Impact of System Digitalization Administration through Training *Microsoft Office* and *Google Workspace* (SMK Sjakhyakirti)

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ABSTRACT

Background: Development technology information and communication has push transformation in various sectors, including administration education. However, many school medium vocational schools (SMK) which are still use method administration conventional, so that cause delay data processing ,irregularity storage, and low efficiency work. Challenge This become the more relevant in the digital era, when ability power education For utilise technology become need urge.

Contribution: Activity devotion This give contribution real in the form of training use of Microsoft Office and Google Workspace for power educators and staff administration at Sjakhyakirti Vocational School. Training This expected be a role model for other schools in apply digitalization administration based technology.

Method: The method used is participatory and applicable with approach qualitative activities started with identification needs, preparation materials, training direct, practice independent, simulation task administrative, as well as evaluation through practice and questionnaire bait come back.

Results: Results of activities show that 90% of participants capable using Microsoft Word, Excel, PowerPoint, Google Docs, Sheets, and Slides to finish task administrative in a way independent. In addition , 85% of participants succeed implement cloud storage via Google Drive and online collaboration.

Conclusion: Training This succeed increase digital competence of participants, strengthening the digitalization process administration school, and build culture more work efficient and collaborative in the SMK Sjakhyakirti.

INTRODUCTION

In the era of globalization and development technology increasing information rapid, utilization digital technology in activity administration become urgent needs in various sectors, including in the world of education [3]. Digitalization of the system administration in the environment school No only just trend , but rather is step strategic For increase efficiency, accuracy , and speed in data management and service administrative [6]. This is also supported

by research related increasing use of cloud storage push efficiency administration school through online data storage [16]. School as institution formal education is required For capable adapt with change to support governance more institutions professional and modern [13]. Digital literacy is one of the key main in the adaptation process this , especially in increase competence power educators and staff administration [17].

SMK Sjakhyakirti, as one of the School Intermediate Vocational education in Palembang City has not quite enough answer in print graduates who do not only competent in field vocational , but also literate to technology information [14]. However thus , in in practice Still there is limitations in utilization device soft digital productivity tools such as Microsoft Office and Google Workspace, both among power education and participant educate [5]. The administrative process is still done in a way conventional can cause various problems , including irregularity in data storage , delay in reporting , as well as lack of effectiveness in internal communication [10].

See condition mentioned , it is necessary something systematic efforts For increase ability source Power humans in the environment school in operate digital technology , in particular supported applications management administration [1][2]. Microsoft Office and Google Workspace training is one of the form appropriate intervention , considering both platforms has proven effective in support productivity work , online collaboration , and management information in a way structured [9].

Activity devotion to public This aim For give training and mentoring to power education and participants studied at SMK Sjakhyakirti in optimally use Microsoft Office and Google Workspace. Through activity this , it is hoped will happen improvement digital competencies that ultimately contribute towards the digitalization process system administration school in a way comprehensive [4].

METHODOLOGY

In implementation devotion to public this , the method used refers to the approach participatory and applicable , with objective give skills that can direct applied by participants in activity administrative matters at SMK Sjakhyakirti [4]. Steps taken in activity This covers a number of stages following :

Figure 1 Stages methods used

1. Approach Qualitative

   Methods applied is approach qualitative with emphasis on interaction direct between facilitators and participants, so that enable a more effective learning process in-depth and effective. Activities done through training directly followed by practice use application in a way real in context administrative school [11].

2. Identification Material Requirements and Preparation

   Before training started, done identification need with stage discussion beginning with party school (head school, teachers, and staff administration) for understand condition moment this and the challenges faced in system administration. Based on results identification this, material training arranged to fit with need specific participants. The material includes use *Microsoft Office (Word, Excel, PowerPoint)* For needs administration school and use *Google Workspace* (*Docs, Sheets, Slides, Drive, Forms*) for collaboration ,storage *cloud*, and internal communications [1]. In addition, the use of e-learning in support activity administration also started implemented For increase efficiency and effectiveness of the learning process administrative [18].

3. Training and Practice Direct

   At the stage This training implemented with approach practice directly in the laboratory computer school, which involves steps following :

   a. Introduction: Explanation regarding each application and its functions in support administration school .

   b. Demonstration: Facilitator do demonstration use application *Microsoft Office* and *Google Workspace* , with focus on the most relevant applications in administration ,

such as manufacturing documents, data processing , and presentations .

   c.   Practice Independent : Participants given chance For try direct what has been taught ,such as make document reports, processing data using Excel, and make presentation use *PowerPoint* and *Google Slides*.

   d.   Simulation Task Administrative : Participants given tasks that describe activity general administration in schools, such as compile report finance, making letter notifications , and managing student data use applications studied [10].

4. Mentoring and Q&A

At the stage This besides training theory and practice, mentoring will done For help participants who experienced difficulty or need clarification more carry on related use application. Session ask answer and discussion Open doors are also provided for participants can more understand How overcome possible obstacles arise in the digitalization process administration [14]].

5. Evaluation and Feedback

At the stage This done evaluation For evaluate understanding participant in two ways that is :

   a.   Evaluation Practice : Participants requested For finish task administrative based *Microsoft Office* and *Google Workspace*.

   b.   Questionnaire Feedback : Participants give evaluation to quality training , material delivered , and benefits obtained.

   c.   Evaluation results This used For evaluate effectiveness training and becoming base For repair sustainable in future training [11].

RESULTS AND DISCUSSION

1. Activity Results

Training about use *Microsoft Office* and *Google Workspace* at Sjakhyakirti Vocational School has implemented with good and followed by power educator as well as staff administration . In general , activities training This succeed reach goals that have been determined. The following is results obtained based on activities that have been done :

   a. Improvement Ability Users *Microsoft Office*

Most of the participant show significant improvement in use application *Microsoft Word, Excel* , and *PowerPoint*. Based on evaluation practice , about 90% of participants succeed finish task administrative , such as make document report , compile budget , and make appropriate presentation with standard expected administrative use . *Microsoft Excel* For data processing (such as manufacturing tables and graphs) is one of the the most aspects studied and implemented by participants .

   b. Better Understanding About *Google Workspace*

Use application *Google Docs, Google Sheets*, and *Google Slides* also show positive results . Most of them participant capable utilise *Google Drive* For share and save files *cloud-based* , as well as use *Google Forms* For make survey and collect data with easy . Implementation applications This expected can speed up internal collaboration between staff and teachers at the school.

   c. Implementation Task Digital Administration

At the end training, participants succeed finish task simulation administrative which includes manufacturing report finance , letters notification and processing of student data

with use application *Microsoft Office* and *Google Workspace* . 85 % of participants show excellent results in finish task this , which indicates ability they in implement what has been studied .

d. Evaluation and Positive Feedback

Based on results questionnaire and feedback come back from participants , some big participant disclose satisfaction to the training provided. They feel that material very relevant training with task daily they and can increase efficiency Work . Participants also stated that they feel more believe self in use digital technology for task administrative .

Results Table below summarize achievements obtained during implementation "Digitalization of Systems" training Administration through Training *Microsoft Office* and *Google Workspace* " at SMK Sjakhyakirti . This table identify a number of aspect important things that are assessed in training and providing description about how much Good participant can control skills taught .

Table 1. Table of Results of System Digitalization Activities Administration through Training *Microsoft Office* and *Google Workspace* at Sjakhyakirti Vocational School

Rated aspect	Indicator Achievement	Results Achieved
Microsoft Office Proficiency	Ability participant in using Microsoft Word, Excel, PowerPoint	90% of participants succeed control use of Microsoft Word, Excel, and PowerPoint in finish task administrative .
Google Workspace Mastery	Ability participant in using Google Docs, Sheets, Slides, Drive	Most of the participant can operate Google Docs and Google Sheets with Good For collaboration and data management .
Implementation Task Digital Administration	Ability participant in finish task administrative digital- based	85% of participants succeed finish task administrative digital -based such as report finance and letters announcement .
Satisfaction Participant to Training	Satisfaction level participant to material training , methods , and facilitators	80% of participants give bait come back positive , stating that material training relevant with task daily they .
Evaluation Skills Practice	Ability participant in do task practice in a way independent	85% of participants succeed finish task practice with good and appropriate instructions given .
Challenges Faced Participant	Problem technical issues faced participant during training	A number of participant experience constraint related internet connection is not stable and usable application cloud -based .
Recommendation Participant For Development Advanced	Input from participant For development more carry on	Participant propose that training advanced about use application more in-depth and mentoring more intensive given .

2. Discussion

Although training walk with well , some matter need discussed related challenges faced and some findings important during activity :

a. Challenge in Adapting Digital Technology

Although part big participant show significant progress , there is a number of participants who are still experience difficulty in adapt applications certain , especially in matter use *Microsoft Excel* For data processing and *Google Sheets* . Some participants who have experience limited in use device soft This need time addition For adapt with features more continue . Therefore that , for activity next , it is necessary mentoring more intensively on participants who experience difficulty .

b. Infrastructure Constraints

Related with use Google *Workspace* based *cloud* , there is a number of participants who experienced constraint in matter internet access that is not stable . This is especially felt by some participants who do not used to with utilization application based *cloud* and more often use desktop application . Usage *Google Drive* and *Google Forms* need good internet connection , and this become challenge when infrastructure network No support . Development system information management school web -based to become solution potential For minimize constraint this , because can accessible in a way flexible and integrated [19].

c. Sustainability Use Application

   After training finished , lots participants who feel that they need more Lots session advanced For deepen knowledge they about features continued , especially in use *Google Workspace* . Some participant suggest that there be session depth that can be help they understand more in about integration applications and automation in management administration . Therefore that , for ensure sustainability and success digitalization administration , required session training advanced as well as mentoring periodically .

d. Term Benefits of Digitalization

   In a way overall , training This give impact positive for improvement efficiency and effectiveness in activity administrative matters at Sjakhyakirti Vocational School . Digitalization is implemented in activity administrative , such as manufacturing report finance , student data processing , and internal communications , can speed up the process and increase accuracy and transparency . It is expected that implementation technology This No only increase productivity , but also encourages change culture more work collaborative and data -driven . With Google Workspace optimization , schools can create ecosystem more work efficient and structured , so that support sustainability of the digitalization program administration [21].

e. Recommendation For Development More Carry on

   Based on results training and evaluation , it is recommended that the parties school Keep going support digitalization through provision adequate facilities , such as stable internet connection and device hardware that supports . In addition , the development of digital competence in sustainable for power educators and staff administration through training advanced need become priority For ensure use optimal application . Training advanced specifically in Mastery of spreadsheets and data processing is also very important for administrative processes. walk more effective and independent [20].

3. Activity Photos

Documentation activity training done in a way comprehensive For record all over series activities , start from opening , session training , practice , to closure . Documentation This functioning as proof implementation , materials reports , and publication media activity devotion

Figure 2. Opening Activity

Opening activity System Digitalization Training Administration at Sjakhyakirti Vocational School took place in the school hall in the morning day . Activities This started with remarks by the Head Schools that emphasize importance mastery technology information in support efficiency administration education . Participate present in opening This is team implementer devotion , teachers, and administrative staff school . Atmosphere opening ongoing with enthusiastic and full spirit , mark the beginning series training that will be implemented in a way interactive and applicable .

Figure 3. Interaction Speakers and Participants

Source person active interact with participants , answer questions , and provide personal guide when participant experience constraint technical . This photo show atmosphere participatory and collaborative training .

CONCLUSION

System Digitalization Training Administration through *Microsoft Office* and *Google Workspace* at SMK Sjakhyakirti succeed increase competence power educators and staff administration in management administration digital- based activities This motivated by the need urge will efficiency and accuracy administration school , and limitations utilization technology previously . Evaluation results show that majority participant capable operate *Microsoft Word, Excel, PowerPoint* , as well *Google Docs, Sheets, Slides* , and *Drive* in a way effective . As many as 90% of participants finish task digital administrative with good , and 85% showed mastery

practice in a way independent . Level of satisfaction participants are also high , reflecting relevance training to need work . In overall , activities This contribute significant in push digital transformation in the environment school and become step beginning towards governance more modern , collaborative and efficient administration .

Acknowledgement

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