



Chamber of Commerce and Industry

## How to enhance productivity using MS office 365?

Monday, December 13, 2021 at 04:00 pm

Dear Sir/ Madam,

We are pleased to inform you that IMC Chamber of Commerce and Industry's, Digital Technology Committee is organising an online event on **How to enhance productivity using MS office 365?** as per following details:

### Program Details

**Day and Date** : Monday, December 13, 2021  
**Time** : 04:00 pm  
**Online Platform** : Zoom

In line with the overall focus of IMC on SME/MSMEs, the Digital Technology committee of IMC has planned a series of workshops aimed at helping SME/MSME organizations in understanding some of the best practices and use cases of various technologies which are appropriate for such organizations- these sessions will provide deeper insights, tips and tricks which such organizations could use for improving their productivity collaboration and impact.

O365 is one such tech platforms which provides a range of solutions depending on the license options selected by a user. applications such as Word Excel PowerPoint Outlook SharePoint PowerApps , Power BI Teams are some of the products offered under this platform- to get the best from this platform it is important to become a knowledgeable user of each product as well understand how they relate to each other and give unique advantages by way of reduced effort, minimizing duplication , collaboration (especially in hybrid work environments) and the power of analytics.

Dr. Nitin Paranjape a well known expert on most Microsoft products and a consultant on Office Productivity tools will share provide insightful and effective tips on how to leverage the O365 platform. Dr. Paranjape has over a 25 year career guided numerous organizations and is a regular speaker and trainer for Microsoft products on a pan Asia level

Kindly note there is **NO PARTICIPATION FEE**. However, **registration is mandatory**.

We will appreciate to have your confirmations for this event by registering on our website <https://www.imcnet.org/events-1386> On receiving your confirmation the meeting details will be shared with you close to the day of the event. You can write to us with further queries at [selby@imcnet.org](mailto:selby@imcnet.org) / [anastasia.dsouza@imcnet.org](mailto:anastasia.dsouza@imcnet.org).

We do hope you will be able to seize this opportunity and participate in this event by registering yourself.



Chamber of Commerce and Industry

With regards,

**Ajit Mangrulkar**  
Director General