

AN INTERNSHIP REPORT ON

COMPUTER FUNDAMENTALS AND MICROSOFT OFFICE

Submitted in accordance with the requirement for the degree of B.A



Under the Faculty Guidance of

Dr. M. Sundara Rao

V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

Submitted by:

P. Sri Lakshmi

Reg No: 2129223036022

VSR. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

KRISHNA UNIVERSITY

PROGRAMME BOOK FOR LONGTERM INTERNSHIP

LOCAL PHYSICAL

Name of the Student : P. Sri Lakshmi

Name of the College : V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

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Period of Internship From 15th February 2024 to 15th May 2024

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CHALLAPALLI / HYDERABAD / VISAKHAPATNAM
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KRISHNA UNIVERSITY

2023-2024

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HEAD OF THE DEPARTMENT

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CERTIFICATE

This is to certify that is the bona-fide record of the project work carried out by P. Sri Lakshmi, Reg. No: 2129223036022 partial fulfillment of the requirement for the award of the degree B.A.

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Lecturer

G. S.

Head of the Department

P. Sri Lakshmi



DECLARATION

I P. Sri Lakshmi, Reg No: 2129223036022 hereby declare that the project report title **COMPUTER FUNDAMENTALS AND MICROSOFT OFFICE** under the guidance of **Dr. M Sundara Rao** is submitted in partial fulfillment of the requirements be the award of the BA. This is a record of bona-fide work carried out by me and the results embodied I this project report not been reproduced or copied from any source. The results embodied in this project report have not been submitted to any other university or institute for the award of any other degree.

P. Sri Lakshmi
Signature of the Student

CERTIFICATE

OF INTERNSHIP

This is to Certify that P. Sri Lakshmi

has under gone training under Internship / Skill Development

Programme conducted By Thoughtwave Info Systems

India Pvt. Ltd. From 15th February 2024 to 15th May 2024

in the Course of Computer Fundamentals and Microsoft Office

AB →

Rajendra Ambati 521 126

Operational Manager



Acknowledgement

I wish to express my deep sense of gratitude to our Honorable Commissioner of Collegiate Education, Govt. of AP, for giving me this opportunity and this encouragement to do this project. I would like to place my graceful thanks to UGC, APSCHE and KRISHNA UNIVERSITY for placing Long Term Project in our UG Curriculum. I am very thankful to, *Dr.S MADHAVI*, M.sc, Ph.D Principal, **V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA** to take up this project.

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I am extending my heart full thanks to my village people and respondents of my project questionnaires for filling the questionnaires with a lot of patience. Without their cooperation support, it would have been impossible for me to complete this project work. I would like to take this opportunity to express my deepest appreciation and gratitude to my parents, friends and other people who have contributed to the completion of this work.

P. Sri Lakshmi

REG.NO: 2129223036022

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Abstract

Computer fundamentals encompass the foundational principles and components of computing systems. This includes understanding the hardware components such as the central processing unit (CPU), memory (RAM), storage devices (hard drives, solid-state drives), input/output devices (keyboard, mouse, monitor), and networking components (routers, modems). Additionally, software concepts such as operating systems (Windows, macOS, Linux), programming languages, and application software are essential aspects of computer fundamentals.

Operating systems serve as the intermediary between users and computer hardware, facilitating interaction and resource management. Understanding the functionalities and features of different operating systems is crucial for navigating computing environments effectively. Moreover, familiarity with programming languages enables users to develop software applications, automate tasks, and manipulate data.

Microsoft Office suite comprises a collection of productivity software applications developed by Microsoft Corporation. The suite typically includes Word for word processing, Excel for spreadsheet analysis and data manipulation, PowerPoint for creating presentations, and Outlook for email management and communication. These applications are widely used in personal, academic, and professional settings for tasks such as document creation, data analysis, presentation design, and email communication.

Proficiency in Microsoft Office suite applications is highly valued in various industries and occupations due to their versatility and widespread adoption. Advanced features and functionalities within each application allow users to create professional-looking documents, analyze complex datasets, design engaging presentations, and manage communication effectively. Moreover, integration between Microsoft Office applications facilitates seamless workflow and collaboration among users.

In summary, computer fundamentals provide the groundwork for understanding the core principles and components of computing systems, while proficiency in Microsoft Office suite applications equips users with essential tools for productivity and communication in today's digital age. By mastering both computer fundamentals and Microsoft Office suite, individuals can enhance their skills, productivity, and competitiveness in the evolving landscape of technology and information.

ORGANIZATION PROFILE

About Us

Thoughtwave Software and Solutions Inc. which is headquartered in Aurora, Illinois. Being In business since 2003 and steady year over year growth. We have branches in USA (Aurora, Springdale, Austin) and India (Hyderabad and Visakhapatnam)

We as a company have a group of people who are experienced, intelligent, self-motivated and willing to go to any lengths to satisfy the clients not only with delivering quality services on time but in most cases even less than the budget. The advantage of buying a consulting service from us may include a single person or group of people to make that engagement a success. We give individual attention to every client but not based on the size of the contract/size of the organization we are dealing with.

Our Motto

Our company's motto is based on a simple principle of providing our clients with better Customer satisfaction through our superior services and quality. We will find you the right technical talent at the right time and that's the main challenge faced by IT administrators today. Thoughtwave was founded by a group of managers and executives from leading international corporations, we have partners and people who are consulting for the past 15 to 20 years and worked on different cycles of software development cycle. Thoughtwave is an IT Staffing, & Web Solutions Provider [CRM, CMS, Ecommerce, Email Marketing, Search Solution, Collaboration Systems] that offers a wide array of solutions for a range of key verticals like Retail, Wholesale, Healthcare, Legal & Accounting Firms with less than 50 million Revenue. Starting from the strategy consulting right through to implementing IT solutions for clients. Our focus is Small & Medium size companies. Based on years of experience implementing High end solutions to fortune 500 companies, we have developed a strategy based on Open source solutions that will fulfill 90% or more functionality of high end solutions for a fraction of the cost especially in Content Management Systems (Internal & extra-net web sites), Customer Relationship Management Applications, Ecommerce Applications, Email Marketing Applications, Search Solutions, Collaboration Systems.

Our Working Model

At Thoughtwave, freedom inspires ideas and the working environment nurtures excellence. The knowledge of one becomes the knowledge of all, shared on a common platform. By providing unlimited access to the latest in technology, Thoughtwave helps its people stay at the leading edge of software engineering skills. Since our employees are the primary contact point between our company and customers, we realize that employee satisfaction is the key to deliver customer satisfaction.

We engineer meaningful technology solutions to help businesses and societies flourish. Some believe in the power of numbers. Some believe in the power of technology. We believe in the power of people. And the impact people can have on technology. Our roots grew from this

belief that people with diverse points of view could come together to build a different kind of technology company. One that puts people who work with us, first. And this belief drives our vision for tomorrow to build technology experts who are focused on one goal: helping our clients succeed.

Today, a wealth of information is opening up a world of possibilities. Realizing those possibilities takes more than numbers. It takes more than technology. It takes people. People who can turn the potential of information into meaningful solutions. Solutions that simplify businesses. Improve governments. Propel societies forward.

Careers

At Thoughtwave, we treat our employees like family. After all, our business is built upon, and our reputation is spread by, our people – so it's important to us to keep them satisfied.

Thoughtwave has been built by managers and consultants that sought to make a difference. We offer challenging projects that meet your qualifications and interests, and career opportunities including promotions within the organization. We provide an open door policy and a nondiscriminatory work environment. We offer a competitive remuneration and benefits package to provide the stability required while performing assignments. Thoughtwave also provides ongoing training and support and even legal assistance.

If you are a talented professional and are convinced that working smart is as important as working hard, call us at Thoughtwave. You will find intellectuals that will be delighted to talk to you.

Employee Benefits Thoughtwave offers competitive pay both to its hourly consultants and to Staff Consultants (salaried employees with full benefits). Our benefits program is comprehensive and includes health care, dental care. Our benefits package also includes dependent insurance coverage. Other benefits include paid holidays, and vacation.

Employee Benefits

P.P.O. Health Plan – Includes medical, dental, prescription drug and vision care with single nominal employee contribution. Plus, there is virtually no waiting – you can enroll after just 30 days of employment.

Company Paid Life and Disability Insurance

Generous Paid Time Off – Includes ample vacation, personal/sick time and paid holidays.

Training & Education – New Employee training programs along with continual education based on job role is provided as part of a comprehensive organizational development program.

“Thoughtwave Software and Solutions Inc is an Equal Opportunity Employer”

AN INTERNSHIP ON

COMPUTER FUNDAMENTALS AND MICROSOFT OFFICE

Introduction:

In the rapidly evolving landscape of technology, computer fundamentals and proficiency in software applications play pivotal roles in shaping personal, academic, and professional endeavors. Understanding the foundational principles of computing systems and harnessing the power of productivity software are essential for navigating the complexities of the digital age. This introduction serves as a gateway to explore the multifaceted realm of computer fundamentals and the practical applications of Microsoft Office suite, illuminating their significance and relevance in today's interconnected world.

Computer fundamentals encompass a broad spectrum of concepts and components that form the backbone of modern computing systems. At its core, computer fundamentals entail understanding the interplay between hardware and software elements that enable the functionality and operation of digital devices. From the central processing unit (CPU) to input/output devices and networking components, each hardware component plays a crucial role in facilitating user interaction and data processing. Moreover, software concepts such as operating systems, programming languages, and application software are integral aspects of computer fundamentals, shaping the user experience and determining the capabilities of computing systems.

Operating systems serve as the bridge between users and computer hardware, providing a platform for managing resources, executing applications, and facilitating communication between different software components. Whether it's the familiar interface of Windows, the versatility of macOS, or the flexibility of Linux, understanding the functionalities and features of various operating systems is essential for navigating computing environments effectively. Moreover, proficiency in programming languages empowers users to develop software applications, automate tasks, and manipulate data, thereby unlocking endless possibilities for innovation and problem-solving in diverse domains.

In parallel, the Microsoft Office suite stands as a cornerstone of productivity software, offering a comprehensive set of tools for document creation, data analysis, presentation design, and communication. With applications such as Word, Excel, PowerPoint, and Outlook, Microsoft Office suite caters to a wide range of user needs across personal, academic, and professional domains. Word enables users to create and format documents with ease, Excel provides powerful tools for analyzing and visualizing data, PowerPoint facilitates the design of engaging presentations, and Outlook streamlines email management and communication.

Proficiency in Microsoft Office suite applications is highly valued in today's digital-centric workforce, as they provide users with essential tools for productivity, collaboration, and

communication. Advanced features and functionalities within each application empower users to streamline workflows, enhance efficiency, and achieve professional results with ease. Moreover, integration between Microsoft Office applications facilitates seamless collaboration and information sharing among users, fostering productivity and teamwork in diverse settings.

In conclusion, computer fundamentals and proficiency in Microsoft Office suite applications are indispensable skills in the digital age, empowering individuals to navigate technological challenges and harness the full potential of computing systems. By understanding the foundational principles of computing and mastering productivity software tools, individuals can enhance their productivity, creativity, and competitiveness in an increasingly interconnected and technology-driven world. This paper aims to delve deeper into these topics, providing insights, guidance, and practical tips for readers to develop their skills and succeed in today's digital landscape.

Computer Fundamentals:

Computer fundamentals encompass a broad range of essential concepts and components that form the foundation of modern computing systems. These fundamentals include:

1. ****Hardware Components****: This encompasses the physical parts of a computer system, including the central processing unit (CPU), memory (RAM), storage devices (hard disk drives, solid-state drives), input devices (keyboard, mouse), output devices (monitor, printer), and networking hardware (routers, modems).
2. ****Software****: Software refers to the programs, applications, and operating systems that enable computers to perform various tasks. This includes operating systems like Windows, macOS, and Linux, as well as application software such as word processors, web browsers, and multimedia players.
3. ****Operating Systems (OS)****: Operating systems serve as the interface between the hardware and software of a computer system. They manage resources, facilitate communication between hardware and software components, and provide a platform for executing applications.
4. ****Data Representation****: Understanding how data is represented and manipulated within a computer system is fundamental to computer science. This includes binary representation (using 0s and 1s), data encoding schemes (ASCII, Unicode), and data structures (arrays, linked lists, trees).

5. **Networking Concepts**: Networking fundamentals cover the principles and technologies behind computer networks, including local area networks (LANs), wide area networks (WANs), the Internet, protocols (TCP/IP, HTTP, FTP), and network security.

6. **Algorithms and Programming**: Algorithms are step-by-step procedures or formulas for solving problems. Programming involves writing code using programming languages like Java, Python, C++, etc., to implement algorithms and create software applications.

7. **Computer Architecture**: Computer architecture refers to the design and organization of computer systems, including the structure of the CPU, memory hierarchy, instruction set architecture, and input/output systems.

8. **Digital Logic**: Digital logic is the foundation of digital electronics and computer systems. It includes Boolean algebra, logic gates (AND, OR, NOT), combinational and sequential circuits, and finite state machines.

9. **System Security**: Understanding system security involves knowledge of cybersecurity principles, threats, vulnerabilities, encryption techniques, access control mechanisms, and best practices for securing computer systems and networks.

10. **Ethical and Legal Considerations**: Computer fundamentals also encompass ethical and legal considerations related to technology use, including privacy concerns, intellectual property rights, software licensing, and ethical behavior in the digital realm.

Overall, computer fundamentals provide the essential knowledge and skills needed to understand, use, and manage computer systems effectively in various personal, academic, and professional contexts.

Fundamentals of Computer

- What is Computer
- Functions of Computer
- Types of Computer
- Generations of Computer
- Advantages of Computer



Microsoft Office:

Microsoft Office is a suite of productivity software applications developed by Microsoft Corporation. It is one of the most widely used software suites in the world, serving millions of users across personal, academic, and professional settings. Microsoft Office provides a comprehensive set of tools for creating, editing, managing, and sharing documents, spreadsheets, presentations, emails, and more. The suite typically includes several core applications, each designed to address specific needs and tasks:

1. **Microsoft Word**: Word is a word processing application that allows users to create and format text-based documents. It offers a wide range of features for text editing, formatting, spell-checking, and document organization. Users can also insert images, tables, charts, and other multimedia elements into their documents.

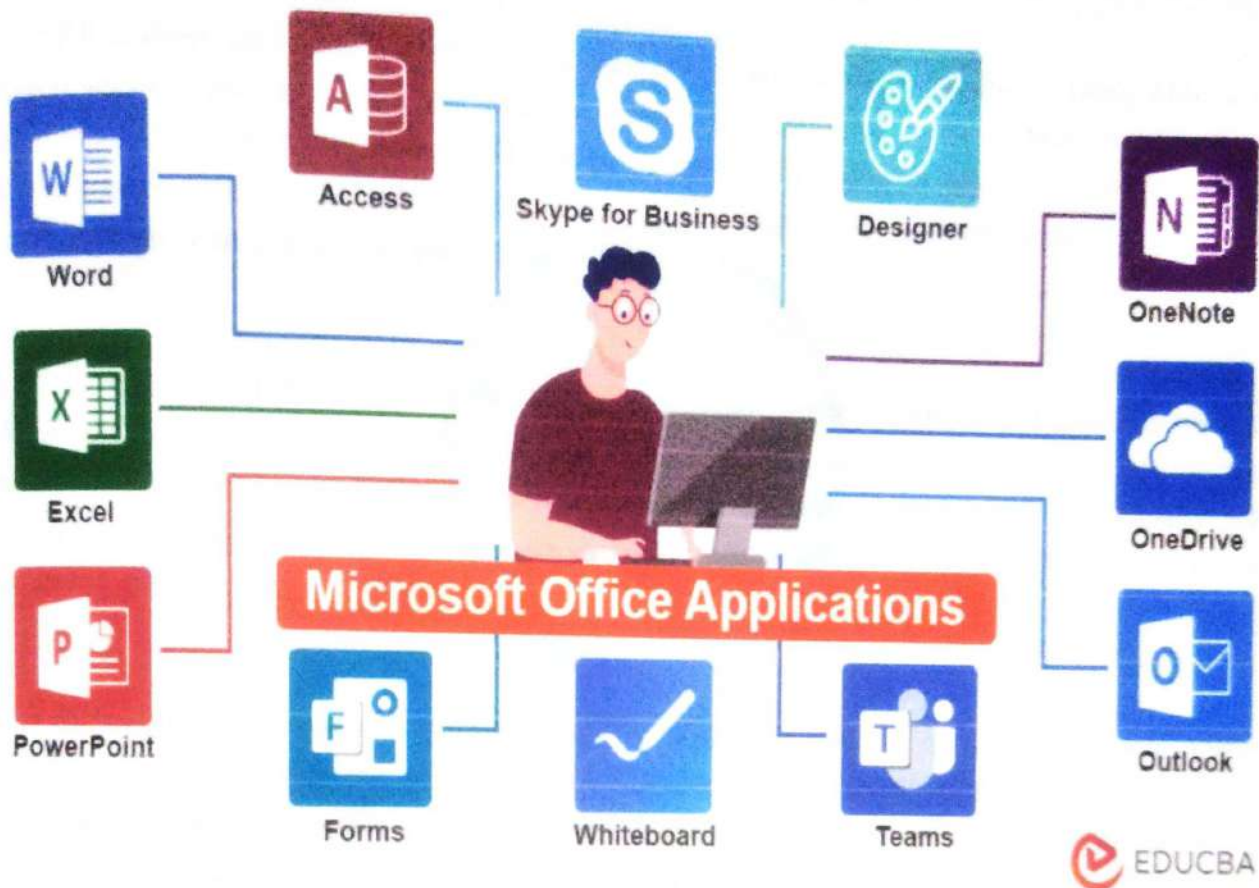
2. **Microsoft Excel**: Excel is a spreadsheet application used for data analysis, calculation, and visualization. It provides powerful tools for creating and managing spreadsheets, performing mathematical and statistical functions, and generating charts and graphs. Excel is widely used for tasks such as budgeting, financial analysis, inventory management, and data reporting.

3. **Microsoft PowerPoint**: PowerPoint is a presentation software that enables users to create dynamic and visually appealing slideshows. It offers a variety of slide layouts, themes, and animation effects to enhance presentations. Users can add text, images, videos, and audio to their slides, as well as incorporate charts, diagrams, and other visual aids to convey information effectively.

4. **Microsoft Outlook**: Outlook is an email client and personal information manager that helps users manage their email, contacts, calendars, tasks, and notes. It supports multiple email accounts, allowing users to send, receive, and organize emails efficiently. Outlook also offers features such as scheduling meetings, setting reminders, and syncing data across devices.

In addition to these core applications, Microsoft Office may also include other productivity tools such as OneNote (note-taking), Access (database management), Publisher (desktop publishing), and Visio (diagramming and flowcharting). These applications are designed to work seamlessly together, allowing users to integrate data and content across different formats and collaborate on projects more effectively.

Microsoft Office is available in various editions and subscription plans, including Office 365 (now Microsoft 365), which provides access to the latest versions of the software applications as well as cloud-based storage and collaboration features. Whether used for personal, academic, or professional purposes, Microsoft Office remains a ubiquitous and indispensable tool for productivity and communication in the digital age.



Role Of Computer Fundamentals And Microsoft Office In Now-a-days:

In today's digital age, computer fundamentals and Microsoft Office play indispensable roles in various aspects of personal, academic, and professional life:

1. ****Efficiency and Productivity****: Computer fundamentals provide the foundational knowledge necessary to navigate and utilize computing systems effectively. Understanding hardware components, software principles, and operating systems enables individuals to optimize their use of technology, leading to increased efficiency and productivity in tasks ranging from document creation to data analysis.

2. ****Communication and Collaboration****: Microsoft Office suite, with its versatile applications like Word, Excel, PowerPoint, and Outlook, facilitates communication and collaboration in both personal and professional settings. Word enables users to create and share documents seamlessly, Excel allows for collaborative data analysis and budgeting, PowerPoint helps in designing engaging presentations, and Outlook streamlines email communication and scheduling.

3. ****Education and Learning****: Computer fundamentals serve as the building blocks for digital literacy and technological fluency, which are essential skills in today's educational landscape. Proficiency in Microsoft Office suite applications is often a requirement for academic success, as students use these tools for assignments, presentations, research, and collaboration with peers and instructors.

4. ****Workplace Efficiency****: In the professional realm, computer fundamentals and Microsoft Office skills are highly valued by employers across industries. Proficiency in these areas enables employees to perform tasks more efficiently, communicate effectively with colleagues and clients, analyze data to make informed decisions, and create professional-quality documents and presentations.

5. ****Remote Work and Collaboration****: With the rise of remote work and virtual collaboration, computer fundamentals and Microsoft Office suite have become even more essential. These tools enable individuals and teams to collaborate effectively from anywhere in the world, leveraging features like cloud storage, real-time editing, and video conferencing to work together seamlessly.

6. ****Entrepreneurship and Small Business Management****: For entrepreneurs and small business owners, computer fundamentals and Microsoft Office suite provide the necessary tools to launch, manage, and grow their ventures. From creating business plans and financial reports to managing customer communications and marketing materials, these tools empower individuals to run their businesses efficiently and effectively.

7. ****Personal Organization and Creativity****: Beyond the professional sphere, computer fundamentals and Microsoft Office suite contribute to personal organization, creativity, and self-expression. Whether it's organizing personal finances in Excel, creating family newsletters in Word, or designing photo albums in PowerPoint, these tools enable individuals to express themselves and manage their lives digitally.

Benefits Of Computer Fundamentals:

In summary, computer fundamentals and Microsoft Office suite play integral roles in today's society, shaping how we work, communicate, learn, and create. By mastering these tools and concepts, individuals can harness the power of technology to enhance their productivity, efficiency, and creativity in all aspects of life.

Computer fundamentals and proficiency in Microsoft Office offer numerous benefits in various aspects of personal, academic, and professional life:

1. ****Enhanced Productivity****: Understanding computer fundamentals enables individuals to use technology more efficiently, leading to increased productivity in tasks such as document creation, data analysis, and communication. Proficiency in Microsoft Office suite applications streamlines workflows, reduces manual effort, and enables users to accomplish tasks more quickly and effectively.
2. ****Improved Communication****: Microsoft Office suite applications, particularly Outlook for email management, facilitate clear and efficient communication in both personal and professional settings. Users can compose, send, and organize emails seamlessly, schedule meetings, and collaborate with colleagues and clients, leading to improved communication and coordination.
3. ****Versatility and Flexibility****: Computer fundamentals and Microsoft Office suite offer versatile tools that can be adapted to a wide range of tasks and purposes. Whether creating documents, analyzing data, designing presentations, or managing emails, the suite's applications provide flexibility and customization options to meet diverse needs and preferences.
4. ****Professionalism and Quality****: Proficiency in Microsoft Office suite enables users to create professional-quality documents, presentations, and reports. Advanced features and templates in applications like Word, Excel, and PowerPoint help users design visually appealing and polished materials, enhancing their professionalism and credibility in academic and professional environments.
5. ****Collaboration and Teamwork****: Microsoft Office suite facilitates collaboration and teamwork by allowing multiple users to work on documents, spreadsheets, and presentations

simultaneously. Features like real-time editing, comments, and track changes enable seamless collaboration among team members, leading to increased efficiency and better outcomes for projects and tasks.

6. **Data Analysis and Decision-Making:** Proficiency in Microsoft Excel empowers users to analyze data, generate insights, and make informed decisions. Advanced functions, formulas, and visualization tools in Excel enable users to manipulate and interpret data effectively, leading to better decision-making and problem-solving in academic, professional, and personal contexts.

7. **Career Advancement:** Proficiency in computer fundamentals and Microsoft Office suite is highly valued by employers across industries. Individuals with strong technical skills and expertise in these areas are often sought after for various roles and positions, leading to enhanced career prospects and opportunities for advancement.

8. **Digital Literacy:** Computer fundamentals and Microsoft Office suite contribute to the development of digital literacy skills, which are essential for success in the modern world. By mastering these tools and concepts, individuals gain the knowledge and confidence to navigate technology effectively, stay informed, and adapt to evolving digital environments.

computer fundamentals and proficiency in Microsoft Office suite offer numerous benefits, including enhanced productivity, improved communication, versatility, professionalism, collaboration, data analysis capabilities, career advancement opportunities, and digital literacy skills. By mastering these tools and concepts, individuals can unlock their full potential and thrive in today's technology-driven world.







Real-time technical skills used to learn computer fundamentals and Microsoft Office include:

1. **Hands-On Practice:** Actively engaging with computer hardware components and software applications is essential for learning computer fundamentals. This includes assembling and disassembling computer hardware, installing operating systems, and configuring software settings. Similarly, practicing tasks such as document creation, spreadsheet analysis, presentation design, and email management in Microsoft Office suite applications enhances proficiency and familiarity with the software.

2. ****Virtual Labs and Simulations****: Virtual labs and simulations provide a safe and interactive environment for practicing computer fundamentals and Microsoft Office skills. These tools allow users to experiment with hardware configurations, perform software installations, and simulate real-world scenarios without the risk of damaging physical equipment or data loss.
3. ****Online Tutorials and Courses****: There are numerous online tutorials and courses available that cover computer fundamentals and Microsoft Office suite in-depth. These resources often include video lectures, interactive exercises, quizzes, and hands-on projects to reinforce learning. Platforms like Coursera, Udemy, and LinkedIn Learning offer a wide range of courses tailored to different skill levels and learning objectives.
4. ****Interactive Learning Platforms****: Interactive learning platforms provide a dynamic and engaging learning experience for mastering computer fundamentals and Microsoft Office skills. Platforms like Codecademy, Khan Academy, and Code.org offer interactive tutorials, coding challenges, and virtual labs to help users develop technical skills and problem-solving abilities in a hands-on manner.
5. ****Community Forums and Discussion Groups****: Participating in online forums and discussion groups related to computer fundamentals and Microsoft Office allows learners to connect with peers, ask questions, and share knowledge and experiences. Platforms like Stack Overflow, Reddit, and Microsoft Community provide valuable resources and support for troubleshooting technical issues and seeking guidance from experts.
6. ****Project-Based Learning****: Engaging in project-based learning activities is an effective way to apply computer fundamentals and Microsoft Office skills in real-world scenarios. Projects could include creating a business plan in Microsoft Word, analyzing financial data in Excel, designing a presentation in PowerPoint, or setting up a network infrastructure using computer hardware components.
7. ****Certifications and Exams****: Pursuing industry-recognized certifications, such as CompTIA A+, Microsoft Office Specialist (MOS), or Microsoft Certified: Modern Desktop Administrator Associate, validates proficiency in computer fundamentals and Microsoft Office suite. These certifications often require passing exams that assess practical skills and knowledge in specific areas of computer technology and software applications.

By leveraging these real-time technical skills and resources, learners can develop a strong foundation in computer fundamentals and proficiency in Microsoft Office suite, empowering them to succeed in various personal, academic, and professional endeavors.

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief description of the daily activity	Learning Outcomes	Person In-Charge Signature
Day -1	Registration & Inauguration, About the organization, rules & regulations of organization	Registration & Inauguration, About the organization, rules & regulations of organization	
Day -2	Micro Lab- Ice Breaking Exercise	I learn about the Micro Lab- Ice Breaking Exercise	
Day -3	Fundamentals of Computers	I learn about the Fundamentals of Computers	
Day -4	Introduction of Microsoft Office Suite	I learn about the Introduction of Microsoft Office Suite	
Day -5	Time Management	I learn about the Time Management	
Day -6	MS Paint- Mouse Actions- Draw shapes- Text	I learn about the MS Paint- Mouse Actions- Draw shapes- Text	

WEEKLY REPORT







WEEK - 1 (From Dt. 15/2/24 to Dt. 20/2/24...)

Objective of the Activity Done:

Detailed Report:

Throughout the week, our organization successfully conducted registration and inauguration ceremonies, marking the commencement of a new term filled with promise and excitement. As an institution dedicated to fostering learning and development, we reiterated the importance of adhering to our rules and regulations, ensuring a conducive environment for all participants. In the Micro Lab, an engaging ice-breaking exercise facilitated interaction and collaboration among peers, setting a positive tone for the upcoming sessions. Participants delved into the fundamentals of computers, gaining insights into hardware, software, and essential computing concepts. The introduction of the Microsoft Office Suite provided participants with versatile tools for personal and professional productivity. Time management sessions equipped individuals with strategies to optimize productivity and prioritize tasks effectively. In MS Paint sessions, participants honed their digital creativity through mouse actions, shape drawing, and text manipulation, fostering experimentation and innovation. Overall, the week was a dynamic blend of learning and practical skill development, laying a solid foundation for the journey ahead.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Brief description of the daily activity	Learning Outcomes	Person In-Charge Signature
Day -1	Introduction of Key board- MS Notepad- Type Sentences	I learn about the Introduction of Key board- MS Notepad- Type Sentences	
Day -2	Find, Replace & Time, Date, Font	I learn about the Find, Replace & Time, Date, Font	
Day -3	MS Word Introduction- Creating Document	I learn about the MS Word Introduction- Creating Document	
Day -4	type sentences	I learn about the type sentences	
Day -5	save document- type the Paragraph	I learn about the save document- type the Paragraph	
Day -6	Super Script, Subscript, Formatting, Change case	I learn about the Super Script, Subscript, Formatting, Change case	

WEEKLY REPORT







WEEK - 2 (From Dt. 21/2/24 to Dt. 26/2/24)

Objective of the Activity Done:

Detailed Report:

This week, our focus was on introducing essential computer skills to our participants. We commenced with the basics, starting with the introduction of the keyboard and familiarization with its layout and functions. Participants then transitioned to MS Notepad, where they practiced typing sentences to enhance their keyboard proficiency. Subsequently, we delved into more advanced features such as Find, Replace, and incorporating Time, Date, and Font adjustments, providing participants with valuable tools for efficient document editing. In the latter part of the week, attention shifted to MS Word, where participants learned the fundamentals of creating documents and explored various formatting options. They practiced saving documents and typing paragraphs, applying Super Script, Subscript, and experimenting with different formatting styles, including changing case. This comprehensive approach enabled participants to develop a solid understanding of essential computer applications while honing their typing and document formatting skills simultaneously.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Brief description of the daily activity	Learning Outcomes	Person In-Charge Signature
Day -1	Bullets, Numbering, Multi-level list, sorting, shading & Borders	I learn about the Bullets, Numbering, Multi-level list, sorting, shading & Borders	
Day -2	Letter Writing	I learn about the Letter Writing	
Day -3	Create tables & Schedules- Practice	I learn about the Create tables & Schedules- Practice	
Day -4	Achievement Motivation - confidence and Goal setting	I learn about the Achievement Motivation - confidence and Goal setting	
Day -5	Insert picture, clip art, shapes, smart art	I learn about the Insert picture, clip art, shapes, smart art	
Day -6	chart, hyperlink- Header & Footer, Page number, Text box.	I learn about the chart, hyperlink- Header & Footer, Page number, Text box.	

WEEKLY REPORT







WEEK - 3 (From Dt. 2/27/24 to Dt. 3/2/24)

Objective of the Activity Done:

Detailed Report:

Throughout this week, our focus was on enhancing participants' proficiency in Microsoft Word and fostering their communication and organizational skills. We commenced with in-depth sessions on bullets, numbering, and multi-level lists, empowering participants to structure documents effectively. Additionally, we explored advanced formatting techniques such as sorting, shading, and borders, providing participants with the tools to create visually appealing and well-organized documents. In the realm of communication, we delved into letter writing, emphasizing proper formatting and tone to convey messages effectively. Participants also engaged in hands-on activities to create tables and schedules, honing their organizational abilities. Moreover, we dedicated time to achievement motivation, fostering confidence and goal-setting skills among participants to inspire personal and professional growth. Finally, participants delved into the creative aspects of document design, learning to insert pictures, clip art, shapes, and smart art to enhance visual appeal. They also explored the functionalities of charts, hyperlinks, headers and footers, page numbers, and text boxes, expanding their repertoire of document customization tools. Overall, it was a week filled with practical learning experiences and skill development, equipping participants with the knowledge and confidence to excel in their endeavors.

ACTIVITY LOG FOR THE FOURTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcomes	Person In-Charge Signature
Day -1	Columns, watermarks, page color	I learn about the Columns, watermarks, page color	
Day -2	boarders, insert footnote & endnote, Caption.	I learn about the boarders, insert footnote & endnote, Caption.	
Day -3	word count, view tab, mailing tab	I learn about the word count, view tab, mailing tab	
Day -4	review tab	I learn about the review tab	
Day -5	Prepare the resume	I learn about the Prepare the resume	
Day -6	Introduction of MS Excel	I learn about the Introduction of MS Excel	

WEEKLY REPORT







WEEK - 4 (From Dt. 5/3/24 to Dt. 11/3/24.....)

Objective of the Activity Done:

Detailed Report:

This week was dedicated to advancing our participants' skills in Microsoft Word and introducing them to the fundamentals of Microsoft Excel. We began by exploring advanced formatting features in Word, including columns, watermarks, and page color, enabling participants to create visually engaging documents. Additionally, we focused on document organization and professionalism by incorporating borders, inserting footnotes and endnotes, and adding captions to images and tables. Participants also learned to utilize word count tools and navigate through different views using the View tab, enhancing their document editing efficiency. In preparation for professional endeavors, we delved into the Mailing tab, equipping participants with the skills to create mail merges and manage mailing lists effectively. Moreover, we emphasized the importance of thorough review processes, utilizing the Review tab to implement spell checks, track changes, and collaborate on documents seamlessly. Towards the end of the week, participants engaged in resume preparation sessions, applying their newfound Word skills to craft polished and impactful resumes. Concurrently, we introduced the basics of MS Excel, laying the groundwork for future exploration and proficiency in spreadsheet management and analysis. Overall, it was a productive week filled with valuable learning experiences, empowering participants to leverage Microsoft Office tools for enhanced productivity and professional success.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcomes	Person In-Charge Signature
Day -1	Additions & Subtraction	I learn about the Additions & Subtraction	
Day -2	Multiplication, Division, sum, Max, min	I learn about the Multiplication, Division, sum, Max, min	
Day -3	warp text & center, orientation, greater than, less than, between, equal	I learn about the warp text & center, orientation, greater than, less than, between, equal	
Day -4	Communication skills- Oral	I learn about the Communication skills- Oral	
Day -5	Communication skills- Power point presentation	I learn about the Communication skills- Power point presentation	
Day -6	Date occurring, duplicate & unique	I learn about the Date occurring, duplicate & unique	

WEEKLY REPORT







WEEK - 5 (From Dt. 12/3/24 to Dt. 17/3/24)

Objective of the Activity Done:

Detailed Report:

This week's focus was on fundamental mathematical operations and enhancing communication skills among our participants. We began by reinforcing the basics of addition and subtraction, ensuring a solid understanding of these arithmetic operations. Participants then progressed to more complex operations such as multiplication and division, learning techniques to efficiently compute sums, products, and quotients. Additionally, we explored functions for determining maximum and minimum values, providing participants with tools to analyze data effectively. In the realm of text formatting, participants learned to warp text, align it centrally, and manipulate orientation, facilitating creative and visually appealing presentations. We also covered logical operators such as greater than, less than, between, and equal, enabling participants to construct logical formulas for data analysis. Moreover, dedicated sessions were conducted to enhance oral communication skills, emphasizing clarity, coherence, and persuasion in verbal interactions. Participants also honed their presentation skills through PowerPoint, learning to create engaging and informative presentations to effectively convey their ideas. Furthermore, we delved into date functions for identifying occurrences, detecting duplicates, and extracting unique values from datasets, fostering proficiency in data manipulation and analysis. Overall, it was a week of comprehensive learning, where participants acquired essential mathematical skills and communication techniques to excel in both academic and professional endeavors.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcomes	Person In-Charge Signature
Day -1	Top & Bottom rules	I learn about the Top & Bottom rules	
Day -2	Data Bars , filter, pivot table	I learn about the Data Bars , filter, pivot table	
Day -3	Charts, page layout, formulas	I learn about the Charts, page layout, formulas	
Day -4	upper, lower, proper, trim, left, mid, right	I learn about the upper, lower, proper, trim, left, mid, right	
Day -5	length, concentrate, exact	I learn about the length, concentrate, exact	
Day -6	Is number, Is text, Is even , Is odd	I learn about the Is number, Is text, Is even , Is odd	

WEEKLY REPORT







WEEK - 6 (From Dt. 23/12/24 to Dt. 29/12/24)

Objective of the Activity Done:

Detailed Report:

Throughout this week, our focus was on advancing participants' proficiency in Microsoft Excel, covering a range of features aimed at enhancing data visualization, analysis, and manipulation. We commenced by introducing top and bottom rules, enabling participants to apply formatting based on specified criteria, enhancing the visual representation of their data. Participants then explored the functionality of data bars, utilizing them to visually represent data ranges and identify trends at a glance. Additionally, we delved into data filtering and pivot tables, empowering participants to efficiently summarize and analyze large datasets for valuable insights. Further advancing their data analysis skills, participants learned to create various chart types and customize page layouts to present their findings effectively. In parallel, we conducted sessions on essential Excel formulas, including upper, lower, proper, trim, left, mid, and right functions, enabling participants to manipulate text data efficiently. Moreover, we covered functions for determining text length, concatenating strings, and ensuring exact matches, facilitating data cleansing and standardization processes. Finally, participants gained proficiency in logical functions such as ISNUMBER, ISTEXT, ISEVEN, and ISODD, enabling them to perform conditional analyses and validations on their datasets. Overall, it was a productive week filled with hands-on learning experiences, equipping participants with valuable Excel skills to streamline their data workflows and enhance decision-making processes.

ACTIVITY LOG FOR THE SEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcomes	Person In-Charge Signature
Day -1	Round, Average, Count, Vlookup	I learn about the Round, Average, Count, Vlookup	
Day -2	If, Nested If	I learn about the If, Nested If	
Day -3	OR, AND, Format Cells	I learn about the OR, AND, Format Cells	
Day -4	Data Tab, View Tab, review tab	I learn about the Data Tab, View Tab, review tab	
Day -5	Show, Zoom, Window, Work book views	I learn about the Show, Zoom, Window, Work book views	
Day -6	Eradicating dependency syndrome	I learn about the Eradicating dependency syndrome	

WEEKLY REPORT







WEEK - 7 (From Dt. 25/2/24 to Dt. 31/3/24)

Objective of the Activity Done:

Detailed Report:

This week, our focus was on advancing participants' proficiency in Microsoft Excel, with a particular emphasis on essential functions and tools for data analysis and manipulation. We began by introducing participants to fundamental mathematical functions such as ROUND, AVERAGE, COUNT, and VLOOKUP, empowering them to perform calculations and extract insights from their datasets effectively. Additionally, we delved into logical functions, including IF, NESTED IF, OR, and AND, enabling participants to implement conditional logic and decision-making processes within their spreadsheets. Participants also learned to utilize formatting options to enhance the visual clarity and professionalism of their documents. Furthermore, we explored the various tabs within Excel, including Data, View, and Review, providing participants with an in-depth understanding of each tab's functionalities and capabilities. In parallel, we conducted sessions on workspace management, covering features such as Show, Zoom, Window, and Workbook views, enabling participants to optimize their Excel environment for maximum productivity. Lastly, we dedicated time to eradicating dependency syndrome by empowering participants to take ownership of their work and cultivate a proactive mindset towards problem-solving and self-reliance. Overall, it was a week of comprehensive learning experiences, equipping participants with the skills and mindset necessary to excel in their Excel endeavors and beyond.

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcomes	Person In-Charge Signature
Day -1	Effective Communication skills- Practice	I learn about the Effective Communication skills- Practice	
Day -2	Formulas and solutions	I learn about the Formulas and solutions	
Day -3	Formulas and solutions	I learn about the Formulas and solutions	
Day -4	Practice the Excel sheets	I learn about the Practice the Excel sheets	
Day -5	Practice the Excel sheets	I learn about the Practice the Excel sheets	
Day -6	Introduction of Google sheets	I learn about the Introduction of Google sheets	

WEEKLY REPORT







WEEK - 8 (From Dt. 1/17/24 to Dt. 6/14/24...)

Objective of the Activity Done:

Detailed Report:

This week, our focus centered on honing effective communication skills and advancing participants' proficiency in spreadsheet management, with a particular emphasis on Excel and the introduction of Google Sheets. We commenced by dedicating time to practice effective communication skills through various activities and scenarios, emphasizing clarity, active listening, and empathy in interpersonal interactions. Concurrently, participants engaged in intensive sessions on Excel, delving into a range of formulas and solutions to solve real-world problems efficiently. Through hands-on practice, participants deepened their understanding of key Excel functions, such as SUM, AVERAGE, IF, and VLOOKUP, and explored advanced techniques for data analysis and manipulation. Furthermore, participants dedicated ample time to practicing Excel sheets, applying their newfound skills to create, format, and analyze datasets effectively. Towards the end of the week, we introduced Google Sheets as a complementary tool to Excel, providing participants with insights into its interface, features, and collaborative capabilities. This introduction aimed to broaden participants' skill sets and enhance their adaptability to different spreadsheet platforms. Overall, it was a week of immersive learning experiences, equipping participants with the communication skills and spreadsheet expertise necessary to excel in their personal and professional endeavors.

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcomes	Person In-Charge Signature
Day -1	Practice the Google sheets	I learn about the Practice the Google sheets	
Day -2	MS Power Point	I learn about the MS Power Point	
Day -3	Prepare and Presentation	I learn about the Prepare and Presentation	
Day -4	Mid Term Evaluation test	I learn about the Mid Term Evaluation test	
Day -5	Recap the MS word, Excel, Notepad	I learn about the Recap the MS word, Excel, Notepad	
Day -6	History and Generation of computers	I learn about the History and Generation of computers	

WEEKLY REPORT







WEEK - 9 (From Dt. 7/12/24 to Dt. 14/12/24...)

Objective of the Activity Done:

Detailed Report:

This week was dedicated to a comprehensive exploration of various tools and concepts, fostering both technical skills and presentation capabilities among participants. The primary focus was on honing proficiency in Google Sheets, with participants engaging in intensive practice sessions aimed at familiarizing them with its interface, formulas, and collaborative features. Concurrently, participants delved into Microsoft PowerPoint, preparing and delivering presentations on diverse topics, thereby refining their storytelling and visual communication skills. Additionally, the week featured a mid-term evaluation test to assess participants' understanding and retention of key concepts covered thus far. In reflection of the test, participants recapitulated their learnings in Microsoft Word, Excel, and Notepad, reinforcing their understanding of these essential tools. Furthermore, participants delved into the history and generations of computers, gaining insights into the evolution of computing technology and its impact on society. Through a holistic approach encompassing technical practice, presentation skills development, evaluation, and historical context, the week facilitated comprehensive growth and learning among participants.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcomes	Person In-Charge Signature
Day -1	Memory - Bits , Bytes,KB,MB,GB,TB,PB,EB,ZB,YB, Brontope byte, Geeope Byte. etc	I learn about the Memory - Bits , Bytes,KB,MB,GB,TB,PB,EB,ZB,YB, Brontope byte, Geeope Byte. etc	
Day -2	Computer Software, Types of Software with Ex. (System/Application/Utility S/W)	I learn about the Computer Software, Types of Software with Ex. (System/Application/Utility S/W)	
Day -3	Introduction to Interne	I learn about the Introduction to Interne	
Day -4	Uses of Internet	I learn about the Uses of Internet	
Day -5	Working on Internet using various browsers	I learn about the Working on Internet using various browsers	
Day -6	IE, Chrome, Firefox, Opera, etc. Explaining URL, HTTP, HTTPS, etc. Clearing Browser Cache	I learn about the IE, Chrome, Firefox, Opera, etc. Explaining URL, HTTP, HTTPS, etc. Clearing Browser Cache	

WEEKLY REPORT







WEEK - 10 (From Dt. 14/11/24 to Dt. 20/11/24)

Objective of the Activity Done:

Detailed Report:

This week, our focus was on foundational concepts in computing and internet literacy, laying the groundwork for participants' understanding of essential principles and tools in the digital realm. We commenced with an exploration of computer memory, covering fundamental units such as bits, bytes, kilobytes, megabytes, gigabytes, terabytes, petabytes, exabytes, zettabytes, yottabytes, and beyond, including hypothetical units like Brontobytes and Geeobytes. This served to provide participants with a comprehensive understanding of data storage capacities and terminology, essential for navigating the digital landscape effectively. Additionally, participants were introduced to computer software, including system, application, and utility software, with examples provided for each category to illustrate their respective functions and purposes. Concurrently, the week featured an introduction to the internet, elucidating its origins, infrastructure, and ubiquitous role in modern society. Participants explored the various uses of the internet, including communication, information retrieval, entertainment, and commerce, gaining insights into its vast potential and applications. Moreover, practical sessions were conducted on internet browsing using popular browsers such as Internet Explorer, Chrome, Firefox, and Opera, where participants learned to navigate websites, understand URLs, and differentiate between HTTP and HTTPS protocols. Furthermore, participants were instructed on clearing browser caches to optimize browsing performance and ensure data privacy. Overall, it was a week of foundational learning, equipping participants with essential knowledge and skills to navigate and leverage the digital landscape effectively.

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcomes	Person In-Charge Signature
Day -1	Creating Mail ID's	I learn about the Creating Mail ID's	
Day -2	Send / Receive Mails	I learn about the Send / Receive Mails	
Day -3	Mail Client Configuration	I learn about the Mail Client Configuration	
Day -4	using Outlook/Thunderbird, etc.	I learn about the using Outlook/Thunderbird, etc.	
Day -5	Introduction to Networking	I learn about the Introduction to Networking	
Day -6	Types of Networks	I learn about the Types of Networks	

WEEKLY REPORT







WEEK - 11 (From Dt. 20/11/24 to Dt. 27/11/24)

Objective of the Activity Done:

Detailed Report:

This week, our focus was on essential skills and concepts related to email communication and networking fundamentals. We began by guiding participants through the process of creating email IDs, emphasizing best practices for choosing usernames and passwords to ensure security and professionalism. Subsequently, participants engaged in practical sessions on sending and receiving emails, where they learned to compose messages, attach files, and manage their email inboxes efficiently. Additionally, participants were introduced to mail client configuration, with demonstrations provided for popular email clients such as Outlook and Thunderbird. Through hands-on exercises, participants gained proficiency in setting up email accounts, configuring server settings, and customizing email preferences to suit their needs. Furthermore, the week featured an introduction to networking, covering the basics of networking infrastructure, protocols, and topologies. Participants learned about different types of networks, including LANs, WANs, MANs, and WLANs, gaining insights into their respective characteristics and applications. Overall, it was a week of practical learning experiences, equipping participants with essential email communication skills and foundational knowledge in networking.

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Brief description of the daily activity	Learning Outcomes	Person In-Charge Signature
Day -1	Types of Networks	I learn about the Types of Networks	
Day -2	Interview guidance, behavior, attitude	I learn about the Interview guidance, behavior, attitude	
Day -3	SWOT analysis, Group discussions	I learn about the SWOT analysis, Group discussions	
Day -4	Resume based Mock interviews	I learn about the Resume based Mock interviews	
Day -5	Resume based Mock interviews	I learn about the Resume based Mock interviews	
Day -6	Resume based Mock interviews	I learn about the Resume based Mock interviews	

WEEKLY REPORT







WEEK - 12 (From Dt. 2/14/24 to Dt. 2/15/24)

Objective of the Activity Done:

Detailed Report:

This week, we focused on two pivotal areas: understanding network typologies and honing participants' interview skills. In our exploration of network types, participants gained insights into the intricacies of LANs, WANs, MANs, and WLANs, empowering them with foundational knowledge in networking. Simultaneously, we provided comprehensive interview guidance, coaching participants on behavior, attitude, and effective communication. Through SWOT analysis and group discussions, participants identified their strengths and weaknesses, fostering self-awareness and collaboration. The culmination of the week was the series of resume-based mock interviews, offering participants invaluable practice and feedback to refine their interview strategies. Overall, it was a week of intensive learning and skill-building, equipping participants with essential competencies for both professional networking and interview success

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcomes	Person In-Charge Signature
Day -1	Resume based Mock interviews	I learn about the Resume based Mock interviews	
Day -2	Resume based Mock interviews	I learn about the Resume based Mock interviews	
Day -3	Google drive introduction	I learn about the	
Day -4	Google forms	I learn about the Google forms	
Day -5	Slides	I learn about the Slides	
Day -6	Chat	I learn about the Chat	

WEEKLY REPORT







WEEK - 13 (From Dt. 3/17/24 to Dt. 10/15/24)

Objective of the Activity Done:

Detailed Report:

This week, our focus was on refining participants' professional profiles through resume-based mock interviews. Through repeated practice sessions, participants honed their interview skills and received personalized feedback to enhance their resumes and interview techniques. Additionally, we introduced participants to the collaborative tools offered by Google Drive, including Google Forms for data collection, Slides for presentations, and Chat for real-time communication. The introduction to Google Drive's suite of tools expanded participants' digital collaboration capabilities, empowering them with versatile tools for productivity and teamwork.

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcomes	Person In-Charge Signature
Day -1	Groups , Google meet	I learn about the Groups , Google meet	
Day -2	Practice other Google drive components	I learn about the Practice other Google drive components	
Day -3	Brain stroming- Identifing the opportunities	I learn about the Brain stroming- Identifing the opportunities	
Day -4	Quick review of MS Excel	I learn about the Quick review of MS Excel	
Day -5	Quick review of MS Power point	I learn about the Quick review of MS Power point	
Day -6	Mock Job Interviews	I learn about the Mock Job Interviews	

WEEKLY REPORT

WEEK - 14 (From Dt. 11.5.24 to Dt. 16.5.24...)

Objective of the Activity Done:

Detailed Report:

This week was characterized by a multifaceted approach aimed at fostering collaboration, skill development, and career readiness among participants. We commenced by facilitating group discussions and utilizing Google Meet for virtual meetings, providing participants with opportunities to collaborate and communicate effectively. Additionally, participants engaged in hands-on practice sessions with various components of Google Drive, including Google Forms, Slides, and Chat, enhancing their proficiency in digital collaboration tools. Through brainstorming activities, participants identified potential opportunities and challenges, fostering creativity and strategic thinking. Furthermore, quick reviews of MS Excel and PowerPoint refreshed participants' knowledge and skills in these essential tools. The week concluded with mock job interviews, enabling participants to apply their newfound skills and receive valuable feedback to further refine their interview techniques and resumes, ensuring readiness for future career opportunities.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Brief description of the daily activity	Learning Outcomes	Person In-Charge Signature
Day -1	Mock Job Interviews	I learn about the Mock Job Interviews	AD →
Day -2	Mock Job Interviews	I learn about the Mock Job Interviews	Ag →
Day -3	Human Relations	I learn about the Human Relations	Ag →
Day -4	Self asesment- Compitencies	I learn about the Self asesment- Compitencies	A →
Day -5	Final evaluation test	Final evaluation test	AV →
Day -6	Feedback & Valedictory	Feedback & Valedictory	AV →

WEEKLY REPORT

WEEK - 15 (From Dt. 17/5/24 to Dt. 22/5/24)

Objective of the Activity Done:

Detailed Report:

This week culminated in an intensive focus on career preparation and personal development through mock job interviews. Participants engaged in multiple rounds of simulated interviews, providing them with invaluable opportunities to showcase their skills and receive constructive feedback from peers and instructors. Additionally, sessions on human relations enabled participants to enhance their interpersonal skills and understand the importance of effective communication in professional settings. Through self-assessment exercises, participants identified their competencies and areas for improvement, laying the groundwork for continuous growth and development. The week concluded with a final evaluation test to assess participants' comprehension and retention of key concepts covered throughout the program. Feedback from instructors and peers was provided to participants, followed by a valedictory session marking the successful completion of the program and celebrating participants' achievements and progress.

Conclusion

In conclusion, the mastery of both computer fundamentals and the Microsoft Office suite represents a fundamental cornerstone in navigating today's digital landscape. Computer fundamentals serve as the bedrock upon which our understanding of technology is built, providing essential insights into the intricate workings of hardware, software, and networking systems. By grasping concepts such as data representation, operating systems, and digital logic, individuals are equipped with the foundational knowledge necessary to harness the power of computing technology effectively.

Moreover, proficiency in the Microsoft Office suite elevates one's ability to communicate, collaborate, and create in both personal and professional spheres. From crafting polished documents in Word to analyzing complex data sets in Excel, each application offers a suite of powerful tools designed to streamline workflows and enhance productivity. PowerPoint empowers users to design captivating presentations, while Outlook facilitates seamless email management and scheduling, fostering effective communication and organization.

The symbiotic relationship between computer fundamentals and Microsoft Office suite proficiency becomes increasingly evident in today's interconnected world. Whether pursuing academic endeavors, navigating the demands of the workplace, or simply managing daily tasks, these skills serve as invaluable assets. They enable individuals to adapt to evolving technological landscapes, leverage digital tools for innovation and problem-solving, and thrive in an increasingly digitized society.

Furthermore, the acquisition of these skills goes beyond mere technical proficiency—it cultivates essential qualities such as critical thinking, adaptability, and digital literacy. By mastering computer fundamentals, individuals develop a deeper understanding of the ethical and societal implications of technology, empowering them to navigate digital challenges with responsibility and mindfulness.

In essence, computer fundamentals and Microsoft Office suite proficiency represent more than just technical prowess; they are catalysts for personal and professional growth in the digital age. As we continue to embrace technological advancements and innovations, these skills will remain indispensable in shaping our digital identities, enhancing our capabilities, and unlocking new opportunities for success and advancement. By investing in the mastery of these foundational skills, individuals lay the groundwork for a future characterized by innovation, efficiency, and empowerment in the digital realm.

Student Self Evaluation of the Long-Term Internship

Student Name: P. Sri Lakshmi

Registration No: 2129223036022

Organization Name & Address: **THOUGHTWAVE SOFTWARE AND SOLUTIONS,**
CHALLAPALLI / HYDERABAD / VISAKHAPATNAM / AUSTIN / SPRINGDALE / AURORA

Term of Internship:

From: 15th feb 2024 To: 15th May 2024

Date of Evaluation: 10-5-2024

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

P. srilakshmi
Signature of the Student

Date: 10-5-2024

Evaluation by the Supervisor of the Intern Organization

Student Name: P. Sri Lakshmi

Registration No: 2129223036022

Term of Internship: 15th Feb 2024 From: 15th May 2024 To:

Organization Name & Address: **THOUGHTWAVE SOFTWARE AND SOLUTIONS,**
CHALLAPALLI / HYDERABAD / VISAKHAPATNAM / AUSTIN / SPRINGDALE / AURORA

Name of the Supervisor: Ambati. Rajendra, 9491729205


Date of Evaluation:

Please rate the student's performance in the following areas:

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date: 10-5-2024

AR
Signature of the Supervisor


INTERNAL ASSESSMENT STATEMENT

Name Of the Student: P. Sri Lakshmi

Programme of Study: COMPUTER FUNDAMENTALS AND MICROSOFT OFFICE

Year of Study: 2024

Group: B.A

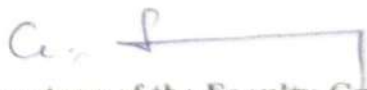
Register No/H.T. No: 2129223036022

Name of the College: : V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

University: : KRISHNA UNIVERSITY

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	9
2.	Internship Evaluation	30	25
3.	Oral Presentation	10	8
	GRAND TOTAL	50	42

Date: 10-5-2024


Signature of the Faculty Guide

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: P. Sri Lakshmi

Programme of Study: COMPUTER FUNDAMENTALS AND MICROSOFT OFFICE

Year of Study: 2024

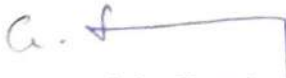
Group: B.A

Register No/H.T. No: 2129223036022

Name of the College: V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

University: KRISHNA UNIVERSITY

Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	60
2.	For the grading giving by the Supervisor of the Intern Organization	20	15
3.	Viva-Voce	50	37
	TOTAL	150	112
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	42+112=154



Signature of the Faculty Guide

Signature of the Internal Expert


Signature of the External Expert

Signature of the Principal with Seal


PRINCIPAL
VSR GOVT. DEGREE & PG. COLLEGE
MOVVA
10/5/24

AN INTERNSHIP REPORT ON

COMPARISON OF TRADITIONAL MARKETING VS DIGITAL MARKETING

Submitted in accordance with the requirement for the degree of B.A



Under the Faculty Guidance of
Dr M Sundara Rao

V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

Submitted by:
Aluri. Sai Durga
Reg No 2029223036001

V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

KRISHNA UNIVERSITY



EDUCATION | HEALTH | AGRICULTURE | ENLIGHTENMENT

CERTIFICATE OF INTERNSHIP

This is to certify that

Mr./Miss Aluri. Sai Durga

*has successfully completed Internship
for long term in project titled
COMPARISON OF TRADITIONAL MARKETING VS DIGITAL MARKETING*

by Anjanaas Foundation From April-23 to July-23.

CERT NO: CERT NO AF/INT/1669

Date: 26-07-2023

Anjanaas Foundation
ISO 9001:2015



G. Naveen
Naveen Bateja
Founder
Anjanaas Foundation



AN INTERNSHIP REPORT ON

SOCIAL MEDIA AND ITS ROLE IN MARKETING

Submitted in accordance with the requirement for the degree of B.A



Under the Faculty Guidance of
Dr M Sundara Rao

V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

Submitted by:
Perike.Mojes Kumar
Reg No 2029223036026

V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

KRISHNA UNIVERSITY



EDUCATION | HEALTH | AGRICULTURE | ENLIGHTENMENT

CERTIFICATE OF INTERNSHIP

This is to certify that

Mr./Miss Perike.Mojes Kumar

*has successfully completed Internship
for long term in project titled
SOCIAL MEDIA AND ITS ROLE IN MARKETING*

by Anjanaas Foundation From April-23 to July-23.

CERT NO: CERT NO AF/INT/1682

Date: 26-07-2023

Anjanaas Foundation
ISO 9001:2015



G. Nauti

Naveen Barcha
Founder
Anjanaas Foundation



AN INTERNSHIP REPORT ON

COMPARISON OF TRADITIONAL MARKETING VS DIGITAL MARKETING

Submitted in accordance with the requirement for the degree of B.A



Under the Faculty Guidance of
Dr M Sundara Rao

V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

Submitted by:
Kaitepalli. Vinod Babu
Reg No 202922303609

V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

KRISHNA UNIVERSITY



EDUCATION | HEALTH | AGRICULTURE | ENLIGHTENMENT

CERTIFICATE OF INTERNSHIP

This is to certify that

Mr./Miss Kaitepalli. Vinod Babu

*has successfully completed Internship
for long term in project titled
COMPARISON OF TRADITIONAL MARKETING VS DIGITAL MARKETING*

by Anjanaas Foundation From April-23 to July-23.

CERT NO: CERT NO AF/INT/1672

Date: 26-07-2025

Anjanaas Foundation
ISO 9001:2015



G. Naveen

Naveen Babu
Founder
Anjanaas Foundation



AN INTERNSHIP REPORT ON

SOCIAL MEDIA AND ITS ROLE IN MARKETING

Submitted in accordance with the requirement for the degree of B.A



Under the Faculty Guidance of

Dr M Sundara Rao M.A, B.Ed Ph.D

V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

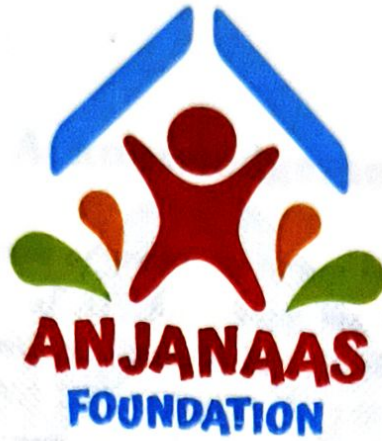
Submitted by:

Srimanthula.Haney Rodhey

Reg No 2029223036031

V.S.R. GOVERNMENT DEGREE & PG COLLEGE, MOVVA

KRISHNA UNIVERSITY



EDUCATION | HEALTH | AGRICULTURE | ENLIGHTENMENT

CERTIFICATE OF INTERNSHIP

This is to certify that

Mr./Miss Srimanthula.Haney Rodhey

*has successfully completed Internship
for long term in project titled
SOCIAL MEDIA AND ITS ROLE IN MARKETING*

by Anjanaas Foundation From April-23 to July-23.

CERT NO: CERT NO AF/INT/1685

Date : 26-07-2023

Anjanaas Foundation
ISO 9001:2015



G. Nandini

Naveen Bhatnagar
Founder
Anjanaas Foundation



AN INTERNSHIP REPORT ON

SOCIAL MEDIA AND ITS ROLE IN MARKETING

Submitted in accordance with the requirement for the degree of B.A



Under the Faculty Guidance of
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Submitted by:
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This is to certify that

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SOCIAL MEDIA AND ITS ROLE IN MARKETING*

by Anjanaas Foundation From April-23 to July-23.

CERT NO: CERT NO AF/INT/1679

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Anjanaas Foundation
ISO 9001:2015



G. Naveen

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AN INTERNSHIP REPORT ON

SOCIAL MEDIA AND ITS ROLE IN MARKETING

Submitted in accordance with the requirement for the degree of B.A



Under the Faculty Guidance of

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EDUCATION | HEALTH | AGRICULTURE | ENLIGHTENMENT

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This is to certify that

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SOCIAL MEDIA AND ITS ROLE IN MARKETING*

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CERT NO: CERT NO AF/INT/1685

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ISO 9001:2015



G. Naveen

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AN INTERNSHIP REPORT ON

COMPARISON OF TRADITIONAL MARKETING VS DIGITAL MARKETING

Submitted in accordance with the requirement for the degree of B.A



Under the Faculty Guidance of
G.SURESH BABU, M.A,B.ed ,APSET

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CERTIFICATE OF INTERNSHIP

This is to certify that

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COMPARISON OF TRADITIONAL MARKETING VS DIGITAL MARKETING*

by Anjanaas Foundation From April-23 to July-23.

CERT NO: CERT NO AF/INT/1675

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AN INTERNSHIP REPORT ON

COMPARISON OF TRADITIONAL MARKETING VS DIGITAL MARKETING

Submitted in accordance with the requirement for the degree of B.A



Under the Faculty Guidance of
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EDUCATION | HEALTH | AGRICULTURE | ENLIGHTENMENT

CERTIFICATE OF INTERNSHIP

This is to certify that

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COMPARISON OF TRADITIONAL MARKETING VS DIGITAL MARKETING*

by Anjanaas Foundation From April-23 to July-23.

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AN INTERNSHIP REPORT ON

COMPARISON OF TRADITIONAL MARKETING VS DIGITAL MARKETING

Submitted in accordance with the requirement for the degree of B.A



Under the Faculty Guidance of
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COMPARISON OF TRADITIONAL MARKETING VS DIGITAL MARKETING*

by Anjanaas Foundation From April-23 to July-23.

CERT NO: CERT NO AF/INT/1674

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AN INTERNSHIP REPORT ON

COMPARISON OF TRADITIONAL MARKETING VS DIGITAL MARKETING

Submitted in accordance with the requirement for the degree of B.A



Under the Faculty Guidance of
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EDUCATION | HEALTH | AGRICULTURE | ENLIGHTENMENT

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COMPARISON OF TRADITIONAL MARKETING VS DIGITAL MARKETING*

by Anjanaas Foundation From April-23 to July-23.

CERT NO: CERT NO AF/INT/1671

Date : 26-07-2023

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AN INTERNSHIP REPORT ON

COMPARISON OF TRADITIONAL MARKETING VS DIGITAL MARKETING

Submitted in accordance with the requirement for the degree of B.A



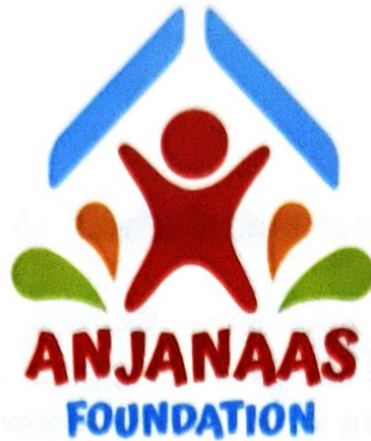
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Submitted by:
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EDUCATION | HEALTH | AGRICULTURE | ENLIGHTENMENT

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COMPARISON OF TRADITIONAL MARKETING VS DIGITAL MARKETING*

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CERT NO: CERT NO AF/INT/1670

Date : **26-07-2023**

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G. Naveen
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AN INTERNSHIP REPORT ON

SOCIAL MEDIA AND ITS ROLE IN MARKETING

Submitted in accordance with the requirement for the degree of B.A



Under the Faculty Guidance of

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EDUCATION | HEALTH | AGRICULTURE | ENLIGHTENMENT

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This is to certify that

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SOCIAL MEDIA AND ITS ROLE IN MARKETING*

by Anjanaas Foundation From April-23 to July-23.

CERT NO: CERT NO AF/INT/1687

Date : 26-07-2023

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Founder
Anjanaas Foundation*



AN INTERNSHIP REPORT ON

COMPARISON OF TRADITIONAL MARKETING VS DIGITAL MARKETING

Submitted in accordance with the requirement for the degree of B.A



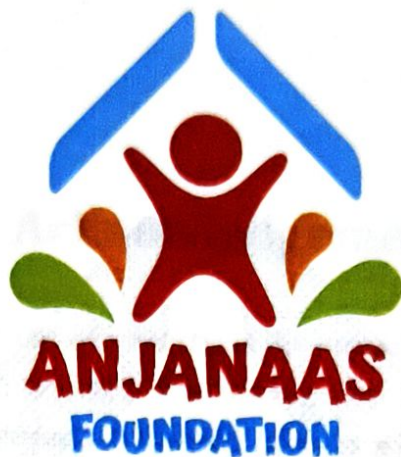
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EDUCATION | HEALTH | AGRICULTURE | ENLIGHTENMENT

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COMPARISON OF TRADITIONAL MARKETING VS DIGITAL MARKETING*

by Anjanaas Foundation From April-23 to July-23.

CERT NO: CERT NO AF/INT/1677

Date: 26-07-2023

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AN INTERNSHIP REPORT ON

SOCIAL MEDIA AND ITS ROLE IN MARKETING

Submitted in accordance with the requirement for the degree of B.A



Under the Faculty Guidance of
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EDUCATION | HEALTH | AGRICULTURE | ENLIGHTENMENT

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SOCIAL MEDIA AND ITS ROLE IN MARKETING*

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CERT NO: CERT NO AF/INT/1683

Date: 26/7/23

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AN INTERNSHIP REPORT ON

COMPARISON OF TRADITIONAL MARKETING VS DIGITAL MARKETING

Submitted in accordance with the requirement for the degree of B.A



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EDUCATION | HEALTH | AGRICULTURE | ENLIGHTENMENT

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CERT NO: CERT NO AF/INT/1678

Date: 28/7/23

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ISO 9001:2015



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AN INTERNSHIP REPORT ON

SOCIAL MEDIA AND ITS ROLE IN MARKETING

Submitted in accordance with the requirement for the degree of B.A



Under the Faculty Guidance of
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KRISHNA UNIVERSITY



EDUCATION | HEALTH | AGRICULTURE | ENLIGHTENMENT

CERTIFICATE OF INTERNSHIP

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SOCIAL MEDIA AND ITS ROLE IN MARKETING*

by Anjanaas Foundation From April-23 to July-23.

CERT NO: CERT NO AF/INT/1680

Date: 26/7/23

Anjanaas Foundation
ISO 9001:2015



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Fondation No. 20 BK4
Anjanaas Foundation



AN INTERNSHIP REPORT ON

SOCIAL MEDIA AND ITS ROLE IN MARKETING

Submitted in accordance with the requirement for the degree of B.A



Under the Faculty Guidance of
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Submitted by:
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EDUCATION | HEALTH | AGRICULTURE | ENLIGHTENMENT

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SOCIAL MEDIA AND ITS ROLE IN MARKETING*

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CERT NO: CERT NO AF/INT/1681

Date: 26/7/23

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G. Naveen

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