

Mechanical Department

17th September 2016



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.

Workshop coordinator:

Prof. Sudhanshu Sharma
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, Calcula-

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

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	81.71%	16.81%	1.48%	0%
2. Overall Quality of Contents	70.15%	27.85%	2%	0%
3. Duration of Workshop	66.92%	29.23%	3.1%	0.75%
4. Communication by faculty	83.13%	13.13%	2.24%	1.5%

Workshop Participant :

Workshop was organized for students of 3rd semester Mechanical Engineering (1B3 and 2B3 student attend workshop on 17/09/2016) and other interested students from inside and outside of the institute. There were 81 student participants and all in charge faculty member of Mechanical Engineering Department were present in the workshop .