	Staff Development Program	

Title : Staff Development Programme on Microsoft Office - Word (Batch - 3)

Event Outcome

- Participants will be able to confidently create

Date : 2025-04-30 - 2025-04-30
Time : 16:00 - 17:30
Venue : TT 318

Resource Person 1 - Details
Name : Akila Victor
Designation : Associate Professor Sr., School of Computer Science and Engineering
University/ Company : VIT, Vellore
Address : India, 632014.

Resource Person's Profile :

1. Profile of Akila Victor

Dr. Akila Victor is an Associate Professor in the School of Computer Science and Engineering at Vellore Institute of Technology (VIT), Vellore. She earned her Ph.D. in 2018 from Vellore Institute of Technology, Vellore with a research focus on image processing, computer vision, medical image processing, and machine learning. Dr. Victor has authored over 30 research publications in reputed international journals, conferences, and book chapters.

This Staff Development Programme on Microsoft Office Word is designed to enhance the digital proficiency of academic and administrative staff. It aims to equip participants with essential skills in document creation, formatting, editing, and layout design using Word. The programme emphasizes hands-on learning to improve efficiency in report writing, letter drafting, and academic documentation. Through interactive sessions, participants will gain practical insights into advanced features such as templates, styles, referencing tools, and mail merge. By the end of the programme, attendees will be empowered to utilize Microsoft Word more effectively, thereby contributing to improved institutional productivity and professional growth.

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Coordinator: **Teaching Learning Centre of Excellence, VIT, Vellore**