A Literature Review: Microsoft Word in Improving Writing Skill during Hybrid Learning

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Abstract

The use of ICT in education is very dominating and plays an important role. Especially in learning the English Language, the existence of ICT makes it easier for teachers to teach English skills to all students. One kind of tool that supports the progress of language learning for students is Microsoft 365. These tools can be applied in English language learning because it is easier to get and share information. There are many types of Microsoft 365 tools to improve English skills, one of those is Microsoft Word. Microsoft word is software to make it easier for students to write and develop their creativity in writing. Therefore, the author wants to see how the impact of using an application. This research provided a literature review of previous studies in Microsoft Word from Microsoft 365 on English language learning. There are two results after reviewing previous studies namely positive impacts and negative impacts.

Keywords: Microsoft 365, Microsoft Word, ICT, language learning

Abstrak

Penggunaan TIK dalam pendidikan sangat mendominasi dan memegang peranan penting. Khususnya dalam pembelajaran Bahasa Inggris, keberadaan TIK memudahkan guru untuk mengajarkan keterampilan Bahasa Inggris kepada semua siswa. Salah satu alat yang mendukung kemajuan pembelajaran bahasa bagi siswa adalah Microsoft 365. Alat ini dapat diterapkan dalam pembelajaran bahasa Inggris karena lebih mudah untuk mendapatkan dan berbagi informasi. Ada banyak jenis alat Microsoft 365 untuk meningkatkan kemampuan bahasa Inggris, salah satunya adalah Microsoft Word. Microsoft word adalah software untuk memudahkan siswa dalam menulis dan mengembangkan kreatifitasnya dalam menulis. Oleh karena itu penulis ingin melihat bagaimana dampak dari penggunaan suatu aplikasi. Penelitian ini memberikan tinjauan literatur dari penelitian sebelumnya di Microsoft Word dari Microsoft 365 pada pembelajaran bahasa Inggris. Ada dua hasil setelah meninjau penelitian sebelumnya yaitu dampak positif dan dampak negatif.

Kata kunci: Microsoft 365, Microsoft Word, pembelajaran bahasa

1. Introduction

Information and communication technologies refer to technological tools delivered to many people to communicate and learn many things. Information and communication technologies significantly affect human life in various sectors, one sector that feels the influence of ICT is the education sector. The role of ICT in the education sector is the use of technology such as computers, laptops, the internet, and other telecommunications media to create content and share information in support of teaching and learning processes in the classroom (Bhattara, 2021). In the rapid development of information technology media, educators and students must constantly update their ability to access technology properly. Teachers and students must use information technology in learning to create or solve a problem, collaborate, and share information creatively.

According to Van Laar et al. (2017), the young generation should apply digital skills in the 21st century: technical, information, communication, collaboration, creativity, critical thinking, and problem-solving. The implementation of Information and Communication Technologies will affect students' skills in the future. Students in Indonesia that experienced hybrid or blended learning feel the benefit of ICT in education. The teacher and ELT students use ICT like Google Classroom and Schoology to provide and send information to students (Gumartifa et al., 2020). One of the skills students must master is the language because they can collaborate and communicate with many people. Information and Communication Technologies give many advantages to English Language Teaching. The teachers can use the ICT in supporting learning, and it becomes more helpful both in terms of knowledge and ability to access information technology.

ICT has become a global policy the education and has had a massive impact on the changes in the education system, especially in the language teaching context (Mulamaa, 2010). One of the examples of the supported technologies in Microsoft Office 365 is Microsoft Word as a media literacy to provide the needs of teachers and students. Microsoft word helps English teachers effectively teach different language skills (listening, speaking, reading, and writing) and aspects (vocabulary and grammar). Teachers and students can easily be motivated, and their curiosity about learning increases. Despite several advantages, the use of ICT in ELT also has some challenges. The teachers and students who use ICT to facilitate their teaching-learning activities experience several ups and downs. The research reviews the positive and negative impacts of Microsoft Word as one of the tools of ICT in improving students' writing skills in English Language education in the previous studies.

The implementation of ICT in education, especially in the learning process, makes a good impact because teaching methods are innovative and interactive. ICT makes educators and students feel easier to learn asynchronously and synchronously using technologies (Pardede, 2017). Especially in learning the English language in Education, students might be bored and not interested to learn because they feel the English language is hard to understand. It happens because some educators in school do not know the best method and Interactive teaching style for students in the classroom. Most of the teachers in Indonesia do not have the ICT pedagogy and skills to implement a suitable strategy with ICT in the school (Hafifah, 2019). According to Efriana (2021), many educators lack references and rarely attend training to develop their teaching methods for students. Training is essential to educators because the learning system is done in hybrid learning. Blended learning or Hybrid learning has some benefits that be useful for students. The richness of pedagogy, new exposure to comprehension, promotes engagement with society, the personal organization facilitates cost-effectiveness and reaches a large audience (Gumartifa, Larasati, &

Aurelia, 2020). Digital learning is beneficial for students in this hybrid learning.

Information communication in education has a significant impact on students developing their skills. One of the 21st Century skills is information, media literacy, and digital collaboration skills, which are essential for students in hybrid learning (Laar et al., 2020). Communication, media literacy, and collaboration can be applied using supported technologies in education. One of the examples of the supported technologies is Microsoft Office 365 as a media literacy to provide the needs of teachers and students. Microsoft Office 365 is an effective tool built for educators and learners that can easily access it everywhere. According to Awaru et al. 2021, the survey shows that the teachers and students are not familiar with Microsoft Office 365. These tools can be applied in English language learning because it is easier to get and share information. Some tools in Microsoft Office 365 are Microsoft Word, Microsoft Forms, Microsoft Teams, and many more. Using these tools in learning makes the learning effective.

Microsoft word has significant effects on English Language learning. According to Salehi et al. (2019), Microsoft word impacts the grammar and spelling ability enhancement of Iranian teachers and learners. This can be implied to students in Indonesia to know the impact if we can apply the English language in Microsoft Word. Students and teachers can try many features to check their spelling and grammar.

This can enhance students' ability in spelling and grammar.

2. Research Question

1. What are the positive impacts of the use of Microsoft Word in language learning?

2. What are the negative impacts of the use of Microsoft Word in language learning

3. Method

In this study, researchers used a method called literature review. The study was conducted by reviewing the previous literature related to stunting in children in Indonesia by various authors. The researchers selected several research articles that were relevant to the research topic, namely Microsoft Word in language learning. Researcher-selected literature can be found on Google Scholar, Research Gate, Elsevier, and other publisher sites. So, from all the research articles with a similar topic found on various sites, the researcher narrowed the findings and then chose seven articles that focused on the research of the impacts of Microsoft word as ICT tool in language learning.

4. Findings and Discussion

In this study, the author will use a literature review method. This is a method where the author will review comprehensively the studies and data related to the topic of discussion. This is a literature matrix that the author used to conduct the data.

Table 1. Literature Review

No	Authors and Title Details	Important Note	Personal Note
1	Abdelrahman (2016) entitled "The Impact of Using the Word Processor to Develop EFL Learners' Writing Skill at Al-Imam Mohammad Ibin Saud	The use of the word processor in teaching writing English learning improves students' skills in writing.	The research found the benefits of applying Word processors in Microsoft Word to enhance students' skills in writing.

	Islamic University"		
2	Salehi et al (2019) entitled "Impact of using Microsoft Word (MS) Software on Iranian EFL Lecturers' Grammar Knowledge"	By doing this study, the use of Microsoft word has many impacts on improving students' skills in English, especially writing skills. The benefit of this application is improving grammar	The research found the benefits of using Microsoft Word to improve students' skills in grammar.
3	Salehi et al (2015) entitled "EFL Learners' Attitudes towards Using Thesaurus Part of Microsoft Word in Vocabulary Acquisition"	By doing this study, the use of Thesaurus in Microsoft Word improves students' vocabulary acquisition.	The research found the benefits of using Microsoft Word to improve students' skills in vocabulary.
4	Tami (2014) is entitled "The Impact of Using Thesaurus Program in Microsoft Word Towards Students' Vocabulary Mastery"	By conducting this study, the result of this study is using a thesaurus in the learning classroom is more effective than traditional teaching.	The research found the benefits of using Microsoft Word to improve students' skills in vocabulary
5	Prvinchandar et al (2013) entitled "Comparison of the effectiveness of StyleWriter and Microsoft word computer software to improve English writing skills"	By doing this study, the result is that StyleWriter applications are better at writing than students who use Microsoft Word.	The research found the benefits of using Microsoft Word to improve students' skills in writing.
6	Yaser, A. (2021) entitled "the effect of using word processor in teaching writing skill among secondary students in schools in Jordan"	By conducting this research, found that students who are taught using this word processor method in the Microsoft word showed better writing skills.	The research found the benefits of using Microsoft Word to improve students' skills in writing.
7	Lim et al (2014) entitled "Innovative Methods and Technologies for Electronic Discourse Analysis"	By conducting this research, found that technology is a very appropriate place to improve the writing quality of elementary school students.	The research found the benefits of using Microsoft Word to improve students' skills in writing.

1) Positive impacts

The positive impact that can be felt in writing English during the hybrid learning period with Microsoft Word is that it does not cause many mistakes, both in spelling and grammar. The researcher said that spelling and grammatical errors were the main problems for every student in writing English. They tend to find it difficult to restructure different sentence types and how spell correctly. This Word Processor becomes the main problem solver because after students use this application their error rate in both grammar and spelling drops. They will also find it easier to correct typo words because this Word Processor can detect them automatically. Students also can increase their vocabulary in English because Microsoft Word can automatically give the other

reference for words. This one of the uses of Thesaurus in Microsoft Word that can use by the users. It is helpful for the learners to learn new vocabulary by doing their tasks.

In addition to having a positive impact on students during this hybrid learning period, there is no doubt that the help from the Word Processor is also very effective in teaching writing skills. The words of a researcher, Harmer (2001) strongly recommends teachers motivate their students to start writing emails in English to others. Because according to him this motivation is very effective and more fun than just conventionally writing letters. Then in the context of the ESL classroom, the use of this Word Processor application can improve students' writing abilities. This theory is also supported by other researchers, namely, Figueredo and Varnhagen (2006) made a study on the use of computers in teaching writing skills. According to these researchers, students will find it easier to correct errors in writing by using grammar and spelling checkers. Spelling checkers are very useful for students who are less able to write. In addition to using this computer application, there are several other applications such as speech feedback, speech recognition, and word prediction that can help students who lack writing skills to develop more (Williams, 2002). In addition, in the hybrid learning process, the use of Microsoft 365 is very effective and easy for students to understand. These online educators also said that this is a fun thing because this software can collaborate with other educators. Microsoft 365 has been approved by these educators as a great platform for online learning and mentoring.

This Word Processor also has many facilities and advantages that can be felt by its users. Levinson (2016) makes several points that word processors help us in the creation of articles, letters, pamphlets, books, and printing reports. Then users can also store documents in files to be reused or modified according to their needs. Modifying this document can also help us in checking spelling, and grammar, and suggest a correction. The Word Processor also provides basic functions such as creating documents, saving, printing, modifying, deleting, and

retrieving as well as possibly entering sentences, words, or lines in untyped data (Han et al., 2015). Riyandi and Wulandari (2017) also said that this Word Processor helps us in adjusting the appearance of our documents on the screen. All these facilities in the Word Processor are certainly very helpful for students in improving their writing skills in English.

2) Negative impacts

Behind all the advantages of using this Word Processor, of course, there are some disadvantages that we can get. One of them is following the wrong spelling of the suggestions. Sometimes the spelling suggestions from this word processor are not appropriate and even make our writing confusing. But many of the students do not know this and they follow the wrong advice. Although the use of this word processor software produces good written work, the students' abilities will not be so developed and will be limited to improving their writing results. The development of this era of technology, especially computers, has had a tremendous impact on students' handwriting. Because they tend to prefer to write on a computer compared to writing with paper and pen, students' writing results by hand are not optimal anymore. Even though writing by hand is very important for students in expressing their handwriting ideas.

Besides, the existence of this writing software cannot adjust the substandard scoring system on the results of students' writing abilities. Therefore, the self-evaluation of students becomes less unbalanced. Students focus more on evaluating what application they will use to write and do not remember that software also has limitations in helping them to write. The result of this phenomenon is that the student can be too dependent, and no development on their writing.

5. Conclusion and Suggestion

The conclusion of this research is that the author wants to see how the impact of using an application, namely Microsoft Word, in improving writing skills in English for students during hybrid learning. As we know the use of ICT in education is very dominating and plays an important role. Considering that English is one of

the subjects that must be studied by students in Indonesia, the use of ICT plays a big role. Because with the presence of ICT, it is easier for teachers to teach English skills to all students. In this study, the authors found several things about one of the applications of this ICT, namely Microsoft Word, after searching for it using the literature review method. There are two impacts resulting from the use of this Word Processor, both positive and negative. Positively, the use of the Word Processor helps the students to improve their English writing skills. Because the software can improve both the spelling and grammar of their writing. Then the use of the Word Processor is also very helpful for teachers in their teaching system. Teachers can collaborate easily through Microsoft 365. Then Word Processor also provides several facilities that are very easy to use for students, such as saving files directly, modifying, and deleting what we want easily. But apart from the many positive sides, the use of this Word Processor also has a negative impact. First, students tend to follow wrong suggestions in both spelling and grammar. Because they think that the advice from this software must always be right, and this is what ultimately makes the results of the writing confusing. Second, limiting students' writing abilities.

In conclusion, using Microsoft Word as one of the ICT tools in EFL classroom can help students in many ways and very beneficial to help them in developing their writing skills, however, several disadvantages can be avoided by an enlightenment to guide them to use it wisely and provide many innovative method using this media, so they can learn through it, not dependent with it.

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