Jaipur Engineers
Your One-Stop IT & Staffing Ecosystem

DATA & AI

AI Tools

SAMPLE PROJECT

Reusable Reporting Workflow



COURSE FEE

Fee on enquiry

JAIPUR, RAJASTHAN

+91 70146 92039

AI Tools

Core concepts



01 Match AI tool capabilities to office tasks

02 Prompt structure, context and iteration

03 Drafting, summarising and spreadsheet assistance

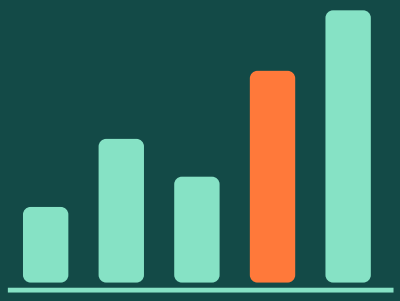
Define success

Select a dataset and decide how to measure a useful result.

AI Tools

Applied skills

- **Source data**
- **Baseline**
- **Validation**



04 Image and presentation workflow basics

05 Privacy, citations and output verification

06 Repeatable templates and human approval steps

PROJECT DELIVERABLES

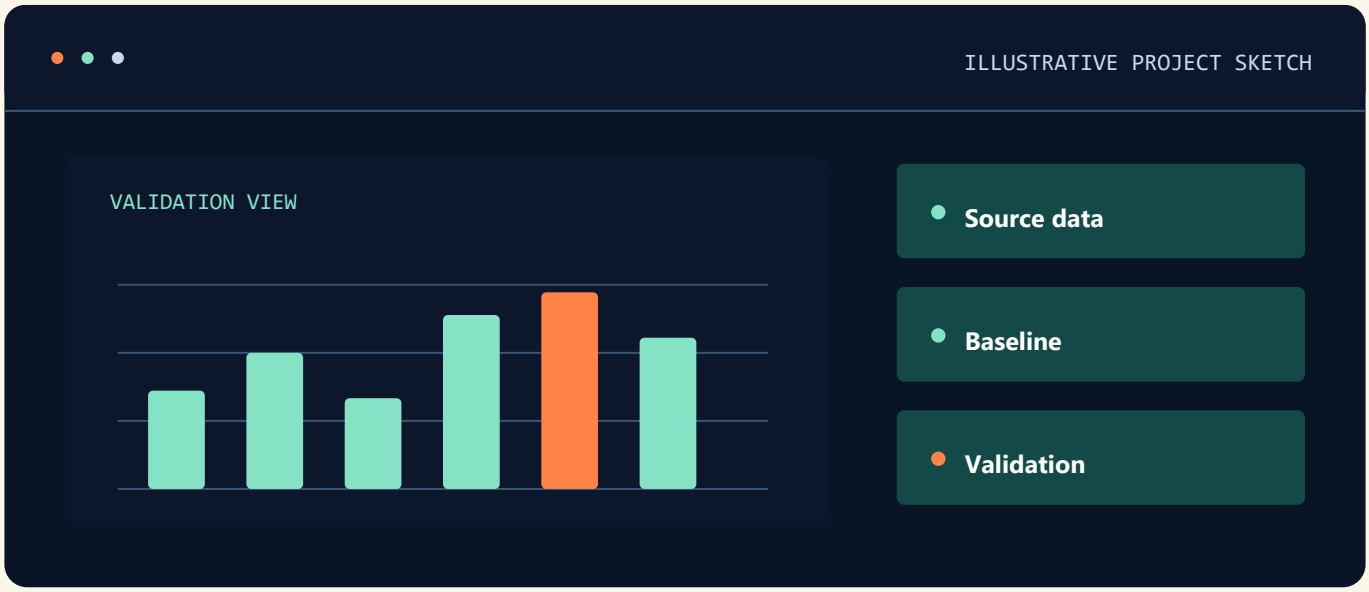
A reproducible analysis or demo, validation checks and a short findings summary.

AI Tools

Portfolio project

Reusable Reporting Workflow

Build a prompt and review checklist that turns public notes into a consistent report without losing source detail.



Define success

Select a dataset and decide how to measure a useful result.

Validate results

Compare against a baseline or trusted total and explain any discrepancy.

A reproducible analysis or demo, validation checks and a short findings summary.

AI Tools

Course fees

COURSE FEE

Fee on enquiry

Ask admissions for the course fee, available batches and enrolment details.

ADMISSIONS

+91 70146 92039

info@jaipurengineers.com

122/228, Indra Path, Thadi Market

Mansarovar, Jaipur, Rajasthan 302020

SCAN FOR MAP

Check course details

AI Tools

Course content

MODULES 01–02

01 Match AI tool capabilities to office tasks

Lessons & practice

HANDS-ON Compare two tools on the same office task and record capability and review requirements.

02

Lessons & practice

- Prompt structure
- Context
- Iteration

HANDS-ON Write a structured prompt and revise it after checking the first output.

AI Tools

Course content

MODULES 03–04

03

Lessons & practice

- Drafting
- Summarising
- Spreadsheet assistance

HANDS-ON Summarise a source document and verify a spreadsheet calculation separately.

04

Lessons & practice

- Image
- Presentation workflow basics

HANDS-ON Create a draft presentation with accessible visuals and check the generated labels.

AI Tools

Course content

MODULES 05–06

05

Lessons & practice

- Privacy
- Citations
- Output verification

HANDS-ON Remove private data from a sample and check citations against the source.

06

Lessons & practice

- Repeatable templates
- Human approval steps

HANDS-ON Create a reusable template that includes a human approval step.