



Staff Development Program



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

Title : Streamline Your Day Excel for Office Excellence

Date : 2025-12-03 - 2025-12-03

Time : 16:00 - 17:30

Venue : PRP 663 LAB

Event Outcome

- Participants will gain essential Excel skills to efficiently manage routine office tasks



Resource Person 1 - Details

Name : Dilip D

Designation : Assistant Professor Sr. Grade 1, VIT Business School

University/ Company : VIT, Vellore

Address : India, 632014.

Resource Person's Profile :

1. Profile of Dilip D

Dr. D. Dilip is an experienced educator with over 20 years of teaching expertise in management education. His dedication to fostering a dynamic and engaging learning environment has made him a respected figure in the education field. He has consistently demonstrated a commitment in producing impactful and innovative research that has contributed significantly to the advancement of knowledge in his field. He possesses a strong aptitude in data analytics and has a genuine passion for working with

This hands-on Excel training workshop is designed specifically for office assistants at VIT to enhance their efficiency in day-to-day tasks. Over the course of 1.5 hours, participants will gain practical skills in Excel fundamentals including data entry, formatting, basic formulas, sorting and filtering, table creation, charting, and worksheet management. Emphasis will be placed on features and techniques that improve productivity and data accuracy in administrative roles. The training will empower attendees to confidently handle diverse data management and reporting activities, streamlining their workflow and contributing to organizational effectiveness.

Microsoft Excel

Coordinator's: Prof. VIVEKRAJ S N 21146 - Assistant Professor Sr. Grade 1 - VITBS
Prof. DILIP D 19621 - Assistant Professor Sr. Grade 1 - VITBS