

Mendeley Integration of Word Processing Application for Job Training Report Optimalization at EKUIN Pangeran Jayakarta Vocational High School

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Abstract

The word processing application, Microsoft Word, will make it easier for students to work on the job training report quickly and effectively. A lot of knowledge that students can get when making reports with a scientific approach. EKUIN Pangeran Jayakarta Vocational High School students have a problem with this. The purpose of this community service program is to overcome these problems, namely that students still do not optimize word processing applications to make job training reports with a scientific approach. The solution we give by providing mentoring training is effective in optimizing the use of word processing applications that are integrated with the Mendeley Library Manager and the use of the Style, Caption, and Equation functions. Participants were also presented with how to add and develop knowledge and practice the 10-finger fast typing method. The implementation methods carried out are (1) Presentation, the material is explained briefly, concisely and clearly, (2) Demonstration, the material is demonstrated directly, participants see it, (3) Direct Practice, participants carry out and practice the material presented, (4) Mentoring, Participants are helped during practice. Problems encountered can be resolved immediately, and (5) Google Classroom, utilization of this Learning Management System to see the progress of learning, discussion, and unlimited time assistance. Participants can asked the mentor anytime if there are any questions. The results of this program, after training, the first is that participants will know and gain knowledge and skills. Second, if participants always practice these skills, they will definitely be able to operate word processing applications optimally, typing can be completed quickly, tasks such as making papers, proposals, and any reports, especially job training reports, can be prepared properly and using a scientific approach so that their knowledge will increase.

Keywords: Optimalization., Word Processing, Fast typing, Google Classroom, Mendeley.

INTRODUCTION

Integration is the process of merging two or more entities (Setiawan, 2021). In this context, the merged entities are the word processing application, Microsoft Word, and the reference manager application, Mendeley. These two applications were originally not just one application. To get wider and more benefits, these two applications are integrated. With the integration, the Microsoft Word, word processing application performs more optimally.

Optimization is an activity to find the best technique that will be carried out to get the best results by utilizing existing resources (Purnomo et al., 2022). Optimization is needed in all fields, be it culture, health (Meiranny et al., 2019), economics (Aisyah et al., 2022), science and technology, business, or education. Optimization is carried out, among others, for; (1) Decision Making, (2) Troubleshooting, and (3) Saving resources. With optimization, tasks can be completed quickly and effectively.

Job Training is an intracurricular activity in the curriculum of Vocational High Schools (SMK) throughout Indonesia. This activity is in accordance with the purpose of vocational education, which is to prepare students to be ready to work in the Business and Industrial World (DUDI). Based on the SMK curriculum, the implementation of job training can be carried out in class Eleven (XI) or twelve (XII). However, school policy makes the implementation of job training done in class XI so that during class XII students can focus on conducting Vocational Competency Tests, School Exams, and National Examinations. Based on the Regulation of the Minister of Education and Culture No. 50 of 2020 concerning Field Work Practices. The

objectives of the Job Training are: 1) Developing a professional character and work culture in students, 2) increasing the competence of students according to the curriculum and the needs of the working in real world, and 3) preparing students' independence to work. and/or entrepreneurship (Peraturan Menteri Pendidikan Dan Kebudayaan Republik Indonesia Nomor 50 Tahun 2020 Tentang Praktik Kerja Lapangan Bagi Peserta Didik, 2020). This very good goal needs to be arranged on how to achieve it.

Students carry out job training activities for a minimum of 1 month and a maximum of 6 months. This is done so that students can have direct experience of learning in the real world which is certainly very different from studying in a school environment. The problems faced by students while participating in job training activities are expected to build critical, creativity, collaborativity, communication, competitiveness, and adaptivity of students' soft skills. Students are expected to be able to work in accordance with the work instructions given, complete work according to procedures, and solve company or agency problems.

The job training's activity report will be made by students after they have done it. The purpose of this report is to train students to think systematically. The flow of students' thinking can be a regular one, starting from planning, identifying work problems, building the knowledge needed to solve problems, carrying out work according to work procedures, and getting maximum work results. Students need helps on computer applications to make reports. One application that is commonly used is the word processing application, namely, Microsoft Word. There has been a lot of literature that examines the use of Microsoft Word to solve problems to streamline work. One of them was carried out by Purnomosari who conducted training in writing scientific papers using Microsoft Word (Purnomoasri et al., 2020), then carried out by Jumriadi at PKBM Banjarmasin City (Jumriadi et al., 2021), then carried out by Pradana using Microsoft Word to assist participants in making job application letters (Pradana, 2020) and integrated with digital branding (Aryasanti et al., 2021), then carried out by Sinaga using Microsoft Word to train government employees to make reports (Sinaga et al., 2021). Lastly, training that Mulyani conducted for teachers and staff of SD Negeri 010240 for learning administration (Mulyani et al., 2021). All of these activities aim to optimize the use of the application to make work easier. The work done is more effective and efficient with information technology (Purnomo et al., 2022). Therefore, this application is very popular in the community for its use because it is relatively easy and widely taught in schools or course institutions.

On the other hand, the use of the Mendeley Reference Manager in Microsoft Word processing applications has been widely practiced. Among other things, what was done by (Yusri et al., 2021) in the Mathematics Subject Teacher Deliberation Group which resulted in participants understanding reference management when making scientific articles. For student targets, the training conducted by (Krismiyati et al., 2021) helps students in improving the quality of scientific work of IISIP YAPIS Biak students. The results of student writing on scientific papers are getting better. Lastly, for the lecturers' target, the training conducted by the Institute of Technology (Wattimena et al., 2021) helped the lecturers at the University of Ottow Geissler in creating automatic sites and bibliography using Mendeley and Microsoft Word. So, the use of Mendeley Reference Manager in Microsoft Word, word processing application is very helpful in scientific writing.

EKUIN Pangeran Jayakarta Vocational High School is very supportive of this job training activity. The school facilitates students in finding job training's places, however, students are free to do job training in places of interest according to their fields. The school has also directed and taught the use of the Microsoft Word in writing job training's reports. However, there are students who do not fully understand in optimizing the use of existing functions of Microsoft Word for job training report. Based on discussions with the Principal of EKUIN Pangeran Jayakarta Vocational High School, teachers and students did not understand the use of library management with the Mendeley application. This application will be integrated with Microsoft

Word, making it easier to manage the library as a reference. Other functions are Caption, Style, and Equation which have not been used optimally in making job training's reports.

The purpose of this community service program is that participants will get knowledge, and know how to get it. Then be able to use the Microsoft Word word processing application which is integrated with the Mendeley application to manage this knowledge in the form of scientific writing in the form of reports, especially the job training report.

METHOD

This Community Service Activity Program is carried out offline by coming directly to the EKUIN Pangeran Jayakarta Vocational High School. The location is on Jalan Pangeran Jayakarta 2 Rt.001 RW.06, Harapan Mulya Village, Medan Satria District, Bekasi City. The activity held on Thursday, June 16, 2022, starting from 08.00 to 16.00 WIB. The training participants were 27 participants.

This community service activity program consists of (1) Survey and Observation, the survey aims to find out the address of the school, road conditions, and distance. While the observation to determine the condition of the school, especially the infrastructure. On this occasion, interviews and discussions were held with the principal, teachers, and staffs., (2) Training Preparation. From the survey results and observations we designed the required materials, tools and materials, media, and other supporting devices., (3) Implementation, It is in the day of the training that was carried out, (4) Evaluation, is the control over the results achieved after conducting the training.

RESULTS

The results of the survey and observation stages are partnership of collaborations. We know the needs and problems of partners. We also know the distance, travel conditions, partner community environment, and things needed for service activities. The training preparation stage then, produces the material to be delivered as well as the tools and materials needed. The implementation stage resulted in this activity being carried out successfully, explaining the material, demonstrating the application, and direct practice by the participants. The evaluation stage results in completed exercises and feedback provided by the instructor.

DISCUSSION

Survey dan Observation

We conducted a survey to the EKUIN Pangeran Jayakarta Vocational High School as well as observation on Wednesday, February 16, 2022. The results of the observations revealed information about what are needed to prepare for training or workshops. We looked at the physical condition of the school, rooms, learning facilities, computers, internet access, places of worship, information on the majalah dinding, organizational structure boards, school vision and mission boards, and others. We also obtained information through interviews with the Principal, operators, and teachers. The results of this survey show that the distance from Campus 2 Bekasi, Bhayangkara University, West Bekasi to EKUIN Pangeran Jayakarta Vocational High School Bekasi City is as far as ± 4.2 Km which is taken for ± 11 minutes by motor vehicle. While the results of observations and discussions with the Principal, it is known that the main problems that we will focus for training include (1) The difficulty of students in using Microsoft Word application to make job training's reports, (2) Students do not know the use of the style, caption, equation, and functions, citations & bibliography, (3) Students do not know and use the Mendeley application for writing, and (4) Fast typing using the 10 Finger method.

Implementation Preparation

Prior to the training, we coordinated with schools to prepare the necessary tools and materials, including the readiness of the computer lab to be ready for participants to use, the presence of projectors, active speakers for loudspeakers, and the right location for banners to

be installed. We tested the functionality of the tool so that it is ready for use on the day of implementation. We inform the training class by providing a google classroom link. Trainees join this class for training administration needs. All materials, pre-test and post-test, attendance, assignments, and training evaluations will be well documented in Google Classroom.

Implementation

The training will be held on Thursday, June 16, 2022, from 09.00 to 16.00 WIB. Event activities are carried out offline while maintaining health protocols. The decision to implement offline training has been agreed by all parties, especially the principal with the school supervisor and teachers. Offline training is desired so that the results of the training can be maximized. Prior to the implementation of the training, a pre-test was given first and after the training was given a post-test.

Evaluation

We evaluated the implementation of the training on Thursday, June 16, 2022 by asking questions in Google Classroom to get responses from participants. We are very happy, because their response to this training is very good as evidenced by the practice of the knowledge and skills that we provide. We also do close virtual classes through Google Classroom. We use this media for discussion if there are questions from participants.

CONCLUSIONS And RECOMMENDATIONS

The conclusion of this community service program is the implementation of activities in the form of implementing training in accordance with the needs of partners, namely learning to optimize word processing applications that are integrated with the Mendeley Reference Manager application. Participants also learn to use the Style, Caption, Equation, and 10-finger method functions for fast typing. This training produces teaching modules that can be used as a guide for participants to practice better. The trainees were quite enthusiastic about learning and completing the given exercises. The service team also controls the results of the participants' training in Google Classroom.

The suggestion from this community service program is to involve more school teachers who participate. If the teacher already understands how to navigate in Microsoft Word, then it is easier to teach students when studying regularly.

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APPENDIX

Table 1. Training Run Down

NO	TIME	EVENTS	PERSON IN CHARGE
1	08.00 – 09.00	Participant's Registration and Checking Temperatur's with <i>ThermoGun</i>	School's Staffs
2	09.00 – 09.10	Opening and Doa	MC
3	09.10 – 09.20	Singing National Anthem	MC
4	09.20 – 09.30	Opening Speech by Universitas Bhayangkara's Representative	Mr. Tri Dharma Putra, S.T., M.Sc.
5	09.30 – 09.40	Opening Speech by The Principal of EKUIN Pangeran Jayakarta Vocational High School	Mrs. Sri Hati, S.Pd.
6	09.40 – 09.50	Pre-Test Filled in	MC
7	09.50 – 10.00	Material (1) Strategy of Adding and Developing Knowledge	Mr. Rakhmat Purnomo, S.Pd., S.Kom., M.Kom
8	10.00 – 10.30	Material (2) Work Optimization by Typing with 10 Fingers	Mr. Rakhmat Purnomo, S.Pd., S.Kom., M.Kom
9	10.30 0 11.15	Material (3) Using Style Menu	Mr. Tri Dharma Putra, S.T., M.Sc.
10	11.15 – 12.00	Material (4) Using Caption Menu	Mr. Rakhmat Purnomo, S.Pd., S.Kom., M.Kom
11	12.00 – 13.00	BREAK	
12	13.00 – 14.20	Material (5) Using Equation Menu	Mr. Tri Dharma Putra, S.T., M.Sc.
13	14.20 – 15.20	Material (6) Installation and Configuration of Reference Manager with Mendeley Application	Mr. Rakhmat Purnomo, S.Pd., S.Kom., M.Kom
14	15.20 – 15.30	Post-Test Filled in	MC
15	15.30 – 15.40	Singing Bagimu Negeri	MC
16	15.40 – 15.50	Participant's Testimonial	MC
17	15.50 – 16.00	Closing Doa	MC



Figure 1. Observation Event



Figure 2. Group Photo Together and Submitting Placard



Figure 3. Delivering Material



Figure 4. Coaching



Figure 5. Hand's On Prac