

# MODULE FOR SUMMER INTERNSHIP PROGRAMME 2025

(BY MANTRA ASSOCIATES & E&ICT ACADEMY IIT GUWAHATI)

on

## OFFICE AUTOMATION AND USE OF ICT & AI TOOLS

### **OBJECTIVE:**

1. To familiarize participants with essential ICT tools for productivity, collaboration, and communication.
2. To introduce advanced AI-powered tools for enhancing learning, research, and creativity.
3. To develop practical skills in using Google Workspace, Microsoft Office Suite, and relevant online tools.
4. To explore digital classroom tools for effective teaching, learning, and content delivery.
5. To empower participants with knowledge of AI tools like chatbots, generative AI, and text-to-speech systems.
6. To encourage responsible and ethical use of ICT and AI technologies in academic and professional environments.

### **OUTCOME:**

1. ICT Proficiency: Gain hands-on experience with Google Workspace and Microsoft Office tools.
2. Digital Collaboration: Use online platforms for effective teamwork and file sharing.
3. AI in Daily Tasks: Understand and apply AI tools for writing, research, and task automation.
4. Classroom Digital Skills: Use digital classroom tools like Google Classroom and online whiteboards for teaching or presentations.
5. Content Creation Skills: Learn to create engaging visual, textual, and multimedia content using ICT tools.
6. Future-Ready Skills: Be prepared for the digital workplace by mastering contemporary tools and practices.

**DURATION: ONE MONTH (120 HOURS)**

### **PREREQUISITES:**

1. Basic familiarity with computers and internet browsing.
2. General knowledge of creating and saving files using a computer.
3. Access to a laptop/desktop and stable internet connection.

### **INTERNSHIP STRUCTURE BREAKDOWN**

DAY NO. & DATE	TOPICS TO BE COVERED	TIME DURATION
DAY 1 (TUESDAY) 01-07-2025	Introduction to ICT, Role of ICT in academics and workplaces, Overview of Google Workspace.	2.5 HRS

DAY 2 (WEDNESDAY) 02-07-2025	Google Docs: Writing collaboratively, Formatting tools, Comments, and suggestions.	2.5 HRS
DAY 3 (THURSDAY) 03-07-2025	Google Sheets: Basics of data entry, Formatting, Simple formulas.	2.5 HRS
DAY 4 (FRIDAY) 04-07-2025	Google Slides: Designing slides, Adding animations, Collaborating on presentations.	3.5 HRS (MCQ TEST 1)
DAY 5 (SATURDAY) 05-07-2025	PROJECT WORK (9:30 AM to 5:00 PM)	7.5 HRS (ONLINE)
DAY 6 (SUNDAY) 06-07-2025	PROJECT WORK (9:30 AM to 5:00 PM)	7.5 HRS (ONLINE)
DAY 7 (MONDAY) 07-07-2025	Using Google Drive for file management, sharing, and backups.	2.5 HRS
DAY 8 (TUESDAY) 08-07-2025	Introduction to Microsoft Word, Resume creation, Formatting tips.	2.5 HRS
DAY 9 (WEDNESDAY) 09-07-2025	Microsoft Excel: Working with tables, Creating charts, Using basic formulas.	2.5 HRS
DAY 10 (THURSDAY) 10-07-2025	Microsoft PowerPoint: Designing impactful presentations, Adding media and animations.	2.5 HRS
DAY 11 (FRIDAY) 11-07-2025	Collaborative platforms: Trello for project management, Slack for team communication.	3.5 HRS (MCQ TEST 2)
DAY 12 (SATURDAY) 12-07-2025	PROJECT WORK (9:30 AM to 5:00 PM)	7.5 HRS (ONLINE)
DAY 13 (SUNDAY) 13-07-2025	PROJECT WORK (9:30 AM to 5:00 PM)	7.5 HRS (ONLINE)
DAY 14 (MONDAY) 14-07-2025	Hands-on project: Design a collaborative document and presentation using Google Workspace tools.	2.5 HRS
DAY 15 (TUESDAY) 15-07-2025	Google Classroom: Creating and managing classes, Sharing assignments, Tracking progress.	2.5 HRS
DAY 16 (WEDNESDAY) 16-07-2025	Online whiteboards: Jamboard, and their applications for brainstorming sessions.	2.5 HRS
DAY 17 (THURSDAY) 17-07-2025	Canva: Designing posters, presentations, and social media graphics.	2.5 HRS
DAY 18 (FRIDAY) 18-07-2025	AI for writing: ChatGPT, Grammarly, Quillbot for summarization, paraphrasing, and editing	3.5 HRS (MCQ TEST 3)

DAY 19 <b>(SATURDAY)</b> 19-07-2025	PROJECT WORK (9:30 AM to 5:00 PM)	7.5 HRS (ONLINE)
DAY 20 <b>(SUNDAY)</b> 20-07-2025	PROJECT WORK (9:30 AM to 5:00 PM)	7.5 HRS (ONLINE)
DAY 21 <b>(MONDAY)</b> 21-07-2025	Video creation tools: Adobe Express, Canva video editor, and AI-based tools like Descript.	2.5 HRS
DAY 22 <b>(TUESDAY)</b> 22-07-2025	Data visualization with Excel and Google Sheets: Creating pivot tables and dynamic dashboards.	2.5 HRS
DAY 23 <b>(WEDNESDAY)</b> 23-07-2025	Exploring automation: AI assistants, Automating workflows with Zapier or IFTTT.	2.5 HRS
DAY 24 <b>(THURSDAY)</b> 24-07-2025	Building interactive quizzes and forms using Google Forms or Kahoot.	2.5 HRS
DAY 25 <b>(FRIDAY)</b> 25-07-2025	Ethical use of ICT and AI: Data privacy, Security, and responsible technology usage.	3.5 HRS <b>(MCQ TEST4)</b>
DAY 26 <b>(SATURDAY)</b> 26-07-2025	PROJECT WORK (9:30 AM to 5:00 PM)	7.5 HRS (ONLINE)
DAY 27 <b>(SUNDAY)</b> 27-07-2025	PROJECT WORK (9:30 AM to 5:00 PM)	7.5 HRS (ONLINE)
DAY 28 <b>(MONDAY)</b> 28-07-2025	Hands-on project: Build a digital classroom ecosystem using tools from the program.	2.5 HRS
DAY 29 <b>(TUESDAY)</b> 29-07-2025	Final project presentations: Showcase ICT and AI-powered solutions for a classroom or workplace challenge.	2.5 HRS
DAY 30 <b>(WEDNESDAY)</b> 30-07-2025	Course wrap-up: Feedback, Career opportunities with ICT and AI, Future learning resources.	2.5 HRS
DAY 31 <b>(THURSDAY)</b> 31-07-2025	DOUBT CLEARING SESSION	<b>1 HR &amp; VALEDICTORY SESSION</b>

**PROJECTS TO BE ASSIGNED TO THE INTERNS (MIN. 10):**

1. Create a collaborative document using Google Docs for team-based writing.
2. Design a professional resume using Microsoft Word templates.
3. Develop a simple project plan using Google Sheets.
4. Make a visually appealing presentation on a chosen topic using Google Slides or PowerPoint.
5. Set up and manage a class in Google Classroom.
6. Create and share a Google Form for surveys or feedback collection.
7. Use Canva to design a poster or infographic for an event or campaign.
8. Analyze and visualize basic data trends using Excel charts.

9. Record and edit a short video presentation using AI tools like Descript or Adobe Express.
10. Automate repetitive tasks using **ChatGPT** or another AI assistant.
11. Generate a research summary using an AI summarization tool like **Quillbot**.
12. Develop a mind map using online tools like Miro or **MindMeister**.
13. Use Google Drive to organize, share, and collaborate on files.
14. Create a digital attendance tracker in Excel or Google Sheets.
15. Build a simple email campaign using **Mailchimp** or a similar tool.

