


	Staff Development Program	 VIT® Vellore Institute of Technology <small>(Deemed to be University under section 3 of UGC Act, 1956)</small>
Title : Staff Development Programme on Microsoft Excel - Advanced Level - Batch 1 Date : 2025-05-19 - 2025-05-19 Time : 16:00 - 17:30 Venue : SANTHANAM LAB MB		<u>Event Outcome</u> - 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 : Mubashir Unnissa M Designation : Associate Professor Grade 1, School of Advanced Sciences University/ Company : VIT, Vellore Address : India, 632014.	
Resource Person's Profile :		
<u>1. Profile of Mubashir Unnissa M</u> Dr. M. Mubashir Unnissa is a distinguished mathematician who holds a Ph.D in Mathematics from Anna University. She completed her B.Sc. and M.Sc. in Mathematics from Periyar University. The areas of specialization are Applied Probability, Stochastic Models, Deteriorating systems, (Re)manufacturing, Profit analysis, Warranty and Cost Analysis of systems. She has made significant contributions to the field. Dr. Mubashir Unnissa M holds the position of Associate Professor at SAS		
The Staff Development Programme on Microsoft Word (Advanced) is designed to enhance participants' expertise in document creation, formatting, and automation. This hands-on training covers advanced features such as styles, templates, table of contents, mail merge, cross-referencing, track changes, macros, and collaboration tools. Participants will also learn efficient document structuring, indexing, and integration with other Microsoft Office applications. The program aims to improve productivity, streamline workflow, and enhance professional document preparation. By the end of the session, attendees will be equipped with advanced skills to create polished, well-structured, and dynamic documents for efficient workplace communication and documentation.		
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Coordinator: Teaching Learning Centre of Excellance, VIT, Vellore		