TECHNICAL

* using google drive :-

1.creation and organization of folders

2.renaming

3.adding content

* using google sites:-

1. creation of web pages

2. adding text

3. adding images

4.inserting hyperlinks

* using google forms:-

1.creation of forms

2.Adding of questions and correct answers

3.Managing access

4.Sharing forms

NON-TECHNICAL(APTITUDE)

Learnt man -work problems and their different variations