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INTRODUCTION LEARNING VIDEO DEVELOPMENT MICROSOFT WORD FOR ELEMENTARY SCHOOL STUDENTS

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ABSTRACT

This study aims to (1) produce a learning video product for the introduction of microsoft word ; and (2) describe the effectiveness of the introduction of microsoft word learning videos for elementary school students. This development research uses the ADDIE design model with five steps, namely: (1) Analysis, (2) Design, (3) Development, (4) Implementation, and (5) Evaluation. The design in this study was validated by two instrument validators, two design validators, two media validators and two material validators with the overall product validation results showing very good results. The research data was obtained from the questionnaire instrument and the value of students' knowledge. This study involved 27 third grade students of SD Marie Joseph Pontianak with the results on the one-on-one test, small group test and overall field test which could be interpreted very well. The results of the one-on-one trial obtained an overall average of 3.31 (good), the results of the small group trial obtained an overall average of 3.15 (good), the results of the large group trial obtained an overall average of 3.08 (good). The results of the test of the effectiveness of the microsoft word introduction learning video product for elementary school students, the results were obtained from the pretest and posttest data that had been collected. It is known that the average pretest score is 72.5 with 11 students achieving the KKM and 9 students not achieving the KKM. Then the average posttest score was 85 with the number of students who reached the KKM there were 17 people and those who did not reach the KKM were 3 people. Through these results it can also be concluded if there is an increase in the average value of 12.5. These data indicate that there is a significant completeness.

INTRODUCTION

The development of information technology has had a fairly rapid impact on the world of education, especially in learning technology. Learning technology seeks to design, develop, and utilize various learning resources so that it can facilitate or facilitate someone to learn anywhere, anytime, by anyone,

in any way and source of learning according to their conditions and needs. With the introduction of Microsoft Word learning, students can hone their skills in using computers. Learning the introduction of Microsoft Word as a word processor can make it easier for elementary school students to know and understand more clearly about the function of each feature, menu text, fonts, document page arrangement, table use, and how to save documents in Microsoft Word.

Based on the needs analysis at the Marie Joseph Catholic Private Elementary School Pontianak, students need a video introduction of Microsoft Word to make it easier for students to understand Microsoft Word material in local content subjects. This really helps them to learn and master certain fields more easily so that they have expertise in operating Microsoft Word learning. In addition, they are also expected to be able to adapt to the development of science and technology in the industrial world. Therefore, the quality of the learning process must always be improved following the development of an increasingly advanced industrial world. Trianto in Pane & Dasapong (2017:388) explains, "Learning is a complex and unexplained aspect of activity. In simple terms, learning can be interpreted as a product of continuous interaction between developers and life experiences. In essence, learning is a conscious effort from a teacher to direct the interaction of students with other learning resources with the aim that the goals can be achieved. Hamalik in Fakhurrazi (2018: 86) states that learning is a combination composed of human elements (students and teachers), materials (books, blackboards, chalk and learning tools), facilities (classrooms, audio visuals), and processes. that influence each other to achieve learning objectives. Learning can also be said as a system, because learning is an activity that has a goal, namely to provide knowledge to students. Learning is a process of delivering knowledge information through interaction from teachers to students, and is also a process of providing planned guidance and conditioning or stimulating students so that they can learn well. In addition, teachers must prepare innovative learning that is able to stimulate students to be enthusiastic in carrying out learning activities .

Before the introduction of Microsoft Word learning videos, there were learning objectives that were difficult to achieve only by relying on the teacher's explanation. Therefore, in order for learning to achieve maximum results, it is necessary to use media, one of which is video media. According to Arsyad (in Rusman et al., 2011: 218) video is "a series of motion pictures accompanied by sound that form a unit that is assembled into a plot, with messages in it to achieve learning objectives that are stored with the process of storing tape or disk media". Azhar Arsyad (2011: 49) states that "videos are pictures in frames, where frame by frame is projected mechanically so that the screen looks like a live image". From this understanding, it can be concluded that video is one type of audio-visual media that can describe an object that moves together with natural sound or appropriate sound. Videos can present information, describe processes, explain complex concepts, teach skills, shorten or extend time, and influence attitudes.

Based on this background, the researchers raised the research title "Development of Microsoft Word Introduction Learning Videos for Elementary School Students, with the hope that students will be enthusiastic, like, and can help them in facilitating and overcoming difficulties in getting ICT learning resources, especially microsoft word introduction material.

METHOD

The research method used is the research and development (R&D) method. According to Gall, Gall, & Borg (2003), Research and development is an industry-based development model in which research findings are used to design new products and procedures, which are then systematically field tested, evaluated, and refined until they meet the criteria of effectiveness, quality. , or by default. The purpose of this research is to develop a product that can be used in education. The product referred to in the research plan will be an introduction to Microsoft Word learning video for Elementary Schools.

In this development research, researchers used the ADDIE system-oriented instructional design model. According to Branch (2009, p.20), ADDIE stands for Analyze, Design, Develop, Implement, and Evaluate. ADDIE is a product development paradigm and not just a model. The ADDIE concept is applied to build a sustainable system in an intentional learning environment. Intentional learning environments are complex and ADDIE provides a way to navigate the complexities associated with product development for use in intentional learning environments.

RESULTS AND DISCUSSIONS

This study involved 29 students of class III Marie Joseph Private Elementary School Pontianak. Research data retrieval is carried out directly by distributing questionnaire forms to students to find out the response of the developed product and testing the learning outcomes to determine the effectiveness of the product in learning.

The results of the research on the design of product development for the introduction of microsoft word learning videos for elementary school students use the ADDIE design model stages which consist of the results of analyze, design, develop, implement and evaluate. The results of the product development profile of the microsoft word introduction learning video for elementary school students are seen from the results of the general appearance of the product. Then the effectiveness in this study was conducted to determine the effect on student learning outcomes after using the developed product.

The stage of designing this learning video begins with conducting an analysis. At the analysis stage, curriculum study analysis, instructional objective analysis and student characteristics analysis were carried out. The findings in the analysis of curriculum studies in the field, namely, the curriculum used at SDS Marie Joseph is to use the 2013 curriculum with the curriculum structure prepared based on basic competency standards on local content subjects for class III Elementary School with the competence of students being able to recognize and use the icon menus contained in the curriculum. in word processing software (Microsoft Word). So that the informatics subject at SDS Marie Joseph is part of the local content subject. The results of the analysis on instructional objectives, namely, students need learning videos that can make it easier for them to study independently. So that through the development of the introduction of microsoft word learning videos for elementary school students, students can recognize microsoft word as a word processing program, students can explain the meaning of menus and icons in word processing programs and students can explain the functions of menus and icons in microsoft word. Then the results of the analysis of the characteristics of students, namely the third grade students of SDS Marie Joseph are in the concrete operational stage, namely the age of 7-9 years. At the concrete operational stage, children can already have various kinds of concrete tasks. In the concrete operational stage, children are able to think logically about concrete objects. The semantic phase of children can distinguish words as symbols of sound from words that contain meaning. They are able to think or be logical by recognizing objects to the extent of the concrete. In language development, students are able to use good words, something they like, if they are happy, they can also be happy. They also have a high curiosity about something in their environment. They can usually see firsthand what happened.

The second stage in product development is to do product design by determining product specifications and storyboards. The product specification developed in this research is to produce a product in the form of a Microsoft word introduction learning video using the Filmora application with a learning video display made as attractive as possible in the form of a tutorial. In making a storyboard, make a written storyboard which is a plan (draft) of a series of movements that will be demonstrated by the model in the video according to the script.

The third stage of the product design process is to develop it by validating the product and conducting product trials. Product validation is carried out on aspects of media, design and material. Product

validation is carried out by two experts on each validation. Product validation is carried out in the form of expert validation (media, design and materials) and practitioner validation (teachers). Product trials by conducting individual trials (one on one), small group trials and large group trials. The results of product validation on the media, design and material aspects as a whole showed "good" results, while the overall product testing process showed "very good" results.

After the initial product design is validated by experts, practitioners and product testing. Then the next step is to implement the product to users. At this implementation stage, the steps taken are to prepare the teacher (prepare the teacher) and students (prepare the student). With the aim, teachers and students can use the video product introduction to microsoft word for elementary school students.

Microsoft Word learning video products for elementary school students is to conduct an evaluation in the hope of increasing the quality of product development to the next stage. Thus, the results of the final evaluation in this study focused more on the results of effectiveness after using this product, namely improving student learning outcomes after using this microsoft word introduction learning video .

This microsoft word introduction learning video profile for elementary school students can be seen from the initial concept of storyboard design to the final product after going through the product development stages, namely expert validation and practitioner validation, individual trials, small group trials, and field trials. The results of this final product are translated into a video product profile for the introduction of Microsoft Word for elementary school students. This product profile of an introduction to microsoft word learning video for elementary school students has an attractive appearance in the form of an explanation of the function of the icon in Microsoft word. Operation of learning videos using PCs and Laptops with the Windows 10 operating system.

effectiveness of using microsoft word introduction learning videos for elementary school students was obtained from the pretest and posttest data that had been collected. Learning outcomes at the pretest and posttest stages were carried out by giving 10 multiple choice questions to 20 grade III A students of SD Marie Joseph Pontianak. From the test results, it is known that the average pretest score is 72.5 with 11 students achieving the KKM and the posttest average score of 85 with 17 students achieving the KKM. Furthermore, this t-test analysis uses the Paired Samples Test with the results of the t-test analysis obtained an average posttest - pretest test of 12.5 with a t-count value = 0.614 with a t-table price = 0.444 (20 respondents) with a significance = 5% . Because t count is greater than t table, with a significance of $0.000 < 0.005$, it can be concluded that there is an effect on student learning outcomes after using Microsoft Word introduction learning videos .

The results of the research above are in line with the research entitled "Development of video-based learning media for grade IV Elementary School" conducted by Muhibuddin Fadhli. Shows that the posttest results show that the average learning achievement of the group using the developed learning media is greater than the average learning achievement of the group using picture book media ($71.3 > 62.5$). From these acquisitions, it can be concluded that the media developed is effective in improving learning achievement.

CONCLUSION AND SUGGESTION

The design of the development of the microsoft word introduction learning video for elementary school students was carried out through several stages of development from the ADDIE design model (Analyze, Design, Develop, Implement, Evaluate). The stage of designing this learning video begins with conducting an analysis. At the analysis stage (Analyze) analysis of curriculum studies, analysis of instructional objectives and analysis of student characteristics were carried out. At the design stage in the development of this product by determining product specifications and storyboards. The third stage of the product design process is to develop (Develop) by validating the product and conducting product trials. Product validation is carried out by two experts on each validation. Product validation is carried out in the form of expert validation (media, design and materials) and practitioner validation

(teachers). Product trials by conducting individual trials (one on one), small group trials and large group trials. At the implementation stage, the steps taken are to prepare the teacher (prepare the teacher) and students (prepare the student). With the aim, teachers and students can use the video product introduction to microsoft word for elementary school students. The last stage in designing this learning video product is to evaluate (Evaluate) in the hope of increasing the quality of product development to the next stage. Thus, the results of the final evaluation in this study focused more on the results of effectiveness after using this product, namely improving student learning outcomes after using this microsoft word introduction learning video.

This video profile of the introduction of Microsoft Word for elementary school students can be seen from the initial concept of storyboard design to the final product after going through the product development stages, namely expert validation and practitioner validation, individual trials, small group trials, and field trials. This microsoft word introduction learning video for elementary school students has an attractive appearance in the form of an explanation of the function of the icon in Microsoft word. Operation of learning videos using PCs and Laptops with the Windows 10 operating system. The use of effective microsoft word introduction learning videos for elementary school students. Based on the results of the t test, a significant result was obtained $0.05 > 0.000$. This means that there are differences in learning outcomes from before and after using Microsoft Word introduction learning videos .

With these data, we get $sgab = 3.64$ so that $ES = 12.5 : 3.64 = 3.43$. When compared with the criteria table, $ES = 3.43 > 1.00$ is included in the " Strong Effect " category or very strong in other words the use of microsoft word introduction learning videos has a very strong effect on microsoft word learning

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