P. R. Pote (Patil) College of Engineering and Management, Amravati

Department of Computer Science and Engineering

Notice

All the Non Teaching members of are hereby inform that one day workshop is organized on **"Introduction to Microsoft Word"** on 27/12/2017.

Venue: Central Lab, Department of CSE
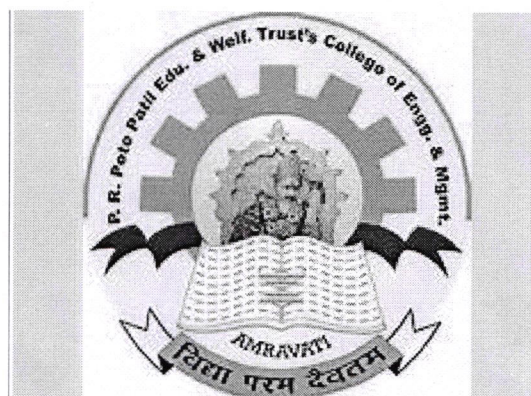
Time: 2 pm

CO-ORDINATOR

Prof. A. B. Gadicha

Principal
P. R. Pote (Patil) Edu. & Welfare Trust's
Group of Institution's
College of Engg. & Management
Katnora Road, AMRAVATI

HOD

Prof. V. B. Gadicha
H.O.D. (Comp. Dept.)
P.R. Pote (Patil) College of Engg. & Management
Amravati.

Report on

Title: One Day Workshop on "Introduction to Microsoft Word"

Organized By

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

P. R. POTE COLLEGE OF ENGINEERING AND MANAGEMENT

KATORA ROAD, AMRAVATI

CO-ORDINATOR:

Prof. A. B. Gadicha

VENUE:

Central Lab, Department of CSE

Objectives:

- To Aware about need of Microsoft Word Software
- To Provide basic knowledge of MS-Word Features

Overview:

A One day workshop on **"Introduction to Microsoft Word"** was held at the Department of Computer Science & Engineering for non teaching members of **P. R. POTE COLLEGE OF ENGINEERING AND MANAGEMENT**, The Workshop provides basic knowledge of Microsoft Word to which is useful for creating documents.

Topics Covered:

- What is MS –Word?
- How to Start MS –Word on Computer?
- How to create text documents.
- Add formatting to your text.
- Detect grammatical errors in a text document.
- Making a text document interactive with different features and tools.
- Detect grammatical errors in a text document
- Change page margins.

P. R. POTE PATIL COLLEGE OF ENGINEERING AND MANAGEMENT, AMRAVATI

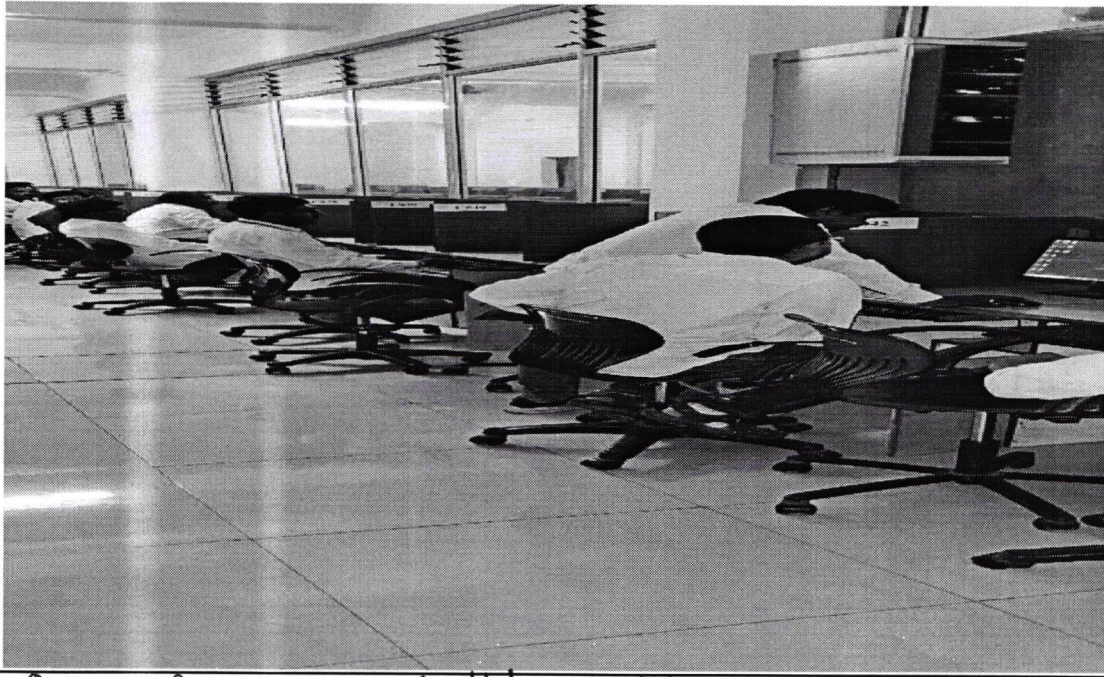**INTRODUCTION TO MICROSOFT WORD (MS-WORD)**

DATE: 27/12/2017

PRESENTED BY
PROF. A. B. GADICHA

Pic: Prof. A.B. Gadicha Sir explaining about MS-Word

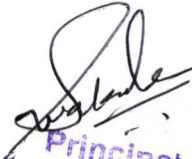Pic: Prof. A. B. Gadicha Sir explaining the about different formatting optoins available in MS-Word.

Pic:- Prof. V.B. Gadicha addressing to the participants.

Outcome:

At the end of this Session, Participants learn:

• How to start Microsoft Word

• How to create a new document

• How to open a file

• How to save a file document
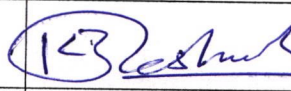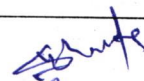
• How to close a document
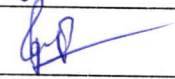
• How to exit or quit MS Word.
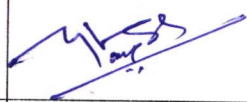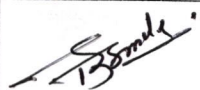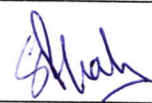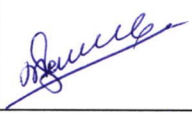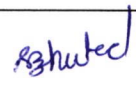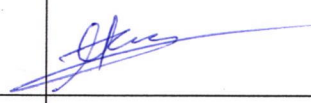
P. R. Pote (Patil) Education & Welfare Trust's Group of Institution College of Engineering & Management, Amravati
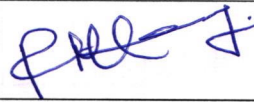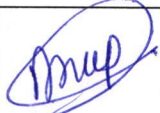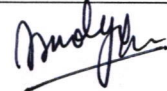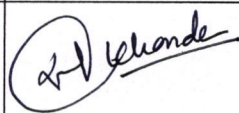
Attendance Sheet for Workshop on Introduction to MS-Word
On 27/12/2017

List of Non- Teaching Staff 2017-2018
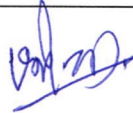
Sr No.	Name	Designation	Signature
1	Shri. Kishor B. Deshmukh	O.S	
2	Mr. Niraj P. Bherde	Sr. Accountant	
3	Mr. Ujwal N. Shirbhate	Sr. Cashier	
4	Mr. Rajiv R. Rajas	Sr. Cleark	
5	Mr. K. K. Yadav	Sr. Offi. Assistant	
6	Swapnil R. Ambadkar	Cashier / Sys Opp.	
7	Mr. Prashant P. Sharma	Accountant	
8	Mr. Surendra A. Balsaraf	Office Asst.	
9	Mr. Atul B. Bhadange	O.A.	
10	Mr. Dinesh A. Bonde	O. A.	
11	Mr. Bhushan A. Dhote	O. A.	
12	Mr. Satish P. Kale	Office Asst.	
13	Mr. Ankush R. Dhade	O. A.	

14	Mr. Nilesh K. Deshmukh (Jagtap)	O. A.	
15	Mr. Ashish R. Dhade	Supervisor	
16	Shri M. S. Umbarkar	Store keepar/ Non Tech. Sup. Staff	
17	Mr. Abhijeet A. Bhutad	Office Asst.	
18	Mrs. Sonika A. Bhutad	Recep.	
19	Mr. Atul O. Nachankar	O. A.	
20	Ms. Archana P. Bonde	O. A.	
21	Mr. Leon W. Francis	O. A.	
22	Ms. Dipika R. Udasi	O. A.	
23	Mr. Trushar R. Rajane	O. A.	
24	Amol D. Ingle	Lab.Asst. (Com)/ Tech. Sup. Staff	
25	Mr. Nilesh Talokar	Lab. Asst./ Tech. Sup. Staff	
26	Ritesh J. Sakhe	Lab. Asst. (Phy)/ Non Tech. Sup. Staff	
27	Ritesh R. Amzare	Lab.Asst. (Com.Sci.)/ Tech. Sup. Staff	
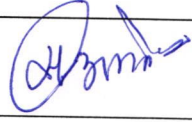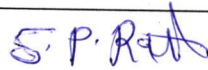
41	Mr. Rajesh H. Tong	Lib Asst./ Non Tech. Sup. Staff	
42	Rahul R. Pavitrakar	Lab. Asst. (Elect)/ Tech. Sup. Staff	
43	Anup R. Sonekar	Civil Lab Asst./ Tech. Sup. Staff	
44	Vikas R. Gogate	Lab. Asst. (Com.Sci)/ Tech. Sup. Staff	
45	Anil S. Dharmale	Lab.Asst. (Civil)/ Tech. Sup. Staff	
46	Mr. Amol Ghom	Lab. Asst./ Tech. Sup. Staff	
47	Mr. Mahesh J. Tayade	Lab.Asst. EXTC/ Tech. Sup. Staff	
48	Dipak P. Kandalkar	Lab. Asst. EXTC/ Tech. Sup. Staff	
49	Ajay M. Deshmukh	Lab. Attd. Elect./ Tech. Sup. Staff	
50	Mr. Vijay D. Lonkar	W/S inst./ Tech. Sup. Staff	
51	Dnyaneshwar D. Kankale	W/S inst./ Tech. Sup. Staff	
52	Mr. Sachin M. Khande	W/s Instructor/ Tech. Sup. Staff	
53	Pankaj O. Samudre	Lab. Asst./ Tech. Sup. Staff	
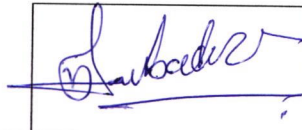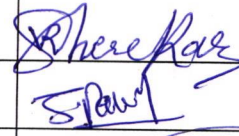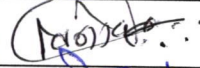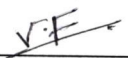
54	Vivek D. Dhaskat	EXTC Lab. Asst./ Tech. Sup. Staff	
55	Yogesh S. Gadwal	Lab. Asst. (Phy.)/ Non Tech. Sup. Staff	
56	Ramdas S. Kolhe	Lab. Asst. (EXTC)/ Tech. Sup. Staff	
57	Sunil V. Nandurkar	Civil Lab. Asst/ Tech. Sup. Staff	
58	Mr. Santosh M. Sarap	W/S inst./ Tech. Sup. Staff	
59	Mr. Sagar P. Bhagwatkar	Lab. Asst. Mech.	
60	Rahul Kantole	Lab. Asst. Mech.	
61	Ms. Pratiksha V. Deshmukh	Lib.Attd./ Non Tech. Sup. Staff	
62	Mahendra L. Sawale	Lab.Asst. Mech./ Tech. Sup. Staff	
63	Vaibhav M. Nichal	Lab. Asst. Elect./ Tech. Sup. Staff	
64	Mr. Harish S. Palsokar	Lab.Asst. Com.sci./ Sup. Staff	
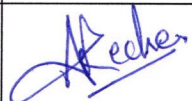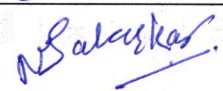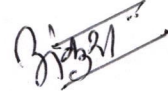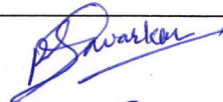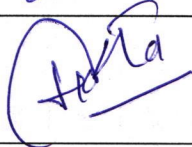
65	Amit S. Baitule	Lab Asst./ Physics/ Non Tech. Sup. Staff	
66	Suresh S. Khiradkar	Welder/ Tech. Sup. Staff	
67	Rupwansh S. Tehere	Lab.Asst. Electrical/ Tech. Sup. Staff	
68	Nilesh V. Sarkate	Civil Lab Asst./ Tech. Sup. Staff	
69	Mr. Ankit S. Awghad	Lab. Asst. Elect./ Tech. Sup. Staff	
70	Mangesh C. Aswar	Lab. Asst. Civil	
71	Ku. Nilima S. Vidhale	Recep./ Non Tech. Sup. Staff	
72	Mr. Sachin B. Atkari	Electrision/ Tech. Sup. Staff	
73	Shri Vinod S. Jijankar	Store keepar/ Non Tech. Sup. Staff	
74	Mr. Pankaj L. Mondhe	Maint. Superviser	
75	Mr. Tushar A. Sadar	Lab.Asst. EXTC/ Tech. Sup. Staff	
76	Mr. Pravin H. (Sunil) Bonde	Driver/ Non Tech. Sup. Staff	
77	Roshan W. Bagane	Driver/ Non Tech. Sup. Staff	

78	Mr. Pankaj Waghmare	Driver	
79	Mr. Prashant A. Nagpure	Driver	
80	Mr. Ratan M. Patil	Driver	
81	Gopal H. Girapunje	Watchman	
82	Mr. Prabhakar G. Bute	Watchman Night	
83	Mr. Prashant W. Kalbande	Watchman Night	
84	Madhukar N. Kakde	Night Watchman	
85	Mr. Sanjay B. Dandanaik	Peon	*(signature)*
86	Mr. Sudhir P. Ugale	Peon	*(signature)*
87	Mr. Prashant V. Piwatkar	Peon	
88	Sachin S. Amale	Peon	*(signature)*
89	Mr. Dines (Pappu) Bhagat	Peon	*(signature)*
90	Mr. Amit Jawanjal	Peon	
91	Sunil P. Raut	Peon	S. P. Raut *(signature)*
92	Mr. Nitin D. Bhagwat	Peon	*(signature)*
93	Pravin M. Sambhare	Peon	*(signature)*
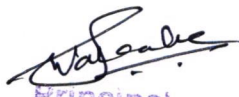
94	Mr. Vikas V. Ambadkar	Peon	*(signature)*
95	Rajendra G. Mohod	Peon	
96	Mr. Pradip D. Bhoyar	Peon	
97	Raju V. Sonone	Peon	
98	Ashish S. Khadse	Peon	
99	Mr. Mangesh M. Mahajan	Peon	
100	Vinod Sherekar	Peon	*(signature)*
101	Shivcharan S. Patil	Peon	*(signature)*
102	Shubham N. Raut	Xerox Machine Opert.	*(signature)*
103	Vinod K. Lohkare	Peon	*(signature)*
104	Manoj V. Shrirame	Peon	*(signature)*
105	Mr. Vinod N. Fuke	Peon	*(signature)*
106	Mr. Abdul Alim Abdul Ajij	Peon	
107	Mr. Rahul M. Bhoyar	Peon	R.M.Bhoyar *(signature)*
108	Mr. Dnyaneshwar J. Ambadkar (Nanabhau)	Plumber	
109	Mr. Udhav M. Nagpure (Bandu)	Gardner	
110	Chetan P. Sawarkar	Peon	

28	Mr. Suyash G. Deshmukh	Lab. Asst./ Non Tech. Sup. Staff	*(signature)*
29	Mr. Amol Reche	Lab. Asst./ Tech. Sup. Staff	*(signature)*
30	Gopal M. Mahajan	Lab.Attd. (Chem)	*(signature)*
31	Vivek B. Vaidya	Elect. Lab Attd./ Tech. Sup. Staff	*(signature)*
32	Mr. Nitesh L. Satarkar	Electricion/ Tech. Sup. Staff	*(signature)*
33	Aniket M. Bijwe	Lab. Attd. Computer/ Tech. Sup. Staff	*(signature)*
34	Mr. Ankush P. Ghormade	Lab. Asst. EXTC/ Tech. Sup. Staff	*(signature)*
35	Mr. Rushikesh A. Kadu	Lab. Asst. EXTC/ Tech. Sup. Staff	*(signature)*
36	Mr. Rajesh D. Sawarkar	Foreman/ Tech. Sup. Staff	*(signature)*
37	Mr. Manoj V. Solao	W/s Instructor/ Tech. Sup. Staff	*(signature)*
38	Mr. Suresh P. Thakare	W/s Instructor/ Tech. Sup. Staff	
39	Gajendra S. Badase	Asst. Lib./ Non Tech. Sup. Staff	
40	Ramdas R. Patil	Lib. Asst./ Non Tech. Sup. Staff	*(signature)*

111	Balkrushana O. Ingle	Peon	
112	Gokul S. Wagh	Peon	G.Wagh
113	Sunil R. Sawarkar	Peon	
114	Kanteshwar K. Tinkhede	Peon	
115	Rahul P. Pathade	Peon	
116	Akashay S. Sawarkar	Peon	
117	Sumit D. Tayade	Peon	
118	Swapnil D. Sonar	Peon	
119	Ashish S. Karale	Peon	
120	Pravin P. Wankhade	Peon	Wankhade
121	Sachin D. Kalmegh	Peon	
122	Mukul S. Kajale	Peon	
123	Sushil S. Deshmukh	Peon	Deshmukh

H.O.D. (Comp. Dept.)
P.R.Pote (Patil) College of Engg. & Management
Amravati

Principal
P. R. Pote (Patil) Edu. & Welfare Trust
Group of Institution's
College of Engg. & Management
Kathora Road, AMRAVATI

P. R. Pote (Patil) College of Engineering & Management, Amravati
Department of Computer Science and Engineering

Feedback form of MS-Word
Academic Year 2017-18

Date:- 27|12|2017.

Tick the suitable column.

Sr. No	Particular	completely satisfying	Satisfying	Average	Not Satisfying
1	The experience of the session was	✓	✓		
2	How was the Content delivered	✓			
3	How was the event Structure	✓			
4	Overall experience of the course	✓			
5	Knowledge of the resource person	✓			

How will you rate the overall Course: ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☑ 5

Suggestions: No _____

_____

_____

H.O.D. (Comp. Dept.)
P.R.Pote (Patil) College of Engg. & Management Sign
Amravati.

P. R. Pote (Patil) College of Engineering & Management, Amravati
Department of Computer Science and Engineering

Feedback form of MS-Word
Academic Year 2017-18

Date:- 27/12/2017

Tick the suitable column.

Sr. No	Particular	completely satisfying	Satisfying	Average	Not Satisfying
1	The experience of the session was	✓			
2	How was the Content delivered	✓			
3	How was the event Structure	✓			
4	Overall experience of the course	✓			
5	Knowledge of the resource person	✓			

How will you rate the overall Course: ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☑ 5

Suggestions: _____

_____

_____

Sign

P. R. Pote (Patil) College of Engineering & Management, Amravati
Department of Computer Science and Engineering

Feedback form of MS-Word
Academic Year 2017-18

Date:- 27 - 12 - 2017

Tick the suitable column.

Sr. No	Particular	completely satisfying	Satisfying	Average	Not Satisfying
1	The experience of the session was	✓			
2	How was the Content delivered	✓			
3	How was the event Structure	✓			
4	Overall experience of the course	✓			
5	Knowledge of the resource person	✓			

How will you rate the overall Course: ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

Suggestions: _____ no _____

_____

_____

Sign

P. R. Pote (Patil) College of Engineering & Management, Amravati
Department of Computer Science and Engineering

Feedback form of MS-Word
Academic Year 2017-18

Date:- 27-12-2017

Tick the suitable column.

Sr. No	Particular	completely satisfying	Satisfying	Average	Not Satisfying
1	The experience of the session was	✓			
2	How was the Content delivered	✓			
3	How was the event Structure	✓			
4	Overall experience of the course	✓			
5	Knowledge of the resource person	✓			

How will you rate the overall Course: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Suggestions: _____No_____

_____

_____

M. J. Tayde

Sign

P. R. Pote (Patil) College of Engineering & Management, Amravati
Department of Computer Science and Engineering

Feedback form of MS-Word
Academic Year 2017-18

Date:- 27/12/2017

Tick the suitable column.

Sr. No	Particular	completely satisfying	Satisfying	Average	Not Satisfying
1	The experience of the session was	✓			
2	How was the Content delivered	✓			
3	How was the event Structure	✓			
4	Overall experience of the course	✓			
5	Knowledge of the resource person	✓			

How will you rate the overall Course: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Suggestions: _____ No _____

_____

_____

Sign

P. R. Pote (Patil) College of Engineering & Management, Amravati
Department of Computer Science and Engineering

Feedback form of MS-Word
Academic Year 2017-18

Date:- 27 - 12 - 2017

Tick the suitable column.

Sr. No	Particular	completely satisfying	Satisfying	Average	Not Satisfying
1	The experience of the session was	✓			
2	How was the Content delivered	✓			
3	How was the event Structure	✓			
4	Overall experience of the course	✓			
5	Knowledge of the resource person	✓			

How will you rate the overall Course: ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5

Suggestions: _____NO_____

_____

_____

Sign

P. R. Pote (Patil) College of Engineering & Management, Amravati
Department of Computer Science and Engineering

Feedback form of MS-Word
Academic Year 2017-18

Date:- 27/12/2017

Tick the suitable column.

Sr. No	Particular	completely satisfying	Satisfying	Average	Not Satisfying
1	The experience of the session was	✓			
2	How was the Content delivered	✓			
3	How was the event Structure	✓			
4	Overall experience of the course	✓			
5	Knowledge of the resource person	✓			

How will you rate the overall Course: ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☑ 5

Suggestions: No

Sign

P. R. Pote (Patil) College of Engineering & Management, Amravati
Department of Computer Science and Engineering

Feedback form of MS-Word
Academic Year 2017-18

Date:- 27/12/2017

Tick the suitable column.

Sr. No	Particular	completely satisfying	Satisfying	Average	Not Satisfying
1	The experience of the session was	✓			
2	How was the Content delivered		✓		
3	How was the event Structure		✓		
4	Overall experience of the course	✓			
5	Knowledge of the resource person		✓		

How will you rate the overall Course: ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☑ 5

Suggestions: _____

_____

_____

S. P Raut

Sign

P. R. Pote (Patil) College of Engineering & Management, Amravati
Department of Computer Science and Engineering
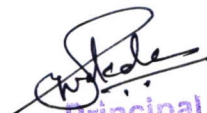
Feedback form of MS-Word
Academic Year 2017-18

Date:-

Tick the suitable column.

Sr. No	Particular	completely satisfying	Satisfying	Average	Not Satisfying
1	The experience of the session was	✓			
2	How was the Content delivered	✓			
3	How was the event Structure	✓	✓		
4	Overall experience of the course		✓		
5	Knowledge of the resource person	✓			

How will you rate the overall Course: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ 5

Suggestions: _____

_____

_____

P. R. Pote Patil

College of Engineering & Management, Amravati

Department of Computer Science & Engineering

CERTIFICATE

This is to certify that

Mr. Ritesh Amzare

has participated in the One Day Workshop on

Introduction to Microsoft Word

organised by P. R. Pote Patil College of Engineering and Management
Department of Computer Science & Engineering.

On 27th December 2017

Prof. A. B. Gadicha
Coordinator

Prof. V. B. Gadicha
HOD, CSE

Dr. S. D. Wakde
Principal

P. R. Pote Patil

College of Engineering & Management, Amravati
Department of Computer Science & Engineering

CERTIFICATE

This is to certify that

Mr. Nilesh Talokar

has participated in the One Day Workshop on

Introduction to Microsoft Word

organised by P. R. Pote Patil College of Engineering and Management
Department of Computer Science & Engineering.

On 27th December 2017

Prof. A. B. Gadicha
Coordinator

Prof. V. B. Gadicha
HOD, CSE

Dr. S. D. Wakde
Principal