



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

Affiliated to RTU, Kota • Approved by AICTE & UGC under 2(f) • Accredited by NAAC and NBA

A

REPORT

ON

One Week Skill Development Program on
“Office Tools”



(04-10 August 2022)

Overview

One Week Skill Development Program on “Office Tools” for Technical Assistants and Administrative staff, organized at Poornima Institute of Engineering & Technology, Jaipur, Rajasthan, India from 04-10, August 2022. As part of the Skill Development Cell in association with IQAC, Department of Artificial Intelligence & Data Science, Poornima Institute of Engineering, commenced the One Week Skill Development Program on “Office Tools”. The workshop involved hands-on training and practice on the Microsoft Office Tools like; Ms Word, Ms Excel, and Ms PowerPoint applications along with solving assignments and exercises for the Technical Assistants and administrative staff members so that they can increase their productivity, which in turn will enhance their job prospects.

The workshop was attended by 33 staff members across various departments, especially Library, Admin, and all the Technical Assistant staff. The Staff members enthusiastically participated in the SDP and clarified doubts on a one-to-one basis. The workshop involved hands-on training and practice on the Microsoft Office Tools, along with solving assignments and exercises.

Institutional Profile

Poornima Institute of Engineering and Technology, Jaipur (PIET), is one of the premier institutions in engineering education in Rajasthan and is affiliated to Rajasthan Technical University and approved by AICTE. Shanti Education Society established in 1999, initiated by Poornima Group with a student strength of 180 has now become the best destination for Technical Education in Rajasthan. During its journey of 19 years Poornima Group has developed 4 institutions of repute and has grown to the size of 8000 students. Poornima Group institutions are known for excellent placements, consistent university results; 360-degree development of students. The society governs three AICTE approved & RTU affiliated colleges and one University approved by UGC. PIET, is one of the premier institutions in engineering education in Rajasthan, established in the academic year 2007, is affiliated to Rajasthan Technical University and approved by AICTE. PIET is accredited by National Assessment and Accreditation Council (NAAC). Two of its programs namely B.Tech in Computer Engineering and B.Tech in Civil Engineering are accredited by National Board of Accreditation (NBA), India for quality education. PIET has been ranked 3rd among all RTU affiliated colleges in Quality Index Value (QIV) assessment in academic year 2020-21. PIET has been rated as GOLD in the Survey of Industry Linked Technical Institutes conducted by AICTE-CII. The management makes sustained efforts to use education as an instrument for growth of the economy and is the driving force & inspirational spirit behind the establishment of PIET. The following details convey its journey of progress and benchmarking in quality education.

About the Department

The Department of Artificial Intelligence & Data Science is one of the finest and most diverse departments in the Poornima Foundation as well as in the Rajasthan Technological University, Kota. The Department of Artificial Intelligence & Data Science offers B. Tech degree courses in the following four emerging streams ; B. Tech. in AI & DS, CSE (AI), CS & IT, and B. Tech CSE (DS).

Department has an approved intake of 240 students per year. In the current scenario of Prediction and Deep Dreaming with Automation, the emerging technologies play a vital role in it. To achieve objectives the department follows the outcome-based learning approach. Department builds the student in such a manner that he/she is ready to serve industry with all practical experience in the domain of Artificial Intelligence & Data Science with IoT.

Banner

The banner features the Poornima Institute of Engineering & Technology logo at the top, followed by accreditation logos for AICTE, UGC, NAAC, and NBA. The main text reads: "One week Skill Development Program on OFFICE TOOLS". The dates are "August 04-10, 2022" and the time is "8.00-10.00 AM". The venue is "CS-10, PIET, Jaipur". It is organized by the "Department of Artificial Intelligence & Data Science" in association with the "Internal Quality Assurance Cell (IQAC)". The bottom section shows an illustration of a person working at a computer with a woman standing nearby, and contact information for RSVP: "Yogender Kumar Sharma", "E-mail: yogender.sharma@poornima.org", and "Phone: +91-9414321634".

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One week Skill Development Program
on
OFFICE TOOLS

August 04-10, 2022 8.00-10.00 AM
Venue: CS-10, PIET, Jaipur

Organized by
Department of
Artificial Intelligence & Data Science

In Association with
INTERNAL QUALITY ASSURANCE CELL
IQAC

RSVP
Yogender Kumar Sharma
E-mail: yogender.sharma@poornima.org • Phone: +91-9414321634

Schedule:

Day Wise Detailed Schedule

Time / Day	8:00 AM To 8:15 AM	8:15 AM To 9:00 AM	9:00 AM To 9:10 AM	9:10 AM To 10:00 AM
Day -1 Thursday 04-08-2022	Inaugural Dr. Dinesh Goyal (Director/ Principle)	Ms-Word Mr. Punit Kumar Assistant Professor	TE A BR EA K	Ms-Word Mr. Yogender Kr. Sharma Assistant Professor
Day-2 Friday 05-08-2022	Ms-Word Mr. Punit Kumar Assistant Professor			Ms-Word Mr. Yogender Kr. Sharma Assistant Professor
Day-3 Saturday 06-08-2022	Ms-Word Mr. Vikram Khandelwal Assistant Professor			Ms-Powerpoint Mr. Yogender Kr. Sharma Assistant Professor
Day-4 Monday 08-08-2022	Ms-Powerpoint Mr. Punit Kumar Assistant Professor			Ms-Power Point Mr. Yogender Kr. Sharma Assistant Professor
Day-5 Tuesday 09-08-2022	Ms-Excel Mr. Punit Kumar Assistant Professor			Ms-Excel Mr. Yogender Kr. Sharma Assistant Professor
Day-6 Wednesday 10-08-2022	Ms-Excel Mr. Punit Kumar Assistant Professor			Assessment / Exam

Details of Resource Person

<p>Mr. Punit Kumar Assistant Professor Department of AI & DS PIET, Jaipur</p>	 <p>Mr. Vikram Khandelwal Dy. HoD(Acad.) Department of AI & DS PIET, Jaipur</p>	<p>Mr. Yogender Kr. Sharma Assistant Professor Department of AI & DS PIET, Jaipur</p>
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Details of sessions:

Day -1 (Aug 04, 2022)

Inaugural Session (8:00 AM – 8:30 AM) by Dr.Dinesh Goyal, Director, PIET

Day & Date	: Thursday, Aug 04, 2022
Time	: 08:00 AM to 08:30 AM
Venue	: CS-10
Coordinator	: Yogender Kumar Sharma
Anchors	: Dr. Rekha Jain, HoD, AIDS

The inaugural ceremony was graced by the presence of Dr. Rekha Jain, HoD, AI & DS, Dr. Budhesh Kanwar, Dy. HoD (Admin.), AI & DS, Mr. Vikram Khadelwal, Dy. HoD (Acad.), AI & DS, and all the staff members of AI & DS Department. The Inaugural session began with the welcome of our Guests, Dr. Dinesh Goyal, Campus Director, PIET, and Dr. Gautam Singh, Campus Registrar, PIET. Further, Dr. Rekha Jain, HoD, AI & DS, introduced the Event Speakers Mr. Puneet Kumawat and Mr. Yogender Kumar Sharma, and Mr. Vikram Khadelwal after which Dr. Dinesh Goyal, Campus Director, presented the inaugural address, encouraging the participants to continuously upgrade their technical skill sets. Mr. Yogender Kumar Sharma Coordinator (Skill Development Cell) presented the Vote of Thanks towards

the end of the inaugural session.

Pic:



Session-1: (8:30 AM – 9:00 AM)

Resource Person: Mr. Punit Kumar, Assistant Professor, AI & DS, Department, PIET, Jaipur

Content Covered:

Home Tab Menu:-

1. Font

- a. Type
- b. Size
- c. Color
- d. Style: Bold, Italic, Underline
- e. Effects: Superscript, Subscript, Strikethrough, Change case.
- f. Text highlight
- g. Clear Formatting
- h. Wrap Text

2. Format Painter

3. Paragraph

- a. List: Bullets, Numbering
- b. Indent
- c. Alignment: Left, Right, Centre, Justify
- d. Line Spacing
- e. Border
- f. Shading

4. Editing

- a. Find
- b. Replace

- c. Goto

Session-2: (9:10 AM – 10:00 AM)

Resource Person: Mr. Yogender Kr. Sharma, Assistant Professor, AI & DS, Department, PIET, Jaipur

Content Covered:

Page Layout Menu:-

5. Themes

6. Page Setup

- a. Margins: Left, Right, Top, Bottom, Gutter
- b. Orientation
- c. Size
- d. Column
- e. Breaks

7. Page Background

- a. Watermark
- b. Page Color
- c. Page Border

Pics:





Day -2 (Aug 05, 2022)

Session-1: (8:00 AM – 9:00 AM)

Resource Person: Mr. Punit Kumar, Assistant Professor, AI & DS, Department, PIET, Jaipur

Content Covered:

Review Menu:-

1. Spelling & Grammar
2. Thesaurus
3. Translate
4. Comment

Insert Menu:-

- 1. Pages**
 - a. Cover Page
 - b. Blank Page
- 2. Illustrations**
 - a. Pictures
 - b. Clipart
 - c. Shapes
 - d. SmartArt
 - e. Hyperlink
- 3. Header and Footer**
- 4. Text**
 - a. Text box
 - b. Wordart
 - c. Drop cap

- d. Date & Time
- e. Object

Session-2: (9:10 AM – 10:00 AM)

Resource Person: Mr. Yogendra Kumar Sharma, Assistant Professor, AI & DS, Department, PIET, Jaipur

Content Covered:

5. Symbols

- a. Equations
- b. Symbol

6. Tables

- a. Insert Table
- b. Add row and column

- c. Delete Row and Column
- d. Merge Row and Column

View Menu

7. Document Views

- a. Print Layout
- b. Full-Screen Reading
- c. Web Layout
- d. Outline
- e. Draft

8. Ruler

Pics:





Session-1: (8:00 AM – 9:00 AM)

Day -3 (Aug 06, 2022 Resource Person: Mr. Vikram Khandelwal, Assistant Professor, AI & DS, Department, PIET, Jaipur

Content Covered:

1. Hyperlink
2. Header
3. Footer
4. Comments
5. Page Number
6. Text Box
7. Drop Cap
8. Equation Symbols
9. All the Short-Cuts

Session-2: (9:10 AM – 10:00 AM)

Resource Person: Mr. Yogendra Kumar Sharma, Assistant Professor, AI & DS, Department, PIET, Jaipur

Content Covered: Ms Power Point

1. Home Menu:

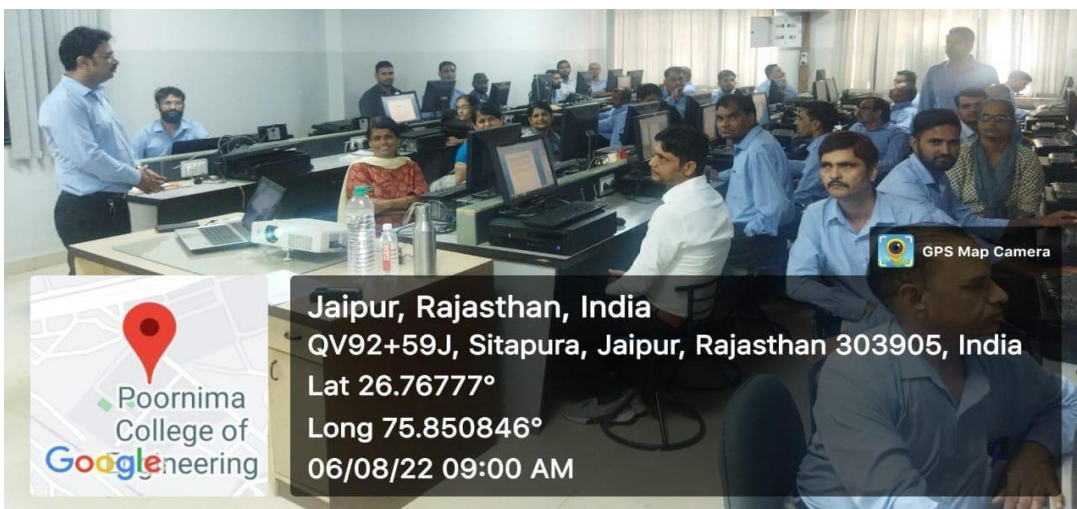
- a) New Slide
- b) Layout
- c) Reset
- d) Section

2. Design Menu

- a) Slide Size
- b) Format Background

3. Transition Menu

Pics :





Session-1: (8:00 AM – 9:00 AM)

Day -4 (Aug 08, 2022)

Resource Person: Mr. Punit Kumar, Assistant Professor, AI & DS, Department, PIET, Jaipur

Content Covered:

1. Slide Show Menu

- a) From Beginning
- b) Current Slide
- c) Custom Slide Show
- d) Present Online
- e) Rehearse Timing

Session-2: (9:10 AM – 10:00 AM)

Resource Person: Mr. Yogendra Kumar Sharma, Assistant Professor, AI & DS, Department, PIET, Jaipur

Content Covered:

1. Animation Menu

- a) Custom Animation
- b) Applying Animation

2. Insert Menu

- 1. Audio
- 2. Video
- 3. Slide Number

4. Time
5. Date

Pic:



Session-1: (8:00 AM – 9:00 AM)

Day -5 (Aug 09, 2022)

Resource Person: Mr. Punit Kumar, Assistant Professor, AI & DS, Department, PIET, Jaipur

Content Covered:

1. Home Tab:

- a. Text Orientation
- b. Merge & Center
- c. Wrap Text
- d. Number Format
- e. Insert Row
- f. Delete Row
- g. Format

h. Number Format Session-2: (9:10 AM – 10:00 AM)

Resource Person: Mr. Yogendra Kumar Sharma, Assistant Professor, AI & DS, Department, PIET, Jaipur

- i. Conditional Formatting
- j. Format as Table
- k. Cell Style
- l. Functions
- m. Fill Series
- n. Clear Formatting
- o. Sort and Filter
- p. Data Formats

2. Insert Menu

- a. Equations
- b. Symbols

3. Page Layout Menu

- a. Print Area
- b. Orientation

4. Data Menu

- a. Remove Duplicates
- b. Filters

Pics:



Session-1: (8:00 AM – 9:00 AM)

Day -6 (Aug 10, 2022)

Resource Person: Mr. Yogender Kumar, Assistant Professor, AI & DS, Department, PIET, Jaipur

Content Covered:

- 1. Cell Referencing**
- 2. Formula**
- 3. Inserting Functions**
- 4. Formula Implementation by Example**

Session-2: (9:10 AM – 10:00 AM)

- 1. Exam**
- 2. Valedictory Session:**
- 3. Certificate Distribution**

Pics:



List of Participants

Sr.No	Employee Name	Employee Id	Department	Designation	Institute Name
1	Abhishek Parashar	7231	CS	Technical Assistant	PCE
2	Alka Raizada	1617	Admin Staff	Office Executive	PCE
3	Amardeep Singh	1463	AI & DS	Technical Assistant	PIET
4	Ankit Vijay	1392	Admin Staff	Officer to Pro-President	PU
5	Ashok Sharma	2338	Admin Staff	Librarian	PIET
6	Balveer Singh	5441	ME	Technical Assistant	PCE
7	Bhanwar Singh Rajawat	6023	Admin Staff	Office Executive	PIET
8	Damodar Lal Sharma	2763	Admin Staff	Office Executive	PIET
9	Daulat Ram Beniwal	7204	CS	Technical Assistant	PIET
10	Deepak Sain	1574	CS	Technical Assistants	PIET
11	Dinesh Choudhary	7055	1st Year	Technical Assistant	PIET
12	Dinesh Sharma	7166	Admin Staff	Office Executive	PIET
13	Divya Rohatgi	3807	CS	TA	PIET
14	Hanuman Prasad Kharol	4216	EE	Technical Assistant	PCE
15	Jayaditya Singh Negi	7130	Admin Staff	Office Executive	PIET
16	Jitendra Kumar Kanwaria	5696	CS	Technical Assistant	PCE
17	Kamal Kumar Sharma	6131	Admin Staff	Office Executive	PIET
18	Lakshmi Kant Gupta	4011	1st Year	T A	PIET
19	Mahendra Kumar Sharma	2983	1st Year	TA	PIET
20	Namita Sharma	2336	Admin Staff	Librarian	PCE
21	Narendra Narayan Mathur	1481	Admin Staff	Office Executive	PCE
22	Narendra Singh Shekhawat	1557	Admin Staff	Office Executives	PIET
23	Neema Shukla	2757	Admin Staff	Chief Librarian	PCE
24	Nemichand Koli	1483	EE	Technical Officer	PCE
25	Ramanand Sharma	3534	CS	Technical Assistant	PCE
26	Robin Prakash	7072	1st Year	Technical Assistant	PIET
27	Sanjay Kumar Avasthi	3882	Admin Staff	Office Executive	PIET
28	Sanjeev Rishi	3994	AI & DS	Technical Assistant	PIET
29	Shyam Naruka	4083	Civil	Technical Assistant	PCE
30	Suman Jain	3407	Admin Staff	Librarian	PIET
31	Suresh Kumar Lohar	1519	EC	Technical Officer	PCE
32	Vijay Kumar Garg	5689	CS	Technical Assistant	PIET
33	Vimal Jain	2269	1st Year	Technical Officer	PIET

Outcomes

- Learners understand which tasks each of the major Office programs can perform.
- Learners are able to independently create professional-looking documents, presentations, and spreadsheets.
- Learners are familiar with some basic Office functions.
- Learners understand how to use Word, Excel, and PowerPoint in a variety of professional, educational, and personal situations.
- Learners are able to claim Office proficiency.
- Learners are able to perform documentation and presenting skills.

Feedback:

- All the participants found the sessions extremely valuable and appreciated the teaching methodology of our Event Speakers.
- The faculty members encouraged this initiative of the Placement Cell and requested more such pieces of training in the coming semester.
- All participants got their Certificates after the completion of the workshop.

Question Paper

Assessment Question

One Week Skill Development Program

Department of Artificial Intelligence & Data Science

Poornima Institute of Engineering & Technology

Time: 30 Minute

Marks: 20

Q.1 There are different types of computer systems nowadays for different purposes according to the user's needs. However we can classify them into different groups based on different aspects. We can find four different types of computers based on size. These are large computers that are most powerful. They can complete tasks very soon and are optimized to complete given tasks quickly. Mainframe Computers. These are the largest computers and can support hundreds of users simultaneously. These are powerful computers and optimized to run a maximum number of applications at one time. These are medium sized computers –smaller than mainframe but much larger than personal computers. They can be the best solution for medium scale organizations. Micro Computers. Micro computers are the smallest when size is concerned. They range from Desktop, Laptop up to the palm top and even smaller ones. Because micro computers are developed to support a single person, they are often called personal computers (PCs.)

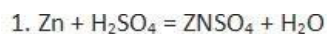
Divide 4 paragraphs for the abovetext and justify Alignment.

- Make Drop Cap the first letter of the second paragraph.
- Make 1.5" line spacing for third paragraph.
- Change font size on 17 points for the last paragraph.
- Apply numbers for the last two sentences for 4th paragraph.
- Set up the page layout on Landscape orientation and set up 1.50" and Right 1.05".
Divide 4 paragraphs for the above text and justify Alignment.

- Make Drop Cap the first letter of the second paragraph.
- Make 1.5" line spacing for third paragraph.
- Change font size on 17 points for the last paragraph.
- Apply numbers for the last two sentences for 4th paragraph.

- Set up the page layout on Landscape orientation and set up 1.50" and Right 1.05".
Divide 4 paragraphs for the above text and justify Alignment.

- Make Drop Cap the first letter of the second paragraph.
- Make 1.5" line spacing for the third paragraph.
- Make align the Paragraph 3 Justify
- Change font size to 17 points for the last paragraph.
- Apply numbers for the last two sentences for the 4th paragraph.
- Set up the page layout on Landscape orientation and set up 1.50" and Right 1.05".
- Write the following in MS-Word



2. $X^3Y + X^2Y^2 + XY^3$

3. $MRP\ 550 \longrightarrow 350\ only$

Q.2 Perform the Following Task in Ms-Excel.

	A	B	C	D	E	F
1	Panda EST					
2	Monthly Sales Report - July					
3						
4	Emp. No.	Name	Salary	Sales Amount	Comission	Total Salary
5	S101	Ahmed	1600	2500	?	?
6	S105	Hassan	1800	3000		
7	S112	Ali	1500	2200		
8	S107	Waleed	2000	4500		
9	S110	Mohammed	1700	3500		
10	S103	Samir	1600	2500		
11						
12		Totals	?	?	?	?
13		Average	?	?	?	?
14		Highest	?	?	?	?
15		Lowest	?	?	?	?
16		Count	?			

1. Create the worksheet shown above.
2. Set the column widths as follows: Column A: 8, Column B: 14, Columns C & D: 15, Columns E & F: 14.
3. Enter the formula to find COMMISSION for the first employee. The commission rate is 2% of sales, COMMISSION = SALES * 2% Copy the formula to the remaining employees.
4. Enter the formula to find TOTAL SALARY for the first employee where: TOTAL SALARY = SALARY + COMMISSION Copy the formula to the remaining employees.
5. Enter formula to find TOTALS, AVERAGE, HIGHEST, LOWEST, and COUNT values. Copy the formula to each column.
6. Format numeric data to include commas and two decimal places.
7. Align all column title labels horizontally and vertically at the center.
8. Create a Header that includes your name in the left section, page number in the center section, and your ID number in the right section.
9. Create a footer with DATE in the left section and TIME in the right section.

10. Save the file with the name Exercise 3.

