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CHAPTER 1

Internship Organisation Profile

1. Introduction

Anjanaas Foundation is a registered non-profit organisation based in Avanigadda, Krishna District, Andhra Pradesh. The foundation is dedicated to empowering individuals through education, skill development, health, agriculture, and community development. Built upon a decade-long legacy of educational service, Anjanaas Foundation has expanded its mission to address social protection and financial independence for the most vulnerable sections of society. The foundation plays a significant role in fostering experiential learning through its well-structured internship programmes.

2. Vision

To create a self-sustaining society by providing quality education, skill development, and opportunities for holistic growth, ensuring that every individual can contribute meaningfully to the community.

3. Mission

- To bridge the gap between education and employment by equipping individuals with industry-relevant skills.
- To provide inclusive learning environments that cater to diverse communities, including underprivileged and differently-abled individuals.
- To promote innovation, entrepreneurship, and sustainability through practical training programmes.

4. Objectives

- To offer structured internship programmes that provide hands-on experience in various disciplines.
- To collaborate with educational institutions to integrate internships into academic curricula.
- To enhance employability by offering training in high-demand skills such as IT, business management, agriculture, and life sciences.
- To promote research and development through skill-based learning initiatives.

5. Internship Programme Overview

a. Internship Scope and Reach

Anjanaas Foundation has provided more than 10,000 internship opportunities across various universities in Andhra Pradesh. The foundation collaborates with institutions such as Krishna University to formalise internship programmes through Memoranda of Understanding, ensuring academic recognition for participating students.

b. Key Training Areas

Information Technology and Digital Skills

Python, Data Science, Cloud Computing, Full Stack Development, Digital Marketing, DevOps, ServiceNow, MySQL, Tableau, Web Technologies, Generative AI, Machine Learning, Agentic AI.

Business and Management

Office Administration, Tally, SAP, Competitive Exam Preparation, Tourism.

Science and Agriculture

Life Sciences, Agriculture, Forestry, Pharmacy, Food Technology.

c. Industry Collaboration and Career Development

Anjanaas Foundation works with leading companies across India, ensuring that trained interns receive priority consideration in recruitment drives. Practical learning experiences prepare interns for real-world challenges, enhancing their employability and professional readiness.

CHAPTER 2

Executive Summary

This internship programme focused on the study and practical application of Artificial Intelligence essentials combined with Microsoft Office Administration skills. The training was conducted under the guidance of Anjanaas Foundation and was specifically designed for students from arts and non-technical backgrounds, requiring no prior programming knowledge. The programme equipped participants with foundational AI literacy and professional-grade office productivity skills relevant to modern workplace environments.

The programme commenced with an introduction to Artificial Intelligence — its definition, history, branches, and real-world applications across healthcare, education, finance, and administration. Generative AI was introduced as a transformative category of AI capable of producing text, images, and content, with practical exploration of tools such as ChatGPT, Microsoft Copilot, and Google Gemini. Prompt engineering techniques were studied to help students communicate effectively with AI tools for professional tasks.

Microsoft Word was introduced as the foundation of professional document creation, covering document formatting, styles, tables, page layout, and the use of AI writing assistants to improve document quality. The programme then transitioned to an extended focus on Microsoft Excel — the core tool for data organisation, analysis, and reporting in office environments.

The Excel training covered the Home Tab, Insert Tab, and formatting essentials, followed by formulas and functions including SUM, AVERAGE, IF, VLOOKUP, and conditional logic. Data organisation, sorting, filtering, and validation were studied alongside chart creation and data visualisation. Advanced topics including the Page Layout Tab, Formulas Tab, Review and View features, and collaborative tools were then covered. Google Forms was also introduced for digital data collection and survey design.

The programme uniquely integrated Generative AI into the office workflow by demonstrating how AI tools can assist with writing formulas, generating content, summarising data, and providing feedback — augmenting rather than replacing the office worker's skills. The final project, titled "Performance Tracking System in MS Office using Generative AI," required students to design a functional Excel-based employee performance management workbook that uses structured AI prompts for post-evaluation narrative generation.

Sector of Development

This internship falls under the Office Administration, Digital Literacy, and Artificial Intelligence sector. The training covered AI fundamentals, generative AI tools, Microsoft Word for professional document creation, Microsoft Excel for data management and analysis, Google Forms for digital survey design, and the integration of AI tools into routine office productivity workflows.

Learning Objectives

- To understand the fundamental concepts, history, and real-world applications of Artificial Intelligence.
- To explore Generative AI tools including ChatGPT, Microsoft Copilot, and Google Gemini for professional use.
- To learn prompt engineering techniques for effective communication with AI systems.
- To develop proficiency in Microsoft Word for creating and formatting professional documents.
- To gain practical skills in Microsoft Excel for data entry, organisation, formula application, and analysis.
- To understand Excel chart creation and data visualisation for business reporting.
- To learn advanced Excel features including page layout, data validation, and collaborative review tools.
- To design and use Google Forms for digital data collection and survey creation.

- To integrate Generative AI tools into office administration workflows for enhanced productivity.
- To design and develop a functional Performance Tracking System using Excel and AI-generated feedback.

Outcomes Achieved

- Developed foundational AI literacy including an understanding of AI branches, applications, and limitations.
- Gained practical experience using Generative AI tools for content creation, summarisation, and task assistance.
- Learned prompt engineering techniques that improve the quality and relevance of AI-generated outputs.
- Acquired proficiency in Microsoft Word for document formatting, styling, and professional presentation.
- Developed comprehensive Microsoft Excel skills covering data entry, formulas, functions, charts, and analysis.
- Learned to design and use Google Forms for structured data collection and survey administration.
- Successfully integrated AI tools into Excel-based workflows for evaluation and reporting tasks.
- Designed and developed a functional Performance Tracking System using Excel and structured AI prompts.
- Improved professional communication, documentation, and digital productivity skills.

CHAPTER 3

Internship Part

Description of Activities and Responsibilities

The internship focused on building AI literacy and Microsoft Office productivity skills for office administration contexts. Students progressed from conceptual understanding of Artificial Intelligence and Generative AI tools through practical Microsoft Word and Excel training, concluding with the development of an AI-assisted performance management system as the final project.

Activities carried out during the internship included studying AI concepts and applications, practising with Generative AI tools using structured prompts, creating and formatting documents in Microsoft Word, building data management workbooks in Microsoft Excel, designing forms in Google Forms, and developing the final Performance Tracking System project.

Work Environment and Tools Used

The internship was conducted in an online learning environment organised by Anjanaas Foundation through live Zoom sessions and YouTube video lectures. No programming environment was required — all activities were carried out within Microsoft Office applications and web-based AI tools accessible through any standard web browser.

Tool / Application	Purpose in the Programme
Microsoft Word	Professional document creation, formatting, and AI-assisted writing
Microsoft Excel	Data entry, formulas, functions, charts, and performance tracking workbook
Google Forms	Digital form and survey design for data collection
ChatGPT (OpenAI)	Generative AI tool for content generation, evaluation feedback, and task assistance
Microsoft Copilot	AI assistant integrated with Office for writing, summarising, and analysis support
Google Gemini	Alternative Generative AI tool for comparison and practical exploration
Zoom	Live interactive class sessions with faculty
YouTube	Recorded lecture playlist for revision and self-paced learning

Weekly Work Schedule Overview

The internship followed an eight-week structured training schedule designed to provide progressive learning from AI fundamentals through Microsoft Office proficiency to an integrated AI-assisted project.

Weeks 1 – 2 — Foundations

Introduction to Artificial Intelligence, its branches and applications; Generative AI tools exploration; prompt engineering; and Microsoft Word for professional document creation.

Weeks 3 – 6 — Core Office Skills

Microsoft Excel foundations including the interface, Home Tab, Insert Tab, and core formatting; formulas, functions, conditions, and data organisation; charts and data visualisation; advanced Excel tabs, Google

Forms, and collaborative tools.

Weeks 7 – 8 — AI Integration and Project

Integrating Generative AI into office workflows; designing AI prompt templates for evaluation tasks; developing the Performance Tracking System in Excel; project documentation and final submission.

Tasks Performed

- Studying AI fundamentals, its history, branches, and real-world application domains.
- Exploring and practising with Generative AI tools including ChatGPT, Microsoft Copilot, and Google Gemini.
- Learning and applying prompt engineering techniques to generate accurate, context-appropriate AI outputs.
- Creating, formatting, and styling professional documents using Microsoft Word.
- Building Excel workbooks with structured data entry, dropdown menus, and conditional formatting.
- Writing and applying Excel formulas and functions including SUM, AVERAGE, IF, COUNTIF, and AVERAGEIF.
- Creating charts and visual reports in Excel for data presentation.
- Using the Page Layout, Formulas, Review, and View tabs in Excel for professional workbook management.
- Designing digital surveys and data collection forms using Google Forms.
- Developing structured AI prompt templates for performance evaluation and feedback generation.
- Building the Performance Tracking System workbook integrating Excel formulas and AI-assisted evaluation.
- Preparing project documentation and internship logbook for final submission.

Skills Acquired

AI Literacy

Understanding of Artificial Intelligence concepts, generative AI capabilities, and responsible AI use in professional contexts.

Prompt Engineering

Ability to write effective, structured prompts that produce accurate and useful outputs from Generative AI tools.

Microsoft Word

Proficiency in creating and formatting professional documents including reports, letters, and structured content.

Microsoft Excel

Comprehensive Excel skills spanning data entry, formula writing, conditional logic, chart creation, and advanced workbook features.

Google Forms

Ability to design digital surveys and data collection forms for office administration purposes.

AI-Office Integration

Practical skill in combining Microsoft Office tools with Generative AI assistants to enhance productivity and output quality.

Reflection

The internship provided a practical and accessible introduction to two of the most important skill sets for modern office professionals: digital productivity through Microsoft Office and AI literacy through hands-on engagement with Generative AI tools. The programme was thoughtfully designed for students without technical backgrounds, ensuring that complex concepts were made accessible through practical application.

The integration of Generative AI into office workflows was the most distinctive aspect of the programme. Students learned that AI tools are not replacements for human skill but powerful assistants that can accelerate writing, improve quality, and extend what a single professional can accomplish. This perspective — of AI as a collaborator rather than a competitor — was a valuable professional insight.

The final Performance Tracking System project brought all skills together into a deliverable with real professional utility. Overall, the programme significantly improved participants' digital confidence, office productivity skills, and understanding of how AI tools are reshaping modern administrative work.

CHAPTER 4

Outcomes Description

Work Environment Experience

The internship was conducted in a structured online learning environment organised through the training programmes of Anjanaas Foundation. The environment emphasised practical skill development, step-by-step demonstration, and guided practice in Microsoft Office applications and Generative AI tools.

Live sessions were conducted via Zoom, allowing students to follow along with faculty demonstrations in real time and ask questions during hands-on practice segments. Recorded lectures on YouTube enabled students to revisit demonstrations at their own pace, which was particularly valuable for Excel formula and function walkthroughs that benefit from repeated viewing.

The programme maintained a supportive and inclusive learning atmosphere appropriate for students from arts and non-technical academic backgrounds. Faculty paced sessions to ensure that participants at all levels of prior digital experience could follow and actively participate. The structured weekly schedule encouraged consistent attendance and progressive skill building.

Real-Time Technical Skills Acquired

Students gained a meaningful and practically applicable set of digital skills across AI tools and Microsoft Office applications.

In the AI domain, students developed the ability to work with Generative AI tools confidently. They learned to craft specific, well-structured prompts that produce relevant and professional-quality outputs, and understood how to critically evaluate AI-generated content before using it in professional contexts. The distinction between AI as a productivity tool versus a replacement for judgment was clearly understood by the end of the programme.

In Microsoft Word, students gained the ability to produce professionally formatted documents including reports, memos, and letters. Skills in applying heading styles, inserting tables, adjusting page layout, and using the review and track-changes features were developed.

The Excel training provided the most extensive technical skill development. Students progressed from basic data entry and formatting through formula writing, conditional functions, data validation with dropdown menus, chart creation, Pivot Table basics, and the use of advanced workbook management features. The AVERAGEIF and COUNTIF functions were applied in the performance tracking project to automate score aggregation across employee records.

Managerial Skills Acquired

The internship helped students develop several managerial and professional competencies relevant to office administration roles. Students learned to plan and structure their weekly tasks according to the programme schedule, developing time management and task completion discipline.

The Performance Tracking System project required students to think through a complete office management solution — defining the data structure, designing the user interface within Excel, applying validation rules, automating calculations, and integrating AI prompts for evaluation. This end-to-end planning and execution experience developed project management thinking applicable to real administrative roles.

Communication Skills Development

The internship contributed significantly to the development of communication skills. Students learned to write clearly structured prompts for AI tools — a form of precision writing that requires identifying exactly what information is needed and how it should be formatted. This skill transfers directly to professional writing, email composition, and report drafting.

Written communication was further developed through the preparation of the project documentation and internship logbook. Students also participated in live session discussions, improving their confidence in asking questions and explaining their understanding of digital tools in a group setting.

Participation in Team Discussions and Collaborative Learning

Collaborative learning featured prominently in the live Zoom sessions. Students shared observations about AI tool behaviour, compared prompt results, and discussed practical approaches to office tasks. These discussions helped participants learn from each other's experiences and develop a shared vocabulary for discussing digital tools and AI capabilities in professional contexts.

Technological Developments Observed During the Internship

During the internship, students observed several significant technological developments that are reshaping office work and administration.

The most prominent development observed was the rapid integration of AI assistants into standard productivity software. Microsoft Copilot embedded within Word and Excel represents a fundamental shift in how office applications work, blurring the boundary between human authoring and AI assistance. Students observed how these tools can draft content, suggest formulas, and summarise data within the familiar Office interface.

The emergence of Generative AI as an accessible productivity tool — requiring no technical expertise — was noted as a particularly significant development for non-technical professionals. The ability to use natural language to interact with AI systems opens new possibilities for administrative staff to leverage capabilities that previously required specialist skills.

Conclusion

The AI Essentials with Office Administration internship provided valuable and immediately applicable skills for modern office environments. Students gained meaningful AI literacy, comprehensive Microsoft Office proficiency, and practical experience integrating AI tools into real administrative workflows.

The programme demonstrated that AI tools and traditional Office applications are most powerful when used together — Excel handling structured data and automated calculations while Generative AI handles the narrative, evaluation, and communication layers. The final Performance Tracking System project embodied this integrated approach.

Overall, the internship significantly enhanced participants' digital confidence and professional capability, providing a strong foundation for administrative roles in an increasingly AI-augmented workplace. The combination of AI literacy and Office skills positions graduates for greater effectiveness and career advancement in a wide range of professional environments.

CHAPTER 5

Photos and Video Links

Photographs

Search for images and screenshots related to the topics covered in this internship programme — AI tool interfaces, prompt examples, Microsoft Word documents, Excel workbooks, charts, Google Forms designs, and project outputs. Print them in colour, cut, and paste them in this section.

Video Links

All class sessions for this internship programme were recorded and uploaded to the Anjanaas Foundation YouTube channel as a playlist. The YouTube Course Playlist link is given below. Students are encouraged to use these recordings for revision.

YouTube Course Playlist :

https://youtube.com/playlist?list=PLx3CGw_4F7GwWch-fevuFRo3mFD6okpma&si;=D5v2LBHYojauG6Fh

Zoom Meeting Link

Live training sessions for this programme were conducted through Zoom. The meeting link is provided below.

Zoom Meeting Link : <https://us06web.zoom.us/j/89594581245?pwd=tayZ6l4F8sjuhTaq9icHDUZq9NRbp7.1>

CHAPTER 6

Activity Log

WEEK 1 — Introduction to Artificial Intelligence and Generative AI

Day	Brief Description of Activity	Learning Outcome	Person In-Charge
Day 1	What is Artificial Intelligence: definition, history, and milestones from Turing to modern AI	Understanding the origin and evolution of AI as a technology field	Faculty
Day 2	Branches of AI: Machine Learning, Deep Learning, NLP, Computer Vision, and Robotics	Learning the major sub-domains of Artificial Intelligence	Faculty
Day 3	Real-world applications of AI in healthcare, education, finance, and administration	Recognising how AI is already present in everyday professional contexts	Faculty
Day 4	Introduction to Generative AI: what it is, how it works, and major tools	Understanding how Generative AI produces text, images, and content	Faculty
Day 5	Exploring ChatGPT and Microsoft Copilot: capabilities, limitations, and responsible use	Gaining hands-on familiarity with leading Generative AI tools	Faculty
Day 6	Practical session: using AI tools to generate professional content, summarise documents, and answer queries	Applying Generative AI tools to real office administration tasks	Faculty

Objective: To introduce the fundamental concepts of Artificial Intelligence and provide hands-on familiarity with Generative AI tools relevant to office and administrative work.

Detailed Report

The first week of the internship commenced with a broad introduction to Artificial Intelligence, beginning with its definition and the historical milestones that shaped the field from Alan Turing's foundational work through the rise of modern deep learning systems. Students were introduced to the concept of intelligent machines and how computational systems can simulate aspects of human reasoning, learning, and decision-making.

The major branches of AI were then studied. Machine Learning, which enables systems to learn patterns from data without explicit programming, was introduced alongside Deep Learning, Natural Language Processing, Computer Vision, and Robotics. Students explored how each branch manifests in tools and systems they encounter in daily life — from recommendation algorithms to voice assistants to automated image tagging.

Real-world AI applications in healthcare, education, finance, and administration were then examined through concrete examples, grounding the study of AI in contexts directly relevant to the students' career aspirations.

Generative AI was introduced as a category that produces original text, images, and content in response to natural language instructions. Students explored ChatGPT and Microsoft Copilot through demonstrations, practising responsible and critically evaluated use of AI outputs in professional contexts.

WEEK 2 — Generative AI Tools, Prompt Engineering and Microsoft Word

Day	Brief Description of Activity	Learning Outcome	Person In-Charge
Day 1	Google Gemini: features, capabilities, and comparison with ChatGPT and Copilot	Understanding different AI tools and choosing the right one for specific tasks	Faculty
Day 2	Prompt engineering: structuring prompts for accuracy, format, and tone	Learning to communicate effectively with AI systems for professional outputs	Faculty
Day 3	AI for writing assistance: drafting emails, reports, and summaries using AI tools	Applying AI tools to common office document creation tasks	Faculty
Day 4	Introduction to Microsoft Word: interface, document creation, and text formatting	Getting started with Word for professional document preparation	Faculty
Day 5	Word formatting: styles, headings, paragraph spacing, alignment, and page setup	Creating well-structured and professionally formatted documents	Faculty
Day 6	Practical: creating a formatted professional document in Word with AI-assisted content	Combining Word formatting skills with AI writing assistance	Faculty

Objective: To develop prompt engineering skills for effective AI tool use and gain foundational proficiency in Microsoft Word for professional document creation.

Detailed Report

The second week began with an exploration of Google Gemini as a complementary Generative AI platform. Students compared its capabilities and response characteristics with those of ChatGPT and Microsoft Copilot, developing an understanding of how different AI tools have different strengths and are suited to different task types. This comparative awareness helps professionals select the most appropriate AI assistant for specific workplace needs.

Prompt engineering was the central skill introduced in this week. Students learned that the quality of an AI tool's output depends directly on the quality and structure of the input prompt. Techniques studied included specifying the role or persona for the AI, providing context about the intended audience, requesting a specific output format, indicating the desired tone, and asking for structured responses with numbered points or tables. Students practised writing prompts for typical office tasks and compared results across different formulations.

AI-assisted writing was then practised through exercises in drafting professional emails, summarising lengthy documents, creating meeting agendas, and generating report sections. Students learned to use AI outputs as starting drafts that are then reviewed, personalised, and refined — developing the habit of combining AI efficiency with human judgment and professional knowledge.

Microsoft Word was introduced in the second half of the week. Students explored the Word interface, learned to create and save documents, and practised applying text formatting including bold, italic, font size, and colour. Paragraph formatting covering alignment, spacing, and indentation was then studied, followed by heading styles and document structure. A practical session combined these skills, with students creating a formatted professional document using AI-generated content as a starting draft, then editing and polishing it within Word.

WEEK 3 — Microsoft Excel — Foundations and Core Functions

Day	Brief Description of Activity	Learning Outcome	Person In-Charge
Day 1	Introduction to Microsoft Excel: interface, workbook structure, cells, rows, and columns	Understanding the Excel environment and navigating worksheets efficiently	Faculty
Day 2	Home Tab: font formatting, alignment, cell styles, number formats, and conditional formatting basics	Learning the most frequently used formatting tools in Excel	Faculty
Day 3	Insert Tab: inserting tables, charts, shapes, and headers and footers	Understanding how to enrich workbooks with tables and visual elements	Faculty
Day 4	Data entry best practices: entering text, numbers, dates, and structured records correctly	Building habits for clean, consistent, and accurate data entry	Faculty
Day 5	Basic formulas: SUM, AVERAGE, COUNT, MAX, and MIN with cell references	Writing the foundational Excel formulas used in every data workbook	Faculty
Day 6	Practical: building a structured data entry workbook with formatting and basic formulas	Applying Week 3 skills to create a clean, functional Excel workbook	Faculty

Objective: To introduce the Microsoft Excel environment and develop foundational skills in data entry, workbook formatting, and basic formula writing.

Detailed Report

The third week marked the beginning of the extended Excel training that would form the core of the programme. Students were introduced to the Excel interface — the ribbon, workbook and worksheet structure, cell referencing system, and navigation shortcuts. The concept of a cell as the fundamental unit of Excel data, and the grid of rows and columns as the organisational structure, was established as the foundation for all subsequent work.

The Home Tab was then explored in depth as the primary formatting hub in Excel. Students practised applying font formatting including typeface, size, bold, italic, and colour. Cell background fills, borders, and merge-and-centre were studied for creating visually clear headers and structured data regions. Number formats — covering general, number, currency, percentage, and date formats — were introduced as the mechanism by which Excel interprets and displays the values stored in cells.

The Insert Tab was covered to introduce the tools used to enrich workbooks beyond raw data. Students inserted formatted tables, which provide automatic sorting and filtering, and learned the basics of chart creation by inserting column and bar charts from selected data ranges. Headers, footers, and page numbers were also introduced as professional presentation elements for printed workbooks.

Data entry best practices were then emphasised as a foundational discipline. Students learned the importance of consistent data types in each column, correct date entry formats, avoiding merged cells in data ranges, and designing workbooks with clear separation between data and summary areas. The week concluded with the introduction of basic formulas — SUM, AVERAGE, COUNT, MAX, and MIN — and a practical session building a complete structured data entry workbook.

WEEK 4 — Excel Formulas, Conditions and Data Organisation

Day	Brief Description of Activity	Learning Outcome	Person In-Charge
Day 1	IF function: conditional logic, nested IF, and practical decision-making formulas	Writing Excel formulas that produce different outputs based on data conditions	Faculty
Day 2	COUNTIF and SUMIF: conditional counting and summing for business analysis	Computing category-level summaries automatically from data	Faculty
Day 3	VLOOKUP: searching and retrieving data from reference tables	Using lookup functions to connect data across different worksheet areas	Faculty
Day 4	Data validation: dropdown lists, input restrictions, and error alerts	Building workbooks that guide correct data entry and prevent errors	Faculty
Day 5	Sorting and filtering: organising and narrowing large data ranges	Managing and exploring datasets efficiently within Excel	Faculty
Day 6	Practical: building a formula-driven workbook with conditions, lookups, and validation	Creating an interconnected, automated Excel workbook using all Week 4 tools	Faculty

Objective: To develop Excel formula writing skills including conditional functions, lookup functions, and data validation for building intelligent, automated workbooks.

Detailed Report

The fourth week extended Excel skills into the formula and function layer that gives workbooks their analytical power. The IF function was introduced as the primary tool for implementing conditional logic — producing one output when a condition is true and another when it is false. Students practised writing IF formulas for common office scenarios such as pass/fail grading, discount eligibility, and performance classification. Nested IF functions were then introduced to handle multiple conditions in sequence, which students applied to multi-level grading and categorisation tasks.

COUNTIF and SUMIF were then studied as the tools for computing conditional summaries across a dataset without manual filtering. Students learned to count records meeting specific criteria using COUNTIF and to sum values in one column based on matching criteria in another column using SUMIF. AVERAGEIF was also introduced, and students applied all three functions to compute department-level and category-level summaries in simulated business datasets — the same technique used in the performance tracking system project.

VLOOKUP was introduced as the standard function for retrieving data from reference tables. Students learned the four-argument VLOOKUP structure — lookup value, table array, column index, and match type — and practised using it to retrieve employee details, grade descriptions, and pricing information from separate reference sheets. The importance of exact-match lookups and the common errors to avoid were discussed.

Data validation was then covered as a workbook design tool. Students created dropdown menus from predefined lists for department names, employment types, and status fields — ensuring that data entry is consistent and controlled. Input messages and error alerts were configured to guide users and prevent invalid entries. Sorting and filtering were then practised for navigating and analysing large datasets. The week concluded with a practical session building an integrated workbook applying all functions covered.

WEEK 5 — Excel Data Analysis — Charts, Pivot Tables and Visualisation

Day	Brief Description of Activity	Learning Outcome	Person In-Charge
Day 1	Chart types in Excel: column, bar, line, and pie charts — when to use each	Understanding which chart type communicates each kind of data most clearly	Faculty
Day 2	Creating and formatting charts: titles, axis labels, legends, and data series colours	Building presentation-quality charts from Excel data	Faculty
Day 3	Introduction to Pivot Tables: summarising large datasets interactively	Learning Excel's most powerful tool for data exploration and summary reporting	Faculty
Day 4	Conditional formatting: colour scales, data bars, and icon sets for visual data analysis	Applying visual rules to highlight patterns and exceptions in data	Faculty
Day 5	Creating a dashboard layout: combining charts, key metrics, and structured tables	Designing a professional summary view that communicates business performance	Faculty
Day 6	Practical: building a data analysis and visualisation workbook from a sample business dataset	Applying all visualisation skills to produce a polished analytical output	Faculty

Objective: To develop Excel data analysis and visualisation skills including chart creation, Pivot Tables, conditional formatting, and dashboard design.

Detailed Report

The fifth week focused on the visualisation and analysis capabilities of Excel that transform raw data into communicable insights. Students were introduced to the main chart types available in Excel and the principle that chart selection should be driven by the nature of the comparison being made. Column and bar charts for category comparisons, line charts for trends over time, and pie charts for proportional composition were studied with practical examples from business reporting.

Chart creation and formatting were then practised in depth. Students inserted charts from selected data ranges and learned to apply professional formatting including descriptive titles, labelled axes with appropriate units, clearly coloured data series, and formatted legends. The distinction between charts embedded in a worksheet and charts on dedicated chart sheets was also covered.

Pivot Tables were introduced as Excel's most powerful built-in data analysis tool. Students learned how to insert a Pivot Table from a structured data range, drag fields into the Rows, Columns, Values, and Filters areas, and change the summary function between sum, count, and average. The interactive nature of Pivot Tables — allowing instant restructuring of the analysis view — was demonstrated through examples of sales-by-category and performance-by-department summaries.

Conditional formatting was then studied as a tool for applying visual rules directly to cell values. Colour scales, data bars, and icon sets were applied to performance score columns to create immediate visual heat-maps of high and low performers. The week concluded with a dashboard design exercise in which students combined charts, conditional formatting, and key metric summary boxes into a single professionally structured worksheet.

WEEK 6 — Advanced Excel — Page Layout, Review, View and Google Forms

Day	Brief Description of Activity	Learning Outcome	Person In-Charge
Day 1	Page Layout Tab: margins, orientation, paper size, print area, and gridlines for print	Preparing Excel workbooks for professional printing and presentation	Faculty
Day 2	Formulas Tab: named ranges, formula auditing, trace precedents, and error checking	Understanding how to manage and audit formula logic in complex workbooks	Faculty
Day 3	Review Tab: comments, notes, track changes, and workbook protection	Learning collaborative and governance features for shared workbooks	Faculty
Day 4	View Tab: freeze panes, split view, workbook views, and custom views	Managing large worksheets and multiple views efficiently	Faculty
Day 5	Introduction to Google Forms: creating forms, question types, and collecting responses	Designing digital data collection forms for office administration	Faculty
Day 6	Practical: designing a Google Form for data collection and linking responses to Excel analysis	Completing an end-to-end digital data collection and analysis workflow	Faculty

Objective: To cover advanced Excel ribbon features for professional workbook management and introduce Google Forms for digital data collection.

Detailed Report

The sixth week covered the remaining Excel ribbon tabs that complete the professional workbook management skill set. The Page Layout Tab was studied first as the set of tools used to prepare workbooks for printing. Students configured page margins, orientation, and paper size, defined print areas to control which portions of a workbook are printed, and added headers and footers with page numbers. Gridline and heading print settings were adjusted to produce clean, professional printed outputs.

The Formulas Tab was then explored. Named ranges were introduced as a way to assign meaningful names to cell ranges, making formulas more readable and easier to maintain. Formula auditing tools — including Trace Precedents, Trace Dependents, and Show Formulas — were practised to understand and verify formula logic in complex workbooks. The error checking tools that identify and explain formula errors such as #DIV/0!, #VALUE!, and #REF! were also covered.

The Review Tab was introduced with a focus on collaborative features. Students learned to add comments and notes to cells, use Track Changes to monitor modifications in shared workbooks, and protect specific cells or entire worksheets to prevent unintended edits. These features are standard practice in professional workbook sharing and review workflows.

The View Tab was covered to address efficient navigation of large workbooks. Freeze Panes was practised to keep header rows visible while scrolling through long data tables. Multiple worksheet views and the ability to open the same workbook in side-by-side windows for comparison were demonstrated. Google Forms was then introduced in the final part of the week. Students created forms with multiple question types, configured response settings, and practised linking collected responses to an Excel sheet for analysis.

WEEK 7 — AI-Assisted Office Work and Performance Tracking System Design

Day	Brief Description of Activity	Learning Outcome	Person In-Charge
Day 1	Using AI for Excel: writing formulas, explaining functions, and debugging errors with ChatGPT and Copilot	Learning to use AI as a formula writing and troubleshooting assistant	Faculty
Day 2	AI for document review: using prompts to improve Word documents and generate evaluation text	Applying AI to enhance written communication quality in office documents	Faculty
Day 3	Designing the Performance Tracking System: defining KPIs, workbook structure, and data flow	Planning the architecture of a functional employee performance management workbook	Faculty
Day 4	Building the Employee Data and Monthly Log sheets: data entry, dropdowns, and auto-calculated scores	Implementing the core data entry and calculation layers of the project	Faculty
Day 5	Designing the KPI Dashboard: AVERAGEIF formulas, summary scorecards, and grade distribution	Building the automated analysis layer that pulls insights from raw data	Faculty
Day 6	Writing the AI Evaluation Guide: structured prompt templates for performance feedback generation	Creating ready-to-use AI prompts for managers to generate evaluation narratives	Faculty

Objective: To integrate Generative AI into Excel-based office workflows and design the core structure of the Performance Tracking System final project.

Detailed Report

The seventh week introduced the integration of Generative AI into Microsoft Office workflows — the distinctive capability that sets this programme apart from standard office administration training. Students first explored how ChatGPT and Microsoft Copilot can serve as Excel formula assistants, answering questions like 'write an AVERAGEIF formula that calculates the average score for a specific employee ID' and 'explain why my IF formula is returning an error.' This demonstrated that AI tools can significantly reduce the time spent troubleshooting complex formulas.

AI for document improvement was then practised. Students submitted draft Word documents to AI tools with prompts requesting grammar corrections, tone improvements, and professional restructuring. Prompts for generating performance evaluation narratives were developed — instructing the AI to produce summaries, identify strengths and development areas, and recommend action steps based on provided score data. Students evaluated the AI outputs critically and practised editing them to reflect specific individual context.

The Performance Tracking System workbook was then designed and partially built. Students planned five sheets — Employee Data, Monthly Performance Log, KPI Dashboard, AI Evaluation Guide, and Charts and Reports — and mapped the data flow before building. Dropdowns, 1-to-10 KPI validation, AVERAGE-based Overall Score, and nested IF grades were implemented, along with four AI prompt templates for monthly, comparative, quarterly, and low-performer evaluation scenarios.

WEEK 8 — Final Project, Documentation and Submission

Day	Brief Description of Activity	Learning Outcome	Person In-Charge
Day 1	Completing the KPI Dashboard: scorecard boxes, AVERAGEIF summary table, and linking to Monthly Log	Finalising the automated analysis layer of the Performance Tracking System	Faculty
Day 2	Building Charts and Reports sheet: bar charts, grouped KPI charts, and grade distribution table	Adding visual reporting outputs to the workbook	Faculty
Day 3	Completing the Quick Reference card: AI tool directory, usage tips, and privacy guidelines	Adding the user guidance layer to make the workbook self-explanatory for any user	Faculty
Day 4	Full workbook review: testing formulas, dropdowns, charts, and AI prompts end-to-end	Validating that all workbook components function correctly together	Faculty
Day 5	Preparing project documentation: writing the project report sections and recording outcomes	Developing technical writing skills through structured project documentation	Faculty
Day 6	Logbook completion, final review, and internship submission	Finalising all internship deliverables and completing the programme	Faculty

Objective: To complete the Performance Tracking System project, prepare all project documentation, finalise the internship logbook, and submit all deliverables.

Detailed Report

The eighth and final week focused on completing the Performance Tracking System workbook and preparing all internship deliverables. The KPI Dashboard sheet was completed first. Four summary scorecard boxes — Total Employees, Average Overall Score, Top Performers count, and Needs Support count — were built using COUNTA, AVERAGEIF, and COUNTIF formulas linked to the Monthly Log. The per-employee summary table was completed using AVERAGEIF formulas that automatically update whenever new monthly data is entered.

The Charts and Reports sheet was then built. An overall score bar chart showing each employee's average performance was created alongside a grouped bar chart displaying all five KPI scores side by side for comparative analysis. A grade distribution table was added using COUNTIF to count records in each grade category. The Quick Reference card sheet was completed with an AI tool directory listing five accessible AI tools with their URLs and the eight usage tips for getting better AI responses, including privacy guidelines.

A complete end-to-end review of the workbook was carried out. Students entered test data across multiple employees and months, verified that all AVERAGEIF and COUNTIF formulas updated correctly, tested all dropdown validations, confirmed that charts refreshed with new data, and reviewed the AI prompt templates by submitting them to ChatGPT and evaluating the outputs. Any formula errors or layout issues identified were corrected.

Project documentation was prepared and the internship logbook finalised. All deliverables were submitted, completing the programme.