



S.T.S.N. Govt. Degree College
KADIRI - 515591
Sri Sathya Sai Dist., A.P.

Affiliated to Sri Krishnadevaraya University, Ananthapuramu

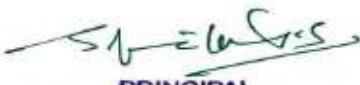


6th Semester Internship Details-2022-23

S.NO	Name of the Mentor	Group	No. of Students	Name of the Industry
1	P. Siva Prashad	MPCs	12	GITS'Kadiri
2	D.Subranyam	MPCs	13	GITS'Kadiri
3	N.Ershad Hussian	MPCs	13	GITS'Kadiri
4	A.Narayana swami	BZC	23	SV Computer Institute(PMKVY)
5	V.Roja Rani	BZC	16	SV Computer Institute(PMKVY)
6	C.Naresh	BZC(Paramedical)	07	Government General Hospital, Kadiri
7	B.Sunitha	BZC(Sericulture)	17	State Dept. of Sericulture, Kutagulla
8	M.Santhoshi Kumari	BZC(Sericulture)	13	State Dept. of Sericulture, Kutagulla
Total No.of Students			114	

ABSTRACT

S.NO	COURSE : B.SC	TOTAL NO.OF STUDENTS
1	MPCs	38
2	BZC	39
3	CZS	30
4	CZPM	07
GRAND TOTAL		114


PRINCIPAL
STSN GOVERNMENT DEGREE COLLEGE
KADIRI-515 591

List of students participated in 6 months (Semester) –Internship – B.Sc (BZC) IV Sem

S.No	Group/ Programme	Programme Code	Name of the student
1	III B.Sc (BZC)	30540	ANANDAM GIRIJA
2	III B.Sc (BZC)	30540	BHUKYA DEVIKA BAI
3	III B.Sc (BZC)	30540	BOGGANNAGARI LAKSHMI PATHI
4	III B.Sc (BZC)	30540	BUKKE NAGAVENI BAI
5	III B.Sc (BZC)	30540	DAMPETLA LAKSHMI PATHY
6	III B.Sc (BZC)	30540	DERANGULA HARISH KUMAR
7	III B.Sc (BZC)	30540	DERANGULA SAIKUMAR
8	III B.Sc (BZC)	30540	DESANAGARI NARESH
9	III B.Sc (BZC)	30540	DHARE PRANEETH
10	III B.Sc (BZC)	30540	DURGAM AASHA
11	III B.Sc (BZC)	30540	GATTI CHANDANA
12	III B.Sc (BZC)	30540	GIJINAMALA HYDAR BASHA
13	III B.Sc (BZC)	30540	GUDIBANDA MOHAMMED RIHAN
14	III B.Sc (BZC)	30540	GUDISE LAKSHMI
15	III B.Sc (BZC)	30540	JARIPITI RAJESWARI
16	III B.Sc (BZC)	30540	KATHEM SOWJANYA
17	III B.Sc (BZC)	30540	KATIKAVARIPALLI ANILKUMAR
18	III B.Sc (BZC)	30540	KAYALA GANGADRI
19	III B.Sc (BZC)	30540	KOMERA DHARANI
20	III B.Sc (BZC)	30540	KOTTAM RAVICHANDRA
21	III B.Sc (BZC)	30540	KUTALA PAVAN KUMAR
22	III B.Sc (BZC)	30540	MANDOZI LUBNA IRAM
23	III B.Sc (BZC)	30540	MORUKOANDA SWETHA
24	III B.Sc (BZC)	30540	M RAMESH
25	III B.Sc (BZC)	30540	MUTHANA JAGADEESH
26	III B.Sc (BZC)	30540	NALLAGANGOLLA SURESH
27	III B.Sc (BZC)	30540	PATAN KARISHMA
28	III B.Sc (BZC)	30540	PILLALA SULOCHANA
29	III B.Sc (BZC)	30540	POTHINENI NAGALAKSHMI
30	III B.Sc (BZC)	30540	SHAIK ALI
31	III B.Sc (BZC)	30540	SHAIK AZEEZ BASHA
32	III B.Sc (BZC)	30540	SOMANABOYANA SREE VIDYA
33	III B.Sc (BZC)	30540	TANAKANICHERUVU SHABANA
34	III B.Sc (BZC)	30540	TEPALLI DIVYA SREE
35	III B.Sc (BZC)	30540	VENKATESWARA REDDY
36	III B.Sc (BZC)	30540	YANUPUGODLA DHANUSH
37	III B.Sc (BZC)	30540	YARRAMANENI HEMANTH KUMAR


PRINCIPAL
 STSN GOVERNMENT DEGREE COLLEGE
 KADIRI-515 591

TITLE PAGE

Sri Krishna Devaraya University
2022-2023

An Internship Report on

(SRI VENKATESWARA MARKETING SERVICES) Submitted

in accordance with the requirement for the degree of

3RD B.SC (B.Z.C)

Under the Faculty Guideship of:

(Name of the Faculty Guide):

V. Roja Rani Madam

Department of

: BOTANY.

(Name of the College)

: S.T.S.N GOVT Degree College.

Submitted by

(Name of the Student);

M. Jagadeesh

Reg.No:

2042005049032

Department of

: BOTANY

S.T.S.N Degree college

(Name of the College)



Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete Semester internship either in V Semester or in VI Semester.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements for transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the people working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
 - a. Data and Information you are expected to collect about the organization and/or industry.
 - b. Job Skills you are expected to acquire.
 - c. Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns, and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and

utilizing listening skills.

12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.

13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.
15. At the end of internship, you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during the internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

-----<<@>>-----

Student's Declaration

I, M. Jagadeesh Name of a student of 3rd B.Sc, B.ZC Program.
Reg. No: 242005049132 Of the Department OF: BOTANY College do
hereby declare that I have completed the mandatory internship from
13-03-2023 to 24-06-2023 in SVMS Institute (Name of the intern
organization) under the Faculty Guideship of
N. Roja Rani (Name of the Faculty Guide),
Department of BOTANY, STSN Degree College (Name of the
College)

M. Jagadeesh
(Signature and Date) 23/07/2023

Official Certification

This is to certify that M. Jagadeesh (Name of the student) Reg. No. 2042005049032 has completed his/her Internship in SVMS Institute (Name of the Intern Organization) on MS OFFICE BASICS (Title of the Internship) under my supervision as a part of partial fulfillment of the requirement for the

Degree of 3RD BSc BZC in the Department of BOTANY, STSN govt Degree College

(Name of the college) This is accepted for evaluation.

LECTURER IN Botany (Signature)
(Signature with Date and Seal)
KADIRI - 515 591
Sri Sathya Sai (Dist).

Endorsements

(Signature)
Faculty Guide

Dr. A. Narayana Swamy
Lecturer in Botany
Head of the Department
STSN Govt. Degree College
KADIRI-515 591, Sri Sathya Sai Dt.

PRINCIPAL
(Signature)
STSN GOVT. DEGREE COLLEGE
KADIRI - 515 591
Sri Sathya Sai (Dist).



Certificate from Intern Organization

This is to certify that M. Jagadeesh (Name of the intern)

Reg. No 20420050490201 STSN GOVT Degree COLLEGE (Name of the College)

underwent internship in SVMS Institute (Name of the Intern Organization)

from 13-03-2023 to 24-03-2023 The overall performance of the intern

during his/her internship is found to be Satisfactory (Satisfactory/Not

Satisfactory).

S. Jini

Authorized Signatory with Date and Seal



Acknowledgements

First of all I am very much thankful to my Mentor -Dr A. NARAYANA SWAMY SIR, Assistant Professor in BOTANY Government Degree College, KADIRI for guiding me throughout my Internship. He has given valuable suggestions to complete the internship in stipulated time. Without his support, I cannot complete the given assignment. I am also thankful to the Principal of the College for her cooperation and suggestions. I would like to thank to the SRI VENKATESWARA MARKETING SERVICES COMPUTER CENTRE, KADIRI for enlightened about the basic knowledge of computers and many other skills, which I acquired. I am very much thankful to the teaching staff at computer Centre for their valuable inputs to learn the knowledge on computers skills. Because of their efforts, I learned Computer MS OFFICE programming in six semester or third internship and also learned the basics of MS Office, MS Word, Excel, Power Point, and Typing skills. I have observed the work environment in the institute/organization, and learned the real time technical skills and other communications skills etc. I am also thankful to my parents and friends for First of all I am very much thankful to my Mentor/Supervisor Dr. A. NARAYANA SWAMY SIR, Assistant Professor in BOTANY, STSN giving cooperation and support. I would like to thank to the S.K. UNIVERSITY for framing the guidelines and rules from time to time. I am also thankful to the Commissioner of Collegiate Education, Vijayawada and AP State Council of Higher Education, Govt. of AP for giving this wonderful opportunity *Special Thanks to inran sir*

Thank You

Contents

<u>S.NO</u>	<u>TOPICS</u>	<u>PAGE NO.</u>
1.	Title PAGE	1
2.	An Internship Report	2-5
3.	Student Declaration	6
4.	Official Certification	7
5.	Certificate from Intern Organisation	8
6.	Acknowledgements	9
7.	Chapter-1: Executive Summary	11-12
8.	Chapter-2: Overview of the Organisation	13-15
9.	Chapter-3: Internship	16-23
10.	Chapter-4: Activity Log and Weekly Reports	24-66
11.	Chapter-5: Internship Outcomes Description	67-80
12.	Student self evaluation	81
13.	Evaluation by the Supervisor	82-83
14.	Internship Photos & Videos	84
15.	Internal Assessment Statement	85-86
16.	External Assessment Statement	86-87

Chapter-I

Executive Summary

Computer Proficiency is an inevitable part of education. The course is aiming to equip all the Arts, Science, and commerce aspirants to have basic skills as well as hands on experience on word processing, for creating excel spreadsheets, for building databases and preparing presentations, through the use of Microsoft Office Word, Excel, and Power point Programs . After successful completion of the internship, the student will be able to understand the following.

Point Objectives:

- To give basic information about the computer system and basic commands.
- To know operating system of computers like Windows, MS Doc etc.
- To give knowledge about computer hardware and computer software . To familiarize students with the use of MS Windows, Internet and E-mail.

- To familiarize students with the use of MS Office-MS Word, MS Excel & MS PowerPoint.

. Learning Outcomes:

- 1 Learned about MS Office, Typing, and Excel
- 2 To enrich the practical knowledge of computers
- 3 Learned about Internet, E-Mail and Power Point
- 4 Learned Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.
- 5 To know the Format text and paragraphs in computers

Microsoft word is an important education application. It is important to process raw facts into meaningful information. Microsoft word can benefits teachers and students to create new innovative methods of learning and teaching. Microsoft word and Microsoft office suite for students help to transmit educational materials and practice systematically in school and university faster with higher quality. In which students can use Microsoft word templates to teach complex fundamental into simple methods. In traditional education method, students write and practice school leaving certificate on notebooks. But in future students need to print the letter or all the departments will be becoming digital. In that time you can't imagine the applications are received by a handwritten letter on physical paper. Microsoft Office is a family of server software, and services developed by Microsoft for various purposes. Microsoft Office is a suite of desktop productivity applications that is designed specifically to be used for office or business use. I learned how Microsoft word and MS Office etc.

application can be used and utilized by students to faster the process of receiving and giving information. And to achieve this purposes around the world school and colleges. I believe Microsoft Word is an important application that can improve and maximize practical education practices in schools and colleges. I learned many computer basics for getting Government and private jobs.

CHAPTER 2:

OVERVIEW OF THE ORGANIZATION

Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission, and Values of the Organization
- C. Policy of the Organization, in relation to the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.

SVMS COACHING CENTER : OVER VIEW THE ORGANISATION

SVMS Institute is an ISO 9005:2015 Certified Institute, - **(PMKVY)**

PRADHAN MANTRI KAUSHAL VIKAS YOJANA Institute .

it was registered under MSME ,Educational and Welfare Society ,
Sidadpuram street, College Road, Above the TVS show room KADIRI, Sri
Sathya Sai Dist of Andhra Pradesh. It was established in 2005. This
organization is associated with - **(PMKVY) PRADHAN MANTRI KAUSHAL
VIKAS YOJANA Institute**

Objectives:

- Our Objective therefore is to create an atmosphere of values that

needs, either to serve as a Government servant or to earn for their livelihood etc. The Organization Mission provides every student with a platform to refine his/ her skills and make a mark in the computer literate world. To sharpen student skills and make them as masters in new technologies. The mission is "Bringing People and Computers together

Successful' and to meet the augmenting needs of the Government and Private Sector

Vision & Goal:

- ✓ To cultivate IT Culture among different section of people. E.g
Students, employees, etc.
- ✓ To provide quality IT education and Training to the downb -
odden people.
- ✓ Provides a clear job/project description for the work experience.
- ✓ Orients the student to the organization, its culture and proposed work assignments.
- ✓ Helps the student develop and achieve learning goals.
- ✓ Offers regular feedback to the student intern.

SVMS looks forward to being a recognized Model Private Computer Training Institute in the state in meeting the prevailing needs of technical man power through quality, efficient and

resourceful training. Motto / Goal The MOTTO of STRIVE FOR EXCELLENCE" adopted by the institute truly stands testimony to the

commitment, enlightened vision and foresight

exclude by the management of Global IT Solutions in a attempt to establish itself as a institute for excellence, a name to reckon with in future. It is said "A FOCUSED MIND IS THE SOURCE OF ALL POWER" and noting epitomizes it better then the philosophy of SVMS Coaching Center . and future of the student depends on their academic performance. Our aim is to provide conceptual and in depth training to make their base strong as well as

scoring good marks which helps them to get admission in good college. We want to grow in terms of quality and then quantity.

Student Success is our Achievements :

We aim to provide a user friendly environment to our students with latest hardware and software technologies. Students are provided with flexible practical timings as per the convenience. At GITS, each student is given a special attention and importance. Our aim is to provide best education so that a student can have bright career in IT field.

Working Environ

The institute provides good environment to learn technology to the students. Working in a real-world environment will help you understand the depths of your field and will help you determine whether it is a career you wish to pursue in the future. An internship will help you learn about your capabilities and ultimately encourage you to have a greater understanding of your strengths and weaknesses. It can be a challenging experience at times. Still, the benefits you gain from being pushed out of your comfort zone will help you tremendously in the future when you are presented with a difficult task or situation .

CHAPTER 3:

INTERNSHIP PART ;

BASICS OF MS OFFICE

The National Education Policy (NEP) 2020 makes internships mandatory and calls for research as a requirement for graduation in all domains, specifically for the four-year undergraduate programs. Hence, the UGC has issued guidelines instructing educational institutions how to go about this. The Govt. of Andhra Pradesh, Higher Education Department has introduced Skill and Skill Development courses along with three mandatory internships during their graduation. The Andhra Pradesh state council of Higher education has given the instructions to all the colleges and universities. Hence, the internship is mandatory for degree students. The Commissioner of the Collegiate Education and Concerned universities are the implementing authorities. Here I am going to explain the internship, working conditions, work schedule, what equipment used for internship and how I have successfully completed the tasks given by the mentors, and what kind of skills acquired etc are discussing in this chapter.

MS OFFICE :

Microsoft Office is a suite of productivity applications developed by Microsoft. It includes a set of essential software tools that are widely used for various tasks in both personal and professional settings. As of my last update in September 2021, the main components of Microsoft Office include:

1. Microsoft Word:

- Word is a word processing application used for creating, editing, and formatting text-based documents like letters, reports, essays, and more.

- It offers various features for text formatting, spell-checking, adding images, tables, and graphs, as well as tools for creating headers, footers, and page numbering.

2. Microsoft Excel:

- Excel is a spreadsheet application used for managing and analyzing data, performing calculations, and creating charts and graphs.
- It organizes data in rows and columns, and users can use various formulas and functions to perform complex calculations on the data.

3. Microsoft PowerPoint:

- PowerPoint is a presentation application used for creating slideshows with text, images, videos, and animations.
- It enables users to design professional-looking presentations to convey information in a visually appealing manner.

4. Microsoft Outlook:

- Outlook is an email and personal information management application used for managing emails, calendars, tasks, and contacts.
- It is commonly used for business communication and scheduling appointments and meetings.

5. Microsoft Access (Available in some Office editions):

- Access is a database management application used for creating and managing relational databases.
- It allows users to store, retrieve, and manipulate data, making it suitable for projects that involve extensive data management.

6. Microsoft OneNote:

- OneNote is a digital note-taking application that allows users to organize notes, ideas, and information in a digital notebook format.
- It supports various media types like text, images, audio, and even handwritten notes.

Microsoft Office offers a consistent user interface across its applications, making it easy for users to transition between different programs. The suite also provides various collaboration and cloud-based features, allowing users to work on documents together and access files from multiple devices through OneDrive or SharePoint.

Please note that Microsoft Office may have undergone updates and changes beyond my last update in September 2021. For the latest information and features, it's best to visit the official Microsoft Office website or refer to the most recent documentation.

Need for basics of Computers:

Basic computer knowledge is about how computers work and how to use them. This may include typing, learning keyboard commands, powering a computer on and off, knowing how to connect and disconnect the Internet to a computer. It can help you understand different operating systems and application software. Whether you are a college graduate, salesperson, marketer, copywriter, teacher or working professional, you are required to know the computer basics. Having basic computer knowledge makes it easier to complete everyday tasks and increase workplace productivity.

Internship and Its Importance:

An internship is a period of work experience offered by an organization for a limited period of time. Once confined to graduates, internship is used practice for a wide range of placements in businesses, non-profit organizations and government agencies. They are typically undertaken by students and graduates looking to gain relevant skills and experience in a particular field. The students will get benefit from these placements because they often recruit employees from their best interns, who have known capabilities, thus saving time and money in the long run. Internships for professional careers are similar in some ways. Similar to internships, apprenticeships transition students from vocational school into the workforce. Interns may be college students, and university students, or

post-graduate adults.

In addition, an internship can be used to build a professional network that can assist with letters of recommendation or lead to future employment opportunities. The benefit of bringing an intern into full-time employment is that they are already familiar with the company, therefore needing little to no training. Internships provide current college students with the ability to participate in a field of their choice to receive hands-on learning about a particular future career, preparing them for full-time work following graduation.

Companies in search of interns often find and place students in mostly unpaid internships, for a fee. These companies charge students to assist with research, promising to refund the fee if no internship is found. The programs vary and aim to provide internship placements at reputable companies. Some companies may also provide controlled housing in a new city, mentorship, support, networking, weekend activities or academic credit. Some programs offer extra add-ons such as language classes, networking events, local excursions, and other academic options.

Some companies specifically fund scholarships and grants for low-income applicants. Critics of internships criticize the practice of requiring certain college credits to be obtained only through unpaid internships. Paying for academic credits is a way to ensure students complete the duration of the internship, since they can be held accountable by their academic institution. For example, a student may be awarded academic credit only after their university receives a positive review from the intern's supervisor at the

sponsoring organization.

Intern Responsibilities:

Fulfilling tasks set out by supervisors from several departments.

- ✓ Attending meetings and taking minutes.
- ✓ Performing research at a supervisor's request.
- ✓ Updating social media platforms and writing copy for posts.

Creating images for social media posts.

Equipment Used:

Computer hardware includes the physical parts of a computer. It refers to the computer system, especially those that form part of the central processing unit. Computer technicians should know the basic components of computer hardware and how to work with each part, including the motherboard, power supply, keyboard, mouse and monitor. In this article, we discuss what computer hardware is and the basic components of it along with how computer technicians can safely troubleshoot key parts of a personal computer.

Hardware:

Computer hardware includes the physical components of a computer. Personal computers (PCs) are electronic devices that use microchips to process information and may include desktop

computers, laptops or tablets. Since a computer comprises many hardware components, they work together and depend on each other to function properly. These are the following need to be learning for basics in computers.

Computer

Key Board

Mouse

CPU

Hard Drive

Printer, Monitor, Mother Board, Input Device, Power Cable, Power Supply, Digital Board

White Papers, Pens, Note Book, Learning Environment

Skills Acquired during Internship:

While getting an internship is one part of the internship process, it is complete only when I grasp the relevant skills through my experience. I will get to learn a lot of technical skills. Soft skills are a basic necessity to become a professional.

Learn about Basic knowledge in computers.

MS Office

Typing

MS word

Email

Printing

Repairing

Excel

Data Entry

Graphs and Charts

Bar Diagrams

Other skills acquired:

Communication skills

Interpersonal skills

Collaboration with team

Time Management

Adaptability, Critical Thinking, Research and Analysis, Initiative

Leadership, working with different mentalities, Tasks, Flexibility, Eager to learn Environmental conditions etc.

foster a comprehensive approach to the growth of students that will generate not only integrity but also give back to society their skills and create a world of equal opportunities to all.

- To provide participants with the opportunity to gain accredited, marketable work skills which in turn can lead to employment opportunities,
- To develop confidence and self-esteem by helping participants to become involved in Computer Training
- To eliminate the perception that Computer technology is passing people by and to increase the general awareness of the possibilities offered by Computer Training
- ➤ To develop role models within communities this can promote the benefits of Computer Training
- Strengthen the development of associated learning Center as a proactive role model for high quality and learner centric computer literacy program.
- To improve standards of computer education in the rural area people.
- Our mission studied their theme properly and decided to provide better technical education in computer skills.

Mission:

svms has been absorbing and accommodating leastwise numbers from Class I to Class X, Intermediate, Degree, PG, Engineering/Medical students and imparting valued computer know-how and updated operational training, making each of them a product of any necessities that would develop on their

ACTIVITY LOG FOR THE FIRST WEEK

Day & Date	Brief Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 13-03-2023	Introduction of typing master	learned Typing master introduction	
Day - 2 14-03-2023	Know about all keyboard keys	Learned Know about all keyboard keys	
Day - 3 15-03-2023	fingerings	Learned fingerings	
Day - 4 16-03-2023	Know about which finger is used to press A,S,D,F. or J,K,L, ; letter	Learned about which finger used to press A,S,D,F OR J,K,L LETTERS	
Day - 5 17-03-2023	Know about which finger is used to press	Learned about which finger is used to press E,R or I,O letter	
Day -6 18-03-2023	Practiced all keys	Practiced all keys	

WEEKLY REPORT

WEEK - 1 (From Dt; 13-03-2023. To Dt;18-03-2023.)

Typing Master is a software program designed to improve typing speed and accuracy. In two weeks of using Typing Master regularly, WE can expect to learn and improve the following skills:

- 1. Proper typing technique: Typing Master emphasizes correct finger placement and posture, helping WE develop and maintain a proper typing technique. This includes placing WEr fingers on the home row keys and using all WEr fingers to type.*
- 2. Increased typing speed: Using Typing Master's typing exercises and drills, WE can improve WEr typing speed over time. The program tracks WEr progress and feedback to help WE increase WEr words-per-minute (WPM) rate.*
- 3. Improved accuracy: Alongside speed, Typing Master also helps WE improve accuracy. The software provides practice exercises that focus on reducing errors and developing muscle memory for accurate typing*
- 4. Eliminating bad typing habits: Typing Master helps identify and correct bad typing habits, such as pecking at keys or looking at the keyboard while typing. By practicing with the program, WE can break these habits and develop more efficient typing techniques.*

5. *Typing fluency: With regular use of Typing Master, WE can develop fluency in typing, resulting in smoother and more natural typing. WE will become more comfortable and confident in typing, which can greatly boost WEr productivity.*

6. *Special typing skills: Typing Master often includes specialized drills and exercises for specific typing skills, such as number typing, punctuation, and typing special characters. These exercises help enhance WEr overall typing proficiency.*

7. *Typing accuracy and precision: Typing Master focuses not only on speed but also on accuracy and precision. It helps WE improve keystroke accuracy, reduce typos, and develop a more consistent typing rhythm.*

Remember, WEr progress in typing largely depends on WEr commitment to practice regularly

and engage with the exercises provided by Typing Master. Consistent and dedicated practice will yield the best results in improving WEr typing skills over a two-week period.

ACTIVITY LOG FOR THE SECOND WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 20-03-2023	Know about which finger is used to press G or H letter	Learned about how to used to press G or H letter	
Day - 2 21-03-2023	Know about which finger is used to press Y, U, O, P letters	Learned about which finger is used to press Y, U, O, P letters	
Day - 3 22-03-2023	Know about which finger is used to press Q, W Letters	Know about which finger is used to press Q, W Letter	
Day - 4 23-03-2023	Know about which finger is used to press Z, X, C, V. Letters	Learned about which finger is used to press Z, X, C, V. Letters	
Day - 5 24-03-2023	Know about which finger is used to press B, N, M. Letters	Learned about which finger is used to press B, N, M. Letters	
Day - 6 25-03-2023	All keys practiced	Keys practiced	

WEEKLY REPORT

WEEK - 2 (From Dt : 20-03-2023 . To Dt : 25-03-2023.)

Typing mastery refers to the ability to type accurately and Efficiently on a keyboard. Developing good typing skills can greatly enhance WEr productivity and speed when working on a computer. To improve WEr typing speed and accuracy, here are some tips:

1. Proper posture and hand placement: Sit up straight with WEr feet flat on the floor. Position WEr hands on the keyboard with WEr fingers resting lightly on the home row keys. The home row keys are "ASDF" for the left hand and "JKL;" for the right hand.

2. Learn the keyboard la WEt: Familiarize We self with the la WEt of the keyboard. The standard keyboard is known as QWERTY, named after the first six letters in the top left row of letters. Be aware of the position of each letter, number, and symbol on the keyboard.

3. Start with touch typing: Touch typing is the technique of typing without looking at the keyboard. By using this method, WE can type faster and more accurately. Practice placing WEr fingers on the home row and use the correct finger for each key. For example, use WEr left pinky finger for the "A" key and WEr right index finger for the "J" key.

4. Typing exercises: Practice typing exercises and drills to improve WEr speed and accuracy. There are various online typing tutor programs and websites available that provide interactive typing lessons and games. These platforms often of er different level so difficulty and provide real-time feedback on WEr performance.

5. Typing games: Engage in typing games that can make practice more

enjoyable. Games like "Typing of the Dead," "Type Racer," or "Nitro Type" can help WE improve WE typing speed while having fun.

6. Focus on accuracy: While speed is important, accuracy should not be overlooked. Concentrate on hitting the correct keys with the appropriate fingers. Avoid looking at the keyboard and try to develop muscle memory for the key positions.

7. Practice regularly: Consistency is key to improving WEr typing skills. Set aside dedicated practice time each day, even if it's just a few minutes. Regular practice will help WE build muscle memory and improve WEr speed over time.

ACTIVITY LOG FOR THE THIRD WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 27-03-2023	What is computer	Learned about Computer introduction	✓
Day - 2 28-03-2023	What is hardware	Learned about hardware	✓
Day - 3 29-03-2023	What is software	Learned about Software	✓
Day - 4 30-03-2023	Operating system	Learned about operating system	✓
Day - 5 31-03-2023	File manager	Learned about file manager	✓
Day - 6 01-04-2023	Connecting internet and web browsers	Learned about Connecting internet and web browsers	✓ (D)

WEEKLY REPORT

WEEK - 3 (From Dt ; 27-03-2023. To Dt ; 01-04-2023.)

In an introduction to computers, WE will learn about various aspects and components of a computer system. Here is a detailed explanation of what WE can expect to learn:

1. What is a Computer: WE will gain an understanding of what a computer is, its purpose, and how it functions. This includes the concept of input, processing, output, and storage.
2. Hardware: WE will learn about the physical components of a computer, such as the central processing unit (CPU), memory (RAM), storage devices (hard drives, SSDs), input devices (keyboard, mouse), and output devices (monitor, printer).
3. Software: WE will explore the different types of software, including the operating system (e.g., Windows, macOS), applications, and utilities. WE will also understand the difference between system software and application software.
4. Operating System: An introduction to operating systems will cover the role they play in managing computer resources, providing a user interface, and running applications. WE will learn about different types of operating systems, such as Windows, macOS, and Linux.
5. File Management: WE will learn how to organize and manage files and folders on a computer. This includes creating, renaming, moving, copying, and deleting files and folders.
6. Computer Networks: WE will be introduced to the concept of computer networks and learn about the basics of local area networks (LANs) and the internet. This includes understanding IP addresses, domain names, and protocols like TCP/IP.
7. Internet and Web Browsers: This section will cover the basics of the internet, including web browsers, search engines, and common web services.

WE will learn how to navigate the web, search for information, and stay safe online.

8. Computer Security and Privacy: An introduction to computer security will cover the importance of protecting WEr computer and personal information. This includes learning about anti virus software, firewalls, and safe browsing practices.

9. Computer Ethics: WE will explore the ethical considerations surrounding computer use, including topics such as online privacy, intellectual property, and responsible digital citizenship.

10. Troubleshooting and Maintenance: An introduction to troubleshooting will teach WE how to identify and resolve common computer problems. WE will also learn about regular maintenance tasks like software updates, disk cleanup, and virus scans.

11. This is just an overview of the topics typically covered in an introduction to computers. Different courser curriculum may go into further detail or cover additional subjects depending on the level of the course and learning objectives.

ACTIVITY LOG FOR THE FORTH WEEK

Day Date	description <i>Brief</i> description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 03-04-2023	Know about introduction of Microsoft word	Learned about Know about introduction of Microsoft word	
DAY - 2 04-04-2023	Know about introduction of Microsoft PowerPoint	Learned about introduction of Microsoft PowerPoint	
Day - 3 05-04-2023	Know about introduction of Microsoft PowerPoint	Learned about introduction of Microsoft PowerPoint	
Day - 4 06-04-2023	Know about Microsoft Outlook	Learned about Know about Microsoft Outlook	
Day - 5 07-04-2023	Know about Microsoft access	Learned about Microsoft access	
Day - 6 08-04-2023	Know about Microsoft publisher	Learned about Know about Microsoft publisher	

WEEKLY REPORT

WEEK - 4 (From Dt ; 03-04-2023 To Dt ; 08-04-2023.)

Microsoft Office is a comprehensive suite of productivity applications developed by Microsoft Corporation. It has become the industry standard for office software and is widely used in various business, educational, and personal settings. Let's take a closer look at the key components and features of Microsoft Office:

1. Microsoft Word: Word is a powerful word processing application that allows users to create, edit, and format documents. It offers a wide range of features such as spellchecking, grammar checking, formatting options (fonts, styles, colors), page layout settings, and the ability to insert tables, images, charts, and other objects into documents.

2. Microsoft Excel: Excel is a spreadsheet program used for data organization, analysis, and calculation. It offers tools for creating and managing spreadsheets, performing complex calculations using formulas and functions, creating charts and graphs, and generating reports. Excel is widely used for financial analysis, data analysis, and budgeting.

3. Microsoft PowerPoint: PowerPoint is a presentation software used for creating visually appealing and engaging slideshows. It allows users to create and arrange slides, add text, images, videos, audio, and animations, and apply various transition effects. PowerPoint is commonly used for business presentations, educational lectures, and training materials.

4. Microsoft Outlook: Outlook is an email client and personal information manager that helps users manage their emails, calendars, contacts, and tasks. It offers features like email organization, filtering, and sorting, scheduling meetings and appointments, managing contacts, and setting reminders. Outlook also integrates with other Microsoft Office applications, making it easy to share information and collaborate with others.

5. Microsoft Access: Access is a database management system that enables users to create and manage databases. It provides tools for creating tables, queries, forms, and reports to store, organize, and retrieve data. Access is commonly used for building small-scale databases, managing inventories, and creating custom data-driven applications.

6. Microsoft OneNote: OneNote is a digital note-taking application that allows users to capture, organize, and share notes, ideas, and information. It supports text, images, audio recordings, and handwritten notes, and provides features for creating notebooks, sections, and pages. OneNote is useful for students, professionals, and anyone who wants to keep their notes organized and accessible across multiple devices.

7. Microsoft Publisher: Publisher is a desktop publishing application designed for creating professional-looking publications, such as brochures, flyers, newsletters, and magazines. It offers a variety of templates, design tools, and formatting options to create visually appealing documents.

8. Microsoft SharePoint: SharePoint is a web-based collaboration platform that facilitates teamwork, document sharing, and information management within organizations.

9. It allows users to create websites, share documents, collaborate on projects, manage workflows, and provide access controls for secure collaboration. These are just a few of the main components of Microsoft Office.

10. Microsoft continues to enhance and expand the Office suite with new features, integration with cloud services, and improved collaboration capabilities. Microsoft Office is available for Windows and macOS operating systems, and there are different versions and licensing options available to suit different user needs.

ACTIVITY LOG FOR THE FIFTH WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 10-04-2023	Microsoft world tools introduction	Learned about Microsoft world tools introduction	✓
Day - 2 11-04-2023	Learn about basic text formatting	Learn about basic text formatting	✓
Day - 3 12-04-2023	Know about page layout	Learned about page layout	✓
Day - 4 13-04-2023	Know about inserting and formatting images	Learned about inserting and formatting images	✓
Day - 5 14-04-2023	Learn about how to set table send columns	Learn about how to set table send columns	✓
Day - 6 15-04-2023	Know about headers and footer	Learned about headers and folders	✓

WEEKLY REPORT

WEEK - 5 (From Dt ; 10-04-2023. To Dt ; 15-04-2023.)

In Microsoft Word, WE can learn a variety of skills and techniques for creating and editing documents. Here are some of the key features and functions that WE can learn in Microsoft Word:

1. Basic Text Formatting: WE can learn how to change the font style, size, and color of text. WE can also learn how to apply formatting options such as bold, italic, underline, and strikethrough. Additionally, WE can learn how to adjust paragraph spacing, alignment, indentation, and bullet and numbering styles.
2. Page Layout: WE can learn how to set up WEr document's margins, orientation (portrait or landscape), and page size. WE can also learn how to add headers and footers, page numbers, and apply different page layout options such as columns, borders, and shading.
3. Inserting and Formatting Images: WE can learn how to insert and resize images in WEr document. WE can also learn how to wrap text around images, apply styles and effects, align images, and crop or rotate them.
4. Tables and Columns: WE can learn how to create and format tables to present data in an organized manner. WE can add or delete rows and columns, merge or split cells, apply cell formatting, and add borders or shading to tables. Additionally, WE can learn how to create columns in WEr document for a newspaper-style layout.
5. Headers and Footers: WE can learn how to add headers and footers to WEr document, which are sections that appear at the top and bottom of each page. WE can insert page numbers, date and time, document title, and other information in the headers and footers.
6. Styles and Themes: WE can learn how to apply consistent formatting to

WEr document by using styles. Styles allow WE to apply preset formatting options to headings, subheadings, body text, and other elements. Additionally, WE can learn how to apply predefined document themes to change the overall look and feel of WEr document.

7. Collaboration and Review: WE can learn how to collaborate with others on a document by using features such as track changes and comments. Track changes allow WE to see edits made by different users, while comments allow users to leave feedback or make suggestions.

8. Mail Merge: WE can learn how to use the mail merge feature to create personalized letters, envelopes, or labels. Mail merge allows WE to merge a data source (such as a list of names and addresses) with a Word document to create multiple personalized copies.

9. These are just some of the skills and techniques that WE can learn in Microsoft Word. By becoming proficient in these areas, WE can create professional-looking documents and efficiently manage WEr written content.

ACTIVITY LOG FOR THE SIXTH WEEK

Day & Date	Brief Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 17-04-2023	Learn collaborations and reviews	Learn about collaborations and reviews	
Day - 2 18-04-2023	Know about different types of styles and themes	Learned about different types of styles and themes	
Day - 3 19-04-2023	Learn about User interface	Learn about User interface	
Day - 4 20-04-2023	Learn about what is mail merge	Learn about what is mail merge	
Day - 5 21-04-2023	Know about Ribbon	Learned about Ribbon	
Day - 6 22-04-2023	Know about quick access toolbar	Learned about quick access toolbar	

WEEKLY REPORT

WEEK - 6 (From Dt ; 17-04-2023. To Dt ; 22-04-2023.)

User Interface: Microsoft Word has a user-friendly interface designed to make document creation and editing intuitive. The main components of the interface include the Ribbon, Quick Access Toolbar, Document Area, and the Status Bar.

▣ **Ribbon:** The Ribbon is located at the top of the window and contains multiple tabs, each representing a specific set of functions. These tabs include Home, Insert, Page Layout, References, Mailings, Review, and more. Each tab is further divided into groups that contain related commands and tools.

▣ **Quick Access Toolbar:** The Quick Access Toolbar is a customizable toolbar located at the top left corner of the window. WE can add frequently used commands to this toolbar for quick access.

▣ **Templates:** Microsoft Word offers a wide range of pre-designed templates for various document types, such as resumes, cover letters, flyers, brochures, and more.

▣ **Saving and Exporting:** WE can save Word documents in various formats, including .docx, .pdf, .rtf, .txt, and more. Word also supports exporting to other Microsoft Office formats and Google Docs. **Table of Contents and Index:** Word can automatically generate a table of contents based on the document's headings and page numbers. It can also create an index for easier navigation.

▣ **Inserting Objects:** WE can insert various objects into Word document, such as pictures, shapes, SmartArt graphics, charts, hyperlinks, equations, symbols, and more.

6. Microsoft OneNote: OneNote is a digital note-taking application that allows users to capture, organize, and share notes, ideas, and information. It supports text, images, audio recordings, and handwritten notes, and provides features for creating notebooks, sections, and pages. OneNote is useful for students, professionals, and anyone who wants to keep their notes organized and accessible across multiple devices.

7. Microsoft Publisher: Publisher is a desktop publishing application designed for creating professional-looking publications, such as brochures, flyers, newsletters, and magazines. It offers a variety of templates, design tools, and formatting options to create visually appealing documents.

8. Microsoft SharePoint: SharePoint is a web-based collaboration platform that facilitates teamwork, document sharing, and information management within organizations.

9 It allows users to create websites, share documents, collaborate on projects, manage workflows, and provide access controls for secure collaboration. These are just a few of the main components of Microsoft Office.

10 Microsoft continues to enhance and expand the Office suite with new features, integration with cloud services, and improved collaboration capabilities. Microsoft Office is available for Windows and macOS operating systems, and there are different versions and licensing options available to suit different user needs,

ACTIVITY LOG FOR THE SEVEN WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 24-04-2023	know about Document area	know about Document area	✓
Day - 2 25-04-2023	Learn about status bar	Learn about status bar	✓
Day - 3 26-04-2023	learn about Document creation and editing	learn about Document creation and editing	✓
Day - 4 27-04-2023	learn about Document creation and editing	learn about Document creation and editing	✓
Day - 5 28-04-2023	Know about Spell and grammar check	Learned about Spell and grammar check	✓
Day - 6 29-04-2023	Learn about reviewing tools	Learn about reviewing tools	✓ (D)

WEEKLY REPORT

WEEK - 7 (From Dt ; 24-04-2023. To Dt ; 29-04-2023.)

❑ Document Area: The Document Area is the main working area where WE can create, edit, and format WEr documents. It displays the content of the currently open document.

❑ Status Bar: The Status Bar is situated at the bottom of the window and provides useful information about the document, such as the page number, word count, language settings, and zoom level.

❑ Document Creation and Editing: WE can start a new document from scratch or open an existing one. WE can type and edit text, insert images, tables, charts, and various objects into the document. Formatting options like font style, size, color, alignment, and spacing can be easily applied to the content.

❑ Styles and Themes: Microsoft Word allows WE to apply different styles and themes to WEr documents, which change the overall appearance of fonts, colors, and formatting to give WEr document a consistent and professional look.

❑ Page LaWEt: WE can set page margins, orientation (portrait or landscape), page size, and customize headers and footers. Additionally, Word provides options for creating columns and managing page breaks.

❑ Spell and Grammar Check: Word includes a built-in spelling and grammar checker to help WE identify and correct errors in WEr document. It underlines misspelled words and suggests corrections.

❑ Reviewing Tools: The Review tab of ers features like Track Changes,

slideshow. WE can set the slide timing, choose whether to advance slides manually or automatically, and customize the slideshow for presenting on different devices or screens.

7. Collaboration and Review: WE can learn how to collaborate with others on a PowerPoint

presentation. WE can share WEr presentation with others, allow them to comment or make edits, and track changes made by different users. Additionally, WE can learn how to use the presentation view to practice and deliver WEr presentation effectively.

8. Presentation Tips and Tricks: WE can learn various tips and techniques for creating and

delivering impactful presentations. These may include using visual aids effectively, structuring

WEr presentation with a clear message or storyline, using data and charts effectively, and

engaging the audience through interaction or storytelling.

9. These are just some of the skills and techniques that WE can learn in Microsoft PowerPoint. By becoming in these areas, WE can create visually appealing and engaging presentations that effectively communicate WEr Message. In Microsoft PowerPoint, WE can learn a variety of skills and techniques for creating and delivering

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 01-05-2023	Learn about reviewing tools	Learn about reviewing tools	✓
Day - 2 02-05-2023	Learn about reviewing tools	Learn about reviewing tools	✓
Day - 3 03-05-2023	Know about adding multimedia	Know about adding multimedia	✓
Day - 4 04-05-2023	Learn about speaker notes	Learn about speaker notes	✓
Day - 5 05-05-2023	Learn about Animations and transactions	Learn about Animations and transactions	✓
Day - 6 06-05-2023	Know about slide show settings	Know about slide show settings	✓ (Signature)

ACTIVITY LOG FOR THE EIGHTH WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 01-05-2023	Learn about reviewing tools	Learn about reviewing tools	✓
Day - 2 02-05-2023	Learn about reviewing tools	Learn about reviewing tools	✓
Day - 3 03-05-2023	Know about adding multimedia	Know about adding multimedia	✓
Day - 4 04-05-2023	Learn about speaker notes	Learn about speaker notes	✓
Day - 5 05-05-2023	Learn about Animations and transactions	Learn about Animations and transactions	✓
Day - 6 06-05-2023	Know about slide show settings	Know about slide show settings	✓ 

WEEKLY REPORT

WEEK - 8 (From Dt ; 01-05-2023. To Dt ;06-05-2023.)

In Microsoft PowerPoint, WE can learn a variety of skills and techniques for creating and delivering presentations. Here are some of the key features and functions that WE can learn in Microsoft PowerPoint:

1. Creating Slides: WE can learn how to create new slides and add content to them. WE can choose from different slide layouts and add text, images, shapes, charts, and tables. Additionally, WE can learn how to apply slide themes to change the overall design of WEr presentation.

2. Slide Design and Layout: WE can learn how to customize the design and layout of WEr slides. WE can change the background color or image, apply different fonts and color schemes, and adjust the spacing and alignment of elements on the slide. WE can also learn how to arrange slides in a specific order and manage slide transitions.

3. Adding Multimedia: WE can learn how to enhance WEr presentation by adding multimedia elements. WE can insert audio or video files, embed YouTube videos, and record and insert narration. WE can also learn how to control the playback of multimedia elements, such as adjusting volume or setting the starting point.

4. Animations and Transitions: WE can learn how to add animations and transitions to WEr slides to make WEr presentation more visually engaging. Animations allow WE to apply movement or effects to text, images, and other elements on the slide. Transitions are the visual effects that occur when moving from one slide to the next.

5. Speaker Notes: WE can learn how to add speaker notes to each slide, which can serve as additional information or reminders for when WE are delivering WEr presentation. Speaker notes are typically not visible to the audience and can help WE stay organized and on track during WEr presentation.

6. Slideshow Settings: WE can learn how to customize the settings for WEr

7. Collaboration and Sharing: WE can learn how to collaborate with others on an Excel workbook. WE can share WEr workbook with others, allow them to view or edit specific parts of the workbook, and track changes made by different users. Additionally, WE can learn how to use Excel's comments and notes features to communicate with others and provide explanations or Minstructions.

8. Automation and Macros: If WE want to automate repetitive tasks or create customized solutions, WE can learn how to use Excel's macro recording feature. Macros allow WE to record a series of actions and play them back later with a single click

9. We can also learn how to write VBA (Visual Basic for Applications) code to create more advanced macros and automate complex tasks.

10. These are just some of the skills and techniques that WE can learn in Microsoft Excel. By becoming proficient in these areas, WE can efficiently manage and analyze data, automate calculations and tasks,

ACTIVITY LOG FOR THE NINETH WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 08-05-2023	Know about slide show settings	Learned about slide show settings	
Day - 2 09-05-2023	Know about Spreadsheet Basics	Learned about Spreadsheet Basics	
Day - 3 10-05-2023	Learn about formatting	Learn about formatting	
Day - 4 11-05-2023	Know about Excel formulas and functions	Know about Excel formulas and functions	
Day - 5 12-05-2023	Learn about data analysis and visualization	Learn about data analysis and visualization	
Day - 6 13-05-2023	Data validation and protection	Data validation and protection	

WEEKLY REPORT

WEEK - 9 (From Dt ; 08-05-2023. To Dt ; 13-05-2023.)

In Microsoft Excel, WE can learn a variety of skills and techniques for organizing, analyzing, and visualizing data. Here are some of the key features and functions that WE can learn in Microsoft Excel:

1. Spreadsheet Basics: WE can learn how to create and manage spreadsheets in Excel. This includes creating new workbooks and worksheets, navigating through different cells and sheets, and entering data into cells.

2. Formatting: WE can learn how to format cells, columns, rows, and worksheets to make WEr data more visually appealing and easier to read. This includes applying different font styles, sizes, colors, and alignments. WE can also learn how to format numbers, dates, and currency values.

3. Formulas and Functions: One of the most powerful features of Excel is its ability to perform calculations using formulas and functions. WE can learn how to create formulas to perform Arithmetic operations, logical comparisons, and text manipulations. WE can also learn how to use built-in functions, such as SUM, AVERAGE, COUNT, and IF, to automate calculations.

4. Data Analysis and Visualization: Excel provides various tools and features for analyzing and visualizing data. WE can learn how to sort and filter data, apply conditional formatting based on specific criteria, and use pivot tables to summarize and analyze large datasets. Additionally, WE can learn how to create charts and graphs to visualize data trends and patterns.

5. Data Validation and Protection: WE can learn how to set up data validation rules to ensure that data entered into cells meets specific criteria. This can help prevent data entry errors and maintain data integrity. WE can also learn how to protect worksheets and workbooks with passwords to restrict access and prevent unauthorized changes.

6. Data Management: Excel allows WE to efficiently manage and manipulate large datasets. WE can learn how to sort and filter data based on specific criteria, use advanced filter options, and remove duplicates from datasets. WE can also learn how to use Excel's database functions, such as VLOOKUP and SUMIFS, for more complex data manipulations.

and any other relevant details. Creating a signature for WEr emails is a great way to add a professional touch and provide essential contact information to recipients. A signature typically includes WEr name, job title, company name, contact information, and any relevant links or social media profiles. Here's a shortcut matter for a typical email signature:

--[WEr Name]

[Job Title] at [Company Name]

[Phone Number] | [Email Address]

[Website URL]

[Optional Social Media Icons/Links]"" WE can personalize the signature further by adding a professional profile picture or WEr company's logo if desired. Also, remember to keep the signature visually simple and not overly

cluttered. To make the signature creation process more efficient, WE can use email clients or tools that

support email signature templates. Many email service providers allow WE to save a signature

once, and it will automatically be appended to each new email WE compose. This saves time and

ensures consistency across all WEr emails.

ACTIVITY LOG FOR THE TENTH WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 15-05-2023	Know about what is mails	Learned about what is mails	
Day - 2 16-05-2023	Know how to send and creating emails	Learned how to send and creating emails	
Day - 3 17-05-2023	Learn about organising and managing emails	Learned about organising and managing emails	
Day - 4 18-05-2023	Learn about managing contacts	Learned about managing contacts	
Day - 5 19-05-2023	Know about email filter and rules	Learned about email filter and rules	
Day - 6 20-05-2023	Learn signatures in emails	Learn signatures in emails	

WEEKLY REPORT

WEEK – 10 (From Dt; 15-05-2023. To Dt;20-05-2023.)

In an email client or email program, such as Microsoft Outlook or Gmail, WE can learn a variety of skills and techniques for managing and communicating through email. Here are some of the key features and functions that WE can learn:

1. Creating and Sending Emails: WE will learn how to compose and send emails to individuals or groups.

2.This includes formatting the email body, adding attachments, and including recipients' email addresses in the "To," "CC," and "BCC" fields.

3. Organizing and Managing Emails: WE will learn how to organize WEr mailbox by creating folders or labels to categorize and store emails. This helps in efficiently managing and finding important emails later. WE can also learn how to flag or mark emails for follow-up and prioritize them based on their importance.

4. Managing Contacts: Email programs allow WE to create a digital address book or contact list. WE can learn how to add or import contacts, organize them into groups, and easily access contact information when composing emails.

5. Email Filters and Rules: WE can learn how to set up email filters and rules to automatically categorize, sort, or forward incoming emails based on specific criteria. This helps in managing large volumes of emails and keeping WEr inbox organized.

6. Email Signatures: WE can learn how to create personalized email signatures that automatically appear at the end of WEr emails.

7. Email signatures can include WEr name, contact information, job title,

ACTIVITY LOG FOR THE ELEVENTH WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 22-05-2023	Know about Replay and forwarding	Know about Replay and forwarding	
Day - 2 23-05-2023	Know about attachment	Learned about attachment	
Day - 3 24-05-2023	Learn about flagging and reminders	Learn about flagging and reminders	
Day - 4 25-05-2023	Know about conversion view	Learned about conversion view	
Day - 5 26-05-2023	Know about junk email and spam filtering	Learned about junk email and spam filtering	
Day - 6 27-05-2023	Email security	Email security	

WEEKLY REPORT

WEEK - 11 (From Dt ; 22-05-2023. To Dt ; 27-05-2023.)

1. Reply and Forwarding: WE can learn different techniques for replying to and forwarding emails, such as replying to all recipients or selectively forwarding emails to specific individuals or groups.

2. Attachments: WE can learn how to attach files, documents, or images to WEr emails. Email programs often have size limits for attachments, so WE will also learn how to compress files or use cloud storage services to send larger files.

3. Flagging and Reminders: WE can learn how to flag emails for follow-up and set reminders to ensure important emails are not forgotten. Email programs often have features that allow WE to set due dates, add notes, and receive reminders for flagged emails.

4. Conversation View: WE can learn how to use the conversation view feature that groups related emails together. This makes it easier to read and track email threads, particularly in group or team discussions.

5. Junk Email and Spam Filtering: WE can learn how to configure spam filters to automatically identify and block unsolicited or unwanted emails. This helps in reducing clutter in WEr inbox and ensuring that important emails are not missed.

6. Email Security: WE can learn about email security practices and techniques to protect We self from phishing attempts, malware, and other email-based threats. This includes recognizing suspicious emails, avoiding clicking on unknown or suspicious links, and being cautious when opening email attachments.

7. These are some of the key skills and features that WE can learn in an email client or email program. By becoming proficient in these areas, WE can effectively communicate through email,

ACTIVITY LOG FOR THE TWELVETH WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 29-05-2023	Introduction of Microsoft Outlook	Learned about Introduction of Microsoft Outlook	✓
Day - 2 30-05-2023	Learn email management	Learned about email management	✓
Day - 3 31-05-2023	Know about calendar and scheduling	Learn about calendar and scheduling	✓
Day - 4 01-06-2023	Know about task management	Learned about task management	✓
Day - 5 02-06-2023	Learn contact management	Learnedss contact management	✓
Day - 6 03-06-2023	Learn contact management	Learned about contact management	✓ (Signature)

WEEKLY REPORT

WEEK - 12 (From Dt ; 29-05-2023. To Dt ; 03-06-2023.)

In Microsoft Outlook, WE can learn a variety of skills and techniques for managing WER emails, scheduling appointments and meetings, managing tasks, and organizing WER contacts. Here is a detailed explanation of some key features and functions in Microsoft Outlook:

1. Email Management:

Composing and Sending Emails: WE will learn how to create new emails, format the email body, add attachments, and send emails to individuals or groups. - Managing Folders: WE can create folders to organize WER emails, move emails between folders, and set up rules to automatically sort incoming emails into specific folders. - Flags and Categories: Outlook allows WE to flag emails for follow-up, set reminders, and categorize emails based on different criteria. - Search and Filters: WE can use Outlook's powerful search and filtering capabilities to find specific emails or narrow down WER search based on criteria like sender, subject, or time. - Conversations: Outlook has a conversation view that groups related emails together, making it easier to track and follow email threads.

2. Calendar and Scheduling:

Creating Appointments and Meetings: WE will learn how to create appointments for personal events and meetings with others. WE can add details like location, attendees, and reminders. - Invitations and Responses: Outlook allows WE to send meeting invitations to others and track their responses. WE will learn how to accept, decline, or propose new meeting times. - Scheduling Assistant: Outlook's Scheduling Assistant helps WE find the best meeting time by showing the availability of attendees and highlighting any scheduling conflicts. - Recurring Appointments: WE can set up recurring appointments or meetings that repeat at specific intervals, such as weekly staff meetings or monthly team updates.

3. Task Management: -

Creating Tasks: Outlook enables WE to create tasks, assign due dates, and set reminders. WE can also categorize tasks and assign them to different categories or folders. - Task Tracking: Outlook helps WE track the status of tasks, update progress, and mark tasks as

complete. WE can set priorities, add notes, and delegate tasks to others if needed. - Task Assignments: WE can assign tasks to other people and track their progress. Outlook provides features to update task status, send task updates, and receive task completion notifications.

4. Contact Management:-

Creating and Organizing Contacts: Outlook allows WE to create and manage contact information for individuals or organizations. WE can store email addresses, phone numbers, and other details.

- Contact Groups: WE can create contact groups or distribution lists to send emails to multiple recipients easily. This is helpful when WE frequently send emails to the same group of people. - Contact Syncing: Outlook can sync with other contact management systems, such as WEr smartphone, to keep WEr contacts up to date across different devices.

5. Advanced Features:-

Rules and Automatic Replies: Outlook lets WE set up rules to automatically process incoming emails, such as moving emails from specific senders to specific folders.

6. WE can also set up automatic replies for when WE are out of the office. - Data File Management: WE can learn how to manage Outlook data files (PST files), create backups, and import/export data between different Outlook installations or versions. - Email Encryption and Security: Outlook provides features for encrypting emails and digitally signing them to ensure secure communication. WE can also learn about other security practices, such as enabling two-factor authentication and using strong passwords. These are some of the key features and functions WE can learn in Microsoft Outlook.

7. By becoming proficient in these areas, WE can effectively manage WEr emails, appointments, tasks, and contacts, and streamline WEr communication and organization processes.

ACTIVITY LOG FOR THE THIRTEENTH WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 05-06-2023	Know about Relational Database Management System:	Learned about Relational Database Management System:	✓
Day - 2 06-06-2023	Learn about Tables and Fields	Learned about Tables and Fields	✓
Day - 3 07-06-2023	Know about Queries	Learned about Queries	✓
Day - 4 08-06-2023	Know about Forms	Learned Know about Forms	✓
Day - 5 09-06-2023	Learn about Reports	Learned about Reports	✓
Day - 6 10-06-2023	Know about Integration with Microsoft Office	learned about Integration with Microsoft-Office	✓ (D)

WEEKLY REPORT

WEEK - 13 (From Dt; 05-06-2023. To Dt; 10-6-2023.)

Certainly! Here are six key points about Microsoft Access:

- 1.. **Relational Database Management System:** Microsoft Access is a software application used to create and manage relational databases.
- 2.. **Tables and Fields:** WE can design tables to organize and store data, with each table consisting of different fields to hold specific types of information.
- 3.. **Queries:** Access allows WE to build queries to retrieve and analyze data from tables based on specified criteria.
- 4.. **Forms:** WE can create user-friendly data entry forms to input information into the database easily.
- 5.. **Reports:** Access offers tools to generate custom reports for presenting data in a structured and visually appealing format.
- 6.. **Integration with Microsoft Office:** As part of the Microsoft Office suite, Access seamlessly integrates with other Office applications like Excel and Word for data sharing and reporting. Certainly! Here are six key points about Microsoft Access:

ACTIVITY LOG FOR THE FOURTEENTH WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 12-06-2023	Know about Publication Types	Learned about Publication Types	✓
Day - 2 13-06-2023	Know about Templates and Design Tools	Learned about Templates and Design Tools	✓
Day - 3 14-06-2023	Learn about Page Layout	Learned about Page Layout	✓
Day - 4 15-06-2023	Know about Graphics and Images	Learned about Graphics and Images	✓
Day - 5 16-06-2023	Know about Typography	Learned about Typography	✓
Day - 6 17-06-2023	Learn about Color Schemes	Learn about Color Schemes	✓ (Signature)

WEEKLY REPORT

WEEK - 14 (From Dt; 12-06-2023. To Dt; 17-06-2023.)

In Microsoft Publisher, WE can learn desktop publishing, which is the process of creating and designing professional-looking publications for various purposes. Here's a detailed explanation of what WE can learn in Microsoft Publisher:

1. ****Publication Types:**** Microsoft Publisher offers a wide range of publication types, including brochures, flyers, newsletters, postcards, greeting cards, calendars, posters, and more. Each publication type comes with pre-designed templates that WE can customize to suit WEr needs.

2. ****Templates and Design Tools:**** When WE start a new publication, WE can choose from a variety of templates that cater to different industries and purposes. These templates serve as a starting point for WEr design and layout. Publisher provides numerous design tools, such as text formatting, alignment, color schemes, and object placement, allowing WE to personalize WEr publications.

3. ****Page Layout:**** Publisher allows WE to create multi-page publications with easy-to-use page layout tools. WE can add and arrange pages, adjust margins, and set up headers and footers to create a cohesive design throughout WEr document.

4. ****Graphics and Images:**** WE can add images, illustrations, shapes, and other graphic elements to WEr publications. Publisher provides tools to crop, rotate, and adjust the appearance of images. WE can also use the Picture Tools to apply various effects and styles.

5. ****Typography:**** In Publisher, WE have extensive control over text elements. WE can choose from a wide range of fonts, adjust font size and spacing, and apply various text effects to make WEr text visually appealing. Additionally, WE can create and edit text boxes to ensure proper text placement and flow within WEr publication.

6. ****Color Schemes:**** Maintaining consistent color schemes throughout WEr publication is essential for a professional look. Publisher offers built-in color schemes and allows WE to create custom color palettes to match WEr brand or design theme.

7. ****Guides and Alignment:**** Precise alignment is crucial for a polished publication. Publisher provides guidelines and alignment tools to help WE align objects, text, and images accurately on the page.

8. ****Preview and Print:**** Before finalizing WEr publication, WE can preview how it will appear in print or digital format. Publisher helps WE identify potential issues, such as overlapping objects or low-resolution images. Once WE're satisfied with the design, WE can print the publication or save it as a PDF or other digital formats for sharing electronically.

9. ****Integration with Other Microsoft Office Apps:**** Publisher seamlessly integrates with other Microsoft Office applications, such as Word and Excel. WE can import text, images, and tables from these applications into WEr Publisher document, making it easier to create complex publications.

10. ****Online Sharing and Distribution:**** Apart from printing, Publisher allows WE to share WEr publications online through various platforms, such as email, OneDrive, and social media. This feature is useful for distributing digital versions of WEr publications to a broader audience. By mastering Microsoft Publisher, WE can efficiently create visually appealing and professional-quality publications tailored to WEr specific needs, whether for personal, business, or educational purposes.

ACTIVITY LOG FOR THE FIFTEENTH WEEK

Day & Date	Description of the daily activity	Learning Outcome	Person In-Charge Signature
Day - 1 19-06-2023	Know about Collaboration and Document Management	Learned about Collaboration and Document Management	✓
Day - 2 20-06-2023	Know about Versioning and Document Control	Learned about Versioning and Document Control	✓
Day - 3 21-06-2023	Learn about Workflows and Automation	Learned about Workflows and Automation	✓
Day - 4 22-06-2023	Know about Intranet and Content Publishing	Learned about Intranet and Content Publishing	✓
Day - 5 23-06-2023	Know about Intranet and Content Publishing	Learned about Intranet and Content Publishing	✓
Day - 6 24-06-2023	Know about Intranet and Content Publishing	Learned about Intranet and Content Publishing	✓ (Signature)

WEEKLY REPORT

WEEK - 15 (From Dt; 19-06-2023. To Dt; 24-06-2023.)

With Microsoft SharePoint, WE can learn and achieve the following:

1. ****Collaboration and Document Management:**** SharePoint is a powerful platform for team collaboration and document management. WE can create team sites to share documents, files, and information with colleagues, making it easier to collaborate on projects.
2. ****Versioning and Document Control:**** SharePoint allows WE to maintain version history for documents, ensuring that WE can track changes and revert to previous versions if needed. This helps in maintaining document control and ensuring data accuracy.
3. ****Workflows and Automation:**** WE can design and implement workflows using SharePoint, automating business processes and streamlining tasks. Workflows can help manage document approvals, notifications, and other repetitive tasks.
4. ****Intranet and Content Publishing:**** SharePoint can serve as an intranet portal for WEr organization, providing a centralized location for news, announcements, company policies, and other important information. WE can create and publish content to share across the organization.
5. ****Customization and Branding:**** SharePoint offers customization options, allowing WE to tailor the look and feel of WEr sites to match WEr organization's branding and design guidelines.
6. ****Business Intelligence:**** SharePoint integrates with Power BI, Microsoft's business intelligence tool. This integration enables WE to create interactive reports and dashboards, visualizing data from various sources and making informed decisions.
7. ****Security and Permissions:**** SharePoint provides robust security features, allowing WE to control access to sites, lists, libraries, and documents. WE can assign specific permissions to users or groups to

ensure data confidentiality and prevent unauthorized access.

8. ****Search and Content Discovery:**** SharePoint's powerful search capabilities make it easy to find information across sites, documents, and lists. The search functionality helps users quickly locate relevant content, improving productivity and efficiency.

9. ****Integration with Microsoft Office:**** SharePoint seamlessly integrates with other Microsoft Office applications, such as Word, Excel, and Outlook. This integration simplifies the process of editing and collaborating on documents directly from SharePoint.

10. ****Third-Party Integrations:**** SharePoint supports integration with a wide range of third-party applications, extending its functionality and enabling WE to connect with other tools and services WE organization uses. Microsoft SharePoint is a versatile platform that empowers organizations to enhance collaboration, streamline workflows, and manage content effectively. By learning and utilizing its features, WE can improve productivity, communication, and data management within WE organisationsss

CHAPTER 5:

OUTCOMES DESCRIPTION

Describe the work environment you have experienced *(in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, social*

About Internship:

An internship is an official program offered by organizations to help train and provide work experience to students and recent graduates. The concept of working as an intern began a long time ago but has drastically evolved over the years. Internships first started as a labourer who would take on young individuals and teach them their art or trade. The purpose of an internship or rather an apprenticeship was to gain new skills to be able to obtain future work.

In modern interning, an intern or trainee can work for an organisation for a specific amount of time. Interns can work for 1-6 months or longer, depending on the company and the industry. Internships are popular amongst graduate and undergraduate students who need to gain research or valuable work experience. Almost every sector and type of company, from a large multinational corporation to a small startup, now offers internships. Internships can be an excellent, low-risk recruitment tool. Internships are specific work situations in which individuals work on a temporary basis for an employer to gain

work experience in their chosen field.

Internship outcomes:

Internships have traditionally been offered to younger workers usually college students looking to gain experience before they graduate. However, they are increasingly being sought out by and offered to workers at all stages of their careers, in particular workers changing careers. By partaking in an internship, you will be able to gain real-life exposure, grow your knowledge and determine. Internships not only provide you with the first-hand experience in the real working world but also enable you to understand the career trajectory for your desired job title. I can learn how to apply the knowledge you have acquired during an internship to your future workplaces.

- Bringing fresh perspective
- Learned "MS OFFICE" BASICS
- New Skills acquired on computer basics
- Learned new techniques
- Typing work
- Leaned MS Office, Excel, WordPad etc
- Basics in Computers
- Improved the overall work climate
- Thoughts changing
- Faster Leadership qualities
- You get to know prospective students
- Interns are usually highly motivated individuals who take initiative.

- We eager to gain experience in their field
- Interns bring a fresh perspective and new ideas into the work environment
- Motivating and stimulating to the members
- Place to work is very important
- Planning and Assigned tasks
- Supervision should be worked out
- Time sense and clear communication
- The work must represent a real opportunity for learning and achievement
- We feel welcome and give them the resources they need.
- Obtain feedback from interns about the projects they complete.
This benefits both your internship program and your company.
- Stay in close touch with successful interns
- Social media is important
- To gain real work experience and provide meaningful assistance to the company.
- To have a mentor who provides guidance, feedback, receptiveness and models professionalism.
- To gain experience and skills in a particular field.
- To develop professional contacts.
- To gain exposure to upper management.
- To receive an orientation to the company for which they are interning.

➤ This introduces the student to the company's mission and goals and provides them with information about company rules, regulations and procedures. It also introduces the intern to fellow employees who they can go to in the future with questions.

Networking is the exchange of information between individuals to form acquaintances and relationships to further their professional career. An internship is an experiential learning opportunity that offers an invaluable chance for students to network and build crucial professional connections before they even graduate. For some students, it is a stepping-stone to bonus opportunities within the same organisation, including a full-time job. The more people you meet in the professional world with the same interest, the higher your chances to grow as a professional. We will get to know how these people work, what strategies they use to tackle a difficult situation, and how they get the job done. Different people have different skills. Meeting them and watching them work will help me to understand how to work with different people and in various work environments. We can use their strategies and reinvent them for your circumstances. Everyone knows that the job market is competitive, especially in the current climate. We got competitive edge in the motivated to acquire experience outside of knowledge.

Internships are supervised, structured learning experiences in a professional setting that allow you to gain valuable work experience in a student's chosen field of study.

Conclusion:

I am very much happy with my semester internship, my college attached me to the Global IT Solutions, Kadiri for learning "MS OFFICE" and other basic computer skills, which are necessary for jobs in the future. I feel that the students are working in good environment. I have experienced with People interactions are good and we know each other's. The institute provides minimum facilities to the students in the premises. They are always available in the computer center and maintenance is good. The teacher and supervisor explained the clarity of job roles in Govt. and private sectors. This institute is small, so there are no such protocols, but they have been following certain procedures for smooth functioning of the institute. They are maintaining good atmosphere among the students and maintained strict discipline rules. They have following time schedule for each class. We are buildup our skills through harmonious relationships with our friends and teachers. We participated in social awareness programmes that are conducted by the institute and college. There is good mutual support between the college and computer centre. I learned how to do work with team members, how to motivate the friends during critical stages. The working environment is good. I really enjoyed my semester internship, it's a memorable event and useful for my career. Thanks to the supervisor, Principal and computer center, College, University and Govt. of Andhra Pradesh for making me knowledgeable person.

1 . Describe the real time technical skills you have acquired (*in terms of the job-related skills and hands on experience*)

Technical skills are the specialized knowledge and experience required to perform specific tasks and Specific tools and programs in real world Situations. Various technical skills are Required and just about every field and industry from IT and business administration to health care and education in fact many entry level Position across industries require basic technical skills such as cloud computing in google and navigating social media platform. There are of course advanced technical skills that a Job many examples might require include programming languages. technical, writing such as communication technical.

Technical skills: -

I learned the following few technical skills, but not in depth sometimes. referred to as hard skills.

- Typing
- internet browsing
- Hails
- Data analysis
- word nad.
- MS office.
- Graphics
- writing
- painting etc..

2 . Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

ability of the individuals in a managerial skills. ge and position to or tasks managerial skills are the knowled- ability of the individual in a Some Specific manage! this knowledge and managerial ment activities ability can learned and practiced, However activities and tasks. This tasks and Technology with planning will helps me to manage people I understood the how to work and how to mange the time and how to improve the decession making during working finally hour's and reach our in I understand how to goal in future, all these I observed inteanship.

Types of managerial skills :-

There are Three types of skills that are essential for a successfiel management.

Process :-

1. Technical Skills
2. conceptual skills.

Technical skills:-

These skills tell us knowledge and ability use different techniques to achieve what we want Technical skills are not related Production tools or theese equipment

I observed skills that will be required to complete the office work within time it also useful for to increase sales, design different types of products and services marker the products and Services etc.....

Technical skills are noost important for student to do computer computer system work without technical can not get more jobs. skills, we

3 . Describe how you could improve your communication skills (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocol understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

Improving communication skills is an ongoing process that involves self-awareness, practice, and willingness to learn. Here are some strategies to enhance your communication skills:

1. **Active listening:** Pay full attention to the speaker, avoid interrupting, and give feedback to show that you understand and are engaged in the conversation.

2. **Empathy:** Put yourself in the shoes of others and try to understand their feelings, perspectives, and needs. This will help you communicate more effectively and build stronger relationships.

3. **Clear and concise language:** Use simple and straightforward language, avoiding jargon or overly complex terms, especially when communicating with a diverse audience.

4. **Body language:** Be conscious of your non-verbal cues, such as eye contact, facial expressions, posture, and gestures. Positive body language can enhance your message and convey sincerity.

5. **Practice public speaking:** Join a public speaking group or take part in activities that require you to speak in front of others. Practice will help boost your confidence and refine your delivery.

6. **Improve vocabulary and grammar:** Continuously expand your vocabulary and work on improving your grammar to articulate your thoughts more precisely and effectively.

7. **Ask for feedback:** Seek feedback from colleagues, friends, or mentors about your communication style. Constructive criticism can highlight areas of improvement.

8. **Be aware of cultural differences:** If communicating with people from diverse backgrounds, be mindful of cultural nuances that might impact communication. Respect and adapt to cultural differences.

9. **Manage emotions:** Stay composed and avoid reacting impulsively during challenging conversations. Emotionally intelligent communication can lead to more positive outcomes.

10. Use storytelling: Incorporate relevant anecdotes and stories to make your communication more engaging and memorable.

11. Practice assertiveness: Express your thoughts, feelings, and opinions confidently while being respectful of others' viewpoints., *greeting, thanking and appreciating others, etc.,*)

4 . Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

Enhancing your abilities in group discussions, participation in teams, contribution as a team member, and leading a team/activity requires a combination of personal development and practical strategies. Here's a step-by-step guide to improving these skills:

1. **Active Participation in Group Discussions:**

- Prepare beforehand: Familiarize yourself with the discussion topic or agenda to have relevant points to contribute.
- Listen actively: Pay attention to others' ideas, show interest, and avoid interrupting. Take notes to help you respond thoughtfully.
- Engage with questions and contributions: Ask clarifying questions and provide constructive feedback to encourage a more dynamic discussion.
- Respect diverse perspectives: Be open to differing opinions, and foster an inclusive and respectful environment for all participants.
- Avoid dominating: Ensure everyone has a chance to speak and contribute by allowing others to express their thoughts.

2. **Effective Team Participation:**

- Understand team goals: Be clear about the team's objectives, roles, and expectations to align your efforts accordingly.
- Be reliable and accountable: Complete assigned tasks on time, and take responsibility for your commitments to the team.
- Collaborate and share ideas: Encourage open communication within the team, and actively participate in brainstorming sessions.
- Support your team members: Offer assistance when needed, and be a positive and encouraging presence in the group.

3. **Valuable Contribution as a Team Member:**

- Identify and utilize your strengths: Recognize your unique skills and expertise and offer them to complement the team's efforts.
- Be proactive: Look for opportunities to contribute beyond your assigned tasks and take the initiative to solve problems or suggest improvements.
- Seek feedback: Regularly request input from team members on your contributions to understand where you can improve.
- Continuous learning: Stay updated on relevant topics and skills related to your role, as this will increase your value to the team.

4. **Leading a Team/Activity:**

- Set clear goals and expectations: As a leader, define the team's objectives, roles, and responsibilities clearly to avoid confusion.
- Communicate effectively: Be a strong communicator and actively listen to team members' concerns and ideas.

- Delegate tasks wisely: Assign tasks based on team members' strengths and provide the necessary support and resources.
- Lead by example: Demonstrate a strong work ethic, positive attitude, and commitment to the team's success.
- Encourage collaboration: Create a supportive and inclusive environment where team members feel comfortable sharing their thoughts and collaborating.

5. **Conflict Resolution and Mediation:**

- Learn conflict management skills: Understand different conflict resolution techniques and practice remaining neutral and composed during disagreements.
- Mediate when needed: If conflicts arise within the team, address them promptly and mediate discussions to find common ground.

6. **Continuous Feedback and Improvement:**

- Regularly seek feedback: Ask for input from team members and colleagues to identify areas for improvement.
- Act on feedback: Take constructive criticism positively and implement changes to enhance your abilities.
- Reflect and learn: After team activities or projects, reflect on what went well and what could have been done better to learn from the experience.

By combining these strategies with a growth mindset and a willingness to learn and adapt, you can significantly enhance your abilities in group discussions, team participation, contribution, and leadership, making you a more effective and valuable team member.

5 . Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

As of my last update in September 2021, several technological developments relevant to Microsoft Office were observed. Microsoft Office is a suite of productivity applications that includes Word, Excel, PowerPoint, Outlook, and other tools. Here are some notable developments up until that time:

1. Microsoft Office 365:-

Microsoft transitioned from the traditional software model to a cloud-based subscription service called Office 365 (now known as Microsoft 365). This shift allowed users to access Office applications and files from any device with an internet connection, promoting collaboration and remote work.

2. Collaborative Features:-

Microsoft integrated real-time collaboration features into its Office applications. Multiple users could simultaneously work on documents, spreadsheets, and presentations, making it easier for teams to collaborate and share ideas.

3. Office Mobile Apps:-

Microsoft developed mobile versions of Office applications for Android and iOS devices. These apps offered a user-friendly experience on smartphones and tablets, enabling users to create, edit, and view Office documents on the go.

4. Enhanced AI Capabilities:-

AI-driven features were integrated into various Office applications to improve productivity. For example, Word and PowerPoint introduced AI-powered grammar and style suggestions, while Excel incorporated data analysis tools like Insights.

5. Microsoft Teams Integration:-

Microsoft Office applications were tightly integrated with Microsoft Teams, a collaboration and communication platform. This integration facilitated seamless document sharing, editing, and communication within the same interface.

6. Accessibility Improvements:-

Microsoft made efforts to improve accessibility features in Office applications. They introduced features like Immersive Reader in Word, which provided better support for

users with dyslexia or reading difficulties.

7. Data Visualization and Analysis in Excel:-

received updates to enhance data visualization capabilities. Features like Power Query, Power Pivot, and Power BI integration allowed users to analyze and visualize data in more sophisticated ways.

8. Security and Privacy Enhancements:-

Microsoft focused on enhancing the security and privacy of Office applications. They introduced features like data encryption, advanced threat protection, and multi-factor authentication to safeguard user data.

9. Fluid Framework:-

Microsoft unveiled the Fluid Framework, a technology that aimed to break down silos between different Office applications and enable seamless collaboration across various Microsoft 365 services.

Excel

received updates to enhance data visualization capabilities. Features like Power Query, Power Pivot, and Power BI integration allowed users to analyze and visualize data in more sophisticated ways.

1. Security and Privacy Enhancements:-

Microsoft focused on enhancing the security and privacy of Office applications. They introduced features like data encryption, advanced threat protection, and multi-factor authentication to safeguard user data.

2. Fluid Framework:-

Microsoft unveiled the Fluid Framework, a technology that aimed to break down silos between different Office applications and enable seamless collaboration across various Microsoft 365 services.

Student Self Evaluation of the Long-Term Internship

Student Name: M. Jagadeesh Registration No: 2042005049032

Term of Internship: From: 13-03-2023 To: 24-06-2023

Date of Evaluation: 23-07-2023

Organization Name & Address: SRI VENKATESWARA MARKETING SERVICES,
SAIDAPURAM, KADIRI.

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

Date: 23-07-2023

Page No 81

M. Jagadeesh
Signature of the Student



Evaluation by the Supervisor of the Intern Organization

Student Name: M. Jagadeesh Registration No: 2042005049032

Term of Internship: From: 13-03-2023 To : 24-06-2023

Date of Evaluation: 23-07-2023

Organization Name & Address: SRI VENKATESWARA MARKETING SERVICES,

Name & Address of the Supervisor
with Mobile Number

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

Please note that your evaluation shall be done independent of the Student's self-evaluation

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)

Signature of the Supervisor

23-07-23

Page No 83



Internal & External Evaluation for Semester Internship

Objectives:

- Explore career alternatives prior to graduation.
- To assess interests and abilities in the field of study.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.
- To acquire employment contacts leading directly to a full-time job following graduation from college.

Assessment Model:

- There shall be both internal evaluation and external evaluation
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 200 marks. Internal Evaluation for 50 marks and External Evaluation for 150 marks
- The number of credits assigned is 12. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings for Internal Evaluation shall be:
 - Activity Log 10 marks
 - Internship Evaluation 30 marks
 - Oral Presentation 10 marks
- The weightings for External Evaluation shall be:
 - Internship Evaluation 100 marks
 - Viva-Voce 50 marks
- The External Evaluation shall be conducted by an Evaluation Committee comprising of the Principal, Faculty Guide, Internal Expert and External Expert nominated by the affiliating University. The Evaluation Committee shall also consider the grading given by the Supervisor of the Intern Organization.
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration

INTERNAL ASSESSMENT STATEMENT

Name Of the Student: M. Jagadeesh
Programme of Study: MS Office
Year of Study: 2022 - 2023
Group: BSC [B.Z.C]
Register No/IL.T. No: 20420050149032
Name of the College: Sri-Laxmi Sanyaswari gart degree College
University: Sri Krishna devaraya

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

Date: 23-07-2023

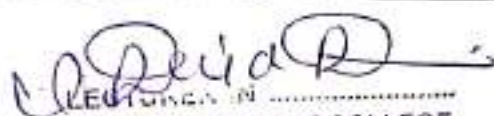
LECTURER IN Sri Laxmi Sanyaswari gart degree College
KADAPA - 515 501
Sri Sathya Sai (Dist).

EXTERNAL ASSESSMENT STATEMENT

Name Of the Student: M. Jagadeesh
Programme of Study:
Year of Study: 2022-2023
Group: Bsc Bzc
Register No/H.T. No: 2042005049032
Name of the College: STSN Degree college
University: S.K University

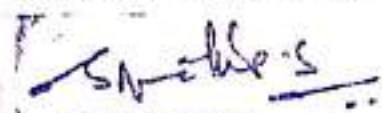
Sl.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	
2.	For the grading giving by the Supervisor of the Intern Organization	20	
3.	Viva-Voce	50	
	TOTAL	150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide


STSN Govt. DEGREE COLLEGE
KADIRI - 515 591
Sri Sathya Sai (Dist).

Signature of the Internal Expert

Signature of the External Expert


Signature of **PRINCIPAL** with Seal

STSN Govt. DEGREE COLLEGE
KADIRI - 515 591
Sri Sathya Sai (Dist).

Page No 87



ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION

(A Statutory Body of the Government of Andhra Pradesh)

2nd, 3rd, 4th and 5th floors: Neeladri Towers, Sri Ram Nagar, 6th Battalion Road

Aimakur (V) Mangalagiri (M), Guntur, Andhra Pradesh, Pin - 522 503

www.apsche.ap.gov.in