

Charotar University Of Science & Technology
Faculty Of Technology & Engineering
Chandubhai S. Patel Institute Of Technology
Smt. Kundanben Dinsha Patel Department Of Information Technology

WEEKLY REPORT
Summer Internship 2025

Student Name: ___ Shruti Chetanbhai Anghan ___ Roll No: ___ 22IT002 ___
Week No: ___ 1 ___ Duration: ___ 19-05-2025 ___ : ___ 23-05-2025 ___
Company Name: ___ Hidden Techies ___
Project Name: ___ - ___

Summary of Work done the week (Attach supporting Documents):

Day 1: Attended the orientation session, learned about the company's structure, services, and work culture. Understood the objectives of the internship and the data analysis process flow.

Day 2: Set up Excel and Google Sheets for data work, and explored the sample datasets provided by the team. Learned about organizing project files and maintaining version control.

Day 3: Practiced basic Excel formulas such as SUM, AVERAGE, and IF, along with absolute and relative references. Applied these to small datasets for calculation practice.

Day 4: Focused on data cleaning in Excel by removing duplicates, formatting data, and handling missing values. Used text functions to standardize dataset entries.

Day 5: Created Pivot Tables to summarize sales data and generated Pivot Charts for visualization. Compiled a short Excel report highlighting trends.

Plans for next week:

Learn about the python.

References:

Google and You tube video for understanding the topic.



Name & Signature
External Guide

Internal Guide