision meets data proficiency, whereas administrative accuracy meets strategic intelligence (Hall et al., 2019). Through carefully designed materials, the participants, consisting of Soldiers and Civil Servants, are guided on a journey that imparts technical prowess and fosters a mindset about efficiency, accuracy, and adaptability (Castillo & Trinh, 2019).

Research and Community Outreach at Multimedia Nusantara University facilitates the lecturers involved in Community Outreach Activities, which aim to provide training on using Microsoft Excel in Data and Information Processing. This Community Outreach activity was held at the Multimedia Nusantara University Computer Laboratory for two days.

With insights drawn from participants' experiences, trainer expertise, and support from KOREM 052/Wijayakrama Kodam Jaya, this activity highlights the impact of INFOLAHTA's transformation. From mastering the functionality of Excel to harnessing its potential in real-world scenarios, Soldiers and Civil Servants emerge as empowered individuals ready to tackle the complexities of their roles with unparalleled skill and confidence. This Community Outreach activity describes the importance of INFOLAHTA in improving the professional capabilities of our soldiers and civil servants and developing a culture of continuous learning and innovation. It is hoped that this Community Outreach activity will continue so that it can always add insight to Soldiers and Civil Servants.

METHODOLOGY

The Technology-Based Learning training method is a modern approach that utilizes information and communication technology (ICT) as the primary means to deliver training materials and impart knowledge and skills to trainees (M, 2017). This approach leverages various technological tools such as software, applications, e-learning platforms, video tutorials, and online interactions to present training content to participants dynamically and interactively (Loderer et al., 2020).

There are several advantages to technology-based training. Firstly, it offers flexibility, allowing trainees to access training materials conveniently and from any location. Unlike traditional training methods that require physical presence, technology-based training provides greater convenience and accessibility. Secondly, it promotes interactivity through online quizzes, exercises, discussion forums, and collaborative projects, which engage

participants and enhance their understanding of the material (Winarno & Setiawan, 2013). Another significant benefit is the ability to track progress.

Technology-based systems enable monitoring of participants' advancement and their application of acquired skills, providing valuable feedback for trainers and trainees. Additionally, this approach supports diverse learning styles by presenting content in various formats, including text, videos, audio, images, and graphics, catering to learners' individual preferences and needs (Lee & Wella, 2019). Furthermore, technology-based training encourages independent learning, empowering trainees to control their learning pace and direction. This autonomy can lead to a more personalized and practical learning experience. Lastly, cutting-edge technologies such as simulations and virtual reality create immersive and lifelike learning environments, increasing engagement and making the learning process more engaging and memorable for participants.

However, remember that using Technology-Based Learning methods also has challenges, such as access to devices and a stable internet connection and challenges in keeping participants engaged without being physically present (Little et al., 2018). In the context of Technology-Based Learning training for military or government agencies, such as INFOLAHTA with Microsoft Excel for soldiers and civil servants at KOREM 052/Wijayakrama Kodam Jaya, the application of technology can help improve training effectiveness and prepare personnel for the demands of increasingly complex modern tasks.

RESULTS AND DISCUSSION

The Community Outreach activity lasted two days at Multimedia Nusantara University (UMN) on June 7, 2022. This activity began with a morning parade event (Figure 1) as well as introductions between teachers (UMN Lecturers and Students) and Participants consisting of Soldiers and Civil Servants KOREM 052/WKR with a total of 40 participants in the UMN Lobby Building B by Dr. Ir. P.M. Winarno, M. Kom. which was then followed by directions related to technical implementation by Ms. Fenina, S.Kom., M.Kom.



Figure 1. Morning Parade and Introduction of INFOLAHTA Training

Implementing Community Outreach begins with presenting material by lecturers in the Computer Laboratory Room. Then, proceed with a question-and-answer and practicum sessions to practice the material taught. This implementation process lasts approximately 2 hours, as shown in Figures 2 and 3.



Figure 2. Briefing and Course Explanation (Ms. Excel) for INFOLAHTA



Figure 3. INFOLAHTA Training Activities in the Laboratory

Some of the material taught to the participants includes basic formulas that can be used with Microsoft Excel for Data and Information Processing. Apart from the material, the participants were also given questions to measure their ability to understand the material that had been taught. Some views of questions and answers can be seen in Figures 4 and 5.

	A	B	C	D	E	F	G	H
1	Nama Karyawan	JAN	FEB	MAR	TOTAL	Rata-Rata Penjualan	Status	
2	Rissa Dara	72	81	95	248	82.66666667	BONUS	
3	Lydia Daniru	40	56	45	141			
4	Febri Putra	26	67	83	176			
5	Dwiky Setya	88	34	51	173			
6								
7	Kriteria kelulusan berdasarkan penjualan rata-rata							
8	70-250	BONUS						
9	Di bawah 70	TIDAK MENERIMA BONUS						
10								
11	Jumlah Karyawan							
12	Nilai rata-rata terendah							
13	Nilai rata-rata tertinggi							
14								
15	Banyaknya karyawan yang menerima Bonus							
16	Jumlah total penjualan karyawan yang menerima Bonus							
17	Rata-rata penjualan Karyawan yang menerima Bonus							
18								
19								
20								

Figure 4. Microsoft Excel Test Case/Questions for INFOLAHTA Training

The form of assessment and evaluation carried out in INFOLAHTA training activities uses Microsoft Excel with the questions shown in Figure 4, using direct examination when the participants complete the questions given. Most participants succeeded in doing well and were assessed based on the answer sheet shown in Figure 5.

	A	B	C	D	E	F	G	H
1	Nama Karyawan	JAN	FEB	MAR	TOTAL	Rata-Rata Penjualan	Status	
2	Rissa Dara	72	81	95	248	82.66666667	BONUS	
3	Lydia Daniru	40	56	45	141	47	TIDAK MENERIMA BONUS	
4	Febri Putra	26	67	83	176	58.66666667	TIDAK MENERIMA BONUS	
5	Dwiky Setya	88	34	51	173	57.66666667	TIDAK MENERIMA BONUS	
6								
7	Kriteria kelulusan berdasarkan penjualan rata-rata							
8	70-250	BONUS						
9	Di bawah 70	TIDAK MENERIMA BONUS						
10								
11	Jumlah Karyawan							
12	Jumlah rata-rata terendah							
13	Jumlah rata-rata terendah							
14								
15	Banyaknya karyawan yang menerima Bonus			1				
16	Jumlah total penjualan karyawan yang menerima Bonus			82.66666667				
17	Rata-rata penjualan Karyawan yang menerima Bonus			82.66666667				
18								
19								
20								

Figure 5. Microsoft Excel Answer Sheet for the Test Case

Based on the analysis from the instructor, it was found that most of the participants could understand the material related to INFOLAHTA using Microsoft Excel. The obstacles encountered during this Community Outreach activity were the participants' limitations in understanding functions/commands that needed to be clarified in their daily activities. This Community Outreach activity also proves that the Technology-Based Learning method is appropriate to be applied in training involving the community, especially for people still unfamiliar with technology.

CONCLUSION

In summary, the two-day Community Outreach event at Multimedia Nusantara University (UMN) demonstrated how technology-based learning effectively benefits Soldiers and Civil Servants from KOREM 052/WKR. The event featured informative lectures, interactive sessions, and practical exercises in basic Microsoft Excel formulas for data processing. UMN helped bridge the technology gap for participants, showcasing their understanding of the INFOLAHTA concept. Some challenges were encountered in explaining complex functions relevant to participants' daily tasks, highlighting the need for personalized support. Overall, the Community Outreach activities highlighted the effectiveness of technology-based learning in empowering diverse communities and improving skills for modern military and civil service roles.

ACKNOWLEDGEMENT

We want to thank the Research and Community Service of Multimedia Nusantara University for the support, funding and facilities provided in the Community Service Activities so they were carried out successfully.

REFERENCES

- Castillo, E. A., & Trinh, M. P. (2019). Catalyzing Capacity: Absorptive, Adaptive, and Generative Leadership. *Journal of Organizational Change Management*, 32(3), 356–376. <https://doi.org/10.1108/JOCM-04-2017-0100>.
- Hidayat, S., Deddy, M., & Nefi, A. A. A. (2023). Strategi Meningkatkan Kinerja Pegawai Bagian Infomasi dan Pengolahan Data Sekolah Calon Perwira Angkatan Darat (INFOLAHTA SECAPA AD). *Jurnal Media Administrasi Terapan*. 03(2), 138–157.
- Hall, A., Qureshi, I., Glaser, J., Bulger, E. M., Scalea, T., Shackelford, S., & Gurney, J. (2019). Validation of A Predictive Model for Operative Trauma Experience to Facilitate Selection of Trauma Sustainment Military-Civilian Partnerships. *Trauma Surgery and Acute Care Open*, 4(1). <https://doi.org/10.1136/tsaco-2019-000373>.
- Himanen, L., Geurts, A., Foster, A. S., & Rinke, P. (2019). Data-Driven Materials Science: Status, Challenges, and Perspectives. *Advanced Science*, 6(21), 1900808. <https://doi.org/https://doi.org/10.1002/advs.201900808>.
- Lee, S. S., & Wella, W. (2019). Analisis Technology Acceptance Model Penggunaan E-Learning pada Mahasiswa. *Ultima InfoSys*, 9(2), 70–78. <https://doi.org/10.31937/si.v9i2.913>.
- Little, C. W., Clark, J. C., Tani, N. E., & Connor, C. M. (2018). Improving Writing Skills Through Technology-Based Instruction: A Meta-Analysis. *Review of Education*, 6(2), 183–201. <https://doi.org/https://doi.org/10.1002/rev3.3114>.

- Loderer, K., Pekrun, R., & Lester, J. C. (2020). Beyond Cold Technology: A Systematic Review and Meta-Analysis on Emotions in Technology-Based Learning Environments. *Learning and Instruction*, 70, 101162. <https://doi.org/10.1016/j.learninstruc.2018.08.002>.
- M, P. (2017). Preparing Teachers For Technology Based Teaching-Learning Using TPACK. *I-Manager's Journal on School Educational Technology*, 12(3), 1. <https://doi.org/10.26634/jsch.12.3.10384>.
- Palmer, J. J., Kelly, A. H., Surur, E. I., Checchi, F., & Jones, C. (2014). Changing Landscapes, Changing Practice: Negotiating Access to Sleeping Sickness Services in A Post-Conflict Society. *Social Science & Medicine*, 120, 396–404. <https://doi.org/https://doi.org/10.1016/j.socscimed.2014.03.012>.
- Schwertner, K. (2017). Digital Transformation of Business. *Trakia Journal of Science*, 15(Suppl.1), 388–393. <https://doi.org/10.15547/tjs.2017.s.01.065>.
- Winarno, W., & Setiawan, J. (2013). Penerapan Sistem E-Learning pada Komunitas Pendidikan Sekolah Rumah (Home Schooling). *Jurnal ULTIMA InfoSys*, 4(1), 45–51. <https://doi.org/10.31937/si.v4i1>.