# POORNIMA
## COLLEGE OF ENGINEERING

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

## A Report on

## "Formatting On Microsoft Word"

The Department of Civil Engineering, Poornima College of Engineering, Jaipur organized a Session on "Formatting on Microsoft Word" 2018.

**Date:** 22$^{nd}$ August 2018

**OBJECTIVE:** The primary objective of MS Word is to enable you, the user, to create and edit documents. This is the word processing component, and it allows you to type whatever you want and save it to view or edit later. These saved files can also be sent to another person, who can view it with her own word processing software.

**EXPERT SESSION CONTENT:** Create a new document and insert text. ♣ Insert and format graphics. ♣ Insert and modify text boxes and shapes. ♣ Change document and paragraph layout. ♣ Create and modify lists. ♣ Set and modify tab stops. ♣ Insert a SmartArt graphic. ♣ Create a custom Word template. ♣ Correct and reorganize text. ♣ Use the proofing options and print an envelope. ♣ Create a document using a predesigned template. ♣ Create a research paper. ♣ Insert footnotes. ♣ Create citation and a bibliography in a research paper.

## EXPECTED OUTCOMES:

➢ The students will be able to explain the general concepts of the Word processors
➢ The students will be able to do text processing
➢ The students will be able to do application with the window elements of the Word Program
➢ The students will be able to apply the aplications about page design and print

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Director
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Sitapura, JAIPUR

## RESOURCE PERSON:

- MR. BALWAN SHESHMA,Faculty,Poornima College Of Engineering,Jaipur

## SUMMARY:

- **DATE:** 22<sup>ND</sup> AUGUST 2018
- **TIME:** 10:00 AM TO 12:00 PM
- **EXPERT:**MR.BALWAN SHESHMA,FACULTY,POORNIMA COLLEGE OF ENGINEERING,JAIPUR
- **VENUE: CG-04**
- **TARGETED AUDIENCE:** III YEAR STUDENTS
- **NO. OF PARTICIPANT: 54**

## Q-SHEET:

- **DATE: 22<sup>nd</sup> AUGUST 2018**      **TIME: 10:00 AM TO 12:00 PM**

- **Venue: CG-04**

### Q-Sheet

| S. No | Activity | Duration | Time |
|-------|----------|----------|------|
| 1. | Welcome <br> ➢ MR. BALWAN SHESHMA,Assistant Professor , Poornima College Of Engineering,Jaipur | 05 Min | 10:00 AM -10:05 AM |
| 2. | Session by <br> ➢ MR. BALWAN SHESHMA,Assistant Professor , Poornima College Of Engineering,Jaipur | 110 Min | 10:05 AM -11:55 AM |
| 3. | Vote of Thanks by <br> ➢ Dr. Pran Nath Dadich,**Professor,Department of CE,PCE,Jaipur** | 05 Min | 11:55 AM -12:00 PM |

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**GLIMPSES:**

## FEED BACK

The overall feedback from the students was excellent. Participants has given positive remarks about session.

## LIST OF PARTICIPANTS:
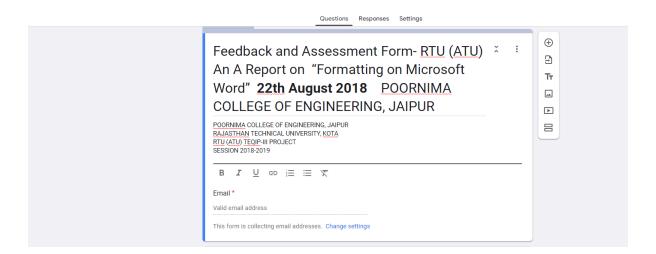
| | Poornima College of Engineering | |
|---|---|---|
| | Department of Civil Engineering | |
| | List of Students (Session 2018-19) - III Year | |
| | B. Tech. (Civil Engineering) | |
| S. No. | Enrolment ID / College ID | Name of the Student |
| 1 | PCE16CV001 | ABHISHEK SHARMA |
| 2 | PCE16CV002 | ADITYA MANISH |
| 3 | PCE16CV003 | AKSHAY KUMAR MEENA |
| 4 | PCE16CV005 | AMAR KUMAR |
| 5 | PCE16CV006 | ANAND KUMAR |
| 6 | PCE16CV007 | ASHOK POONIA |
| 7 | PCE16CV008 | DEEPANJAL MATHUR |
| 8 | PCE16CV009 | DEEPENDRA BHAKRAWAL |
| 9 | PCE16CV010 | DEVASHRAY |
| 10 | PCE16CV011 | DEVESH KUMAR JANGID |
| 11 | PCE16CV012 | DIVYANSHU YADAV |
| 12 | PCE16CV013 | GAURAV BHATI |
| 13 | PCE16CV014 | HARSHIT MEENA |
| 14 | PCE16CV015 | HIMANSHU RATHORE |
| 15 | PCE16CV016 | HIMANSHU YADAV |
| 16 | PCE16CV017 | HIMMAT SANGWA |
| 17 | PCE16CV018 | JAVED HUSAIN |
| 18 | PCE16CV019 | JAYANT DHAWAN |
| 19 | PCE16CV020 | KAMESH KUMAR SINGHAL |
| 20 | PCE16CV021 | KANISHK SINGH |
| 21 | PCE16CV023 | KSHITIJ CHAUDHARY |
| 22 | PCE16CV024 | KULDEEP MEENA |
| 23 | PCE16CV025 | KUNAL JANI |
| 24 | PCE16CV026 | LALIT SONI |
| 25 | PCE16CV027 | MADHAV RATHI |
| 26 | PCE16CV028 | MANISH JAKHAR |
| 27 | PCE16CV029 | MANOJ KUMAR |
| 28 | PCE16CV030 | MD NEHAL |

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| 29 | PCE16CV031 | MURLI MANOHAR NAGAR |
|----|------------|---------------------|
| 30 | PCE16CV032 | MURTAZA BOHRA |
| 31 | PCE16CV033 | NAEEMUDDIN |
| 32 | PCE16CV034 | NARESH SAINI |
| 33 | PCE16CV035 | PIYUSH KUMAWAT |
| 34 | PCE16CV036 | PRADEEP KUMAR KHANWANI |
| 35 | PCE16CV037 | PUNEET KUMAWAT |
| 36 | PCE16CV038 | PUSHPENDRA CHOUDHARY |
| 37 | PCE16CV039 | RAHUL KUMAR MITTAL |
| 38 | PCE16CV040 | RAHUL KUMAR SHAHA |
| 39 | PCE16CV041 | RAHUL PARIHAR |
| 40 | PCE16CV042 | RAMESH CHOUDHARY |
| 41 | PCE16CV043 | RISHIRAJ MEENA |
| 42 | PCE16CV044 | RITTVIK PARYA |
| 43 | PCE16CV045 | SAGAR MEENA |
| 44 | PCE16CV046 | SAKSHAM SINGH |
| 45 | PCE16CV047 | SAMARTH SHARMA |
| 46 | PCE16CV048 | SANJAY KUMAR MEENA |
| 47 | PCE16CV049 | SAURABH GUNAWAT |
| 48 | PCE16CV050 | SHAILESH MEENA |
| 49 | PCE16CV051 | SHASHANK SHUKLA |
| 50 | PCE16CV053 | SONU KUMAR PRAJAPATI |
| 51 | PCE16CV054 | SUDHANSHU KUMAR SINGH |
| 52 | PCE16CV055 | SUMAN SAURAV |
| 53 | PCE16CV056 | SUNIL KUMAR MANOHAR |
| 54 | PCE16CV058 | VIPIN JANGIR |

# FEEDBACK FORM:

Questions    Responses    Settings

Feedback and Assessment Form- RTU (ATU) An A Report on "Formatting on Microsoft Word" **22th August 2018**    POORNIMA COLLEGE OF ENGINEERING, JAIPUR

POORNIMA COLLEGE OF ENGINEERING, JAIPUR
RAJASTHAN TECHNICAL UNIVERSITY, KOTA
RTU (ATU) TEQIP-III PROJECT
SESSION 2018-2019

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# FEEDBACK ANALYSIS:

**(TABLE-Times New Roman 12, Center Align for cell, Row and Column Heading Bold)**

| | Effective use of Time | Effectiveness of Theoretical Session | Course Content Planning and Organization | Effectiveness of Hands on Sessions |
|---|---|---|---|---|
| **Strongly Agree** | 28 | 27 | 25 1 | 28 |
| **Agree** | 22 | 5 | 1 | 12 |
| **Neutral** | 1 | 4 | 1 | 3 |
| **Disagree** | 0 | 0 | 0 | 0 |
| **Strongly Disagree** | 4 | 1 | 4 | 4 |

Feedback Analysis