Report OnWorkshop on Technical Writing in MS-Word

NAME OF ACTIVITY: Workshop on Technical Writing in MS-Word

DATE & DURATION: 05 December, 2023

ORGANIZED BY: Department of Civil Engineering

RESOURCE PERSON: Dr. Vishal Singhal

EXPECTED OUTCOMES:

- Students will develop proficiency in using MS Word for technical writing, including formatting, referencing, and content organization.
- Students will understand the importance of clarity, structure, and professionalism in technical documents.
- Students will learn to apply advanced features of MS Word to prepare professional-level reports, manuals, and presentations

MAPPINGS WITH PO&PSO:

CO-PO-PSO Mapping: Mapping Levels: 1- Low, 2- Moderate, 3-Strong

CO	PO												PSO		
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1	-	-	-	-	3	-	-	-	-	-	-	-	2	-	-
CO2	-	-	-	-	-	-	-	-	-	3	-	-	-	3	-
CO3	-	-	-	-	-	-	-	-	-	-	-	3	-	-	3

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Director
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ISI-6, RIICO Institutional Area
Sitapura, JAIPUR

OBJECTIVE: The Workshop on Technical Writing in MS Word was conducted with the aim of equipping participants with the essential skills and knowledge required for effective technical writing using Microsoft Word.

About the Workshop:

Technical writing is a crucial skill for students pursuing various fields of study. Whether you are an engineering, business, or humanities student, the ability to communicate complex information clearly and concisely is invaluable. The workshop focused on providing practical insights, hands-on exercises, and best practices to enhance the participants' proficiency in creating clear, concise, and well-structured technical documents.

BROCHURE:

POORNIMA
COLLEGE OF ENGINEERING

A Workshop on
"Technical Writing in MS Word"

Organized by : –
Department of Civil Engineering

📅 Tuesday, 5th December, 2023

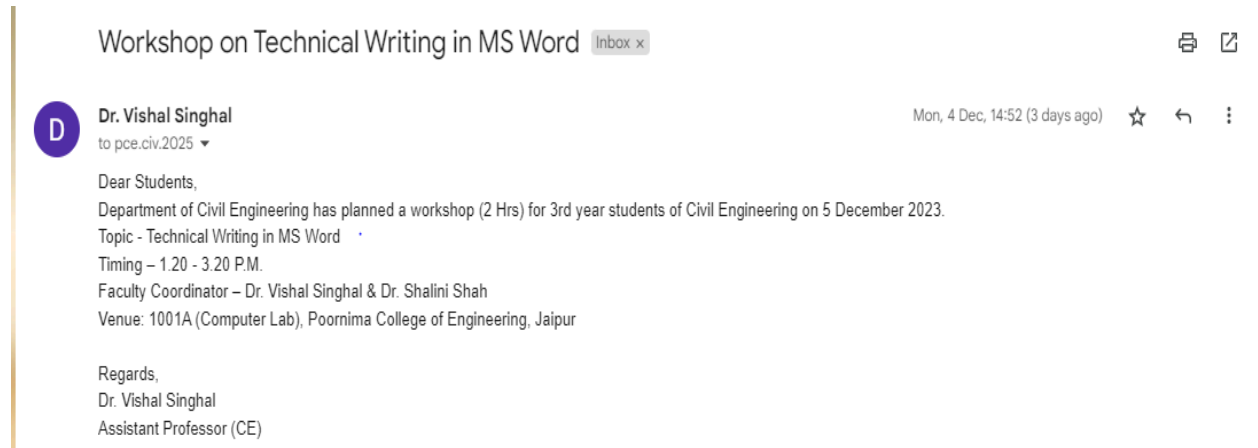🕐 1:20 pm to 3:20 pm

📍 1001A (Computer Lab),
Poornima College of Engineering, Jaipur

Coordinator: -
Dr. Vishal Singhal
Assistant Professor, Civil Department

CIRCULAR:

Microsoft Word Features for Technical Writing:

1. Styles and Formatting:

Utilize word's built-in styles for headings, subheadings, and body text. Consistent formatting enhances document professionalism and readability.

2. Table of Contents:

Microsoft word allows automatic generation of a table of contents based on heading styles. This feature simplifies document navigation and provides a quick overview.

3. Inserting Graphics and Visuals:

Enhance understanding by incorporating visuals such as charts, graphs, and images. Word facilitates easy insertion and formatting of visuals within the document.

4. Collaboration Tools:

Take advantage of word's collaboration features, such as comments and track changes, when working on documents with peers or receiving feedback from instructors.

5. Table Tools:

Effectively present data using tables. Word provides robust table tools for creating, formatting, and modifying tables to organize and display information.

Best Practices for Technical Writing in Microsoft Word:

1. Proofreading and Editing:

Use Word's spelling and grammar check tools, and also manually proofread your document for errors. A polished document reflects professionalism.

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2. Version Control:

Save and manage different versions of your document using word's version control features. This ensures you can track changes and revert to previous versions if needed.

3. Document Security:

Familiarize yourself with word's security features, including password protection and document encryption, to safeguard sensitive information.

Workshop Highlights:

1. Hands-On Exercises:

Participants engaged in practical exercises to apply the concepts learned, creating sample technical documents using MS Word. This allowed them to gain a firsthand understanding of the tools and techniques discussed.

2. Interactive Sessions:

The workshop fostered an interactive environment, encouraging participants to ask questions, share their experiences, and engage in discussions about challenges and solutions in technical writing.

3. Best Practices and Common Pitfalls:

The facilitators discussed best practices in technical writing and highlighted common pitfalls to avoid. This session aimed to equip participants with the knowledge to produce high-quality documents while steering clear of common errors.

4. Hands-on Exercises:

The workshop incorporated practical exercises where participants had the opportunity to apply the concepts learned. These exercises included creating a technical document from scratch, formatting it appropriately, and receiving constructive feedback.

5. Q&A Session:

An interactive Q&A session allowed participants to seek clarification on specific challenges they faced in their professional context. The facilitators provided practical solutions and shared additional tips based on their experience.

Participant Feedback:

Participants were encouraged to provide feedback on the workshop content, delivery, and overall experience. Evaluations indicated a positive response, with participants expressing increased confidence in their technical writing skills using MS Word.

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Voices of Participants:

"The workshop was incredibly useful for improving my technical writing skills. The hands-on exercises really helped solidify the concepts."   **- PCE21CE024, NITIN KUMAR**

"I appreciated the focus on MS Word features specifically tailored for technical documentation. It has already made a difference in my work."   **- PCE22CE508, AHTISHAM RASHID**

Conclusion:

The Workshop on Technical Writing in MS Word was a resounding success, providing participants with the skills and knowledge needed to excel in the field of technical writing. The interactive and practical approach ensured that participants could immediately apply what they learned. The positive feedback received indicates a strong demand for similar workshops in the future, showcasing the importance of continued education in technical communication.

Future Initiatives:

Considering the positive response, there are plans to conduct more workshops and training sessions on related topics. The aim is to continue supporting professionals in honing their technical writing skills and staying updated on the latest tools and techniques.

In conclusion, the Workshop on Technical Writing in MS Word served as a valuable platform for professional development, fostering a community of proficient technical writers eager to excel in their respective fields.

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Attendance:

Attendance- III SEM

Poornima College of Engineering
Department of Civil Engineering
Students List

Roll no.	Reg. No.	Name of Student	Signature
1	PCE22CE508	AHTISHAM RASHID	Ahtisham
2	PCE22CE001	AJAY YADAV	
3	PCE22CE003	ARYAN BAIRWA	
4	PCE22CE004	ARYAN YADAV	
5	PCE22CE015	PAVAN GURJAR	
6	PCE22CE018	RAJESH JANGIR	Rajesh jangir
7	PCE22CE023	SUNIL KUMAR RANWA	Sunil
8	PCE22CE025	TUSHAR JAISWAL	Tushar
9	PCE23CE800	ADITYA SAINI	
10	PCE22CE801	AJAY SINGH CHOUHAN	AJAY

Attendance- VSEM

Poornima College of Engineering, Jaipur
Department of Civil Engineering
Students List

S.No.	Registration Number	Name	Signature
1	PCE21CE002	AASHISH CHAUHAN	Aashish
2	PCE21CE003	ABHISHEK	
3	PCE21CE007	ANKIT KUMAR MEENA	Ankit Meena
4	PCE21CE010	DEVANSHI MEENA	Dev
5	PCE21CE017	KESHAV KUMAR	Keshav
6	PCE21CE019	MANISH PRAJAPAT	Manish
7	PCE21CE022	MOHD KAIF LANGA	Kaif
8	PCE21CE023	NAVEEN SINGH	
9	PCE21CE024	NITIN KUMAR	Nitin
10	PCE21CE028	RAGHAV KUMAR SHARMA	Raghav
11	PCE21CE034	RAVI KUMAR SHARMA	Ravi
12	PCE21CE039	SHIVANI VERMA	Shivani
13	PCE21CE042	SUJATA KUMARI	Sujata
14	PCE21CE043	TANMAY BARGOT	Tanmay
15	PCE21CE045	TILAK RAJ	Tilak
16	PCE21CE046	VIJAY KUMAR	Vijay
17	PCE22CE703	KASHIF SHAKEEL	Kashfurani
18	PCE22CE704	MANMOHAN SINGH	
19	PCE22CE800	NEETESH MEENA	

CERTIFICATE:

Workshop
On
"MS Word"
Organized By
Department of Civil Engineering
&
Poornima College of Engineering, Jaipur, Rajasthan

Participation Certificate

C. ID: 2023-24/CE/009

This is to certify that **Mr. Nitin Kumar** of **Poornima College of Engineering, Jaipur** has participated in the *"MS Word Workshop"* held from **05/10/2023** at **Poornima College of Engineering, Jaipur, Rajasthan**.
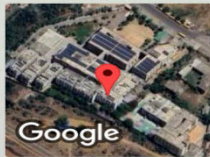
P.N. Dadhich

Head of Department

Coordinator

FEW GLIMPSES OF THE EVENT:

Murlipura at Mishra Ka Barh, Rajasthan, India
QV83+3HV, Sitapura, Murlipura at Mishra Ka Barh, Jaipur, Rajasthan 303905, India
Lat 26.765202°
Long 75.853503°
05/12/23 01:41 PM GMT +05:30

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Murlipura at Mishra Ka Barh, Rajasthan, India
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Long 75.85353°
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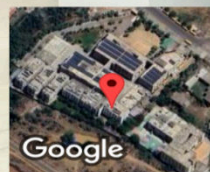
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FEEDBACK:

S.No.	Attributes	Total Feed Back					100
1	Did the session meet its objectives?	Outstanding	Excellent	Good	Average	Satisfactory	Remark
		75.21	11.91	5.29	1.20	0.00	
2	Did you find the contents useful?	Outstanding	Excellent	Good	Average	Satisfactory	Remark
		75.88	14.19	7.92	1.11	0.00	
3	Did it help students to enhance their skills or learnings?	Outstanding	Excellent	Good	Average	Satisfactory	Remark
		73.29	16.11	6.49	1.20	0.00	
4	Did you receive uninterrupted Connectivity in case of online sessions?	Outstanding	Excellent	Good	Average	Satisfactory	Remark
		71.20	18.59	5.19	1.32	0.00	
5	How do you rate this session overall?	Outstanding	Excellent	Good	Average	Satisfactory	Remark
		72.29	18.52	6.99	1.00	0.00	

FEEDBACK ANALYSIS (2023-24)

Overall Remark:- These kind of sessions should be conducted in the future too for more awareness.

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