

“Procedural Writing and Publishing with Advanced Computer Tools: Hands-On Training”

About

The proposed workshop was organized as competence in technical writing holds great importance in the present era. Procedural/Technical writing deals with specific knowledge, generally in the sphere of science and technology, and may be used in a wide variety of media: journal papers, thesis, project proposals, and other technical documents. To accomplish these goals two important advance computer tools such as **MS word** and **LaTex** were taught to students of UG/PG/ Research Scholars, Faculty.

Following Learning Objectives were focused:

1. Training course aims to provide new users with the essential skills needed to create, edit and print professional looking documents using text, tables, lists and pictures as well as covering simple mail merge. Particular emphasis is placed on developing accurate and well-designed documents.
2. Expertise in drafting technical documents is an indispensable skill for all professionals for it helps them to share their knowledge of technical subjects effectively in all domains of society and thus makes them competent in their professional careers.
3. Real time collaborative writing and publishing.
4. In addition, Drawing, Data Analysis and Graphing Software will be covered for making high quality figures and diagrams.
5. Include sessions by experts who will focus on topics like innovative methods for enhancing one's technical writing skills, use of technical terminology for information transfer, satisfying document specifications like style and format, page layout and organizational structure, and principles of accuracy and clarity

The Advanced Computer Tools taught:

I. Microsoft Word Course

This Microsoft Word training course aims to provide new users with the essential skills needed to create, edit and print professional looking documents using text, tables, lists and pictures as well as covering simple mail merge. Particular emphasis is placed on developing accurate and well-designed documents. Integrating **Mendeley software, Grammarly tool**.

This course consists of three levels which are as follows:

a. Microsoft Word Course: Level 1

The course begins by showing you how to navigate around Microsoft Word. It then quickly gets you to create a new document before moving onto features such as text manipulation and enhancement, creating and using tabs and tables, embellishing documents with clip art and pictures, creating multiple documents through merging and printing documents.

b. Microsoft Word Course: Level 2

This Microsoft Word training course aims to provide users with the skills to work with larger documents efficiently, create standard documents for repeated use as well as covering advanced mail merge techniques.

c. Microsoft Word Course: Level 3

This Microsoft Word training course aims to provide experienced users with the skills to work with document referencing features, longer document tools, tracking changes, document protection, diagrams and develop automation using fields and macros.

B. LaTeX Course

This tool has been designed to provide a clear understanding of the basics of technical writing which will enable the participants to communicate their ideas effectively in the form of technical reports, journal papers etc. Further, **Beamer is a LaTeX document class** for creating slides for presentations.

The event was conducted from **12th May to 18th May 2022**. Well known resource speakers were invited to deliver the knowledge and skills in practice in accordance with the workshop theme.

Resource Speakers:

Social Media Impact

1. Dr. AbulHasanQuadri
Principal, SIET, Vijayapura

Time Management

1. Dr. M.A.Lahori
Director, AIMS ,Baramati, Pune

National Education Policy

1. Dr. ChidambarPatil
Professor, ARSI Degree College, Vijayapura

LaTeX

1. Dr. NileshBahadure
Professor and Head, Electronics, SGU, Kohlapur.
2. Dr. AzraJeelani
HoD EEE, SIET

Microsoft Word

1. Dr. Mahantesh M.P.
Associate Professor, ECE, SGU, Kohlapur.
2. Prof. Ziaullah
Assistant Professor, ECE, SIET



SECAB INSTITUTE OF ENGINEERING AND TECHNOLOGY, VIJAYAPUR

(Approved by AICTE, New Delhi and affiliated to VTU, Belgavi)



DEPARTMENT OF ECE, CSE AND EEE

Organize



ONE WEEK WORKSHOP ON

PROCEDURAL WRITING AND PUBLISHING USING ADVANCED COMPUTER TOOLS- HANDS ON TRAINING

12TH MAY TO 18TH MAY 2022

TOPICS COVERED:

MS-WORD AND LATEX, TIME MANAGEMENT,
SOCIAL MEDIA, NEP

**CERTIFICATES
WILL BE
PROVIDED**

MORNING SESSION

11:00AM - 1:00PM

AFTERNOON SESSION

2:00PM - 5:00PM



DR. NILESH BAHADURE

Sanjay Ghodawat
University, Kolhapur



DR. M.A. LAHORI

Director, AIMS,
Baramati, Pune



DR. MAHANTESH

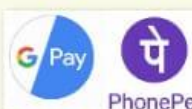
Sanjay Ghodawat
University, Kolhapur

Registration link: <https://forms.gle/b6oTqeJWY9fvkiKw9>

Registration fees:

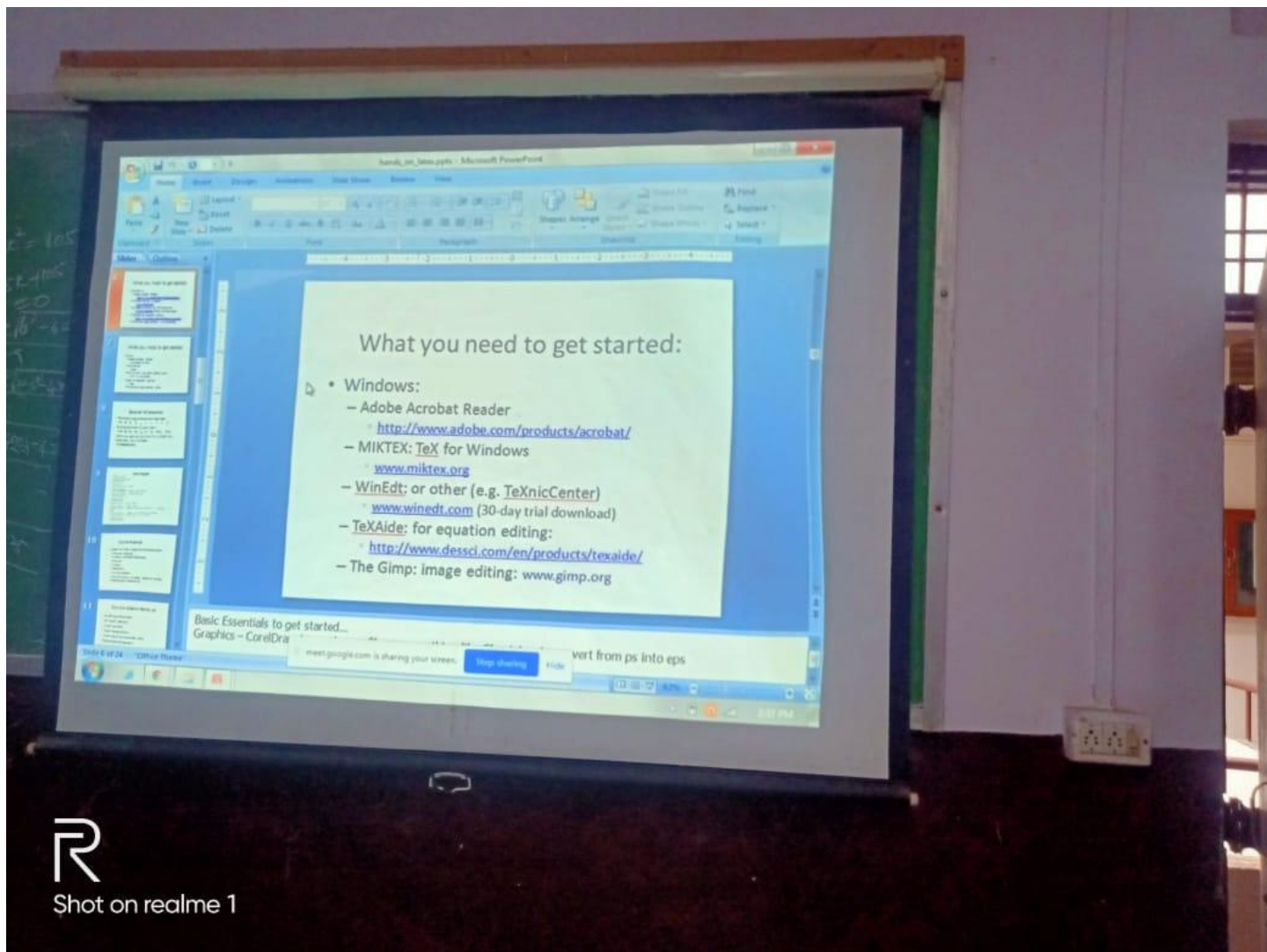
Rs.200/-

Mode of payment: Online



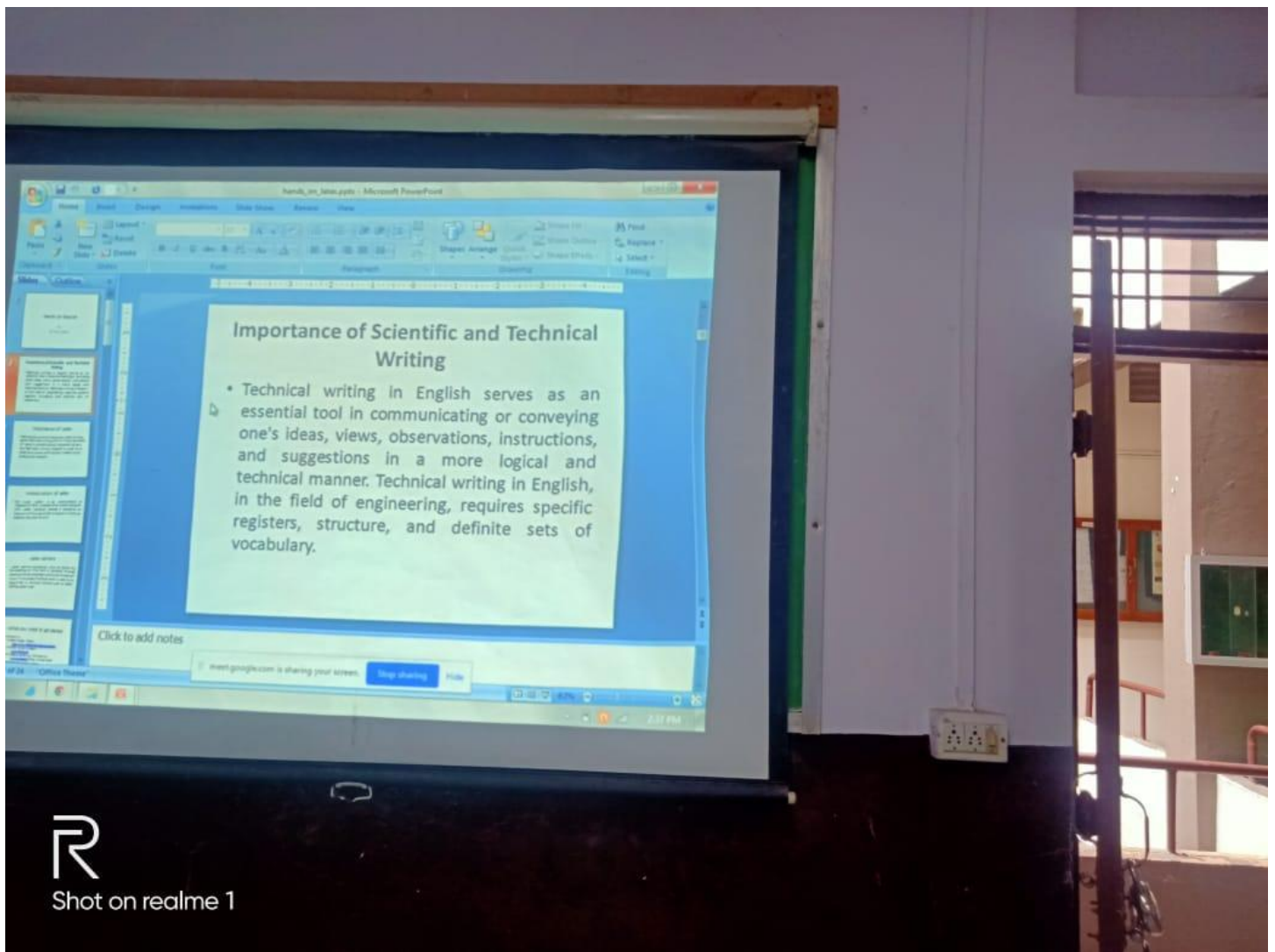
+91 97301 18616





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Shot on realme 1



Shot on realme 1

Meet - "Procedural Writing" x

meet.google.com/zkn-oztp-dom?pli=1&authuser=0

Dr. S.A. Quadri is presenting

Advantages

- Educational process.
- Online marketing.
- Information spreads fast.
- It helps you to achieve your goals.
- Build relationships.
- Social media is not just about brands connecting with their customers. ...
- Share your expertise. Social media gives you an opportunity to talk about what you know and what you want to be known for. ...
- Increase your visibility. ...
- Educate yourself. ...
- Connect anytime.

Tameem Hutagi

Asma Nadaf

Akshata Chavan

Azra Jeelani

SANIYA AFREEN GOTHE

4 others

You

11:36 AM | "Procedural Writing and Publishing with A..."

Meet - "Procedural Writing" x

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Dr. S.A. Quadri is presenting

Use Social Media In A Good Way

"There is so much more that is going right in your world than wrong."

ESTHER HICKS

Use Social Media For Learning

Earn A Living with Social Media

Tameem Hutagi

Asma Nadaf

Akshata Chavan

Azra Jeelani

SANIYA AFREEN GOTHE

5 others

You

11:56 AM | "Procedural Writing and Publishing with A..."

Meet - "Procedural Writing" x

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Meet - "Procedural Writing" x

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Mohammed Ziaullah is presenting

Document1 - Word

INDIA IS GREAT

Page 1 of 1 5 words English (United States) Accessibility: Good to go

12:13 PM | "Procedural Writing and Publishing with A..."

Meet - "Procedural Writing" x

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Participants:

- Mohammed Ziaullah
- BIBI AAYESHA INAMDAR
- Dr. S.A. Quadri
- Asma Nadaf
- SANIYA AFREEN GOTHE
- Akshata Chavan
- 6 others
- You

Mahantesh Mathad is presenting

demonstration14_05.docx - Word

Share

demonstration14_05

E = MS word workshop Resource person

Share with People

- Share with People
- Email
- Present Online
- Post to Blog
- Send to Bluetooth

Save to Cloud

meet.google.com - now

You're presenting to everyone

Click here to return to the video call when you're ready to stop presenting

12:12 PM | "Procedural Writing and Publishing with A..."

Participants:

- Mahantesh Mathad
- misbah nagarboudi
- ashwini kalal
- Mohammed Ziaullah
- Asma Nadaf
- BIBI AAYESHA INAMDAR
- 7 others
- You

Saturday, May 14, 2022