

ABSTRACT

The application of Microsoft Office in Pliken Village is probably not optimal due to its utilization and use. Along with the development of information technology in the current global era, to maximize the quality of learning services, it is proper for a worker, teacher, and student to continue to seek new breakthroughs to develop themselves by increasing the productivity and effectiveness of the teaching and learning process through information technology. This learning by doing method is very easy to apply in the new global era like today. The formation of the learning by doing method can also shape the knowledge and skills of Pliken Elementary School Workers, Teachers and Students.

Keyword : Microsoft Office, Information and communication technology. method