ABSTRACT

Advances in information and technology demand an obligation to master science in the field of information technology to face this era of globalization.Not lacking in education and security.Security is very important when someone is doing activities anywhere, such as in the village office.CCTV network is a surveillance system that uses digital video cameras to record and transmit video signals to certain places.The purpose of this Work Program activity is to improve the skills of teaching staff in operating computers, especially Microsoft Office Word and Microsoft Office Excel and time efficiency and access to supervision.The output target to be achieved is that with the Microsoft office program computer training, the teaching staff can understand and improve their knowledge in operating Microsoft Office in carrying out the task of compiling reports and also various other archives.

Keywords: Technology, Microsoft Office, Teaching Staff, CCTV