

PROVISION OF INFORMATION AND COMMUNICATION TECHNOLOGY FOR INSTITUTIONS AND OFFICERS IN SUCEN VILLAGE, SALAM DISTRICT, MAGELANG REGENCY

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ABSTRACT

The training in the context of Community Service activities aims to provide knowledge and skills regarding Information and Communication Technology so that they are ready to be applied by village officials. While the training participants are village officials located in Sucen Village, Salam District, Magelang Regency. The activity process begins with the delivery of material about Microsoft Excel, Microsoft Word, Mail Merge and others. The provision of material starts from the introduction of office features and various kinds. After that, they are given a way on how to access and use these features. Then they were taught how to apply it to service activities at the village office. Of the 25 participants, all of them were able to take part in the training from start to finish.

Kata Kunci: *Excel, Word, Mail Merge*