

Practical-01

Aim: Design a professional resume using templates.

RESUME

Aditya Mehra

Mobile.no: 9693858663

Email: adityamehra4321@gmail.com

LinkedIn: <https://www.linkedin.com/in/adityamehra12/>

Career Objective:

" Motivated and detail-oriented full-stack web developer with a strong foundation in both frontend and backend technologies, combined with solid problem-solving skills through Data Structures and Algorithms in Java. Seeking a challenging role where I can leverage my technical expertise to build responsive, scalable web applications and contribute meaningfully to dynamic development teams.

Educational Qualification

S.NO.	Board/University	School/College	Course	Year	Percentage
01.	Kalinga University	Kalinga University, Raipur	BCA	2022- 2025	81.4 %ile (till 4 th Sem)
02.	Bihar Open Board	Oriental College, Patna	Intermediate	2022	78.2%
03.	CBSE	V-INTNL K 12 School	AISSCE	2020	89.7%

Technical Qualification

- ✓ **Programming Languages:** C, Java, JavaScript,
 - ✓ **Web Technologies:** HTML, CSS, React, Node.js(basic)
 - ✓ **Databases:** MySQL, MongoDB
 - ✓ **Tools & Software:** Git, GitHub
 - ✓ **Cloud Platforms:** AWS, Google Cloud
 - ✓ **Operating Systems:** Windows
-

Skills

- ✓ Frontend Development
- ✓ Data Structure and Algorithm with JAVA

Certifications

S.NO.	Certification Name	Issuing Organization
01.	AWS Certified Solution	Amazon Web Services (AWS)
02.	Level 2 of Innovative Planning	Toastmasters International
03.	Level 1 of Innovative Planning	Toastmasters International

Projects

S.NO	Project Description
01.	INNOSPEHERE- A comprehensive platform that empowers researchers, innovators, and entrepreneurs, fostering a vibrant ecosystem for research, innovation, and economic growth. Link: https://github.com/AdityaMehra4321/Innosphere/tree/main/INNOSPHERE
02.	MEDIEASE- Designed a symptom-based medical chatbot using Python- Flask and Basic frontend using JavaScript, simulating diagnostic logic through structured JSON data to deliver disease predictions and enhance user health insights.

Achievements

- ✓ **Vice President Relationship**, Toastmasters International (Oct 2023 – Mar 2024)
 - ✓ **Runner-Up**, HACKCBS 7.0 Hackathon
-

Hobbies

- Novels
- Poetries
- Public Speaking

Personal Information

Name : Aditya Mehra

Fathers Name : Mr. Raju Prasad

Mothers Name : Mrs. Anu Devi

DOB : 10-10-2004

Gender : Male

Nationality : Indian

Address : Gaighat, Alamganj Chowki, Chandrabansi Gali, Patna -800007, Bihar

Language : Hindi, English

Declaration : I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

Aditya Mehra

Date: 06-06-2025

Place: Bhilai, Chhattisgarh

Practical-02

Aim: Create a career-oriented presentation with 7 slides using transitions and animations.

Building Your Career: A Purposeful Journey to Success

Your professional journey is one of the most significant adventures of your lifetime. Let's explore how to navigate it with intention, purpose, and authenticity.



Why Career Development Matters

80K+

Working Hours

Average hours spent working over a lifetime

70%

Job Satisfaction

Workers who feel unfulfilled due to poor career planning

100%

Your Potential

What you can unlock with intentional development

Career development isn't just about climbing ladders—it's an ongoing process of self-discovery, skill-building, and strategic planning. Without intentional direction, it's easy to fall into careers influenced by fleeting trends or external pressures, risking years of dissatisfaction and unrealized potential.

Step 1: Discover Yourself

Know Your Foundation

Self-awareness is the cornerstone of every meaningful career decision. Before exploring opportunities, invest time in understanding who you are at your core.

- Identify your interests, values, and natural strengths
- Understand your personality preferences and work style
- Reflect on what truly energizes and motivates you
- Consider three careers or majors that genuinely excite you



Steps 2 & 3: Explore Options and Make Decisions



Seek Real Insights

Conduct informational interviews with professionals in fields that interest you. Their experiences provide invaluable perspective beyond job descriptions.



Gain Experience

Pursue internships, volunteer opportunities, or job shadowing to test your assumptions and discover what resonates in practice.



Find Mentors

Connect with experienced guides who can offer wisdom, introduce opportunities, and help you navigate career complexities.

Making Informed Decisions

Evaluate your priorities honestly: What's your support system? What time and energy can you realistically invest? Make choices aligned with your authentic strengths and long-term vision—not just what's trending or what impresses others on paper.

Step 4: Take Action

01

Set Clear Goals

Define specific, achievable objectives that align with your career vision. Break big dreams into manageable milestones.

03

Develop Your Talents

Strengthen your skills through classes, workshops, professional activities, and strategic networking opportunities.

Remember: Progress beats perfection. Small, consistent actions compound into significant career momentum over time.

02

Take Immediate Action

Identify one concrete step you can take today—whether it's updating your resume, reaching out to a contact, or enrolling in a course.

04

Build Readiness

Continuously learn, adapt, and stay curious. The most successful professionals never stop growing.

Step 5: Evaluate and Adjust

Career growth is dynamic, not static. Your path will evolve as you gain experience, as industries change, and as your personal priorities shift. Embrace flexibility and resilience as essential career skills.

Regular Assessment Questions:

- Do my current decisions still align with my values and goals?
- Am I finding fulfillment and growth in my work?
- What barriers am I facing, and how can I overcome them?
- Who can I turn to for guidance and support?

Work with mentors, peers, or career counselors to identify obstacles and create strategies for continued progress.



Your Career, Your Story: Start Today

Competence

Build skills and expertise that create genuine value in your field

Commitment

Stay dedicated to continuous growth and purposeful development

Compatibility

Align your work with your values, strengths, and authentic self

Purposeful career development isn't about following someone else's blueprint—it's about **taking ownership of your journey**, seeking support when needed, and continuously evolving.

Your career is a journey, not a destination. Make every step meaningful, stay adaptable, and remember that success is defined by fulfillment as much as achievement.



Practical-03

Aim: Create a social media poster for “Digital awareness week” using canva



Practical-04

Aim: Compose and send a professional email with an attachment as “you are applying for an internship, send email to HR with your resume attached”.

A

ADITYA MEHRA Rungta University <aditya.mehra@rungta.o... 11:05 PM (0 minutes ago) ☆ ↵ ⋮
to priya.das@rungta.ac.in ▾

Aditya Mehra
Bhilai, Chhattisgarh
Email: aditya.mehra@rungta.org
Phone: 9693858663
Date: 29 December 2025

Hiring Manager
ABC Company
Chhattisgarh, India

Dear Hiring Manager,

I am writing to express my interest in the opportunity at your organization. I am currently pursuing my master's in Computer Application (AI/ML Specialization) and have developed strong skills in programming, problem-solving, and modern technologies. I am eager to contribute to a company where I can learn, grow, and apply my technical abilities.

During my academic projects and personal learning, I have gained experience in Python, web development basics, and foundational AI/ML concepts. I have worked on small applications that strengthened my understanding of algorithms, logic building, and clean coding practices. I am also a highly motivated learner who adapts quickly, works well with teams, and is committed to continuous improvement.

I would welcome the opportunity to discuss how my skills and enthusiasm can contribute to your organization. Thank you for considering my application. I look forward to the possibility of joining your team.

Sincerely,
Aditya Mehra

One attachment • Scanned by Gmail ⓘ Add to Drive



Practical-05

Aim: Design a complete Google form survey and analyze responses.

- a) Create a google form titled “Student attendance report”.
- b) Include the following question types:
 - 5 MCQs
 - 1 Rating scale (1-5)
 - 1 Short Answer
 - 1 Checkbox question
- c) Customize the theme (header image + color).
- d) Share the form link with 5 friends and collect responses.
- e) Generate charts from responses and take screenshots of the analysis page.

Student attendance report

Form description

Student Name *

Short answer text

Grade Level *

Grade 9

Grade 10

Grade 11

Grade 12

Section *

- Section A
- Section B
- Section C
- Section D

Attendance Status *

- Present
- Absent
- Late
- Excused

Time of Arrival

- On Time
- Late (< 10 mins)
- Late (> 10 mins)
- N/A (Absent)

Reason for Absence/Lateness

- Medical
- Personal/Family
- Transportation
- Other
- N/A (Present)

Subjects Missed Today

- Mathematics
- Science
- English
- History
- Art
- Physical Education

Student Classroom Behavior/Participation



Practical-06

Aim: Demonstrate the creation and management of your digital identity.

- a) Create a social media profile (LinkedIn preferred).
- b) Add a profile photo, short bio, skills, and education details.
- c) Create a simple post about “My learning journey in digital literacy.”
- d) Change your privacy settings to:
 - a. Who can see your posts.
 - b. Who can message you.



Aditya Mehra He/Him

Frontend Developer||UI/UX Designer||Public Speaker||Postman Student Expert||Full Stack Developer|| DSA-JAVA

Bhilai, Chhattisgarh, India · [Contact info](#)

500+ connections



Rungta College of
Engineering & Technology...

[Open to](#)

[Add profile section](#)

[Enhance profile](#)

[Resources](#)

About

MCA Student at Rungta College | Tech Enthusiast | Building my Digital Identity

I am a dedicated MCA student at Rungta College of Engineering & Technology, Bhilai. I am passionate about technology and currently focused on enhancing my digital literacy and professional online presence. I am eager to connect with professionals and learn more about industry trends

Practical-07

Aim: Using Google Drive or One Drive:

- a) Create a new folder name “Unit 3 Practical Work”.
- b) Upload a 3 different files (PDF, Image, document).
- c) Organize them in subfolders: Notes, Images, Assignments.
- d) Share the main folder with your teacher with view only permission.

The screenshot shows a Google Drive interface. At the top, there is a folder named "Unit 3 Practical Work". Below it, a file named "Aditya CV.pdf" is listed. The file details pane shows the following information:

Aditya Mehta
Mobile no: 9899376861
Email: adityamehta22@gmail.com
Link: <https://www.linkedin.com/in/adityamehta12>

Career Objective:
"Motivated and detail-oriented full-stack web developer with a strong foundation in both Frontend and Backend technologies, combined with solid problem-solving skills through Data Structures and Algorithms in Java. Looking for a challenging role where I can leverage my technical expertise to build responsive, scalable web applications and contribute meaningfully to dynamic development teams."

Educational Qualification

S.N.	Board/University	School/Collage	Course	Year	Percentage
01.	Kalinga University	Kalinga University, Kharu	BCA	2022-2025	8.14% (10th 4th Year)
02.	Odisha Open Board	Oriental College, Puri	Intermediate	2022	98.2%
03.	CBSE	V-JYOTI K. D. School	10th Class	2020	90.3%

Technical Qualification

- ✓ Programming Languages: C, Java, JavaScript
- ✓ Web Technologies: HTML, CSS, React, Node.js, Angular
- ✓ Databases: MySQL, MongoDB
- ✓ Tools & Software: Git, GitHub
- ✓ Cloud Platform: AWS, Google Cloud
- ✓ Operating Systems: Windows

... > Images ▾



Type ▾

People ▾

Modified ▾

Source ▾

Name

Screenshot 2025-12-29 231437.png :

Mehra ♂ He/Him
Developer|UI/UX Designer|Public Speaker|Postman Student
Stack Developer|DSA-JAVA
Rungta College Engineering & Technology, India - Contact info
Actions
Add profile section Enhance profile Resources
I'm currently working on Data Analyst, Data Manager and Data Entry Clerk roles

... > Assignment ▾



Type ▾

People ▾

Modified ▾

Source ▾

Name

cv mehra.docx



CURRICULUM VITAE

Aditya Mehra
Mobile no: 9098765432
Email: aditya.mehra123@gmail.com
LinkedIn: https://www.linkedin.com/in/adityamehra123/

Career Objective:

"Motivated and detail-oriented full-stack web developer with a strong foundation in both client-side and server-side technologies, combined with solid problem-solving skills through Data Structures and Algorithms in Java. Seeking a challenging role where I can leverage my technical expertise to build responsive, sensible web applications and contribute meaningfully to dynamic development teams."

Educational Qualification:

S.N.O	Institution/University	Scholarship Offered	Course	Year	Percentage
1.	Rungta College of Engineering & Technology, Mohali	College University Scholarships	B.Tech. (Computer Science)	2022	8.13% (Top 2% in Class)
2.	Rajiv Gandhi National University of Open Schooling (RGNOSU)	Open University Scholarships	Open University (O.U) (Information Technology)	2022	76.2%
3.	CBSE	CBSE Scholarships	Class 12th (Arts/Commerce/Science)	2020	88.7%

Technical Qualification:

Programming Languages: C, Java, JavaScript

Practical-08

Aim: Identify one real phishing email: A final-year student, Aman, receives a LinkedIn message saying:

“You are shortlisted for a Remote Software Developer role at Google.

Salary: 18 LPA

Pay 2,499 as verification fee.

Limited seats. Pay now to confirm.”

Answer the questions:

- a) What type of cybercrime is happening here?
- b) List 3 red flags that show it is a scam?
- c) What should he do to verify if a job offer is real?

a) Type of cybercrime:

This is **Phishing + Job/Recruitment Fraud** (a form of **financial cybercrime and social engineering**).

b) 3 Red flags:

1. **Big brand (Google) + unrealistic claim** via a random LinkedIn message, not official hiring process.
2. **Asking to pay a “verification fee”** (legit companies never charge for job offers).
3. **Urgency/pressure tactic** — “Limited seats, pay now to confirm”.

c) Steps to verify the offer is real:

1. Check Google Careers portal for the same role or job ID.
2. Verify sender’s LinkedIn profile (official Google employee badge, company email domain, activity history).
3. Avoid paying anything — instead, ask for **official documentation** and recruiter’s **@google.com** email.
4. Contact Google support or employees through trusted channels to confirm.

Bottom line: No fee. No rush. Always cross-check on the company’s official platform.

Practical-09

Aim: Create a google form quiz with the following requirements:

- a) Convert the form into a quiz mode with automatic grading.
- b) Add 5 MCQ questions, each carrying 2 marks.
- c) Add 1 short answer question that requires manual evaluation.
- d) Turn ON the setting:
 - a. Limit to 1 response.
 - b. Shuffle question order
 - c. Release marks after manual review
- e) Add a timer add-on (like form presenter) and set up a 10-minute time limit
- f) Finally, send the quiz link and view the response summary.

General Tech Quiz (Timed)

Form description

Email *

Valid email

This form is collecting emails. [Change settings](#)

What does "HTTP" stand for?

- HyperText Transfer Protocol
- HyperText Transmission Protocol
- High Transfer Text Protocol
- HyperLink Transfer Platform

Which component is considered the "brain" of the computer?

- CPU
- RAM
- Hard Drive
- Motherboard

What is the binary representation of the decimal number 5?

- 101
- 110
- 111
- 100

Which of these is an Operating System?

- Linux
- HTML
- Python
- Intel

What does RAM stand for?

- Random Access Memory
- Read Access Memory
- Run Access Memory
- Read All Memory

Explain the importance of Cybersecurity in 2 sentences.

Short answer text

Practical-10

Aim: Ask ChatGPT or Google Gemini to generate a 100-120 word paragraph on:

“Is online learning better than offline learning for college students?”

- a) Run the AI-generated text through Grammarly and any plagiarism-check too.
- b) Now manually search online to check if similar sentences exist on blogs or articles.
- c) Identify 2-3 biased statements in the AI answer, such as:
 - i) Over-generalizations
 - ii) One-sided opinions
 - iii) Unproven claims
- d) Rewrite the entire paragraph in neutral and balanced way, using AI only for grammar suggestions.
- e) Submit 3 screenshots:
 - i) Plagiarism check result
 - ii) Grammarly suggestion page
 - iii) Original AI paragraph vs your rewritten unbiased version

While both online and offline learning have special benefits for college students, neither is always "better." Online learning is perfect for self-paced study and skill-based courses because it offers flexibility, affordability, and access to a wide range of global resources. However, it might not have the same advantages as offline learning, such as direct interaction, structured discipline, and practical experience. Through labs, seminars, and mentorship, traditional classrooms promote peer collaboration, real-time discussions, and practical exposure, all of which foster social and professional development. However, strict schedules, travel, and increased expenses may limit offline learning. The ideal strategy is a hybrid model that relies on offline settings for networking, experiential learning, and guided academic support while utilizing online platforms for theory, revisions, and upskilling. By combining the two, students can learn effectively while remaining interested and prepared for the workforce.

Plagiarism Checker Check Grammar AI Detector Pro

Scan Properties

Sources Found	0
Words	139
Characters	1022

View More Details

Plagiarism 0% 0% Exact Match 0% Partial Match Unique 100%

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Congratulations!

No Plagiarism Found

While both online and offline learning have special benefits for college students, neither is always "better." Online learning is perfect for self-paced study and skill-based courses because it offers flexibility, affordability, and access to a wide range of global resources. However, it might not have the same advantages as offline learning, such as direct interaction, structured discipline, and practical experience. Through labs, seminars, and mentorship, traditional classrooms promote peer collaboration, real-time discussions, and practical exposure, all of which foster social and professional development. However, strict schedules, travel, and increased expenses may limit offline learning. The ideal strategy is a hybrid model that relies on offline settings for networking, experiential learning, and guided academic support while utilizing online platforms for theory, revisions, and upskilling. By combining the two, students can learn effectively while remaining interested and prepared for the workforce.

AI Chat

Hi Shubham, I can help you create the best version of your writing. Get started by adding some text to the doc.

Grammly Proofreader >

Writing quality 96 / 100

Clarity

Get tailored suggestions to improve your writing in Grammly Proofreader.

For college students, online and offline learning both offer unique advantages, but neither is universally "better." Online learning provides flexibility, affordability, and access to diverse global resources, making it ideal for self-paced study and skill-based courses. However, it may lack direct interaction, structured discipline, and hands-on experience, which are strengths of offline learning. Traditional classrooms encourage real-time discussions, peer collaboration, and practical exposure through labs, seminars, and mentorship, enhancing social and professional growth. Yet, offline learning can be limited by rigid schedules, travel, and higher costs. The best approach is a hybrid model—using online platforms for theory, revisions, and upskilling, while relying on offline environments for experiential learning, networking, and guided academic support. Combining both helps students learn efficiently while staying engaged and career-ready.

Practical-11

Aim: To compare AI-generated content with student-created content and understand limitations of AI.

- a) Write a 100-150 word paragraph on the topic:
“Will AI replace jobs or change them?”
(This must be written by the student.)

- b) Ask any AI tool (ChatGPT/Gemini/Copilot) to write the same topic.
- c) In your practical copy, create a comparison table with the headings:
 - i) Human-Generated Content
 - ii) AI-Generated Content

- a) Artificial Intelligence is not only a job destroyer but a paradigm shift that reshapes the very fabric of employment. Although the overall impact of AI-driven automation could be job replacement, primarily because of tasks being very repetitive and predictable, its overall application is in jobs being transformed rather than being replaced. AI increases human efficiency through intelligent process automation, analytics, and generative capabilities. The overall function of jobs, right from software development to healthcare, finance, to education, is being transformed into AI-enabled platforms, which overall require human oversight, human optimization, and human decision-making. At the same time, new jobs are being added to AI as a governing structure, AI optimization, human AI interaction, and AI ethics. The overall job market favors a blended skill set, where technical savvy meets human adaptability, human judgment, and human creativity. In other words, AI is less of a replacement of jobs and more of a complementary function to human employment, which requires human strategic thought to make innovations viable.

- b)

Artificial Intelligence is not merely a disruptor of employment—it is a transformative force redefining the architecture of work. While automation enabled by AI may displace highly repetitive and predictable tasks, its broader impact lies in job evolution rather than absolute replacement. AI augments human efficiency through intelligent process automation, real-time analytics, and generative capabilities. Roles across domains such as software development, healthcare, finance, and education are transitioning toward AI-assisted frameworks requiring oversight, refinement, and contextual decision-making. Simultaneously, novel professions are surfacing in AI governance, model optimization, human-AI interaction design, and algorithmic ethics. The labor market increasingly rewards hybrid competencies—technical fluency combined with cognitive adaptability, critical reasoning, and creative intelligence. Consequently, AI is less likely to replace jobs at scale but more inclined to reshape them into collaborative human-machine workflows, where strategic human input remains indispensable for sustainable innovation and operational integrity.

c)

Human-Generated Content	AI-Generated Content
Written in simple, natural student language	Uses formal, analytical, machine-like vocabulary
Focuses on emotions, adaptability, and career advice	Focuses on automation, frameworks, and scalability
Less technical, more opinion-based	More structured, data-driven, and concept heavy
May include personal motivation and direct suggestions.	Gives generalized insights, lacks personal voice
Highlights skill-building from a learner perspective	Highlights industry transformations perspective
Limited use of complex terminology	Includes advanced AI-related terminology

Practical-12

Aim: Create a new NotebookLM project titled: “My chapter revision notes.”

- a) Upload multiple sources (any 2) such as:
 - i) PDF Notes
 - ii) Web Articles
 - iii) Text copied into NotebookLM
- b) Ask NotebookLM to:
 - i) Create a combined study guide using all sources.
 - ii) Generated flashcards for quick revision.
 - iii) Create a concept map or explanation of the topic.
- c) Manually check for:
 - i) Any incorrect facts
 - ii) Repeated information
 - iii) Missing important points
- d) Attach 3 screenshots from NotebookLM:
 - i) Combined study guide
 - ii) Flashcards
 - iii) Concept map/explanation

The screenshot shows a mobile application interface titled "My chapter revision notes". At the top left is a circular icon with a white "R" inside. The title "My chapter revision notes" is centered above a search bar. The search bar contains the placeholder text "Search the web for new sources" and includes dropdown menus for "Web" and "Fast Research", along with a search button. Below the search bar is a section titled "Select all sources" with a checked checkbox. A list of sources follows, each with a checked checkbox:

- Artificial Intelligence 101: The basics o... ✓
- Artificial intelligence - Wikipedia ✓
- Chapter 1 of Artificial Intelligence: A M... ✓
- Generative AI and Foundation Models ... ✓
- History of AI - Artificial Intelligence - ... ✓
- PART 1: INTRO TO AI GOVERNANCE T... ✓

create a combined study guide using all the sources, generate flashcards and create a concept map

This combined study guide, set of flashcards, and concept map integrate the historical, technical, and ethical dimensions of Artificial Intelligence as detailed in the provided sources.

Part 1: Combined Study Guide

I. Defining Artificial Intelligence

Artificial Intelligence (AI) is the capability of computational systems to perform tasks typically associated with human intelligence, such as learning, reasoning, and problem-solving [1](#). Experts categorize AI definitions along two dimensions: **thought processes vs. behavior** and **human performance vs. rationality** [2](#).

- **Acting Humanly:** The **Turing Test** approach focuses on a machine's ability to pass as a human in conversation [3](#) [4](#).

- **Thinking Humanly:** The **Cognitive Modeling** approach seeks to replicate human thought processes through computer models [5](#) [6](#).

- **Thinking Rationally:** The "**Laws of Thought**" approach uses formal logic to codify "right thinking" [7](#).

- **Acting Rationally:** The **Rational Agent** approach focuses on designing agents that take actions based on rationality.

Start typing...



11 sources



AI Flashcards

Based on 11 sources

Press "Space" to flip, "← / →" to navigate

What is the core idea
behind artificial
intelligence (AI),
according to the
Atlassian source?

See answer

1 / 75 cards



Part 3: Concept Map (Text-Based)

ARTIFICIAL INTELLIGENCE

- I. GOALS 52 53

- Reasoning & Problem Solving (GPS, Logic Theorist)
- Perception (Computer Vision, Speech Recognition)
- Natural Language Processing (GPT, NLP)
- Robotics (Manipulation, Navigation)

- II. TECHNIQUES 27 ...

- **Symbolic (Top-Down)**
 - Expert Systems (MYCIN, XCON)
 - Logic (Prolog, Syllogisms)
- **Sub-Symbolic (Bottom-Up)**
 - Neural Networks (CNNs, RNNs)

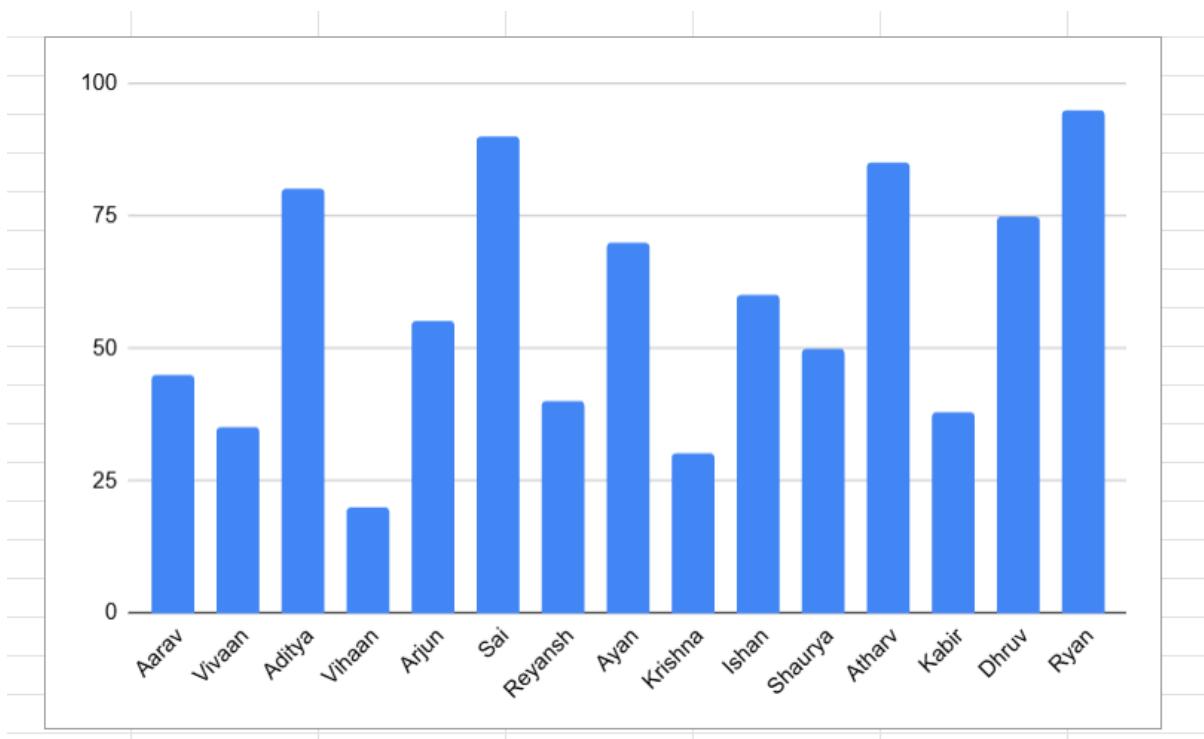
Practical-13

Aim: Create a complete Student Result Management workbook.

- a) Create a new workbook with 3 sheets renamed as:
 - a. Student_Data
 - b. Marks_Analysis
 - c. Charts
- b) In Student_Data, enter a list of 15 students with: Name, Roll No, Class, City, Subject1, Subject2, Subject3.
- c) Use Flash Fill to split “Full Name” into “First Name” and “Last Name”.
- d) Use Find & Replace to replace city name “Delhii” with correct “Delhi”.
- e) Use IF function to calculate Pass/Fail (Pass = total \geq 120).
- f) Use COUNTIF to find how many students belong to “Delhi”.
- g) Use AVERAGE, MAX, MIN to analyze marks in the Marks_Analysis sheet.
- h) On the Charts sheet, create:
 - i) A Bar Chart showing marks of any one subject. ii. A Pie Chart showing percentage of pass vs fail.
 - j) Apply Conditional Formatting to highlight marks < 40 in red.
 - k) Convert the table into a formatted Excel Table.

A	B	C	D	E	F	G	H	I	J	K
Roll No	First Name	Last Name	Class	City	Subject1	Subject2	Subject3	Result		
101	Aarav	Sharma		10 Delhi	45	50	60	Pass		8
102	Vivaan	Singh		10 Mumbai	35	40	30	Pass		
103	Aditya	Verma		10 Delhi	80	75	85	Pass		
104	Vihaan	Gupta		10 Pune	20	30	25	Pass		
105	Arjun	Kumar		10 Delhi	55	60	65	Pass		
106	Sai	Iyer		10 Chennai	90	92	88	Pass		
107	Reyansh	Das		10 Delhi	40	35	38	Pass		
108	Ayan	Mehta		10 Delhi	70	72	75	Pass		
109	Krishna	Reddy		10 Hyd	30	35	40	Pass		
110	Ishan	Joshi		10 Pune	60	65	70	Pass		
111	Shaurya	Malhotra		10 Delhi	50	55	60	Pass		
112	Atharv	Patil		10 Mumbai	85	80	90	Pass		
113	Kabir	Khan		10 Delhi	38	39	35	Pass		
114	Dhruv	Saxena		10 Delhi	75	70	65	Pass		
115	Ryan	Fernandez		10 Goa	95	90	92	Pass		

A	B	C
Average	Max	Min
57.8666666667	95	20

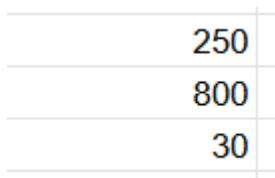


Practical-14

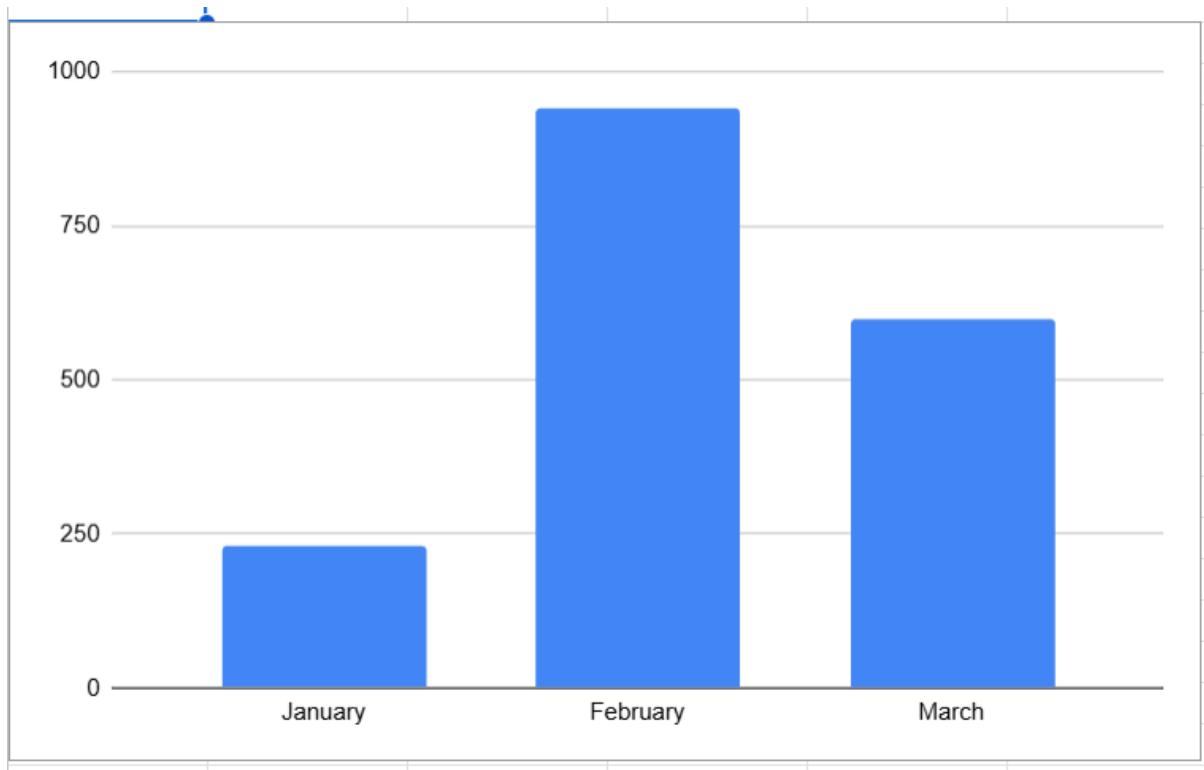
Aim: Build a workbook for managing and analyzing sales data of a small store. a) Create a workbook with sheets:

- I. Store_Sales
 - II. Summary
 - III. Charts
- b) Import a CSV sales file (or create a sample table) containing: Date, Product, Category, Quantity, Price, Total Sales.
- c) Use Sort (A→Z, Z→A) to organize products by name and category.
- d) Apply Filter to view only “Electronics” category.
- e) Use SUMIF to find total sales for a selected product (e.g., “Headphones”).
- f) Use LEFT, RIGHT, MID to extract:
- I. First 3 letters of the product name
 - II. Last 2 letters of the category
 - g) Find the highest and lowest sales value using MAX/MIN.
 - h) Prepare a monthly sales summary in the Summary sheet using AVERAGE & SUM.
- i) Create a Line Chart of month-wise total sales in the Charts sheet.
- j) Apply sheet protection so data cannot be edited accidentally.

	A	B	C	D	E	F	G	H
1	Date	Product	Category	Quantity	Price	Total Sales	Short Name	Cat Code
2	1/15/2024	Headphones	Electronics	2	50	100	Hea	cs
3	3/12/2024	Headphones	Electronics	3	50	150	Hea	cs
6	01/05/2024	Keyboard	Electronics	1	30	30	Key	cs
7	2/10/2024	Laptop	Electronics	1	800	800	Lap	cs
8	3/20/2024	Monitor	Electronics	2	150	300	Mon	cs
9	03/05/2024	Mouse	Electronics	10	15	150	Mou	cs
12								



Month	Total Sales	Average Sales
January	230	57.5
February	940	313.33
March	600	200



Practical-15

Aim: Create a complete personal financial planner workbook.

- a) Create and rename sheets as: a. Expenses b. Budget c. Charts
- b) Enter at least 20 rows of expense data: Date, Category, Expense Detail, Amount, Payment Method.
- c) Use Data Validation dropdown to create a category list (Food, Travel, Fees, Shopping, Other).
- d) Use Remove Duplicates on the Category column if repeated incorrectly.
- e) Use SUMIF to calculate total spending for each category.
- f) In the Budget sheet, create the monthly budget and compare with actual expenses using:
Difference = Budget – Actual (formula required)
- g) Highlight expenses above ₹2000 using Conditional Formatting.
- h) Create:
 - i. A Pie Chart showing category-wise spending
 - ii. A Bar Chart comparing Budget vs Actual
 - iii. Use Flash Fill to separate date into Day / Month / Year if needed. Also explain its detail
 - iv. Save worksheet in Page Layout view and adjust print area.

Date	Category	Expense Detail	Amount	Payment Method	Day	Month	Year
1/1/2024	Food	Groceries	1500	UPI	1	1	2024
1/2/2024	Travel	Uber	300	Card	2	1	2024
1/5/2024	Shopping	Jeans	2500	Cash	5	1	2024
1/6/2024	Food	Burger King	450	UPI	6	1	2024
1/8/2024	Fees	Gym Fee	1200	Card	8	1	2024
1/10/2024	Other	Mobile Recharge	299	UPI	10	1	2024
1/12/2024	Travel	Metro Card	500	Cash	12	1	2024
1/15/2024	Shopping	Shoes	3200	Card	15	1	2024
1/16/2024	Food	Pizza	800	UPI	16	1	2024
1/18/2024	Travel	Bus Ticket	50	Cash	18	1	2024
1/20/2024	Fees	Course Books	2100	UPI	20	1	2024
1/22/2024	Other	Netflix	649	Card	22	1	2024
1/24/2024	Food	Coffee	250	UPI	24	1	2024
1/25/2024	Shopping	T-Shirt	900	Cash	25	1	2024
1/26/2024	Travel	Train Ticket	1500	UPI	26	1	2024
1/27/2024	Food	Fruits	300	Cash	27	1	2024
1/28/2024	Fees	Exam Fee	500	UPI	28	1	2024
1/29/2024	Other	Gift	1000	Cash	29	1	2024
1/30/2024	Shopping	Watch	2200	Card	30	1	2024
1/31/2024	Food	Snacks	150	UPI	31	1	2024

Category	Budget	Actual	Difference
Food	5000	3450	1550
Travel	3000	2350	650
Fees	4000	3800	200
Shopping	5000	8800	-3800
Other	2000	1948	52

Actual vs. Category



Actual

