

Conference Paper

## Improving Administrative Skills of Foster Children at Panti Asuhan Muhammadiyah Surabaya through Learning Microsoft Excel

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### ABSTRACT

Along with the development of technology and all the conveniences offered, individual abilities, especially administrative capabilities, must be improved to increase competitiveness. Competitiveness here is competitiveness in the world of work that demands the ability to master administrative capabilities. Panti Asuhan Muhammadiyah Surabaya owns the problem. Lack of funds, facilities, and caregivers or volunteers who can help provide skills training. According to the Ministry of Social Affairs RI 2004, one of the functions of the Orphanage is as a center for skills development (which is a supporting function). Therefore, this educational activity is intended to provide insight for orphanage children in improving administrative capabilities. The purpose of this service program is to provide them with skills they will use in managerial activities in the world of work. This activity was attended by 16 participants offline. This activity aims to make foster children have skills in operating a number processing application (Microsoft Excel). This activity does not only focus on providing material but also on hands-on practice. From the results of the assessment, it was found that 14 children entered Microsoft Excel 2016 Intermediate Skills and 2 children entered Beginner Skills. This training is expected to improve the ability of foster children in administrative capabilities using Ms. Excel and can apply the knowledge they have gained in the world of work.

*Keywords: Orphanage, administrative capability, number processing application, Ms. Office, Ms. Excel*

### Introduction

Along with the development of technology and all the conveniences offered, individual abilities, especially administrative capabilities, must be improved to increase competitiveness. Competitiveness here is competitiveness in the world of work that demands the ability to master administrative capabilities. One study by Farazmand (2009) believes that traditional administrative capacity is not good enough to face the challenges ahead. It is necessary to develop knowledge and skills using technology to improve administrative capabilities.

Good data processing will facilitate a company or school in strengthening its management, otherwise, the old system which is still slow and not of high quality will not be able to support the work process activities of a company in achieving its goals. Microsoft Excel application (MS Excel) is the most popular and most widely used advanced spreadsheet application program (electronic worksheets) today (Suhardi et al., 2021). Excel will help us in calculating, projecting, analyzing, and being able to present data in tabular form with the various types of tables it provides, ranging from Bar, Graph, Pie, Line, and many more.

A child orphanage is a social welfare business institution for neglected children. Orphanages carry out unification and alleviation of abandoned children, and provide substitute services for parents/guardians of children in meeting the physical, mental and social needs of foster children,

*How to cite:*

Fitri, A. S., Wati, S. F. A., & Safitri, E. M. (2023). Improving administrative skills of foster children at Panti Asuhan Muhammadiyah Surabaya through learning Microsoft Excel. 7<sup>st</sup> International Seminar of Research Month 2022. NST Proceedings. pages 289-291. doi: 10.11594/nstp.2023.3347

to obtain broad, appropriate, and adequate opportunities for the development of their personality as expected as part of the next generation. the ideals of the nation and as a human being who will actively participate in the field of national development (Lestari et al., 2019).

Muhammadiyah Medokan Ayu Orphanage in Surabaya has foster children who are still in elementary, middle, and high school. The educational activity is intended to provide insight for orphanage children in improving administrative capabilities. The purpose of this service program is to provide them with skills they will use in managerial activities in the world of work. On the other hand, the limitations of computer equipment make it difficult for them to understand the use of Ms. Excel.

So far, the Muhammadiyah Medokan Ayu Orphanage in Surabaya has only provided housing and formal schools for the children of the orphanage. Meanwhile, for informal education, orphanage children only receive teachings such as the Koran, Islamic boarding schools, and sports. The outputs of dedication to this orphanage are in the form of:

1. Improving the ability of orphanage children in the field of computer technology, especially in operating Ms. excel application.
2. Preparing orphanage children for the world of work.

### **Material and Methods**

From the problems faced by partners, the solutions offered will use training methods, as well as interactive and demonstration techniques. So that more material goes to direct practice (90%) and theory (10%.) Office (Excel). The training materials are beginner and intermediate core skills. This community service activity is carried out offline, located at the Lab. MIS for Information Systems Study Program, Faculty of Computer Science, UPN Veteran, East Java. This activity is held on Monday-Friday, August 8-12, 2022. The purpose of this activity is to provide understanding and training for orphans regarding the ability to use Ms. Excel, especially in preparing them for the world of work where they are required to be able to use applications that support administrative activities independently. This activity is carried out through several activities, including:

1. Provide material on the functions of Ms. Excel.
2. Give a post-test to participants to see the extent of their understanding.
3. Conducting reviews and discussions as well as providing criticism and suggestions.

### **Results and Discussion**

The Community Service (PKM) activity which was held at the Muhammadiyah Medokan Ayu Orphanage, Surabaya, which coincided on August 8-12 2022, was attended by 16 children from the orphanage. The implementation method in this PKM activity is through training and learning using Microsoft Excel for children from the Muhammadiyah Medokan Ayu Orphanage, Surabaya.

In the first stage, the speaker makes modules or teaching materials as material for the delivery of material that will be given to the children of the Muhammadiyah orphanage foundation. The focus of this activity is to train orphanage children to be able to use Microsoft Excel properly and correctly. The PKM activities contain openings, activities, and evaluations, along with question-and-answer discussions that increase interest in practicing and learning.

Then at the last stage, with the help of the other community service organizing committee, the children did hands-on practice on how to use Microsoft Excel using a PC in the Lab. MIS for UPN Veterans East Java Information System Study Program. Then, when the delivery of materials and activities has been carried out, the organizers provide a certificate of appreciation for having participated in the training process with predicates by the results of the evaluation carried out. Then, participants were asked to give their impressions and messages to the organizers.

The material presented in this training is material for beginner and intermediate core skills as can be seen in the following Table 1.

Table 1. Training material

Beginner Skills	Create a new blank workbook Save the workbook with a filename Save As the workbook with another format Enter Cell Values and Labels Modify a Worksheet Use Formulas Use a Function Modify Page Layout Printing and Publishing Documents Create a Chart
Intermediate Skills	Maintain a Large Worksheet Work with Multiple Worksheets Work with Data Advanced Chart Skills Work with Data Lists Document and Audit a Worksheet Printing Options

The implementation of the training went smoothly and went well. The orphanage children were very enthusiastic about receiving Ms. Office (Excel). Participants in the training for orphanage children attend a minimum of elementary to high school. They took advantage of this training to explore their computer skills, as shown in Figure 1 and Figure 2 on training activities for foster children at the Muhammadiyah Orphanage.

At the last meeting of this training, a multimedia and Ms. Office (Excel) ability test was conducted by giving them questions to work on to measure the success of the children in receiving the material provided. Of the 16 children who participated in this training, 80% were able to master the intermediate skills of Ms. Excel and 20% are at the beginner level.

## Conclusion

Based on the results of the pretest, it was found that most of the participants still did not understand the importance of Excel skills. With the implementation of this activity, it is hoped that participants will have a better understanding of Ms. Excel and can apply the knowledge they have gained in their administrative field in the world of work.

The implementation of this activity is nothing without its shortcomings. It is hoped that the implementation of the next activity can be continued with advanced skills in Excel training or the other product of Ms. Offices.

## Acknowledgment

A big thank you to all UPN "Veteran" Jawa Timur who have supported the implementation of this service. We also thank the Lab. MIS Information System Study Program UPN "Veteran" Jawa Timur has facilitated supporting equipment for training and service for us so that this activity can be achieved that can be dedicated to the community. We also don't forget to thank the Muhammadiyah Medokan Ayu Orphanage in Surabaya for accepting us to provide training to the orphans.

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