Department of Library: 2020-21
Report of National Webinar on "Use of MS Word in Research Report"

Name of the Activity: "Use of MS Word in Research Report"

Day and Date: Thursday 30/07/2020   **Time:** 11.30am to 2.30pm

Introduction:

Savitribai Phule Mahila Mahavidyalaya, Satara and Yashwantrao Chavan College, Panchwad jointly organized a webinar titled as **"Use of MS Word in Research Report"** on 30th July 2020. This event was focused on training on the basic technical report writing skills required to prepare project and seminar reports using MS word. The webinar was organized by IQAC and Department of Library with Collaboration of Yashwantrao Chavan College, Panchwad library. The webinar started at 11:30 am.

Objectives:

1. How to use MS Word.
2. To use the option to automatically create your citations and directly add quotes to research paper.
3. To create bibliography using MS Word.

Resource Person:

1. **Dr. Gopakumar, University Librarian, Goa University, Goa.**
2. **Dr. Sudhir Nagarkar, Librarian, A. S. S. Mahavidyalaya, Medha, Satara.**

The resource person Dr. Gopakumar, University Librarian, Goa University, Goa started his session by presenting the guidelines for project reports and by giving various tips to incorporate those guidelines in their document using various options available in MS word. He demonstrated mendeley-referencing tool for citation of the references.
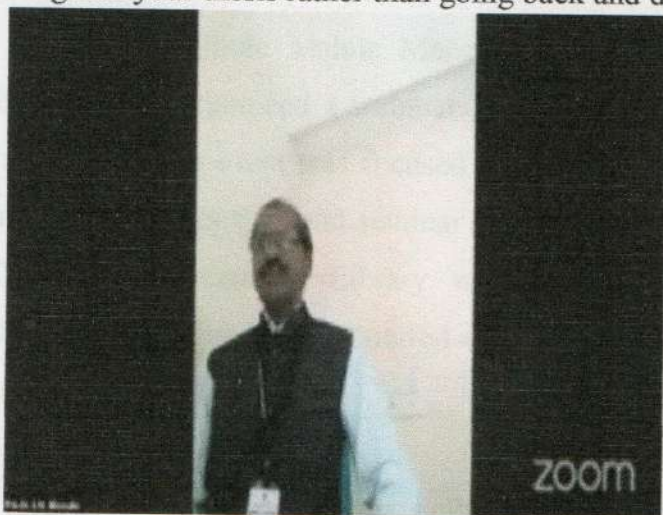
The Second resource person Dr. Sudhir Nagarkar, Librarian, A. S. S. Mahavidyalaya, Medha he provided useful insights on how to prepare table of figures, text and figure alignment, customizing margins, page numbering, page breaks, inserting equations, figures and reference Style. He also mentioned about different errors made by students while writing project reports and gave useful tips on how to avoid them.

Beneficiaries:

There was active interaction by the participants during the webinar. Around 823 Researcher, Teaching faculty, librarian and students participated in the webinar. The feedback link was shared with the participants at the end of the session.

Outcomes:

Researchers doing their thesis writing probably spend a lot of time on tiresome and tedious online research. That's why Microsoft Word created the Researcher tool to assist you with the exhausting process. When you write a research paper, it is important to follow a particular formatting style throughout your paper. This webinar guide provides instructions for formatting, reference style of your research paper with Microsoft Word. A consistent style enhances readability and helps to give your paper a professional appearance. All sources included in the References section must be cited in the body of the paper. You can even use the option to automatically create your citations and directly add quotes to your research paper. So you don't have to worry about writing references in MS Word. This eliminates the hard work that includes finding, inserting, and citing any published sources you use, giving you more time to refine and strengthen your thesis rather than going back and digging up more research to support it.
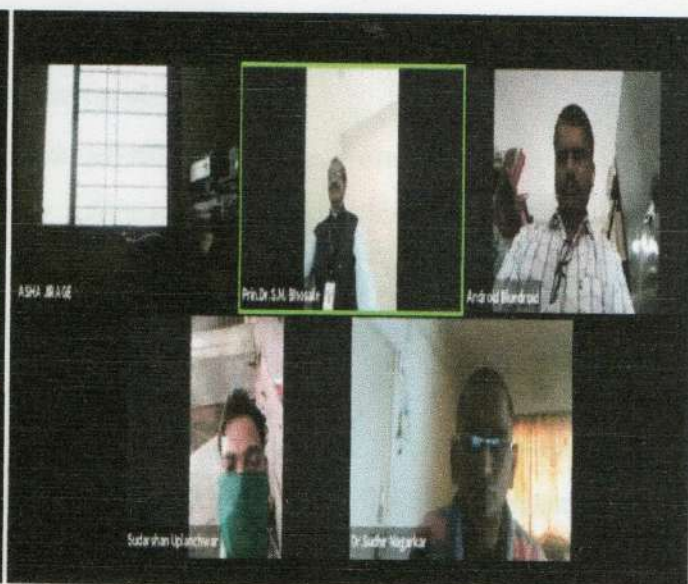

Introductory speech by Incharge Principal Dr. Shivajirao Bhosale

Presidential speech by Principal Dr. Shivling Menkudale
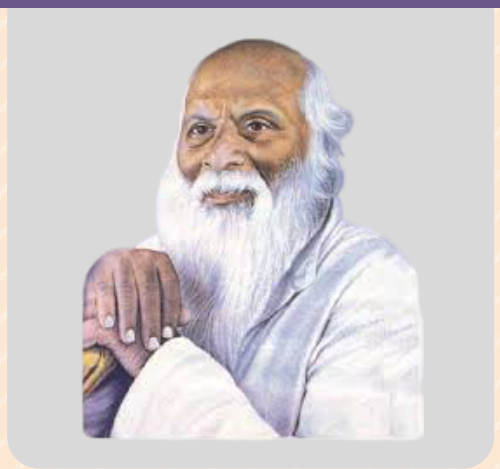

Resource Person Dr. Gopakumar, V.

Resource Person Dr. Sudhir Nagarkar

Savitribai Phule Mahila Mahavidyalaya, Satara.

and

Yashwantrao Chavan Mahavidyalaya, Pachwad

Tal. Wai, Dist. Satara.
Maharashtra, India.

Department of Library
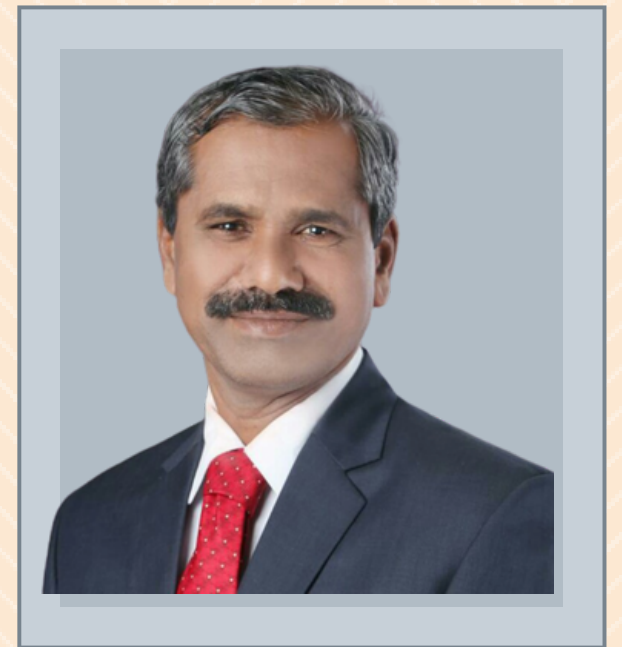
Jointly Organize

National Webinar On
"MS Word for Research Reporting"

Prin. Dr. Shivling Menkudale
Auditor,
Rayat Shikshan Sanstha
Satara.
Principal, SPMM, Satara.

Resource Person -
Gopakumar V.
Librarian
Goa University,
Goa.

Dr. Shivajirao Bhosale
I/C Principal
YCM, Pachwad.

Registration Here

Join Telegram group

Thursday
30/7/2020
11.30 AM

ORGANISING COMMITTEE

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