MICROSOFT 365 POWER POINT APPLICATION TRAINING AT COMDEV BINUS FOSTERY COMMUNITY

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Abstract

Presentation is one activity that has an important role in today's modern world. Conveying ideas and ideas in the right way can generate understanding and maintain audience interest. The importance of mastering the use of presentation applications is the basis of training for the community so that they bring more benefits to everyday life, both in work, education and social activities. The Microsoft 365 Power Point Application Training which was held on February 24, 2021 is expected to have an impact on community empowerment, especially by equipping them with mastery of the Power Point application that can be used at work.

Keywords: presentation, application, microsoft powerpoint

A. INTRODUCTION

Presentations have a very important role in today's modern world. With advances in technology, presentations have become one of the most effective ways to convey ideas, information, or projects to a wider audience (Asnul, 2021). Presentation applications allow us to present material more interestingly and professionally using graphics, images, videos, and animations. This helps improve audience understanding and maintain their interest throughout the presentation session. In addition, presentation applications make collaboration easier in work or educational environments (Monica Geasela et al., 2021). Teams can work together online to create, edit and comment on presentations together, without space or time constraints. This opens up opportunities for innovation and creativity and allows for continuous improvement in presentation content. Apart from ease of collaboration, presentation applications also allow presenters to access presentations from various devices, such as laptops, tablets, or smartphones. It provides great flexibility and mobility, allowing presenters to give presentations anywhere and at any time, whether in a business meeting, seminar, or even outdoors. Overall, presentation applications not only simplify the process of creating and delivering presentations, but also improve the quality and impact of the message you want to convey. With the

various features and advantages, they offer, presentation applications have become an invaluable tool in building effective communication and conveying information in an interesting and persuasive way.

The community built by Condev Binus University is a community whose members consist of various backgrounds in terms of age, education, work, and culture. Most members are middle-aged with secondary education and self-employed work. This entrepreneurial job is interesting because it is related to new ideas and creativity. Apart from that, conveying ideas in an interesting way can be done in various fields, for example in community social activities. How to communicate creative ideas is one of the things that needs to be mastered in the world of work. Only the ability to use technology, especially presentation applications, has not been fully mastered. Some members have used presentation applications they got at school while others rarely use computers. So training is needed to provide insight to community members regarding the use of presentation applications for daily needs.

Currently, there are many presentation applications on the market. It could be said that the way to use the application is similar and relatively easy. What differentiates it is usually in terms of the features offered. Power Point is an application from the office application package known as Microsoft Office. The choice of Microsoft products itself is mainly because this company was founded in 1975 (Conney Stephanie, 2021) and this product has been known to the Indonesian people for a long time. Computer lessons in school education in Indonesia generally use Microsoft products.

So, from this background, Comdev Binus University is trying to provide facilities for training in Power Point applications for the community supported by Comdev Binus University. Apart from the training and assistance provided during the training, it is hoped that this activity will produce scientific articles for community service which can be a reference for implementing community service, especially community empowerment by utilizing computer technology.

B. IMPLEMENTATION METHOD

This training activity was held on February 24, 2021, with a total of 14 participants. Due to the pandemic situation at that time, the training was carried out via Zoom media.

The implementation method in this training is to provide a brief explanation, demo the use of the application and carry out exercises in using the application. When practicing using the application with case examples provided, the participants were accompanied in using the application equipment according to the material provided.

C. RESULT AND DISCUSSION

In this training, participants begin with an explanation of the purpose and type of presentation. The purpose of this explanation is so that participants can understand what they want to present and how to convey it. Then participants were also given tips for making good presentations. Figures 1 and 2 show theoretical information that was given to training attendees.
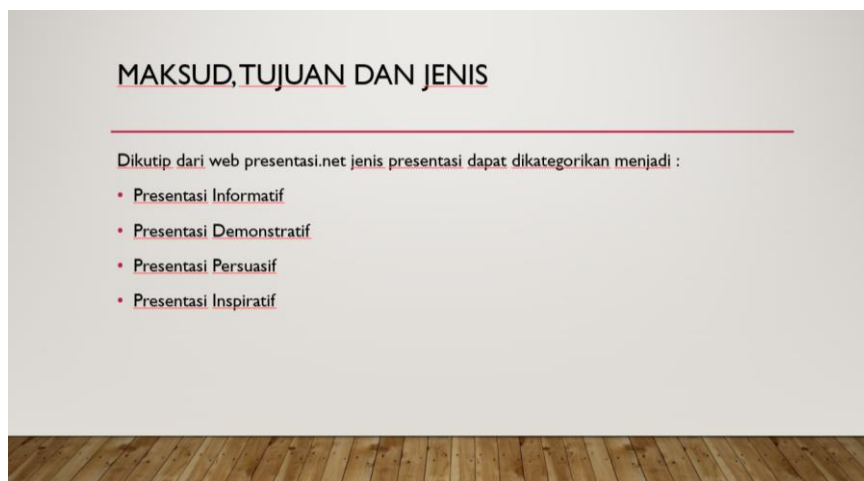

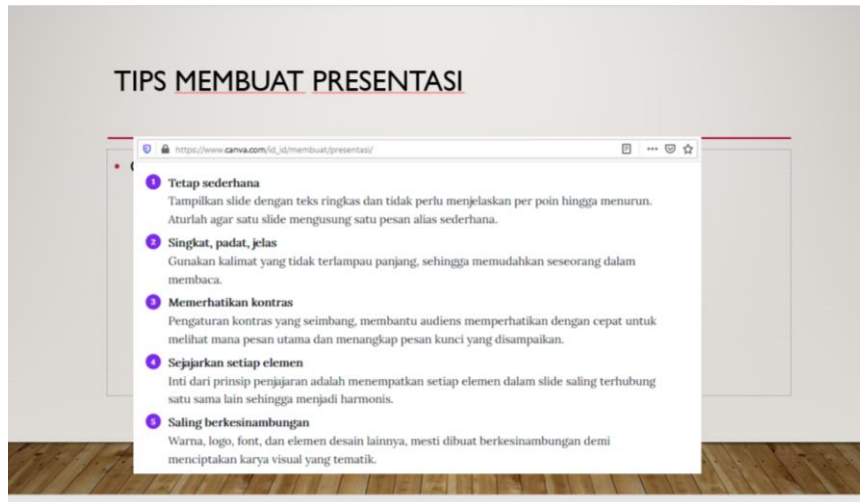Figure 1. Types and Presentation Purposes

Figure 2. Tips for Presentation

Apart from that, participants were also explained application examples to broaden participants' insight into current presentation applications. Then a demo was carried out on how to use the application. On this occasion the instructor gave an example of using the application in a simple way, namely by making a short presentation to show the usefulness of the features in the Power Point application.
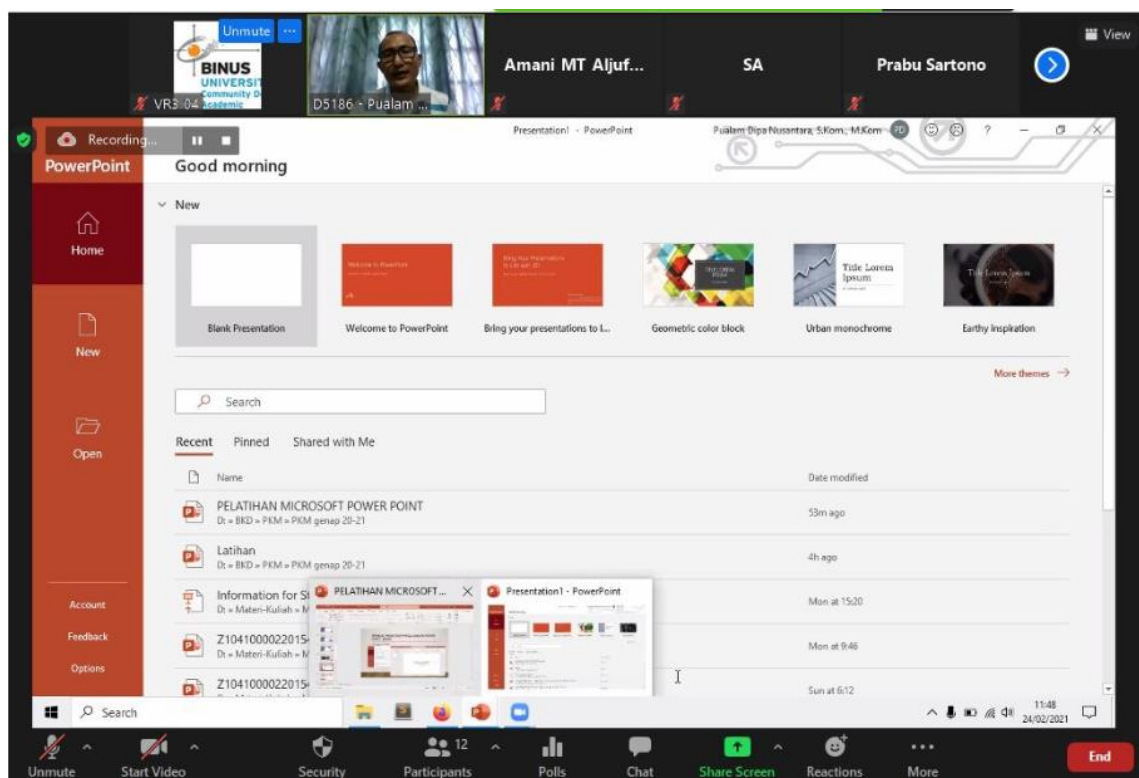

Figure 3. Application Demo

During the application demo, interaction was carried out with the participants, namely by asking questions about things the participants wanted to know about features that they did not understand.

After the demo was carried out, participants were asked to implement the things they learned about the Power Point application by doing two exercises given during the training. The exercise is given in the form of case questions and participants are asked to make a presentation that is appropriate to the case.
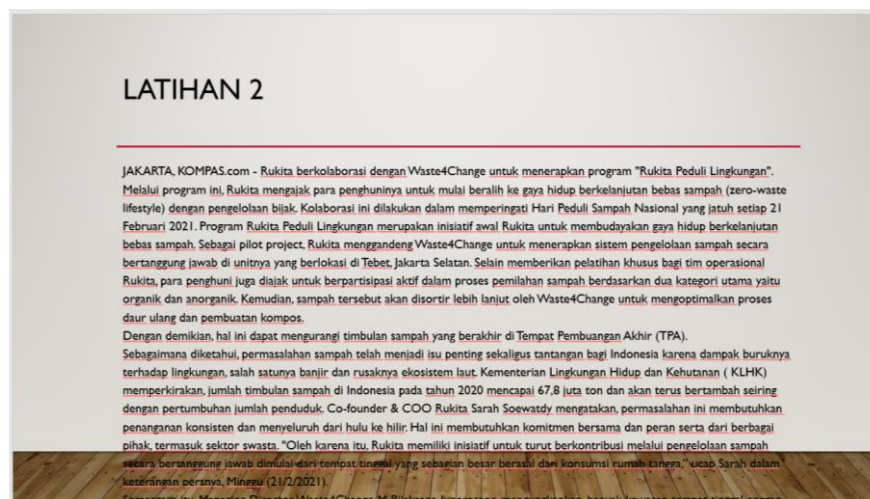

Figure 4. Training Exercise

Overall, participants can use Power Point features for the purpose of making presentations, although creativity in presentation still needs to be developed. Also, because there were different versions of the application between participants, there were a few obstacles in adjusting the appearance of the application which made it quite difficult for participants to find certain features.

D. CONCLUSION

In this training activity, the following conclusions and suggestions can be found:

Conclusion

Microsoft 365 Power Point Application Training was successfully carried out at the Comdev Binus Community on February 24, 2021 with 14 participants. Participants were given an explanation regarding presentation applications, examples of presentation applications and a demo of using

presentation applications using Power Point. Participants are asked to do the exercises given and given assistance in using the equipment in the application.

The problem that occurred was because the participants were not familiar with the presentation application, especially since the different versions of the application also affected the initial appearance and equipment contained in the application, making participants need time to get used to using the application. Likewise, individual creativity must continue to be homed in order to create interesting presentations.

Suggestion

For future training, training should be provided to explore more deeply the presentation application features that the community can use for appropriate needs.

Acknowledgment

Thank you to Comdev Binus University for holding this activity, which has provided a means for community service both for lecturers and especially for the community.

E. REFERENCES

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