	Staff Development Program	

Title : Staff Development Programme on Microsoft Excel- Basic Level- Batch 2

Date : 2025-05-12 - 2025-05-12
Time : 16:00 - 17:30
Venue : MB 111

Event Outcome

- Participants will be able to apply advanced Excel functions automation techniques and data analysis tools to efficiently manage large datasets create dynamic reports and enhance decision making in professional settings

Resource Person 1 - Details
Name : Kalpana Priya D
Designation : Assistant Professor Sr. Grade 2, School of Advanced Sciences
University/ Company : VIT, Vellore
Address : India, 632014.

Resource Person's Profile :

1. Profile of Kalpana Priya D

Dr. D. Kalpanapriya is a mathematician with a Ph.D. in Mathematics from Vellore Institute of Technology. She earned her B.Sc. from Madras University and her M.Sc. in Mathematics from Thiruvalluvar University. Her areas of specialization include Mediation and Moderation Analysis, Probability Distributions, and Fuzzy Sampling, where she has made significant contributions. She currently serves as an Assistant Professor at the School of Advanced Sciences, Department of mathematics.

The Staff Development Programme on Microsoft Excel 9 Basic aims to enhance participants' proficiency in data management, analysis, and visualization. Designed for administrative and academic staff, the program covers essential Excel functions, formulas, data validation, pivot tables, and automation using macros. Hands-on training ensures practical application in daily tasks, improving efficiency and decision-making. Participants will also explore advanced features such as conditional formatting, Power Query, and dashboard creation. By the end of the program, attendees will gain confidence in leveraging Excel for productivity and data-driven insights. This initiative fosters professional growth and equips staff with essential digital skills for the workplace.

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