

## **IT Based English Training for Teachers in Buntu Pane Sub-District**

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**Abstract:** The aim of this community service is to provide IT-based English language learning media training using Microsoft PowerPoint and learning videos. This dedication was given to PAUD Teachers in the Buntu Pane District. The dedication session consisted of distributing material to participants, stages of making Microsoft PowerPoint, and making simple videos. The model used is the training model, delivering material, question and answer session, and direct practice. In general, participants claimed that the training schedule was appropriate, time was shared (delivering material, demonstrations, questions and answers, and direct practice). The participants of the activity were satisfied with the topic presented and felt that most of the expectations and objectives of the service had been fulfilled. The evaluation results showed that the material presented could be well followed.

**Keywords:** english language ; microsoft powerpoint; paud teachers

**Abstrak:** Tujuan dari pengabdian masyarakat ini adalah memberikan pelatihan media pembelajaran bahasa inggris berbasis IT menggunakan Microsoft PowerPoint dan video pembelajaran. Pengabdian ini diberikan kepada Guru Guru PAUD Se-Kecamatan Buntu Pane. Sesi Pengabdian terdiri dari membagikan materi kepada peserta, tahapan-tahapan membuat Microsoft PowerPoint, dan membuat video sederhana. Model yang digunakan adalah model pelatihan, menyampaikan materi, sesi tanya jawab, dan praktek langsung. Secara umum, peserta mengklaim bahwa jadwal pelatihan sudah tepat, pembagian waktu ( menyampaikan materi, demonstrasi, tanya jawab, dan praktek langsung). Peserta kegiatan puas dengan topik yang disajikan dan merasa bahwa sebagian besar harapan dan tujuan pengabdian sudah terpenuhi. Hasil evaluasi menunjukkan bahwa materi yang disampaikan dapat diikuti dengan baik.

**Kata kunci:** bahasa inggris; microsoft powerpoint; guru guru paud

## **INTRODUCTION**

English as an international language, gets more attention in the world of education in Indonesia, especially at an early age, children easily obtain or learn something new in learning languages. Learning English that is done continuously and using appropriate learning methods, can bring benefits, among others, they will be

intellectually stimulated, children will more quickly understand the material presented. Many ways and techniques of learning in English that are done by English teachers are not suitable for the age of the children, by teaching English to children using the word-for-word translation method. This method will make children bored and not interested in learning English. By

introducing learning methods using Microsoft PowerPoint and learning videos will make it easier for PAUD teachers at Buntu Pane sub-district to conduct teaching and learning activities in class. Hamrlik argues that the use of instructional media in the teaching and learning process can arouse desire and interest as well as motivation and stimulation of learning activities (Nuriani, Somantri, and Sutrisn, 2019). Microsoft PowerPoint is a popular and most used presentation application program today for various purposes of presentation in the learning process. PowerPoint is becoming a preferred method of communicating, presenting, and sharing knowledge (Adams 2006). It is suggested PowerPoint supports a cognitive and pedagogical style inconsistent with both the development of higher analytical thinking skills and the acquisition of rich narrative and interpretive understanding. PAUD / IGRA Buntu Pane teachers are almost average in their learning but still do not utilize the information technology sophistication, specifically in IT-based learning. Every teacher should at least have the ability to make teaching materials in the form of PowerPoint. PowerPoint provide many facilities that are great enough to make teaching media. PowerPoints can be optimized properly to create teaching media packages. Seeing the not yet maximum use of information technology of the Teachers (Anggraeni, 2019), especially in IT-based learning methods in supporting learning objectives, the Community Service team developed a strategy to conduct "IT-Based English Training for Early Childhood Teachers in Buntu Pane District" which was carried out in Athfal (RA) Al-Fariq Sei Silau Timur Village Hamlet II-A Buntu Pane, Kabupaten Asahan.

## METHOD

In this activity the Principal of RA Al-Fariq provided a place during the activity and the supporting facilities they had to support this activity went well and smoothly. After the Community Service activities are carried out, the next step is the community service team conducts monitoring for 3 to 5 times at RA-Al-Fariq, to ensure that they are truly able to make teaching materials using power points and learning videos in the classroom as a whole. maximum or not yet. If not, the Team will help remind you again. This review is carried out once a week after the activity. Stages or steps taken to be carried out properly and smoothly as well as the achievement of the objectives of Community Service activities are:

1. Prepare material to be given, both modules, presentation slides, and other teaching aids.
2. Ensuring that supporting facilities and places such as in focus, projector, and others are on standby when the activity will take place.
3. Before the activity is carried out participants participating in this activity must already have a computer or laptop as a practical tool.
4. Explain theories about IT-based English learning media
5. Practice directly on a computer or laptop in making PowerPoint, learning videos for teaching materials in class.
6. Discussing cases related to video making.
7. Discussion and question and answer.

## DISCUSSION

In connection with the theme of the activity, the materials that have been taught and practiced are as follows:

### **Understanding Microsoft PowerPoint 2010.**

Microsoft PowerPoint 2010 is basically the same as Microsoft PowerPoint 2007. Its function is still to make presentations. The difference, in Microsoft PowerPoint 2010 is the addition of Menu Transitions, for the replacement of one slide with the next slide. This menu in PowerPoint 2007 is still united in the Animations Menu. Another difference, in the Animations Menu it looks simpler by directly showing animated menus in the menu bar. Microsoft PowerPoint is software for making presentations. If Microsoft Word is used to create a written report and Microsoft Excel to create a report that involves numeric and graphic data, PowerPoint is used to present the final result.

### **Function of Microsoft PowerPoint**

is used for presentation, teaching, or simple animation needs. However, there are several advantages and benefits possessed by Power Point to support its roles and functions, including:

- 1) Power Point makes it easy for users audio, video, images / photos, to animation. This makes the presentation more lively and interesting.
- 2) Slides can be adjusted and printed.
- 3) Presentations can be accessed via any computer, with notes connected to the cloud or using USB storage.

### **Strengths and Weaknesses of Microsoft PowerPoint**

As a product, PowerPoint also has advantages and disadvantages. Where Microsoft always tries to cover up the deficiencies

that appear in the latest released versions. Well, what are the advantages and disadvantages of PowerPoint? Advantages of Microsoft PowerPoint (Panchal 2014)

- 1) You can prepare slides at home.
- 2) It is possible to retain eye contact with your audience during the presentation.
- 3) It is possible to reproduce very complex drawings, sounds, pictures, and even clips in your presentation.
- 4) It is possible to 'build-up' an argument; by showing one sentence after another.
- 5) Students can receive the slides in advance and use them in their presentation for attending the lecture.
- 6) Presentations are easier to customize for each audience: It is relatively simple to add, change or delete slides.
- 7) Looks very professional It is possible to use colors to add to the content.
- 8) Graphical presentation is often an excellent complement to an oral presentation

### **Disadvantages of PowerPoint Presentations**

While PowerPoint can offer many benefits for personal, educational, or professional use, keep in mind these disadvantages of PowerPoint presentations:

- **May not always engage users:**  
Although you can make engaging PowerPoint presentations that use multimedia effectively, not all presentations end up that way. Sometimes, the presentations hinder learning when the slides contain distracting elements or con-

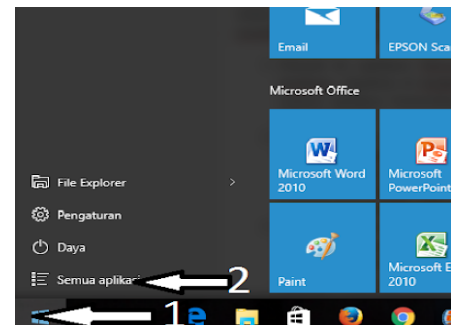
tain only text and narration that viewers tune out.

- **Technical issues:** Using PowerPoint can create some headaches when you face compatibility issues, corrupted files or internet problems. For example, Microsoft included a compatibility mode in the program to open older files, but some elements might not work correctly. You might also face hard drive problems that cause you to lose your presentation file if you haven't backed it up, and internet outages make it impossible for users to see your presentation when you share it online.
- **Potential cost:** While Microsoft offers a free basic version of PowerPoint online, you likely need to pay for an annual subscription if you want to use the desktop and mobile apps and gain access to all features. The price depends on whether you need a home or office version of Microsoft Office and how many users you have.
- **Lack of flexibility during slideshow presentations:** Once you start a slide show, you can't easily make changes or annotate any slides during the presentation. Instead, you control moving through slides or ending the presentation. So, you need to ensure your presentation is ready to go beforehand.

#### Activate Microsoft PowerPoint 2010

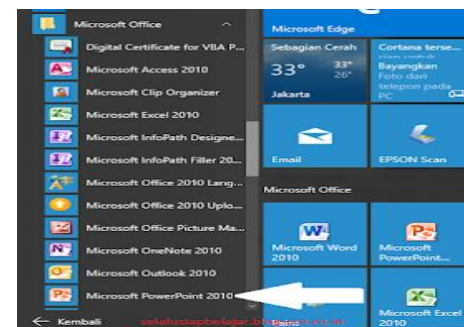
To be clearer, for those who are new to Microsoft PowerPoint just follow the steps to make a presentation at Microsoft PowerPoint 2010 below:

- 1) Enter the Microsoft Powerpoint 2010 application by clicking on the Powerpoint icon on the desktop screen. If the desktop does not have a Powerpoint icon, open it by clicking start, clicking all applications then search for Microsoft Office by scrolling down the navigation (Windows 10).



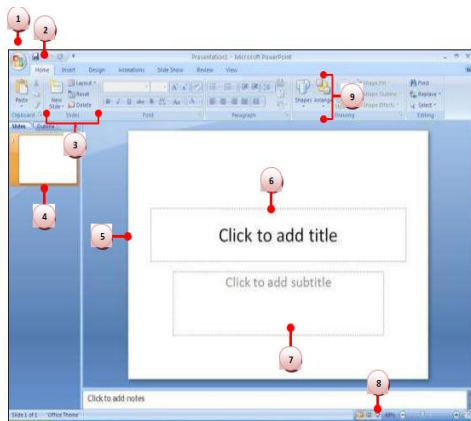
Picture 1. Display activates Microsoft PowerPoint 2010

- 2) Click the arrow to the right of Microsoft Office posts and look for the Powerpoint icon. Then click on Microsoft PowerPoint once. The Microsoft PowerPoint window will open. (If you are using Windows 7, how to click start, click all programs, search Microsoft Office after you find it, click the Microsoft Office folder so that several applications will appear that are part of the MS Office. Click Microsoft Powerpoint.



Picture 2. PowerPoint Icon Display

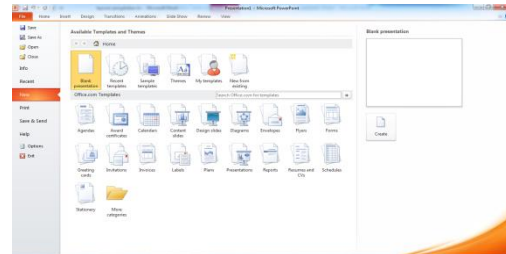
- 3) Then the PowerPoint application will run. The following interface (interface) on Power point. The description of features according to sequence number is as follows:



Picture 3. PowerPoint 2010 Interface

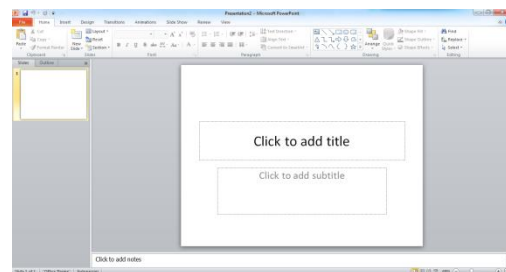
1. Office Button collection of presentation file management menus  
Tabs on the presentation compilation menu. Home tab to edit the contents of the presentation slide Insert tab to insert objects on the presentation slide. Design tab to set the basic design of the presentation slides. Animation tab to adjust the display effect of the slide presentation animation. Slide Show tab to arrange the presentation  
Review tab to check the contents of the presentation slides. View tab to adjust the presentation window of the presentation slide.
2. The Tab Group in each tab menu contains commonly used command buttons.
3. Slides the presentation
4. Slide the first page view of the presentation slide.
5. Title where the author of the presentation title.
6. Subtitles where the sub-headings of the presentation title are written.
7. Slide Show displays only the selected slide.
8. Ribbon collection of toolbar menus.
9. Open a New Document To open a new document, the steps taken are as follows:

- click the File menu
- then click the New sub menu



Picture 4. PowerPoint 2010 Interface

- then the display will change to a new document that is still blank.



Picture 5. powerPoint 2010 Interface

- 4) Parts of Microsoft PowerPoint  
Like a program, Power Point also has parts that can not be separated from it. Following are the Microsoft Power Point sections and their full explanation.



Picture 6. Microsoft PowerPoint Parts

Office Office Button Office buttons are buttons used to access basic commands related to documents. For example creating, opening, saving, printing, and so forth.

- Quick Access Toolbar Quick Access Toolbar are icons that are used to access user commands quickly. By default, there are three icons - Save, Undo, Repeat.
- Tab Menu The Menu tab is a menu that shows commands for processing a document.
- Title Bar Title Bar is the name of the document file that is being opened.
- Ribbon The Ribbon is a menu located from the main menu commands of the program.
- Slides Pane Slides Pane is the menu used to display slide thumbnails in documents.
- Status Bar Status Bar is a menu used to show the status of a document. For example the theme or number of slides used in the slide.
- Notes Pane Notes Pane is a menu that is used as a viewer for notes on a slide.
- Slide Area Slide Area is a menu that is used as a slide viewer of documents.
- View View button The View button is the menu that is used as a slide show regulator.
- Zoom Controls Zoom Controls is a menu used to adjust the size of the slide - zoom in zoom in and zoom out zoom out.

5) Saving Documents In saving documents, the steps that must be taken are as follows:

- click the File menu
- Click the Save sub menu

6) Saving Documents In saving documents, the steps that must be taken are as follows:

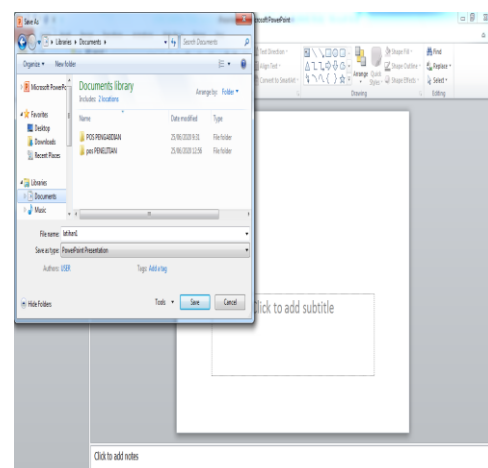
- Click the File men
- Click the Save sub menu



Picture 7. Save Menu Display

Then the dialog box will appear as follows:

- fill in the name of the file to be saved
- then click on Save



Picture 8. Display Save



## Documentation of Activities



Picture 9. Preparation and Opening The Event



Picture 10. Explanation of Making PowerPoint



Picture 11 . Trainees listen for Explanation



Picture 12. Photo Session with Participants.

## CONCLUSION

From the results of community service activities carried out in PAUD / IGRA Raudhatul Athfal (RA) Al-Fariq Buntu Pane it can be concluded that, From the results of community service activities conducted at PAUD / IGRA Raudhatul Athfal (RA) Al-Fariq Buntu Pane it can be concluded that PAUD / IGRA Teacher Raudhatul Athfal (RA) Al-Fariq Buntu Pane became more skilled and had the ability to make Microsoft PowerPoint material and making IT-based English learning videos, seen from the results of the training activities from the beginning to the end of the activity, as well as high enthusiasm in participating in the training activities provided.

## ACKNOWLEDGMENT

The Head of PAUD IGRA Buntu Pane, along with PAUD Teachers, Headmaster of PAUD Raudatul Athfal (RA) Al Fariq, coworker, and students of STMIK Royal .

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