



# **B.M.S. COLLEGE OF ENGINEERING BENGALURU-19**

(Autonomous Institute, Affiliated to VTU)

## **Report on**

*5 Days Virtual Workshop on*

**“Proficiency Training: MS Word and Excel for  
Report and Technical Paper Writing”**

**13<sup>th</sup> to 17<sup>th</sup> September 2021**

## **Organized by**

**Department of Chemical Engineering  
&  
Department of Computer Science & Engineering**

### **Organizing Chair**

Dr. C. T Puttaswamy, Professor & Head  
Department of Chemical Engineering

Dr. Umadevi V, Associate Professor & Head  
Department of CSE

### **Coordinators cum Resource persons**

Mr. Sainath K, Assistant  
Professor, Department of Chemical Engineering

Dr. Selva Kumar S., Assistant Professor, Department  
of Computer Science & Engineering

## **Report**

The virtual workshop on “Proficiency Training: MS Word and Excel for Report and Technical Paper Writing” was jointly organized by Department of Chemical Engineering and Department of Computer Science & Engineering, B.M.S. College of Engineering, Bengaluru, between 13<sup>th</sup> to 17<sup>th</sup> September 2021. The lecture/tutorials were held between 2:00 PM to 4:00 PM in these days. This workshop was aimed at enhancing the proficiency of participants in using MS Word and Excel for writing and formatting of report and technical paper/thesis.

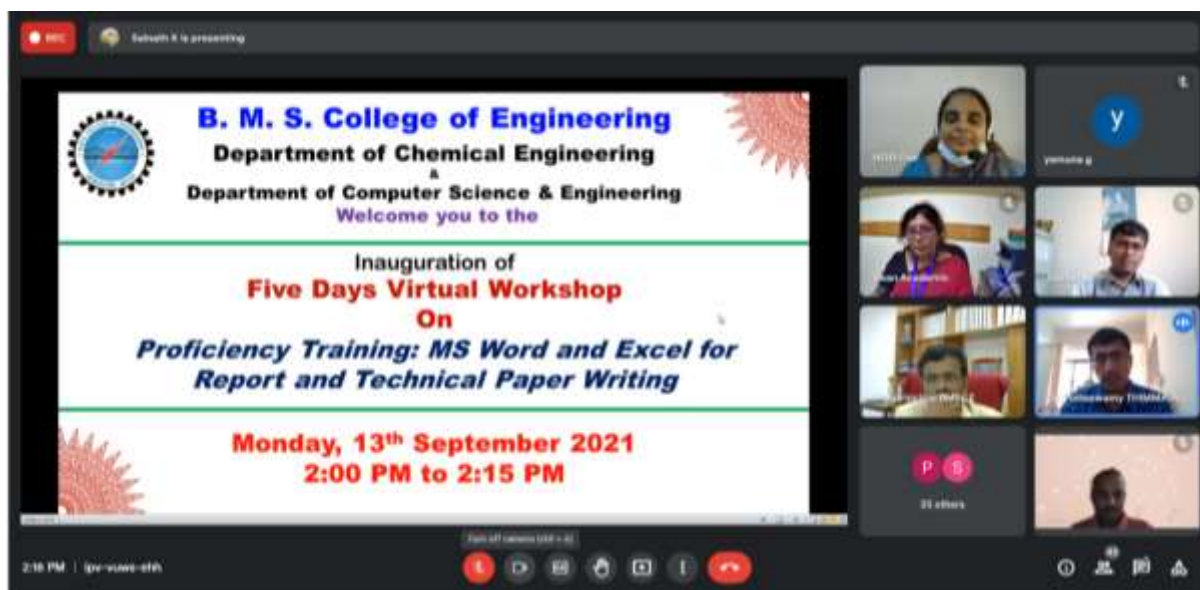
### **OBJECTIVES AND OUTCOMES OF WORKSHOP**

- Effective use of commands in MS word for paper and report writing
- Formatting of word documents according to the International Journals
- Formatting of the B.E./M.Tech./Ph.D. thesis as per University guidelines
- To analyze, interpret and visualize the data
- To draw plots that can be published in journals

### **COURSE CONTENT**

- Introduction to various tabs of MS Word/Excel
- Automatic Figure and Table numbering
- Automatic Table of Contents creation
- Data analysis and visualization
- Drawing effective plots for report/paper

First day, 13<sup>th</sup> September 2021, at 2:00 PM, Dr. S. Muralidhara, Vice Principal, and Dr. Samita Maitra, Dean Academics, B.M.S. College of Engineering, inaugurated the workshop. During the inauguration, Dr. C. T. Puttaswamy, HoD, Chemical Engineering, Organizing chair, and Dr. Umadevi V., HoD, Computer Science & Engineering, Organizing chair, were present. Following the inauguration, Mr. Sainath K, Coordinator, Assistant Professor, Department of Chemical Engineering, handled the first session on MS Word followed by Dr. Selva Kumar S, Coordinator, Assistant Professor, Computer Science & Engineering, handled the second session on MS Excel.



Second day, 14<sup>th</sup> September 2021, from 2:00 PM to 4:00 PM, Mr. Sainath K continued with the various options available for sections, automatic page number, figure and table numbering.

Third day, 15<sup>th</sup> September 2021, from 2:00 PM to 4:00 PM, Dr. Selva Kumar S showed the various features of MS Excel for sorting, various functions that are useful for all the participants.

Forth day, 16<sup>th</sup> September 2021, from 2:00 PM to 4:00 PM, Mr. Sainath K took the participants to the different features of MS Word that are useful for formatting the word documents faster.

Fifth day, 17<sup>th</sup> September 2021, from 2:00 PM to 3:30 PM, Dr. Selva Kumar S made participants aware of the types of plots that can be used for various applications, including for research and regular office works. Between 3:30 PM to 4:00 PM valedictory and feedback session was held. During valedictory function, many participants expressed their feedback and praised the workshop contents and delivery. The suggestion given by many participants was that it should be conducted offline next time. Most of the participants want to register again if this workshop is floated again in the future.

## PROGRAMME SCHEDULE

### Workshop on Proficiency Training: MS Word and Excel for Report and Technical Paper Writing

Date Time	2:00 – 3:00 PM	3:00 – 4:00 PM
13-09-2021 Monday	<ol style="list-style-type: none"><li>1. Functions of various Tabs in Word and Default Settings</li><li>2. Style selection and Use of sections effectively in Word</li></ol>	Excel Fundamentals: Basic spreadsheet operations <ol style="list-style-type: none"><li>1. Keyboard Shortcuts</li><li>2. Absolute and Relative references</li><li>3. Functions</li></ol>
14-09-2021 Tuesday	<ol style="list-style-type: none"><li>1. Automatic Figure and Table numbering</li><li>2. Creation of automatic Table of Contents</li></ol>	
15-09-2021 Wednesday	Data Preprocessing: Filtering, Sort, many other useful functions	
16-09-2021 Thursday	<ol style="list-style-type: none"><li>1. Basic calculations in MS Word and Formatting Word documents for Paper/Thesis</li><li>2. Techniques in Table and Shortcut Keys; and dealing with complex equations</li></ol>	
17-09-2021 Friday	<ol style="list-style-type: none"><li>1. Demo: Real-time Examples, V Lookup, and Pivot Table</li><li>2. Data Visualization: Excel Charts</li></ol>	Feedback and Valedictory

In total, 51 participants were registered, both in house and other colleges. Few participants were from Andhra Pradesh and Tamil Nadu. 20 students, 22 office/supporting staff and 9 faculty members were registered for this workshop. For students, Rs. 250, for office/supporting staff, Rs. 300, and for faculty members, Rs. 500, was charged. A total of Rs. 16,100 has been deposited in HoD Chemical account.

### Participants Details

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