Analysis of the Implementation of Microsoft Word to Make Student Tasks Easier Through the Instagram Stories Feature

Rika Wulandari [1], Fauzi Arif Lubis[2], Aqwa Naser Daulay[3]

[1,2,3] Faculty of Islamic Economics and Business, Universitas Islam Negeri Sumatera Utara, Medan

Article Info	ABSTRACT
	This investigates the impact of Microsoft Word on people's tasks and needs, with a focus on students. A mixed-method approach (quantitative and qualitative) was used, collecting data through Instagram story features (voting, quizzes, etc.) from 60 respondents (mostly students). The results indicate that Microsoft Word significantly helps people, especially students, with their tasks. Examples of tasks completed using Microsoft Word include essays, research papers, articles, journals, and reports.

Corresponding Author:

Name: Rika Wulandari
Department: Management
Faculty: Faculty of Islamic Economics and Business
Afiliasi: Universitas Islam Negeri Sumatera Utara
Email: rika.wulandari@gmail.com

1. INTRODUCTION

To this day, the development of information and communication technology plays a very rapid role in helping society. Even in the world of education and learning, sophisticated technology means that educators no longer carry out learning by writing boring material on a blackboard. In this case, word processing applications are often a reference for someone for use that requires less time. Understanding technological science is not only used as a response to current developments, but also as an obligation for educators to fulfill these competencies as learning for students.

A word processing application is software specifically designed to process words. Word processing applications are one of the most needed programs and are widely used in various areas of life, such as education, social and economic, finance, government, health and others. With this application, you get access to work on various documents such as reports, proposals, articles, brochures, booklets, written works, correspondence, and so on.

There are various kinds of word processing applications in software that are both paid and free. Some well-known word processing applications include Microsoft Word, WordStar (WS),

WordPerfect (WP), AmiPro, Kwrite, AbiWord, StarWriter, OpenOffice.org Writer, Notepad, Wordpad, and others. Using word processing applications can create a systematic and interesting learning process. Technological developments, especially for students, aim to optimize the use of easy applications.

Microsoft Word is a software tool that is used to process words and data. This application was first published in 1983, initially using the name Multi Word which was then developed again by various operating systems. Microsoft Word allows users to not only combine several words, but also images and diagrams. Microsoft Word is also the application most often used in teaching and learning activities so this word processing application is not only used in universities. Using Microsoft Word is also able to minimize errors in writing and reduce the use of paper which can damage the environment.

As a student, you are certainly faced with assignments that are no longer done by hand but digitally. In fulfilling their assignments, students are often advised to use word processing applications to carry out and fulfill assignments in order to complete the tasks given. Creating documents often becomes a mandatory task for today's students, until it becomes a daily habit for them to do. The documents in question can be proposals, written works, assignments, observations, and so on with the aim of making them better, more interesting and professional. Of course, this can be overcome in an easy way, namely by using Microsoft Word.

This also proves that the use of technology in higher education has been carried out optimally, although not yet comprehensively. This is because word processing applications really help the learning process, especially educators in creating learning materials. With the existence of Microsoft Word, it is hoped that fulfilling assignments will no longer be a burden on students or teaching staff because of the ease of technology. It's just a matter of how we keep up with this never-ending technological era. In this way, this article is intended to examine how important the implementation of Microsoft Word is in helping to ease human work, especially in fulfilling assignments carried out by students.

2. METHOD

This research was carried out by combining quantitative and qualitative methods, where quantitative is research where information data is conveyed in the form of numbers or figures for analysis, and qualitative is a research method that uses descriptive data in the form of written or spoken language from a person or actor who can be observed. This research data was collected using open and closed questionnaire techniques, namely by asking a number of questions via the Instagram account @rikawldr_ in light language to a number of participants with questions and detailed answer choices as follows:

1. What is your status?
   - Student
   - Student
   - General
2. Do you often use Microsoft Word?
3. Does Microsoft Word really make your work easier?
   - Yes, quite lightening
   - Yes, very lightening
   - Not at all

Analysis of the Implementation of Microsoft Word to Make Student Tasks Easier Through the Instagram Stories Feature

4. What do you usually use Microsoft Word for?

For the first question, this was done using a feature in Instagram stories aimed at creating a quiz, the second question also used the slider feature, the third question used the vote count/voting feature, and the fourth question used a question feature that was later answered with responses (in the form of an open questionnaire).

3. RESULTS AND DISCUSSION

By using Instagram features, researchers asked several questions in Instagram stories which were answered by 60 respondents from 139 participants in a span of 12 hours. On average, respondents came from among students with details of 48 accounts, for students consisting of 2 accounts, and those with general public status (not students and college students) consisting of 10 accounts, this is known through the answers given to the question, "What is your status?" ?".

Based on these details, researchers used the voting feature with the question, "Does Microsoft Word really make your work easier?" This question received the highest response in the second option which stated that Microsoft Word really made their work and assignments easier, including for students. This second option achieved a voting result of 55% with a total of 33 votes, the first option (Yes, quite lightening) was 40% with a total of 24 votes, and the last option (Not at all) was 5% with a total of 3 votes.

As for the question "Do you often use Microsoft Word?" asked via the slider feature which was responded to by 31 accounts from 60 respondents and 139 participants. The average answer from the results of this slider is almost close to the finish line, an estimate of ¾ of 100%. The slider results are attached in Figure 1.1 below:

Figure 1.1 Slider results for the question "Do you often use Microsoft Word?"

Then, the question "Usually, what do you use Microsoft Word for?" was asked through the question feature in Instagram stories which received 27 responses from 60 respondents and 139 participants. This question was dominated by responses that stated that they used Microsoft Word to complete tasks such as papers, proposals, resumes, writing materials for Powerpoint, making learning notes, and so on. Through the researcher's observations, this was conveyed by several accounts who stated that they were students in the previous question.

Other responses stated that respondents also used Microsoft Word to prepare teaching materials, prepare accountability reports, scientific works, write short stories, write news, as well as various other responses. This is attached in the following figure 1.2 attachment:
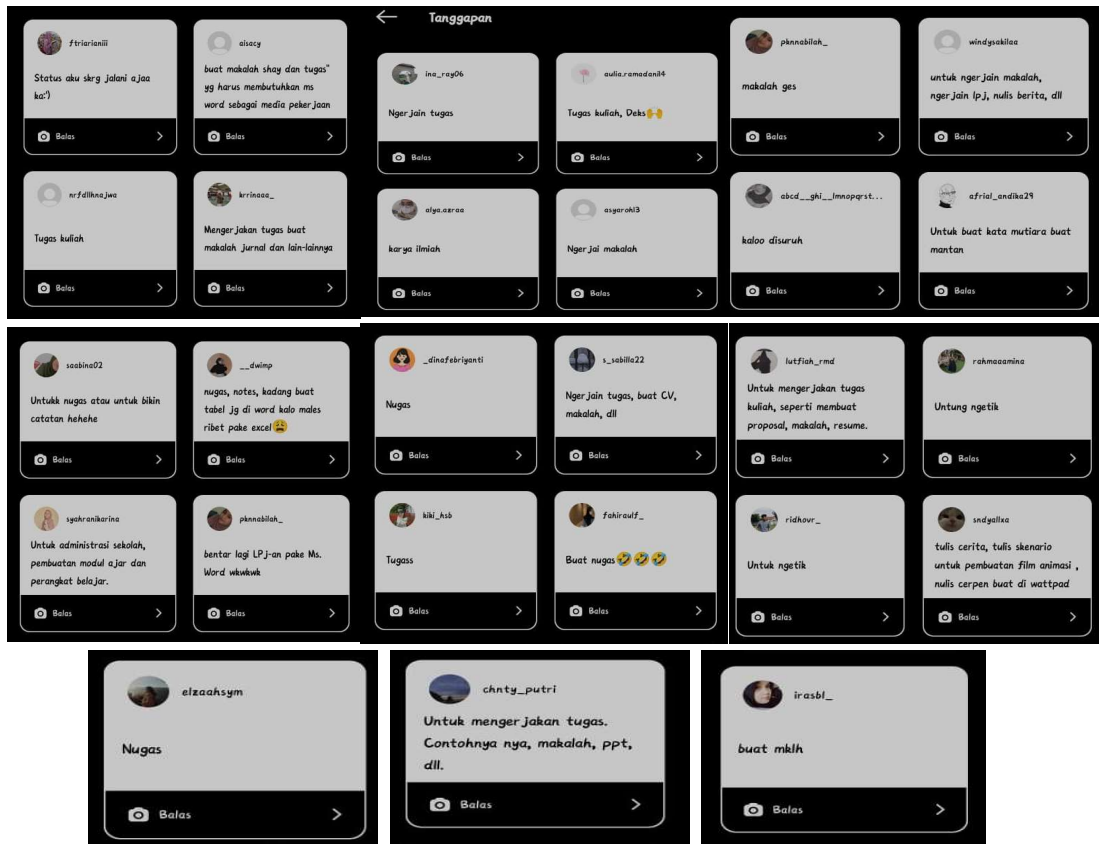
Figure 1.2 Respondents regarding the question, "What do you usually use Microsoft Word for?

With the results of the questionnaire described above, it can be stated that Microsoft Word has a big influence in completing student assignments. With the respondents' responses regarding how often they use Microsoft Word, the true goal of the technology was achieved. Where as many as 55% of respondents stated that Microsoft Word really made their work easier in completing tasks that they, especially students, needed to complete quickly. The aim of technology stated previously is to make human work easier, especially for students who are the objects of this research.

By using Microsoft Word in their assignments, they convinced researchers that Microsoft Word does not only have that benefit. This is in line with what Adella Eka Ridwanti said on the Dianisa.com web page, that there are many more benefits than Microsoft Word, namely as follows:

    a. Making communication easier, Microsoft Word makes people less dependent on paper and typewriters to communicate.

    b. Can be used to create documents, ranging from formal, semi-formal and informal documents.

    c. Microsoft Word can make documents more attractive and easy to read with its many features, starting with font types, colors, writing size, and others.

    d. Microsoft Word also provides table features and can also insert images easily.

    e. Microsoft Word also minimizes the effort involved in writing errors, such as not having to start over from the beginning if a writing error occurs.

f.   Microsoft Word reduces paper waste and minimizes paper usage.

In other sources, it is also stated that Microsoft Word really makes a person's work easier. Fuad stated in fuadalfatih.blogspot.com, that the benefits of Microsoft Word certainly make it easier to complete work, he believes that with the Microsoft Word application we (students) are greatly helped in completing all work which cannot be denied, even though it is just for fun in writing, calculating in tables, to creating images in Microsoft Word. A small example of the use of features in Microsoft Word is that we can create lines with various options with just one or two mouse clicks and move them.

The second function stated by Fuad is to save time. It is clear that the existence of the Microsoft Word program can save processing time compared to a typewriter. With Microsoft Word we can also use copy paste or mail marge to create mass letters. In other sources, there is also the same statement that Microsoft Word really makes human work easier.

In the journal published by the Master of Science Service with the title Introduction and Application of Microsoft Word and Microsoft PowerPoint at SMA Negeri 1 Praya Tengah, Ahadia and friends wrote that the advantage of Microsoft Word is that it helps shorten the time in doing assignments. Another advantage that Microsoft Word has is that it helps improve the writing on the document you are working on. In his research, he carried out Independent Service at SMAN 1 Praya Tengah and provided training regarding the introduction of Microsoft Word in the area, which was responded enthusiastically with evidence of evaluation results of 85% being able to complete assignments and questions regarding the use of features in Microsoft Word well.

4. CONCLUSION

In this research, it was concluded that Microsoft Word really made students' tasks easier. Not only that, Microsoft Word also makes the work of students and the general public easier. From this research, it was also found that Microsoft Word is not only used for doing assignments, but also for preparing teaching materials, preparing Accountability Reports, Scientific Work, writing short stories, writing news, and so on.

5. REFERENCES

Nurul Ahadia, M. Z. (2021). Pengenalan dan Pengaplikasian Microsoft Word dan Microsoft PowerPoint di SMA Negeri 1 Praya Tengah. Jurnal Pengabdian Magister Pendidikan IPA.

Saruri. (2008). Teknologi Informasi dan Komunikasi untuk Kelas X Semester 2. Perpustakaan Nasional: Katalog Dalam Terbitan (KDT).

Hasan, Fuad. (2015). Pengenalan Microsoft Word. https://fuadalfatih.blogspot.com/2016/04/v-behaviorurldefaultvmlo.html. Diakses pada 1 Januari 2024 05.06

Ridwanti, Adella Eka. 2022. 10 Fungsi dan Manfaat Microsoft Word. 10+ Fungsi, Manfaat, dan Kegunaan Microsoft Word Secara Umum (dianisa.com). Diakses pada 1 Januari 2024 pada 05.08.