ABSTRACK

The rapid development of technology today makes the use of telecommunication tools very necessary. As is the case with the use of computers and laptops, ranging from children to even adults and almost all aspects of work in offices, homes, industries, education have taken advantage of these technological tools. Understanding technology from an early age is very good, because the rapidpace of technological development makes computers a very important role for education because in this era all information can be accessed from computers via the internet. Computers can also be used as administrative tools that are very important for education because all student assignments can be done quickly with computers. One program that is very often used is Microsoft Office. This can be seen clearly with the development of teaching and learning to students at SD N 2 Pliken. Where in following the current era of developments and the provisions of the Ministry of Education and Culture starting the 2019 school year, the Computer- Based National Assessment or ANBK has been officially launched. One way to improve skills and be able to operate computers and Microsoft properly, the authorwill conduct training for the children of SD N 2 Pliken.

Keywords: Microsoft Office, Computer, Training