

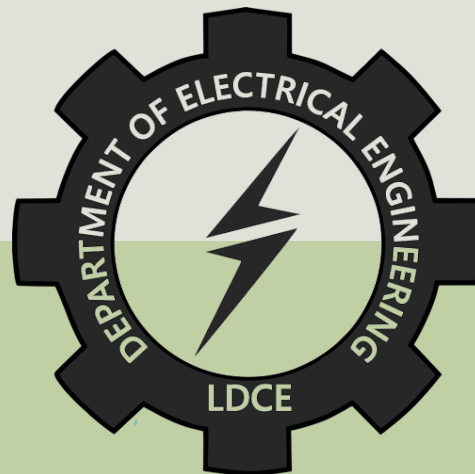


L. D. College of Engineering  
Ahmedabad



# SOFTSKILL DEVELOPMENT - DOCUMENTATION

Two Day Workshop



**Venue :** BEE Lab, Electrical Department

**Date :** 17 and 18 January, 2023

## **Faculty Coordinator**

*Prof. Nupur Sinha,  
Prof. Sajid Patel,  
Prof. Rachana Patel,  
Prof. Mohammedirfan Siddiqui,  
Prof. Dhaval Patel,  
Prof. Fedrik Macwan*

## **The Patron of the Event**

*Prof. (Dr.) Ketan Badgujar,  
Head of the Electrical Department,  
L. D. College of Engineering,  
Ahmedabad*

## Report on Soft Skill Development- Workshop

As we know that documentation skill is required at every stage of professional carrier nowadays so, we are planning to conduct 6 sessions over 2-days workshop for 1<sup>st</sup> year Electrical Engineering students for soft-skill development which will mostly cover word processor related task and spreadsheet related tasks.

Following 6 faculties were involved in planning and executing this event as coordinators.

Sr. No.	Faulty Name	Designation
1.	Prof. Nupur Sinha	Associate Professor
2.	Prof. Sajid Patel	Assistant Professor
3.	Prof. Rachana Patel	Assistant Professor
4.	Prof. Mohammedirfan Siddiqui	Assistant Professor
5.	Prof. Dhaval Patel	Assistant Professor
6.	Prof. Fedrik Macwan	Assistant Professor

### Schedule of Workshop

**Workshop Name** : Soft-Skill Development – Documentation

**Dates** : 17<sup>th</sup> January 2023 and 18<sup>th</sup> January 2023

**Time Slots** : **Slot 01:** 11:00 AM to 12:30 PM  
**Slot 02:** 01:00 PM to 02:30 PM  
**Slot 03:** 03:00 PM to 04:30 PM

**Objective** : To enhance Soft Documentation Skills of Students which will help them in their professional career. The event will also help to inculcate the soft skills as demanded by NBA.

**Outcomes** :

1. Students will be able to work on any word processor program.
2. Students will be familiar with basic programming skill in spread sheet editor.
3. Students will be able to draft their own resumes and cover letter effectively.
4. Students will be able to make project reports and technical papers with prescribed formatting.

**Software Required** : Google Docs, Google Sheets, Document Processing Software and Spreadsheet Processing Software.

**Fees** : No fees to be collected from Students

**Number of Participants** : 30 (First Come First Basis)

**Targeted Participants** : 1<sup>st</sup> Year Electrical Students

**Note:** Certificate is provided to each participant for the participation in the workshop. and feedback is taken from participants to analysed scope of improvements.

## Details of Workshop

### Day 1:

#### 17<sup>th</sup> January, 2023: Word Processor Programs

Day 1 was started with great joy and enthusiasm by both students and faculties. Almost 23 students had participated, Faculties gave their introduction and together motivated the students, by explaining the students the importance of learning document processor and spreadsheet processor in day to day life. The detail sessions were then started and lecture topics were delivered as tabulated below. Entire 1<sup>st</sup> day was dedicated for document processor.

Time Slot	Topics Covered	Talk Delivered by
11:00 AM to 12:30 PM	<b>Document Formatting in document processor</b> <ul style="list-style-type: none"><li>• Creating Dynamic Word Documents</li><li>• Effectively Formatting a Document with Styles</li><li>• Prepare Documents for Printing and Exporting</li><li>• Manage Large Documents</li><li>• Working with Page and Section Breaks</li><li>• Control Page Orientation</li><li>• Create and Manage Table Layouts</li><li>• Work with Tab Stops to Align Content Properly</li></ul> Insert Media and Images	<b>Shri. Sajid Patel</b> Asst. Prof.
01:00 PM to 02:30 PM	<b>Resume Writing</b> <ul style="list-style-type: none"><li>• Types of Resumes</li><li>• Components of Resume</li><li>• Choose right resume for right job</li><li>• Own Resume Preparation</li></ul>	<b>Shri. Fedrik Macwan</b> Asst. Prof.
03:00 PM to 04:30 PM	<b>Application / Cover Letter</b> <ul style="list-style-type: none"><li>• Format of an Application.</li><li>• Mail Merge.</li><li>• Sample Application for different Situations.</li><li>• Online Word Processors: Google Docs.</li></ul>	<b>Shri. Mohammedirfan Siddiqui</b> Asst. Prof.

### Day 2:

#### 18<sup>th</sup> January, 2023: Spreadsheet Programs

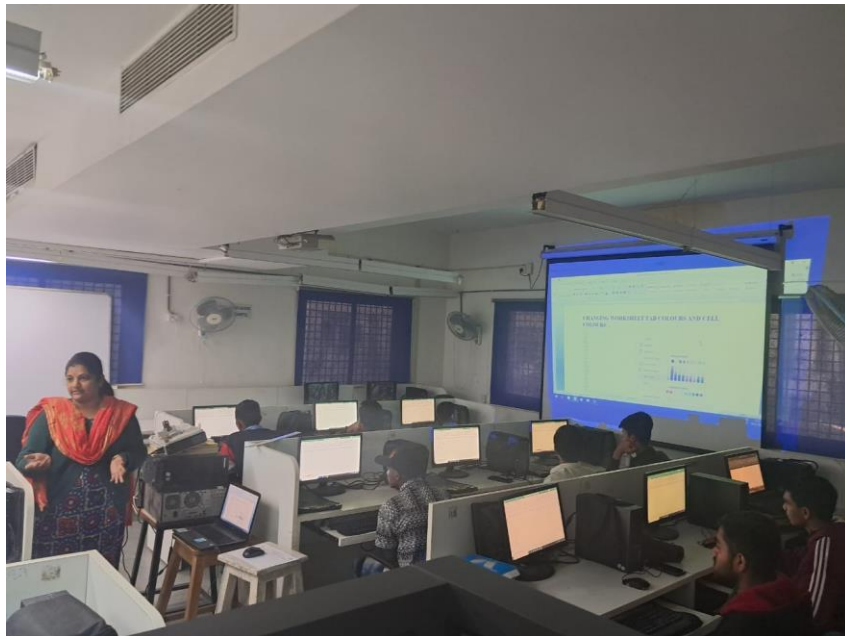
Day 2 was fully dedicated for spreadsheet processor learning. Student were fully excited about it considering the fact of learning many new mathematical abilities of spreadsheets. The session was begun by Associate Prof. Nupur Sinha, followed by Asst. Prof. Rachna Patel's lecture the event was ended with Asst. Prof. Dhaval Patel's hands on session on spreadsheet processor.

Time Slot	Topics Covered	Talk Delivered by
11:00 AM to 12:30 PM	<b>Spreadsheet Data Management</b> <ul style="list-style-type: none"><li>• Custom formatting</li><li>• Manipulating calculations with time and dates</li><li>• Conditional formatting</li><li>• Simple and nested logical testing</li><li>• Mathematical Functions</li><li>• Textual Formulas</li><li>• Logical Formulas</li><li>• Lookup Formulas</li></ul>	<b>Smt. Rachana Patel</b> (Asst. Prof.)
01:00 PM to 02:30 PM	<b>Visual Representation of Data</b> <ul style="list-style-type: none"><li>• Bar/ Column chart</li></ul>	<b>Smt. Nupur Sinha</b>

	<ul style="list-style-type: none"> <li>• Line Chart</li> <li>• Scatter Plot</li> <li>• Pie &amp; Doughnut charts</li> <li>• Statistical Chart - Histogram, Waterfall, Sparklines</li> </ul>	(Asso. Prof.)
03:00 PM to 04:30 PM	<b>Spread Sheet Practical Tasks</b> <ul style="list-style-type: none"> <li>• Pocket Calculator</li> <li>• Use of Google Sheet in Day-to-Day basis.</li> </ul>	<b>Shri. Dhaval Patel</b> (Asst. Prof.)

## Event -Pictures Day 1





## Certificate Distributed





CERTIFICATE  
OF PARTICIPATION

---

*proudly presented to*

HARSH NATHANI

for participating in the two days workshop titled  
"Soft Skill Development - Documentation"  
held on 17th & 18th January, 2023



**Electrical Engineering Department,  
L. D. College of Engineering**

Faculty Co-ordinators:  
N. V. Sinha  
R. J. Patel  
S. M. Patel  
M. I. Siddiqui  
D. R. Patel  
F. A. Macwan

KBS

**Prof. (Dr.) Ketan Badgujar**  
*Head of the Department*

# Feedback Form for Skill Development Workshop

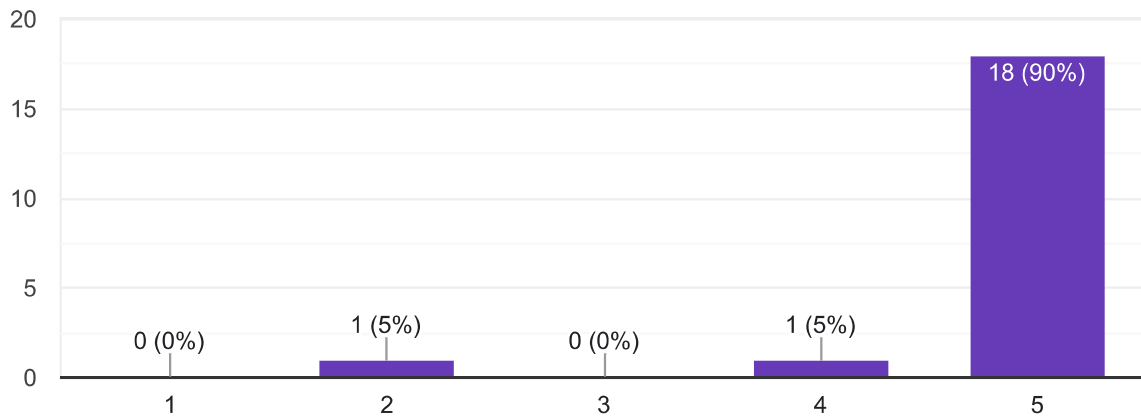
20 responses

[Publish analytics](#)

The workshop content was (1-Poor, 2 -average, 3-good, 4-very good, 5-excellent)

 Copy

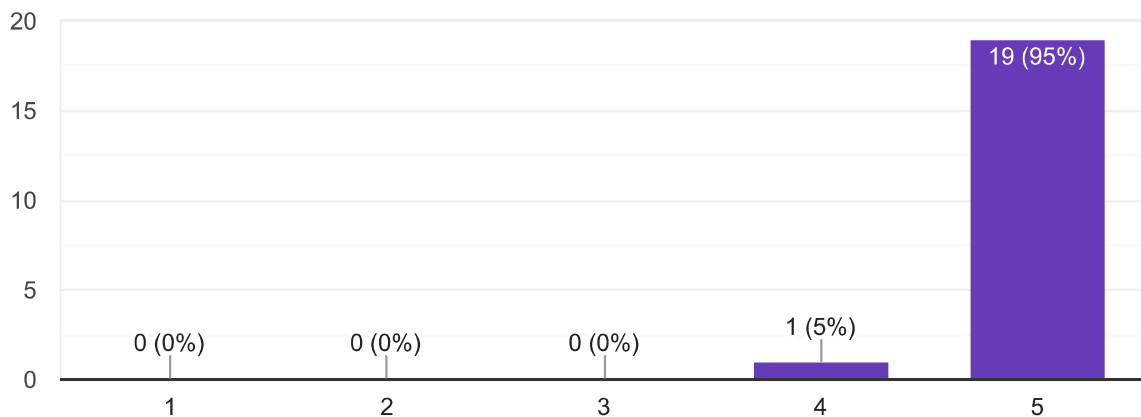
20 responses



The facilitators were ( (1-Poor, 2 -average, 3-good, 4-very good, 5-excellent) )

 Copy

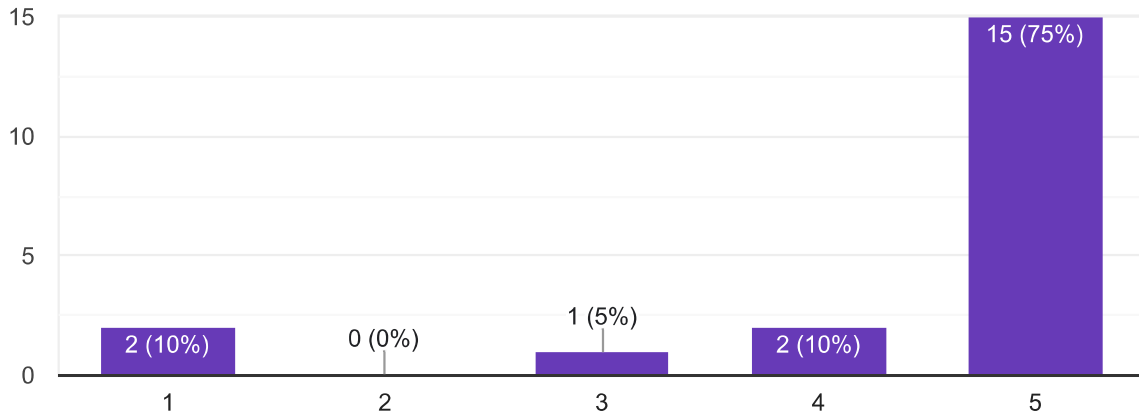
20 responses



The workshop venue was (1-Poor, 2 -average, 3-good, 4-very good, 5-excellent)



20 responses



### What did you like best about this workshop? (Optional)

13 responses

Computer lab

That will be helpful

Resume writing

Excel & Resume

Nice explanation about word and Excel

Ms word is best part for me I like very much

To make task easier through excel and ms word

Resume

I gain more knowledge about excel and word

I have get lots of knowledge about word and Excel

Its nice lecture for us to gain knowledge something about MS Word & excel

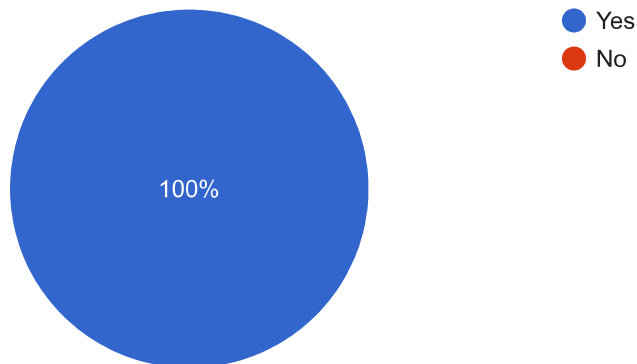
the way of explaining

Every faculty is very humble and with good knowledge in this field.

### Would you like to join the second part of this skill development workshop? (optional)



20 responses





### Additional Comments (optional)

8 responses

No comments

No

That is the truly nice work shop about computing knowledge and others



Best learnt to excel

Please arrange second workshop for us i would very like to join it

Please arrange second workshops i will join absolutely

please held second part after gtu exam

This content is neither created nor endorsed by Google. [Report Abuse](#) - [Terms of Service](#) - [Privacy Policy](#).

# Google Forms

