Demonstration of Microsoft Tools and Citation Software

Date: 28th March 2025

Time: 10:30 AM Onwards

Venue: Seminar Hall

Introduction

A seminar on "Demonstration of Microsoft Tools and Citation Software" was successfully conducted on 28th March 2025 in the Seminar Hall. The session aimed to provide participants with hands-on training in Microsoft Word functionalities essential for academic writing, as well as an in-depth understanding of referencing and citation software to streamline research documentation

Objective

The primary objective of this seminar was to enhance the proficiency of faculty members, researchers, and students in utilizing Microsoft Word effectively for document formatting and structuring. Additionally, the seminar aimed to introduce participants to Zotero, a widely used citation management tool, enabling them to manage references efficiently and adhere to various citation styles

Speakers and Their Contributions

Dr. Hemal Bhuva (Associate Professor, Pharmaceutical Chemistry) and Mr. Yash Dudhwala (Assistant Professor, Department of Pharmaceutics) delivered a comprehensive session on Microsoft Word. They covered essential features such as document formatting, inserting references, table of contents generation, track changes, and other advanced editing tools to assist in academic and research writing. The session was interactive, with live demonstrations and real-time problem-solving for the attendees.

Dr. Ashok Akabari (Head of Department, Pharmaceutical Quality Assurance) provided an insightful lecture on Zotero, an open-source reference management software. He demonstrated how researchers can use Zotero to organize their citations, generate bibliographies, and integrate reference styles into their manuscripts seamlessly. The session included a step-by-step tutorial on installing and using Zotero efficiently.

Key Highlights of the Seminar

Microsoft Word Training:

- Document formatting technique
- Automated Table of Contents generation
- Citation and bibliography management
- Track changes and collaboration features
- Use of templates for research and thesis writing

Zotero Citation Software Training:

- Introduction to Zotero and its features
- Adding references and managing libraries
- Integration with Microsoft Word
- Citation style selection and bibliography generation
- Best practices for research documentation
- Participant Engagement and Feedback

The seminar witnessed enthusiastic participation from faculty members, research scholars, and students. The interactive nature of the session allowed attendees to clarify doubts and gain practical insights. A hands-on demonstration was provided, and participants were encouraged to perform real-time exercises on their systems. Feedback from the attendees was overwhelmingly positive, with many expressing their appreciation for the practical approach and the clarity of explanations provided by the speakers.

Conclusion

The seminar on Microsoft Tools and Citation Software was a significant step toward equipping researchers and academicians with essential skills for efficient document preparation and reference management. The event successfully met its objectives by delivering practical knowledge and hands-on experience. Future workshops on advanced research tools and software integration were suggested by the participants to further enhance their research capabilities.

Acknowledgment

The organizing committee extends gratitude to the Dr. Ketan Shah (Principal) for providing platform , esteemed speakers, participants, and the institution for their support in making this seminar a success. Special thanks to Dr. Hemal Bhuva, Mr. Yash Dudhwala, and Dr. Ashok Akabari for their valuable contributions.

BROCHURE

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Organizes

The Art of Scientific Writing: From Thesis to Presentation

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Key points:
- Mastering Microsoft Tools – Word, and PowerPoint for thesis preparation
- Effective Citation & Referencing – Using EndNote, Mendeley
- Automating Bibliographies – Save time with citation managers
- Formatting Research Papers – Align with journal & thesis guidelines
- Hands-on Demonstration – Practical insights for real-time applications.

Coordinator	Co-Coordinator	Convener
Dr. Ashok Akabari	**Mr. Yash Dudhwala**	**Dr. Ketan Shah**
Professor	Asst. professor	Principal
SNLPCP, Umrakh	SNLPCP, Umrakh	SNLPCP, Umrakh


Shree Naranjibhai Lalbhai Patel
College of Pharmacy, Umrakh
SHREE NARANJIBHAI LALBHAI PATEL COLLEGE OF PHARMACY, UMRAKH


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