

KIET GROUP OF INSTITUTIONS

B. Tech IInd Year/IVTH Sem

Social Internship Diary

Field	Details
Name of Student	Krrish Singhal
Roll No.	202401100200178
Name of Course	Basic Computer Literacy Training for Unemployed Youth/Adults
Date of Commencement of Training	21-06-2025
Date of Completion of Training	21-07-2025

S.No.	Date	Learning of the Day
1	21-06-2025	Orientation and introduction to basic computer literacy goals.
2	23-06-2025	Introduced computer hardware, software fundamentals, and basic operations.
3	25-06-2025	Practical: input/output devices, Windows navigation, and file management.
4	27-06-2025	Hands-on practice with creating folders, saving/opening files, and USB use.
5	30-06-2025	Typing drills and introduction to MS Word for document creation.
6	02-07-2025	Word processing: formatting text, making tables, and saving documents.
7	04-07-2025	Introduction to MS Excel: simple formulas and formatting basics.
8	07-07-2025	Excel practice with basic calculations; continued MS Word exercises.
9	09-07-2025	Internet basics: safe browsing, search engines, and Gmail introduction.
10	11-07-2025	Created Gmail accounts; practiced sending, receiving, and organizing emails.
11	14-07-2025	Explored job portals (Naukri, LinkedIn) and digital job search techniques.
12	16-07-2025	Guided participants in preparing resumes using MS Word.
13	18-07-2025	Practical session: Online job search and saving job listings.
14	21-07-2025	Review session of Word, Excel, Email, and Job Search tasks.