

Mechanical Department

17<sup>th</sup> and 18<sup>th</sup> January, 2014

SMT. S. R. PATEL ENGINEERING COLLEGE

# WorkshopReport

## Workshop on MS Office

### Objectives:

To get the basic knowledge of MS Office. It gives knowledge about MS word, Excel, power point etc..

They have come to know that how the reports are made by the use of MS Office.

### Course Instructors:

Mr. H. C. Patel,  
Asst. Prof.  
Mechanical Department  
SRPEC

### Workshop co-ordinator:

Prof. Shailesh G. Patel  
Asst. Prof.  
Mechanical Department,  
SRPEC

### Summary:

Participants got the best advantage of the knowledge shared by the experts on MS Office software.

We have also taken the supplementary test on that day of workshop.

MS office is tool of computer which is frequently used in the life of engineers. Students of 4th semesters already got the knowledge of MS office in 3rd semester as curriculum of SRPEC. We provide the policing platform for students to sharp their knowledge of MS office.

### DETAIL OF MS OFFICE WORKSHOP

The workshop contains knowledge about MS Office tools. Mr. H C Patel explained the Modules of MS Office like MS Word, MS Excel, MS power point, MS Publisher, Internet searching etc.

workshop was arranged for one day. We organized the program in two different modules. In first module we represent the idea about advance features and modules of MS Office. In second session the examination is conduct by the experts. So students can be scrutinize on their ability.

### Course Participant

Workshop was fully organized for students 4th semester (Mechanical Engineering). In this workshop total 103 students participate.

## PHOTO GALLERY DURING THE DAY

### MS Office Workshop



### Participants' Feedbacks:

At the end of any activity it is very much important to have a feedback from the target audience to know the success indicators, evaluating the training material and curriculum and to know the area required further improvement in organizing such workshop.

#### *Prime feedbacks were:*

- Adequate information was given by speakers
- Organizing of sessions were good
- Knowledge and examples related to the topics are given on regular base that were easy to understand.
- Participants will interested in this type of training in future

## EVALUATION OF WORKSHOP QUALITIES BY PARTICIPANTS

	Excellent	Very Good	Good	Inadequate
Relevancy of Topics	48	27	14	1
Overall Quality of Contents	34	42	24	0
Duration of Workshop	40	32	17	4
Communication by faculty	48	33	19	0