

Mechanical Department

12th April 2018

SMT. S. R. PATEL ENGINEERING COLLEGE

Workshop Report

Workshop on “Advances in Microsoft Word and Excel”

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. Proffesor,
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

Workshop coordinator:

Mr. Harshad C. Patel
Asst. Proffesor,
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.

Workshop Participant :

Workshop was organized for students of 4th semester Mechanical Engineering and other interested students from inside and outside of the institute. There were 22 student participants and all in charge faculty member of Mechanical Engineering Department were present in the workshop .

SMT. S. R. PATEL ENGINEERING COLLEGE, DABHI
Workshop on Advance Word and Excel

Signature Sheet

SrNo	RollNo	Name	Slot-1	Slot-2	Slot-3
1	16ME02	Dabhi Apurvsinh S.	AS	AS	AS
2	16ME03	Ghadanchi Rahul J.	R.J.G	R.J.G	R.J.G
3	16ME07	Makarwama Yogeshkumar T.	Yogeshkumar	Yogeshkumar	Yogeshkumar
4	16ME11	Modi Uttam V.	M.Uttam	M.Uttam	M.Uttam
5	16ME12	Moriya Abban G.	Abban	Abban	Abban
6	16ME17	Parmar Kisan I	K	K	AB
7	16ME21	Patel Happy B.	H.B.Patel	H.B.Patel	H.B.Patel
8	16ME27	Patel Ruvikumar Rameshbhai	R.R.P	R.R.P	R.R.P
9	16ME28	Patel Romilk P.	R.P.Patel	R.P.Patel	R.P.Patel
10	16ME31	Patel Sahil V	S.V.Patel	S.V.Patel	S.V.Patel
11	16ME32	PATEL SHUBHAM S	S.S.Patel	S.S.Patel	AB
12	16ME35	Patel Jash .S.	Jashkumar P.	Jashkumar P.	Jashkumar P.
13	16ME37	Patel Yashkumar D.	Y.D.Patel	Y.D.Patel	Y.D.Patel
14	16ME41	Rajput bhadresh .m	B.M.RAJPUT	B.M.RAJPUT	B.M.RAJPUT
15	16ME44	Rama Rakesh Purnaji	R.R.P	R.R.P	R.R.P
16	16ME45	Ravat Mahmik S	M.S.RAVAT	AB	AB
17	16ME46	Sathavara mit R.	M.RS	M.RS	M.RS
18	16ME40	Prajapati chintan R	C.R.PR prajapati	C.R. Prajapati	C.R. Prajapati
19	16ME49	Thakor Hareesh .G	H.G.T	H.G.T	H.G.T
20	16ME51	Vesija yugal .m	YUGAL	YUGAL	YUGAL
21	17ME02	Prajapati Kiran P.	K.P.P.	K.P.P	K.P.P
22	17ME03	Suthar Ashok N.	A.N.S	A.N.S	A.N.S