



Staff Development Program



VIT[®]
Vellore Institute of Technology
(Deemed to be University under section 3 of UGC Act, 1956)

Discussion Points

Title : Refresher Program - Mastering Collaborative Features in MS Word and Excel

Date : 18-Dec-2023 - 22-Dec-2023

Time : 14:25 - 17:30

Venue : MB109

- Getting familiar with Office 365. Step-by-step guidance on installation and setup. Overview of the interface and new features.
- Creating sophisticated documents. Using templates and design options. Introduction to collaborative editing features
- Real-time collaboration tools. Tracking changes and managing comments. Sharing documents securely within the institution.
- Advanced data entry techniques. Utilizing formulas and functions for data analysis. Introduction to PivotTables and data visualization tools.
- Sharing and co-authoring spreadsheets. Using Excel's collaborative features for data analysis projects. Integrating Excel with other Office 365 apps



Resource Person 1 - Details

Name : John Sushil Packiaraj

Designation : Assistant Professor (Senior), School of Civil Engineering

University/ Company : VIT, Vellore

Address : India, 632014.

Resource Person's Profile :

1. Profile of John Sushil Packiaraj

J S Packiaraj is a passionate technology advocate and business processes automation.

This comprehensive refresher program is designed for secretaries and staff members working in VIT to enhance their proficiency in Microsoft Word and Excel, with a special emphasis on the new collaborative features introduced in Office 365.

Office 65

Coordinator: Teaching Learning Centre of Excellence, VIT, Vellore