



# POORNIMA

## COLLEGE OF ENGINEERING

Promoted by Shanti Education Society, Affiliated to Rajasthan Technical University & Approved by AICTE

### A Report On Workshop On “Microsoft Publisher”

**NAME OF ACTIVITY:** Workshop on Microsoft Publisher

**DATE & DURATION:** 17<sup>th</sup> August, 2020 & 2hrs.

**TYPE OF ACTIVITY:** Extra-Curricular Activity/In-House

**ORGANIZED BY:** Department of Computer Engineering

#### **LEARNING OUTCOMES:**

CO1-Working with Microsoft Publisher Environment + Creating and Working with a Publication.

CO2- Creating and Working with Text in a Publication.

#### **MAPPINGS WITH PO AND PSO: \***

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

#### **ASSESSMENT TOOLS:**

- Verbally questioning and answering to the students.
- Hands on practice in Microsoft Publisher software.

#### **DETAILS OF ACTIVITY:**

The Department of Computer Engineering, Poornima College of Engineering, Jaipur organized a Session On “Training session on Microsoft Publisher” 17<sup>th</sup> August, 2020.

## **OBJECTIVE:**

The main objective of workshop on Microsoft Team uses to provide a virtual environment in offices and institutions.

## **EXPERT SESSION CONTENT:**

- How to communicate in two-way persistent chats with one or multiple participants.
- How to contribute in a shared workspace where messages and digital content on a specific topic are shared.
- How to communicate without the use of email or group SMS (texting).
- How to share instant messaging, audio calls (VoIP), and video calls inside the client software.

How to Meetings can be scheduled with multiple participants able to share audio, video, chat and presented content with all participants

## **EXPECTED OUTCOMES:**

Workshop on Microsoft Team uses to provide a virtual environment in offices and institutions.

## **RESOURCES PERSONS:**

MR. MUKESH KATARIA, Faculty, Poornima College Of Engineering, Jaipur

## **SUMMARY:**

- **Date:** 17<sup>th</sup> August, 2020
- **Time:** 12:00 PM to 02:00 PM
- **Expert:** MR. MUKESH KATARIA, FACULTY, POORNIMA COLLEGE OF ENGINEERING, JAIPUR
- **Venue:** Online
- **Targeted Audience:** IV-Year Students
- **No. of Participant:** 72

## Q-SHEET:

Session  
On

### “Workshop on Microsoft Publisher”

- **Date:** 17<sup>th</sup> August, 2020

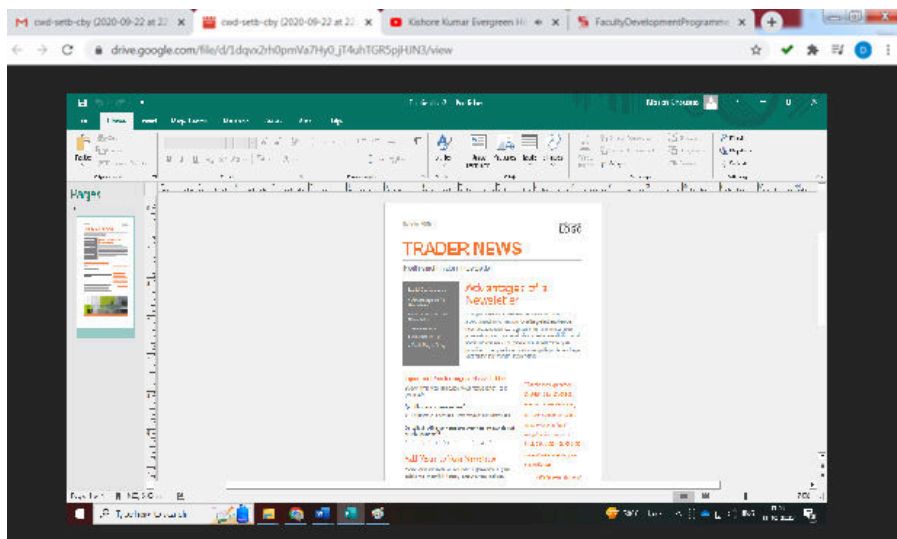
**Time:** 12:00 PM to 02:00 PM

- **Venue:** Online

### Q-Sheet

S. No	Activity	Duration	Time
1.	Welcome <ul style="list-style-type: none"><li>• Mr. Manish Dubey, Assistant Professor, Poornima College Of Engineering, Jaipur</li></ul>	05 Min	12:00 PM -12:05 PM
2.	Session by <ul style="list-style-type: none"><li>• Mr. Mukesh Kataria, Assistant Professor Poornima College Of Engineering, Jaipur</li></ul>	110 Min	12:05 PM -01:55 PM
3.	Vote of Thanks by <ul style="list-style-type: none"><li>• Dr. Surendra Kumar Yadav, Professor, Department of CSE, PCE, Jaipur</li></ul>	05 Min	01:55 PM -02:00 PM

## GLIMPSES:



## LIST OF THE PARTICIPANTS:

Poornima College of Engineering, Jaipur			
Department of CSE			
Students Attendance			
Session On “Workshop on Microsoft Publisher”			
S.No	Reg. No	Name of Student	Year
1	PCE17CS009	ABHISHEK UPADHYAY	IV YEAR
2	PCE17CS010	ADITYA PRANSHU SHARMA	IV YEAR
3	PCE17CS011	ADITYA SAINI	IV YEAR
4	PCE17CS012	ADITYA SHARMA	IV YEAR
5	PCE17CS013	ADITYA SHARMA	IV YEAR
6	PCE17CS014	ADITYA SHARMA	IV YEAR
7	PCE17CS016	AKSHAT PAREEK	IV YEAR
8	PCE17CS017	AKSHAT SACHDEV	IV YEAR
9	PCE17CS018	ALFAIJ MANSURI	IV YEAR
10	PCE17CS019	ALFAZ KHAN	IV YEAR
11	PCE17CS026	ANKUSH POKHARNA	IV YEAR
12	PCE17CS027	ANUBHAV SRIVASTAVA	IV YEAR
13	PCE17CS028	ANUSHKA TIWARI	IV YEAR
14	PCE17CS029	ARCHIT JINDAL	IV YEAR
15	PCE17CS038	BHAVESH MATHUR	IV YEAR

16	PCE17CS039	CHARVI SHARMA	IV YEAR
17	PCE17CS040	DARSHI DIXIT	IV YEAR
18	PCE17CS041	DEEKSHA GARG	IV YEAR
19	PCE17CS042	DEEPAK SHARMA	IV YEAR
20	PCE17CS043	DEEPAK YADAV	IV YEAR
21	PCE17CS044	DEEPANSHU CHOUDHARY	IV YEAR
22	PCE17CS045	DEVAL SETHI	IV YEAR
23	PCE17CS046	DEVAM TRIPATHI	IV YEAR
24	PCE17CS047	DHARMESH BHATI	IV YEAR
25	PCE17CS064	HARSHITA CHHIBBAR	IV YEAR
26	PCE17CS065	HARSHITA GARG	IV YEAR
27	PCE17CS066	HARSHITA PAREEK	IV YEAR
28	PCE17CS067	HARSHITA BANWANI	IV YEAR
29	PCE17CS069	HEMANT SHARMA	IV YEAR
30	PCE17CS070	HIMANSHU GARG	IV YEAR
31	PCE17CS072	ISHITA AGARWAL	IV YEAR
32	PCE17CS073	ISHITA SHARMA	IV YEAR
33	PCE17CS074	JAGRATI KHATRI	IV YEAR
34	PCE17CS075	JAYESH KUMAR AGRAWAL	IV YEAR
35	PCE17CS076	JAYNIFER JAIN	IV YEAR
36	PCE17CS077	JITESH KUMAR	IV YEAR
37	PCE17CS078	JYOTI PANWAR	IV YEAR
38	PCE17CS079	KAPIL CHAUHAN	IV YEAR
39	PCE17CS080	KAPIL YADAV	IV YEAR
40	PCE17CS082	KARAN PARIHAR	IV YEAR
41	PCE17CS103	MS KHUSHBOO PAREEK	IV YEAR
42	PCE17CS104	MUDIT CHOPRA	IV YEAR
43	PCE17CS105	MUSKAN GUPTA	IV YEAR
44	PCE17CS106	NIMISH MITTAL	IV YEAR
45	PCE17CS107	NOMITA SONI	IV YEAR
46	PCE17CS108	OMENDRA SINGH RAJPOOT	IV YEAR
47	PCE17CS109	OMIT SHARMA	IV YEAR
48	PCE17CS111	PAWAN SINGH SISODIYA	IV YEAR
49	PCE17CS112	PIYUSH GOYAL	IV YEAR
50	PCE17CS113	PIYUSH SONI	IV YEAR
51	PCE17CS114	POOJA AMETA	IV YEAR
52	PCE17CS115	PRABAL SURANA	IV YEAR

53	PCE17CS116	PRABHAT SAXENA	IV YEAR
54	PCE17CS117	PRAKHAR GHATIA	IV YEAR
55	PCE17CS118	PRANAY SINGHAL	IV YEAR
56	PCE17CS119	PRAVEEN KUMAR DAKUA	IV YEAR
57	PCE17CS132	RISHBH SINGH NARUKA	IV YEAR
58	PCE17CS133	ROHIT AGARWAL	IV YEAR
59	PCE17CS134	ROHIT KUMAR GARG	IV YEAR
60	PCE17CS135	RUMIT SURANA	IV YEAR
61	PCE17CS136	SACHIN	IV YEAR
62	PCE17CS137	SACHIN CHATURVEDI	IV YEAR
63	PCE17CS138	SAJID KHAN	IV YEAR
64	PCE17CS146	SAURABH AGRAWAL	IV YEAR
65	PCE17CS147	SHAIENDRA KUMAR SAINI	IV YEAR
66	PCE17CS148	SHIVANI SINHA	IV YEAR
67	PCE17CS149	SHREYA AGRAWAL	IV YEAR
68	PCE17CS150	SHUBHAM JAIN	IV YEAR
69	PCE17CS151	SIDDHARTH PAREEK	IV YEAR
70	PCE17CS152	SONAL GUPTA	IV YEAR
71	PCE17CS153	SRISHTI GUPTA	IV YEAR
72	PCE17CS157	TANISHA AGRAWAL	IV YEAR

### FEEDBACK/ATTAINMENTS:

The overall feedback from the students was excellent. Participants has given positive remarks about session and wanted to have such more training session on Microsoft Publisher.

### Feedback Analysis

#### Content of the workshop is rated as:

- a) Excellent by 85% of participants
- b) Good by 13% of participants
- c) 1.5% say needs improvement
- d) 0.5% have not Responded

#### Presentation of the workshop is rated as:

- a) Excellent by 90% of participants
- b) Good by 10% of participants

**Management/Administration of the workshop is rated as:**

- a) Excellent by 82% of participants
- b) Good by 13% of participants
- c) 5% say need improvement

**Overall Workshop is rated as**

- a) Excellent by 78% of participants
- b) Good by 22% of participants

**How could this workshop be improved?**

- 1. Separate divergent and convergent thinking.
- 2. Get interactive as soon as possible.

**Any other comments/suggestions**

- 1. Plan for better brainstorming by have such more workshops in future.
- 2. Duration of interactive sessions is maximum required for explanation of queries.