

REPORT ON MS RENOWN

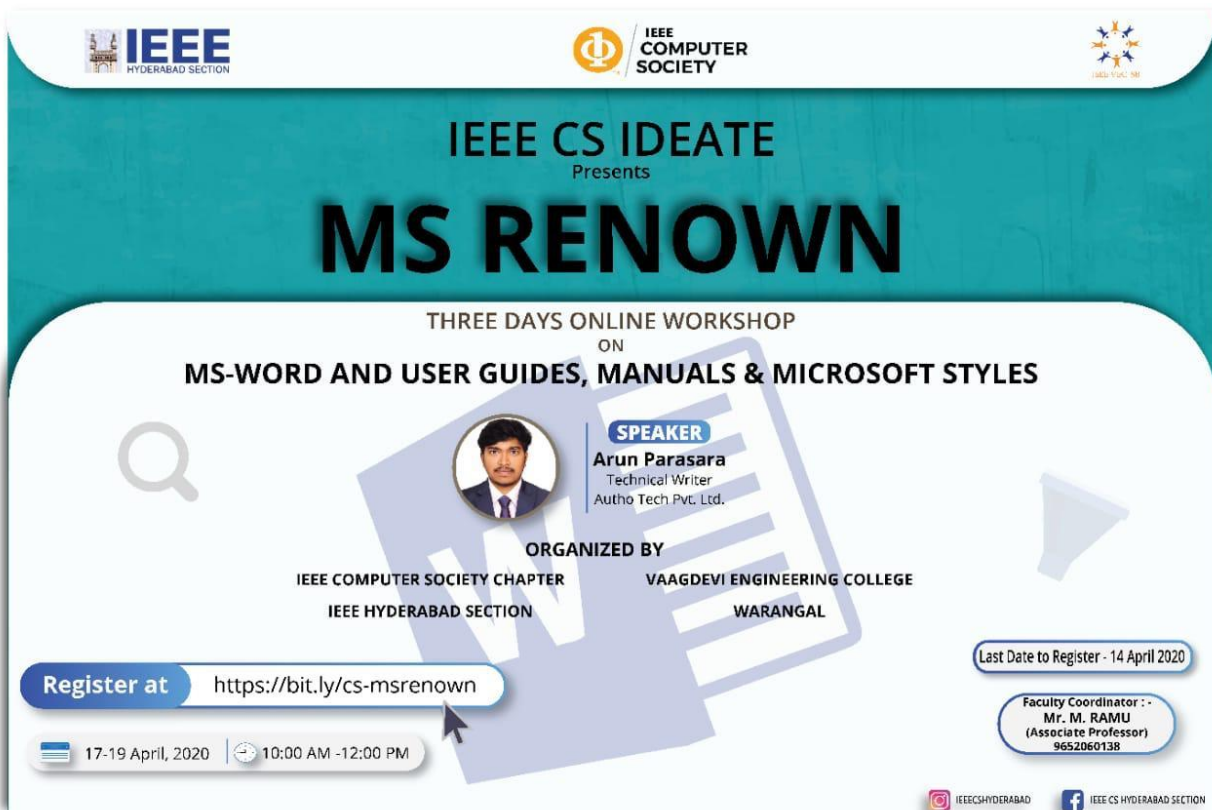
Date & Time:- 17-19th April 2020, 10:00 a.m. to 12:00 p.m.

Description:- To demonstrate brief idea about MS Word.

IEEE Computer Society Ideate team, Hyderabad Section had organised a webinar on behalf of **IEEE Vaagdevi Engineering College Student Branch** on the theme **Strategic Marketing in a Digital World** with a count of 29 active and enthusiastic participants.

It was 3 day online workshop and the Speaker was **Mr.Arun Parasara**.

IEEE_VEC_SB had furnished a great opportunity for all the learners who are interested in learning more about new things in this Quarantine on Microsoft Word.



The banner features a teal header with logos for IEEE Hyderabad Section, IEEE Computer Society, and IEEE VEC SB. The main title 'IEEE CS IDEATE Presents MS RENOWN' is in large white and black text. Below it, 'THREE DAYS ONLINE WORKSHOP ON MS-WORD AND USER GUIDES, MANUALS & MICROSOFT STYLES' is written. A speaker profile for Arun Parasara is shown. The organizers listed are IEEE Computer Society Chapter, IEEE Hyderabad Section, and Vaagdevi Engineering College Warangal. A registration link and dates are provided at the bottom left, and contact information for the faculty coordinator is at the bottom right.

IEEE HYDERABAD SECTION

IEEE COMPUTER SOCIETY

IEEE VEC SB

IEEE CS IDEATE
Presents

MS RENOWN

THREE DAYS ONLINE WORKSHOP
ON
MS-WORD AND USER GUIDES, MANUALS & MICROSOFT STYLES

SPEAKER
Arun Parasara
Technical Writer
Autho Tech Pvt. Ltd.

ORGANIZED BY
IEEE COMPUTER SOCIETY CHAPTER
IEEE HYDERABAD SECTION
VAAGDEVI ENGINEERING COLLEGE
WARANGAL

Register at <https://bit.ly/cs-msrenown>

17-19 April, 2020 | 10:00 AM -12:00 PM

Last Date to Register - 14 April 2020

Faculty Coordinator :-
Mr. M. RAMU
(Associate Professor)
9652060138

IEEECSHYDERABAD

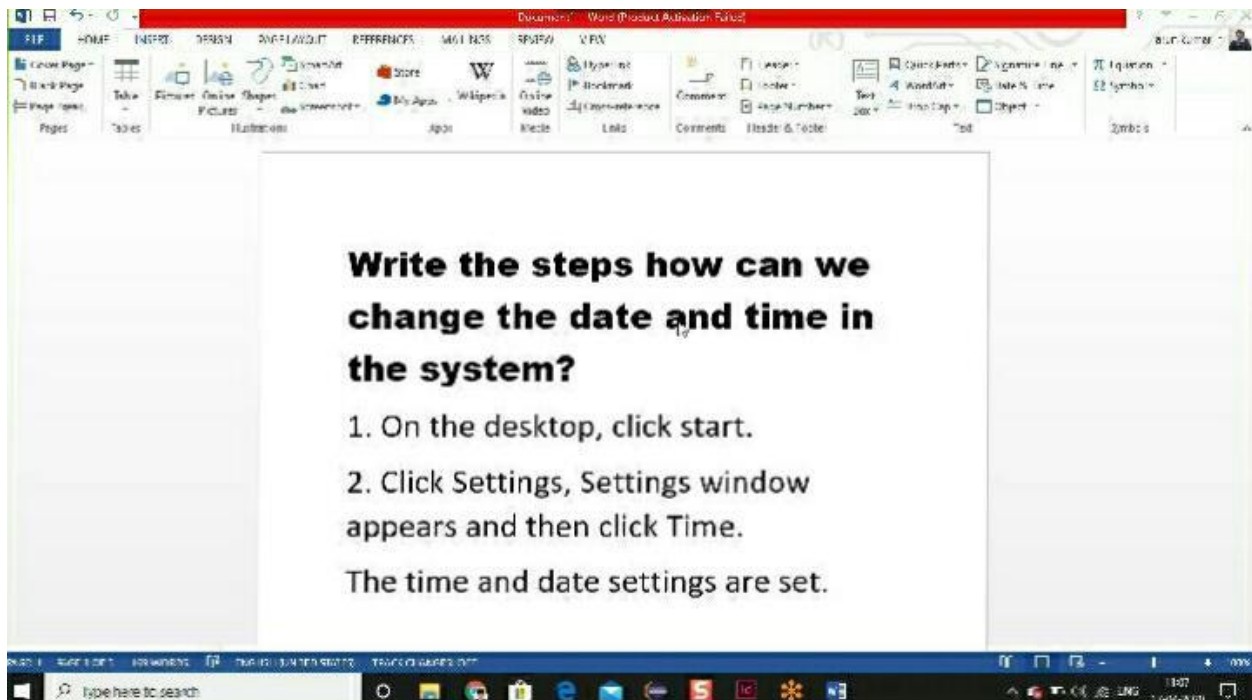
IEEE CS HYDERABAD SECTION

DAY 1:-

An Astonishing day had started with enthusiastic learners. The first day of the webinar was hosted by **Mr. VidyaSagar Tejomurthula**, Chairperson of IEEE Computer Society , Hyderabad Section.

Mr.Arun Parasara had the following topics in his session.

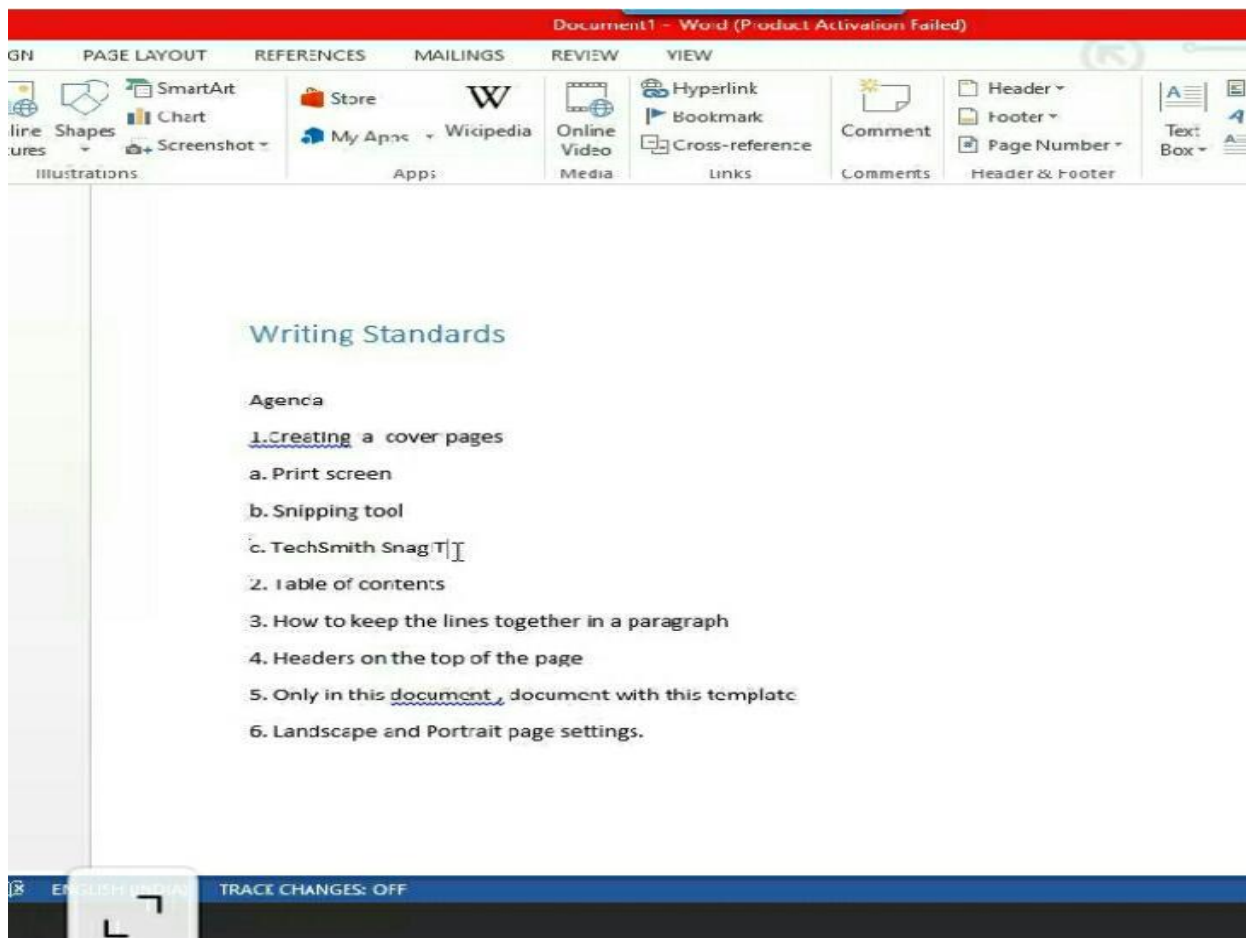
- He explained about Software Skills on Microsoft Word with a practical session.
- He also described how to write content in Microsoft Word.
- And moreover clarified how to make the right way of the Documentation.
- He also advised us how to create a table of contents in Microsoft Word.
- He also gave a practical example regarding how to change date & time in a content.



DAY 2:-

A fresh day has started with the elegant minds of our delegates. It was hosted by **Mr Bala Prasad Peddigari** , Secretary of IEEE Computer Society, Hyderabad Section and the session had started around 10:00 AM.

- The speaker had given a brief description of maintaining writing standards.
- Furthermore, he illustrated how the topic should be in a crystal clear.
- Later he confessed that it should be short and sweet with 70% of Creative Thinking and 30% of the writing ability.
- He had also suggested some tips to write a content in a creative way such that it grabs reader's attention.



DAY 3:-

The session was hosted by **Mr Bala Prasad Peddigari** , Secretary of IEEE Computer Society, Hyderabad Section .**Mr.Arun Parasara** has begun the practical session and asserted how to write technical writings.

- And then told how to formulate an interesting and informative text.
- Similarly, he explained about manual of styles to be utilized and how accurate the content must exist.
- He yet demonstrated practically how to build tables and figures in the documentation.



1. INTRODUCTION

Technical writing requires a strong foundation in general writing, including knowledge of common Grammar and punctuation conventions. The process is iterative and involves multiple reviews and Revisions prior to publication. The Chicago Manual of Style is used in this guide because it is the College Of Engineering standard. Be aware that other style manuals are often required as a writing standard. This writing guide provides a format for writing and revising text and details on how to develop content that meets professional standards. Prior to submitting work, complete several iterations of editing and improving the text. Proofread again after several days, or at least hours, after the last examination. Then Request an external reviewer to provide detailed constructive criticism. Consider and incorporate relevant Feedback, then proofread the final document before submitting. The Bio systems Engineering program provides many opportunities to learn from feedback on written assignments. By writing and revising, the ability to communicate effectively with both clarity and brevity will improve. Writing well is hard work but critical to academic and professional success.

2. TECHNICAL WRITING

Technical writing is direct, informative, clear, and concise language written specifically for an identified audience. The content must be accurate and complete with no exaggerations. To deliver the intended message, the text must be objective and persuasive without being argumentative.

In the end, the query session took place all the delegates raised few questions regarding Microsoft Word and the speaker clarified their respective doubts.

Later, the **Branch Co-ordinator of IEEE VEC SB Mr M Ramu** had given vote of thanks and the session came to an end.

Outcome of the webinar:

The delegates learnt how to write a content, a documentation in a creative way.