

Mechanical Department

8th, 9th and 10th April 2015

SMT. S. R. PATEL ENGINEERING COLLEGE

Workshop Report

Workshop on “Advances in Microsoft Office”

Objectives:

To make the students aware from the fundamentals of MS Office and advance tools available in various MS office Programs which are really helpful for Time Reduction, effort reduction and Attractive Report Writing.

Expert:

Mr. Harshad C. Patel
Asst. Professor,
Mechanical Department,
SRPEC.

Summary:

Expert introduced the students about Capability of various MS Office Programs, overall ideas about Advance tools available and its real life application.

Topics :

1. MS WORD

References Tool bar, Styles, Mailings Tool bar, Developer Tool bar

2. MS EXCEL

Page Layout, Data tools, Calculation on Real Engg. Problem, Engineering Formulas, Detail Study about Short and filter, How to Protect Sheets, Developer tools

3. POWER POINT

Design and Animation of Presentation, How to Protect Presentation, How to add music, videos etc. in Presentation

Workshop coordinator:

Prof. Nanji N. Chaudhary
Mechanical Department,
SRPEC.

DETAILS OF ONE DAY WORKSHOP

Workshop was started at 09:00 AM. The lecture was started by the introduction of the various software requirements and application. Expert explained benefits and capabilities of Microsoft Excel software and also explained about various open source software. He then focused his lecture on MS excel by starting form the History of MS Excel. He explained Various fundamental tools, Formulas, Data tools, Developer tools etc. in MS Excel, Styles, references tool bar, mailings tools etc. in MS word and then Protection, Insert tools etc. in MS Power Point Presentation, then students gone for Practice in computer laboratory.

Feed back from the students	Excellent	Very good	Good	Inadequate
1. Relevancy of Topics	83.71%	14.81%	1.48%	0%
2. Overall Quality of Contents	70.15%	29.85%	0%	0%
3. Duration of Workshop	56.92%	29.23%	13.1%	0.75%
4. Communication by faculty	73.13%	23.13%	2.24%	1.5%

Workshop Participant :

Workshop was organized for students of 4th semester Mechanical Engineering (1B4 Class on 08/04/2015 , 3B4 Class on 09/04/2015 and 2B4 Class on 10/04/2015) and other interested students from inside and outside of the institute. There were 146 student participants and all in charge faculty member of Mechanical Engineering Department were present in the workshop .