Brief Report of 12 hours 'Training on MS Office' from 19.02.2021-23.02.21 for 1st semester, 2024 pass out Electrical Engineering and Civil Engineering students

Microsoft Office, created by **Microsoft Corporation,** incorporates Microsoft Word, Excel, Access, Publisher, PowerPoint, and Outlook. Each program fills an alternate need and is good with different projects incorporated into the bundle. Microsoft Office, otherwise called MS Office, is a prevalent programming suite highlighting numerous work area distributing programs. It accompanies everything that may come into utilization in a great office setting, thus the name. PC clients have the choice of a few diverse Microsoft Office suites expected for understudies, home clients, independent ventures and companies.

The 3 most used tools in MS Office are,
- ➢ **Microsoft Word**: Helps users in creating text documents.
- ➢ **Microsoft PowerPoint**: Stand-alone application for creating professional multimedia presentations.
- ➢ **Microsoft Excel**: Creates simple to complex data/numerical spreadsheets.

Thus, the 3 days' 12 hours training was divides into 3 sections. 1st day was allotted for MS Word, 2nd day for MS Excel, 3rd day for MS PowerPoint.

Objective of the program: The objective of the program was to introduce the 1st year EE students to MS Word, PowerPoint and Excel and give them hands on training on basic features and uses of these tools.

Outcome of the program:

Students will be able to:
- Create basic Word document, edit and format it to generate official documents as a beginner.
- Arrange a presentation and use basic features of PowerPoint to complete a slideshow.
- Generate a simple spreadsheet with beginner edits and formatting.

The program details are as below:

Title of program: Workshop on MS Office (for 1st year EE students)
Resource Organization: Department of Electrical Engineering
Date: 19.02.2021-23.02.2021
Time: 11:00 a.m.- 4:30 p.m.
Mode of the training: Online, through google meet.

Summary of the program:
- The workshop was arranged for the 1st year students to give basic idea of Microsoft Word, PowerPoint and Excel.
- The entire 3 days were reserved for each Microsoft tools separately.
- The details of each day's activities are listed below:

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VISION OF THE DEPARTMENT:
To emerge as a leading Department of Electrical Engineering that caters to the latest needs of power sector, electrical & allied industry in the region.
MISSION OF THE DEPARTMENT:
To evolve as an innovative & globally competent Electrical Engineering department that contributes to the socio - economic growth of region by utilizing the advancement in Electrical Engineering by providing conducive learning and interactive environment to students and faculty .

Day 1

Workshop on MS Word
Resource Persons: Prof. M.R. Chakraborty assisted by Prof. I. Koley. Date: 19.02.2021

❖ At first, all the 1st year students were greeted by Prof. M.R. Chakraborty, Assistant Peofessor, Department of Electrical Engineering, and gave the students basic outline of the workshop.
❖ In the 1st half, the program started with PPT on Microsoft Word by Prof. M. R. Chakraborty. All the basic features and operations were demonstrated. Hands on demonstration via online mode was performed by the students under the careful observation of Prof. M.R.Chakraborty and Prof. I.Koley during the session.
❖ Prof. M. R. Chakraborty also made the students explore some critical features of Microsoft Word, those may be very small but can be very much effective to make a properly formatted word document.
❖ In the 2nd half, there was an assignment given to the students, to create a formatted document from raw materials given to them.
❖ Attendance throughout the session for 19/02/2021 was of 17 out of which 10 are from EE and 07 are from CE departments.

Day 2

Workshop on MS Excel
Resource Persons: Prof. J.B. Basu, Prof. I. Koley
Date: 20.02.2021

❖ In the 1st half, the program started with PPT on Microsoft Excel by Prof. I.Koley. All the key programs, formulations and hands-on demonstration of them were the main feature of this half. Throughout the session the students were actively assisted by Prof. J.B.Basu and Prof. I. Koley.
❖ In 2nd half, hands on activities were done and guided by prof. J.B.Basu and the students were highly motivated.
❖ Attendance throughout the session for 23/02/2021 was of 12 out of which 09 were from EE and 03 were from CE departments.

Day 3

Workshop on MS PowerPoint
Resource Persons: Prof. S. Roy, Prof. I. Koley
Date: 23.02.2021

❖ In the 1st half, the program started with PPT on Microsoft PowerPoint by Prof. S. Roy. The history, usefulness and importance of creating a presentable slideshow was explained by Prof. S. Roy. It was followed by demonstration of basic features of PowerPoint, under the careful observation of Prof. I.

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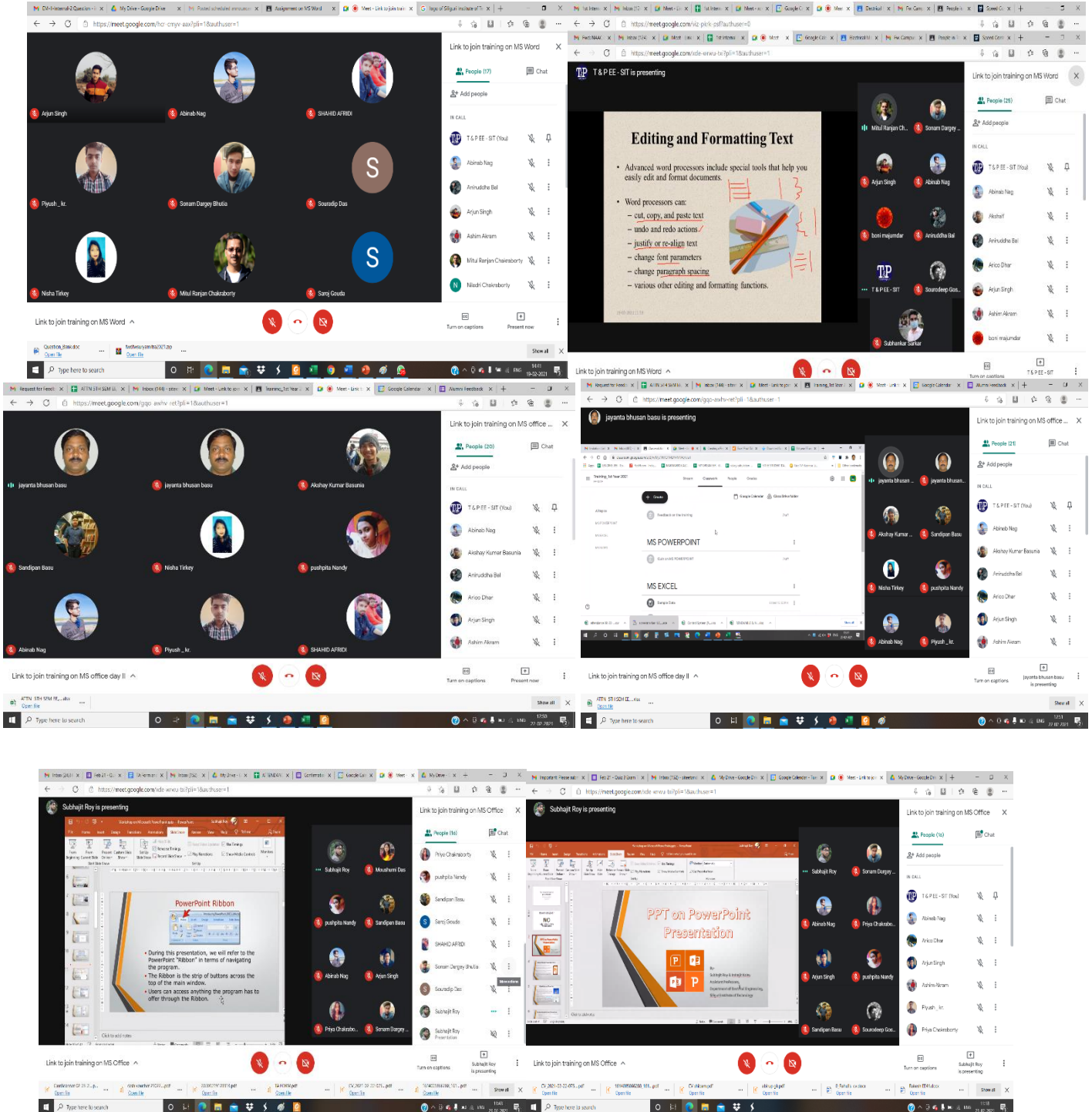**MISSION OF THE DEPARTMENT:**
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Koley.

❖ In the 2nd half, there was an assignment given to the students, to create a slideshow about their aims, and perspectives about the college and department . They were also given an assignment to prepare a slideshow according to the instruction given.

❖ Attendance throughout the session for 23/02/2021 was of 22 out of which 12 were from EE and 10 were from CE departments.

Enrollment and attendance details for the training:

SILIGURI INSTITUTE OF TECHNOLOGY
DEPARTMENT OF ELECTRICAL ENGINEERING
ENROLLMENT AND ATTENDANCE FOR THE TRAINING ON MS OFFICE FOR 1st YEAR 2024 PO EE AND CE STUDENTS
DURATION: 12 HOURS (19/02/2021,22/02/2021,24/02/2021)

| Sl. No. | Name of student | Department | Attendance | | | | | |
| | | | 19-02-2021 | | 22-02-2021 | | 23-02-2021 | |
			1st half	2nd half	1st half	2nd half	1st half	2nd half
1	Abinab Nag	EE	P	P	P	P	P	P
2	Arico Dhar	EE	P	P	P	P	A	A
3	Arjun Singh	EE	P	P	P	P	P	P
4	Ashim Akram	EE	P	P	P	P	P	P
5	Priya Chakraborty	EE	P	P	P	P	P	P
6	Sandipan Basu	EE	P	A	A	A	P	P
7	Saroj Kumar Gouda	EE	P	P	P	P	P	P
8	Shahid Afridi	EE	P	P	P	P	P	P
9	Sonam Dargey Bhutia	EE	P	P	P	P	P	P
10	Souradip Das	EE	P	P	P	A	P	P
11	Tayan Singha	EE	A	P	P	P	A	A
12	Turjya Roy	EE	A	A	A	A	A	A
13	Nisha Tirkey	CE	P	A	A	A	A	A
14	Rhydhm Barman	CE	A	A	A	A	A	A
15	Tirthankar Sarkar	CE	A	A	A	A	A	A
16	Aniruddha Bal	CE	P	A	A	A	A	A
17	Sourodeep Goswami	CE	P	P	P	P	P	P
18	Pushpita Nandy	CE	P	P	P	P	P	P
19	Akshay Kr. Basunia	CE	P	P	P	P	A	A
20	Subhankar Sarkar	CE	P	A	A	A	A	A
21	Piyush Kumar	CE	P	P	P	P	P	P
22	Soumyadip Guchhait	CE	A	A	A	A	A	A

SILIGURI INSTITUTE OF TECHNOLOGY
ELECTRICAL ENGINEERING

Some glimpses of Workshop on MS Office:-

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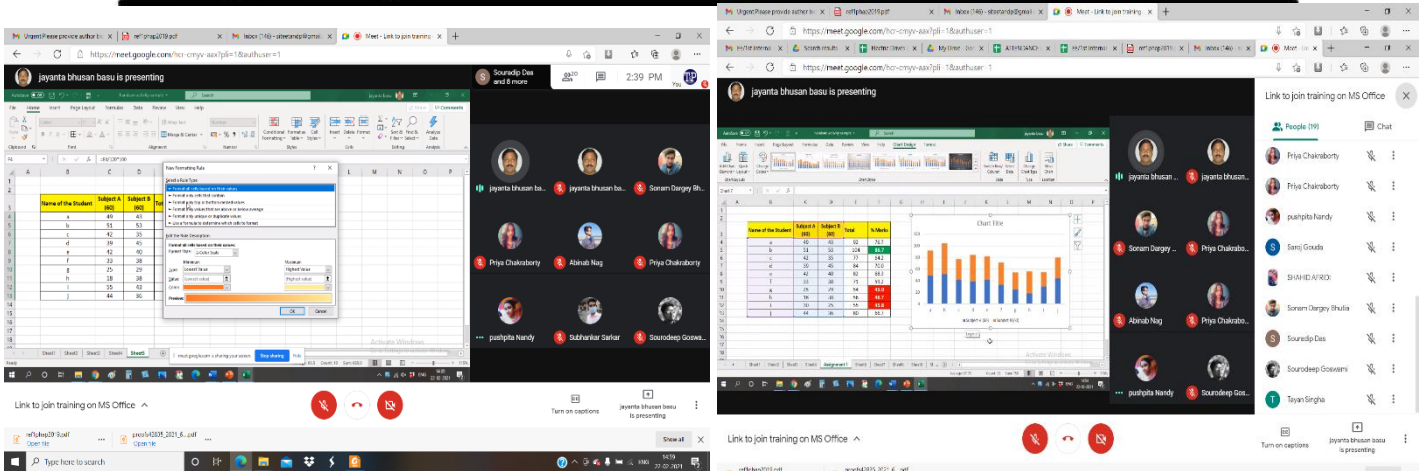
Head of the Department
Department of Electrical Engineering,
Siliguri Institute of Technology

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Jt. Coordinators
Workshop on MS Office, Dept. of EE

………………………………………..

H.O.D.
De pt. of Electrical Engineering

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Feedback Analysis of Training on MS OFFICE for 1st Year Students of EE & CE
(19.02.2021 - 23.02.2021)
No. of responses received=13

	1	2	3	4
The objectives of the training were clearly defined.	0	0	4	9
Participation & interaction were encouraged	0	0	5	8
The topics covered were relevant to me	0	0	4	9
The training was organized & easy to follow.	0	0	3	10
The training experience will be helpful in my professional life.	0	0	1	12
Trainer created & maintained an environment for learning.	0	1	2	10
The trainer(s) was knowledgeable about the training topics.	0	0	3	10
The time allotted for training was sufficient	0	1	5	7
The facilities provided during the training were adequate & comfortable.	0	0	4	9
The training was satisfactory	0	0	5	8
	Yes	No	Can't say	
I would recommend this training to my juniors.	13	0	0	
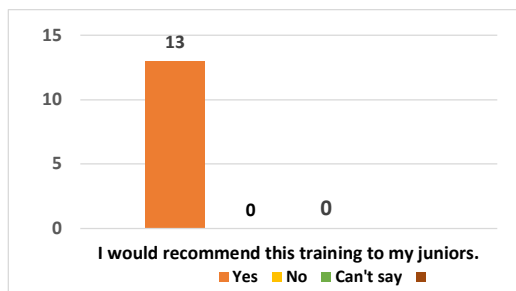
Special note and Issues

1. MS Excel should have given more importance for students who are in Btech degree
2. minor network issue
3. Training programme was too good , the only thing was network issues . Otherwise this training was really useful .
4. No issues ☺ .
5. Awesome 😊
6. I gained absolute perfection in MS OFFICE and I was enlightened with more knowledge.
7. I gained perfection in using Ms office which was my weak point and this issue was solved.
8. I gained absolute perfection in Ms office and was enlightened with more knowledge.
9. My power point experience level up

Siliguri Institute of Technology
Department of ECE

Report on First Year Training Program Held during 19/02/2021 to 23/02/2021

Four Days Hands-On Training Program on **"Basics of Electronics & Microsoft Office"** for 1st year ECE Students was held **during 19/02/2021 to 23/02/2021** at the Department of ECE, Siliguri Institute of Technology, Siliguri. After completing this hands-on training program the students will be able to present a topic after preparing the spreadsheet and writing a document with the help of a computer. They will also be able to understand and demonstrate how to select, use and test electronic components.

The sessions were conducted in Analog Electronics & Circuit (AEC) Lab, VLSI Lab, Digital Electronics (DE) Lab as per the following program schedule:

Forenoon (FN) Session: 10am-1pm**, Afternoon (AN) Session:** 2pm-5pm

Attendance Record of Technical Training:

Department	Sem	Total no. of students	No. of students attended
ECE	1st	37	36

Feedback and Analysis:

After completion of the training program the students were asked to reflect their views through the feedback form provided by the department. The feedback was prepared considering 3 point scale basis for 10 different points as mentioned in the feedback form. Scale 1 is equivalent to **poor**, Scale 2 is considered as **Good** and Scale 3 is to reflect **Excellent**. After analyzing the feedback it can be concluded that the 1st year students were satisfied with such hands on training program and the training experience will be helpful in their professional life. They had received the flavor of both software and the hardware part of the engineering.

4 Days Training Program on "Basics of Electronics & Microsoft Office"
DATE: 19/02/2021 to 23/02/2021
TOTAL NO OF FEEDBACKS=36

	Feedback Element	1	2	3
1.	The topics covered were relevant to my programme (B .tech in ECE).	0	7	15
2.	The facilities provided during the training were adequate and comfortable.	0	10	11
3.	The time allocation of training was sufficient.	1	10	11
4.	The training was well organized and easy to follow.	0	7	15
5.	The participation and interaction were encouraged.	0	5	17
6.	Instructions were clear and understandable.	0	7	14
7.	Training met my expectations.	0	4	16
8.	The demonstration was effective for future.	0	2	19
9.	The training experience will be helpful in my professional life.	0	7	14
10.	Recommendation of such training program in future	0	4	17
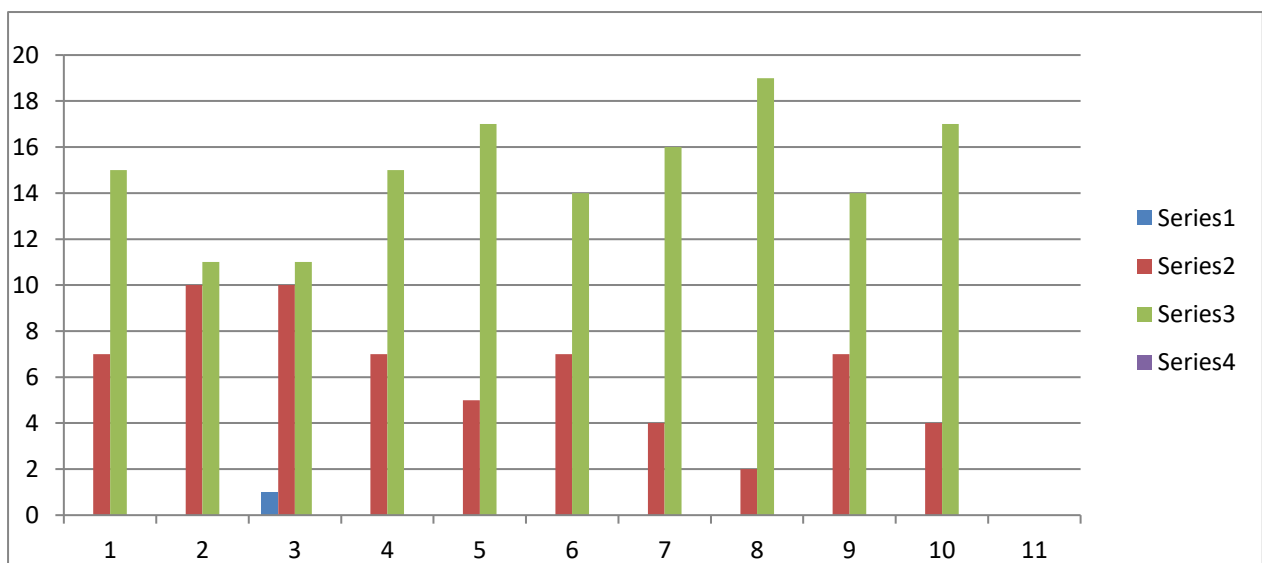
Feedback Analysis of the Training Programme.