ABSTRAK

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PENERAPAN PROGRAM WORD DAN EXCEL DALAM PENULISAN TUGAS PERKULIAHAN PADA MAHASISWA PENDIDIKAN GURU UNIVERSITAS ABC
(xviii + 143 halaman: 29 gambar; 38 tabel; 2 grafik; 3 lampiran)

Penelitian ini bertujuan untuk meneliti penerapan program *Word* dan *Excel* dalam penulisan tugas-tugas perkuliahan yang meliputi jurnal, makalah, rencana pelaksanaan pembelajaran, laporan, dan rancangan kurikulum. Penelitian dilakukan terhadap mahasiswa guru pendidikan dasar tingkat ketiga yang telah lulus menempuh mata kuliah Kompetensi Dasar Komputer di Universitas ABC.

Peneliti menggunakan penelitian kualitatif dengan metode studi kasus. Data dikumpulkan dengan dua jenis triangulasi. Pertama, triangulasi teknik meliputi wawancara, dokumentasi dan observasi pada empat orang subyek penelitian. Kedua, triangulasi sumber dengan wawancara pada tiga orang subyek penelitian yang berbeda sebagai sumber.

Hasil yang diperoleh menunjukkan bahwa penerapan program *Word* dalam penulisan tugas-tugas perkuliahan meliputi *alignment, spacing, format font, indentation, bullets and numbering, landscape, margin, paper size, page number, header, section break, table of content, shapes, picture, wordart, table, borders and shading,* dan *password.* Penerapan program *Excel* dalam penulisan tugas perkuliahan meliputi bekerja dengan *worksheet, format number, format alignment, format font, format border, format pattern, wordart,* dan *formula.*

Referensi: 54 (1990-2010)

ABSTRACT

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THE APPLICATION OF *WORD* AND *EXCEL* PROGRAMS IN STUDENT TEACHER WRITING ASSESSMENTS AT "ABC" UNIVERSITY
(xvi + 143 pages: 29 pictures; 38 tables; 2 graphs; 3 attachments)

This research aims to examine Word and Excel program in college students' assessments that consist of journal, paper, lesson plan, report, and curriculum design. The research was conducted on third-year students of primary education teachers who had passed ICT Essentials course at "ABC" University.

Researcher used a qualitative research with a case study approach. The data was collected through two kinds of triangulations. First was technique triangulation that consists of documentation, interviews and observation for four chosen research subjects. Second was source triangulation with three different research subjects as interview sources.

The obtained results indicate that the application of Word program in the completion of students' assessments was including the use of: alignment, spacing, format font, indentation, bullets and numbering, landscape, margin, paper size, page number, header, section break, table of content, shapes, picture, wordart, table, borders and shading, and password. The application of Excel program in the completion of students'assignment was including the use of: working with worksheet, format number, format alignment, format font, format border, format pattern, wordart, and formula.

References: 54 (1990-2010)