

NEW AGE LIFE SKILLS – PRACTICAL MANUAL

Practical 1: Design a Professional Resume

Aim

To design a professional resume using online templates.

Objectives

- To understand professional formatting of resumes
- To identify key resume components
- To export resume in PDF format

Materials Required

- Computer with internet
- Canva / MS Word / Google Docs

Procedure

Open the Resume-Designing Application

Start by launching **Canva**, **Google Docs**, or **MS Word** on your computer.

- If using Canva, log in with your account and go to the Templates section.
 - If using Google Docs, open a new document through Google Drive.
 - If using MS Word, open the application and select “New Document.”
- 2. Browse and Select an Appropriate Resume Template**
- Navigate to the resume template section. Browse through various designs and choose a template that matches a **professional look**, preferably clean, simple, and easy to read.
- Canva offers a wide range of modern templates.
 - Google Docs provides basic but neat resume layouts.
 - MS Word includes both modern and classic templates.
- 3. Enter Personal Information**
- Replace the sample text in the template with your **personal details**, such as:

- o Full Name
- o Contact Number
- o Email Address
- o Address (optional)
- o LinkedIn or portfolio links (if applicable)
Ensure the information is accurate and formatted consistently.

4. Add Academic Details

Insert your educational background in the provided section of the template. Include:

- o Course/Program Name
- o Institution Name
- o Duration (Year of study)
- o Grades or CGPA (if required)
Arrange information in **reverse chronological order** (most recent first).

5. Write a Career Objective

Add a short, clear career objective highlighting your goals, strengths, and professional aspirations.

Keep it concise (2–3 lines) and tailored to the field you are applying for.

6. Include Skills and Achievements

Create a section for **skills**, both technical and soft skills. Examples:

- o Technical skills (e.g., MS Office, programming languages)
- o Soft skills (e.g., communication, teamwork)
Add any **academic achievements, certificates, awards, or projects** relevant to your profile.

7. Format the Resume Professionally

Adjust the text formatting to ensure clarity and readability:

- o Use **headings** for each section (e.g., Education, Skills, Objective).
- o Use **bullet points** to list items cleanly.

- Maintain consistent **font style**, **size**, and **alignment** throughout.
- Ensure proper spacing and margins for a neat layout.
Review the resume for grammatical correctness and visual balance.

8. Preview and Make Final Adjustments

Scroll through the entire resume to check layout alignment, spacing, colors, and text placement.

Make sure the document looks uniform and professional before exporting.

9. Export the Resume in PDF Format

Once the final layout is ready, export or download the document as a **PDF file**, which preserves formatting.

- In Canva, click **Download → PDF Print**.
- In Google Docs, go to **File → Download → PDF Document**.
- In MS Word, select **File → Save As → PDF**.

Practical 2: Career-Oriented Presentation

Aim

To create a career presentation using slides, transitions, and animations.

Objectives

- To design a multi-slide professional presentation
- To apply transitions and animations

Materials Required

- PowerPoint or Google Slides

Procedure

Open a blank presentation

Launch PowerPoint/Google Slides and select the option to create a new blank presentation. This opens a fresh workspace where you will design your slides.

Create a title slide

Insert a title slide layout and add the presentation title along with your name or subtitle. Ensure the title is clear, readable, and visually centered on the slide.

Add minimum 7 slides

Use the “New Slide” option to insert at least seven additional slides with appropriate layouts. Each slide should focus on a single topic or idea for clarity.

Insert images, icons, and bullet points

Add relevant images and icons to visually support your content.

Use bullet points to present information in a structured and easy-to-read format.

Apply a theme

Choose a professional theme from the design options available in the software. The theme will automatically set consistent fonts, colors, and backgrounds.

Add transitions and animations

Apply slide transitions for smooth movement between slides.

Add animations to text or images to enhance the presentation without overusing effects.

Practical 3: Digital Awareness Poster in Canva

Aim

To design a poster for Digital Awareness Week using Canva.

Objectives

- To apply design tools
- To create a visually appealing poster

Materials Required

- Canva account
- Computer with internet

Procedure

Login to Canva

Open Canva in your browser and sign in using your email or Google account. This gives you access to all templates, design tools, and editing features.

Select poster layout

Search for “Poster” in the template section and choose a suitable layout. This layout provides a ready-made design structure to begin your poster.

Add “Digital Awareness Week” text

Insert a text box or edit the existing heading and type “Digital Awareness Week.” Adjust the font style, size, and alignment to make the title prominent.

Insert icons and graphics

Go to the “Elements” tab to add icons, shapes, and relevant graphics. Position them creatively to enhance the visual appeal and message of the poster.

Apply suitable colors

Choose a color theme that matches the topic and improves readability. Use consistent color combinations for background, text, and elements.

Download final poster

Click the “Download” button and select the preferred file type, usually PNG or PDF. Save the poster to your device for printing or sharing

Practical 4: Professional Email (Internship Application)

Aim

To draft and send a professional internship email with attachment.

Objectives

- To compose a professional email
- To attach documents

Materials Required

- Email account
- Resume file

Procedure

Open Gmail

Go to the Gmail website or app and log in with your email account.
This opens your inbox where you can create and send emails.

Click Compose

Select the “Compose” button to open a new email window.
A blank message box will appear on the screen.

Write subject line

Enter a clear and concise subject that reflects the purpose of the email.
This helps the recipient understand the message at a glance.

Write professional message

Type a polite, well-structured message addressing the recipient formally.
Keep the tone respectful and include necessary details or requests.

Attach resume

Click the **attachment (paperclip)** icon and select your resume file from your device.
Ensure the resume is in PDF format and properly named.

Send email

Review the email for accuracy and ensure attachments are included.
Click “**Send**” to deliver the message to the recipient

Practical 5: Create Google Form – Attendance Report

Aim

To design a Google Form and analyze responses.

Objectives

- To create form with multiple question types
- To collect sample responses
- To analyze responses

Materials Required

- Google account
- Internet

Procedure

Create new Google Form

Open Google Forms from your Google account and click “**Blank Form**” to start a new form. This opens an empty form where you can add questions.

Title it “Student Attendance Report”

Enter the title at the top of the form and add a short description if needed. This helps respondents understand the purpose of the form.

Add MCQs, rating, checkbox and short answer

Use the question type menu to insert multiple-choice questions, rating scales, checkboxes, and short-answer fields.

Arrange the questions in a logical order for easy response.

Customize theme

Click the **Theme** icon to change colors, fonts, and header images. This improves the appearance and makes the form visually appealing.

Share form and collect responses

Use the **Send** button to share the form via link, email, or QR code. Allow participants to submit their responses through any device.

View summary charts

Go to the **Responses** tab to see automatic charts and graphs generated by Google Forms. These visual summaries help you quickly analyze the collected data.

Take screenshots

Capture screenshots of the form, responses, and charts for documentation.
Save them for use in reports or practical records.

Questions Responses 0 Settings

Student Attendance Report

Question related to your attendance

Mention the attendance % of NALS Subject

100
 80
 75
 Below 70

Mention the attendance % of PFC ubject

100
 90
 80
 75

Mention the attendance % of Web tech subject

B I U ↵ X

100
 90
 80
 75

Express your favourite moments in your classroom:

Short answer text

Rate your Lectures

1 2 3 4 5

☆ ☆ ☆ ☆ ☆

Which is your favourite Sport

B I U ↵ X

Cricket
 Kabbadi
 Volleyball
 Chess

Questions Responses 0 Settings

Mention the attendance % of NALS Subject
5 responses

A pie chart titled "Mention the attendance % of NALS Subject" with the text "5 responses" below it. The chart is entirely blue, indicating 100% attendance. A legend on the right shows four categories: 100% (blue), 80% (orange), 75% (yellow), and Below 70% (green). The chart has a "Copy chart" button in the top right corner.

Mention the attendance % of PFC ubject
5 responses

A pie chart titled "Mention the attendance % of PFC ubject" with the text "5 responses" below it. It shows two segments: a purple segment labeled 60% and an orange segment labeled 40%. A legend on the right shows five categories: 100% (blue), 80% (orange), 75% (yellow), 70% (green), and Option 100% (purple). The chart has a "Copy chart" button in the top right corner.

Mention the attendance % of Web tech subject
5 responses

A pie chart titled "Mention the attendance % of Web tech subject" with the text "5 responses" below it. It shows two segments: a large blue segment labeled 80% and a small red segment labeled 20%. A legend on the right shows four categories: 100% (blue), 80% (orange), 75% (yellow), and 70% (green). The chart has a "Copy chart" button in the top right corner.

Express your favourite moments in your classroom
5 responses

Nothing

Laughing in serious discussion topic while teacher is taking class

I'll kribi

Laughing with the friends while teacher is taking their classes

I

Rate your Lectures
5 responses

Average rating (5.00)

A horizontal rating scale titled "Average rating (5.00)" with five numbered boxes (1, 2, 3, 4, 5) each containing a yellow star icon. Below the scale, there are numerical boxes for "1", "2", "3", "4", and "5". To the right of the scale is a brown rectangular box containing the text "5 (100%)". A "Copy chart" button is located at the top right of the chart area.

Practical 6: Create Digital Identity – LinkedIn

Aim

To create and modify digital identity using LinkedIn.

Objectives

- To create professional online profile
- To update personal information

Materials Required

- LinkedIn account

Procedure

Create LinkedIn profile

Sign up on LinkedIn using your email and set up a new profile.

This gives you access to professional networking and career-building tools.

Add photo, bio, education

Upload a clear professional photo and write a short bio summarizing who you are.

Enter your educational details to complete your basic profile information.

Add skills

Use the “Skills” section to list your technical and soft skills.

Adding relevant skills increases your visibility and strengthens your profile.

Create a simple post

Click “Start a Post” and write a short, meaningful update or introduction.

Share it publicly to begin engaging with your professional network.

Change privacy settings

Go to **Settings & Privacy** to adjust what others can see on your profile.

Modify visibility, contact preferences, and data-sharing options as needed.



Bittu Kumar

Add verification badge

Student at Rungta College of Engineering & Technology Kohka-Kurud Bhilai

Rungta College of Engineering & Technology Kohka-Kurud Bhilai
Sonpur, Bihar, India

8 connections

Open to

Add section

...

Enhance profile

Open to work

Software Engineer roles

Show details

Suggested for you

Private to you



Which industry do you work in?

Members who add an industry receive up to 2.5 times as many profile views.

Education

+



Rungta College of Engineering & Technology Kohka-Kurud Bhilai

Bachelor of Technology - BTech, Computer and Information Sciences and Support Services

Sep 2025 - Sep 2029

Grade: not declared

Activities and societies: cricket, Kabbadi, Volleyball,



Skills



All

Industry Knowledge

Interpersonal Skills

Time Management



-  Rungta College of Engineering & Technology
Kohka-Kurud Bhilai

Communication



-  Rungta College of Engineering & Technology
Kohka-Kurud Bhilai

Problem Solving



-  Rungta College of Engineering & Technology
Kohka-Kurud Bhilai

Leadership



-  Rungta College of Engineering & Technology
Kohka-Kurud Bhilai

Public Speaking



-  Rungta College of Engineering & Technology
Kohka-Kurud Bhilai



Bittu Kumar · You

Student at Rungta College of Engineering & Technology ...
now · ④

My learning Journey in Digital Literacy

I am a first-year college student on a learning journey in digital literacy. I am gaining basic knowledge of digital tools, online platforms, AI applications, and responsible technology use. I believe digital literacy is an essential skill in today's world, and I am committed to continuous learning and self-improvement.



Like



Comment



Repost



Send



Be the first to comment

Comment

Practical 7: Using Google Drive / OneDrive

Aim

To upload and organize files in cloud storage.

Objectives

- To manage files online
- To share files securely

Materials Required

- Google Drive / OneDrive account

Procedure

1. Create folder “Unit 3 Practical Work”

Open Google Drive or your file manager and create a new folder named “**Unit 3 Practical Work.**”

This folder will store all files related to the practical.

2. Upload documents

Click the **Upload** option and select the required documents from your device.

The files will be saved inside the main folder for easy access.

3. Create subfolders

Inside the main folder, create additional subfolders to categorize your documents.

This helps keep your work organized and easy to locate.

4. Share main folder with View only

Right-click the folder, choose **Share**, and set the permission to **View only** for others.

This allows people to see the contents but prevents them from editing or deleting files.



Search in Drive

B

My Drive

Shared drives

Name



Classroom

Modified Nov 21



Unit 3 Practical Work

Modified Dec 24



Home

Starred

Shared

Files



Unit 3 Practical Work



Name



Assignment

Modified Dec 24



Image

Modified Dec 24



Notes

Modified Dec 24



Home



Starred



Shared

Files

Practical 8: Identify Phishing Attack

Aim

To identify phishing attempts through digital messages.

Objectives

- To detect cybercrime
- To recognize scam elements

Materials Required

- Provided phishing example

Procedure

Read message text

Carefully go through the entire message to understand its content and intent.

Make note of any unusual requests or unfamiliar senders.

Identify suspicious elements

Look for spelling errors, urgent demands, unknown links, or too-good-to-be-true offers.

These signs often indicate potential scams or malicious intent.

List cybercrime type

Based on the suspicious elements, categorize the message as phishing, fraud, malware attempt, etc.

This helps in understanding the nature and threat level of the cybercrime.

Write verification steps

Suggest ways to confirm authenticity, such as checking the sender's email, contacting the official source, or scanning links.

These steps help prevent falling victim to cyberattacks.

a) What type of cybercrime is happening here?

This is a case of **phishing**, specifically a **job scam**.

b) List three red flags that show it is a scam:

1. The message asks for a **verification fee**, which genuine companies never charge.
2. It promises a **very high salary (₹18 LPA)** without any formal interview process.
3. It creates **urgency and pressure** by saying “limited seats” and asking for immediate payment.

c) What should he do to verify if a job offer is real?

He should verify the offer through the company's **official website and email address**, contact **verified company representatives on LinkedIn**, and **never make any payment** for job offers. He can also consult a teacher or placement cell for confirmation.

Practical 9: Google Form Quiz with Timer

Aim

To create a quiz with automatic grading and time limit.

Objectives

- To automate quiz assessment
- To use time limit add-on

Materials Required

- Google Forms
- Timer add-on

Procedure

1. Create Google Form – Open Google Forms and start a new blank form to set up the structure of your activity.
2. Convert to quiz – Enable “Make this a quiz” in the settings so you can assign points and correct answers.
3. Add 5 MCQs + 1 short answer – Insert five multiple-choice questions and one short-answer question, customizing options and points.
4. Enable 1-response limit – Turn on “Limit to 1 response” so each user can submit the form only once.
5. Shuffle questions – Activate the shuffle feature to randomize the order of questions for every respondent.
6. Add timer add-on – Install a timer add-on from the Add-ons menu to set and control the quiz duration.

7. Send link – Use the “Send” button to generate and share the form link with participants.

The image shows two screenshots of the Google Forms interface. The top screenshot displays a quiz titled "NALS PRACTICE QUESTION" with three questions: "Name *", "ERP ID *", and "Emotional intelligence helps a person to: *". The bottom screenshot shows a completed version of the form with the third question expanded to show four multiple-choice options: "Control others", "Avoid responsibilities", "Understand and manage emotions effectively", and "Ignore feelings". Both screenshots include standard Google Forms navigation and settings.

NALS PRACTICE QUESTION

Name *

ERP ID *

Emotional intelligence helps a person to: *

- Control others
- Avoid responsibilities
- Understand and manage emotions effectively
- Ignore feelings

what is the shortcut to copy text *

- ctrl +v
- ctrl+c
- alt+v
- alt+c

what is the shortcut to copy a text *

Untitled form - Google Forms x Google Forms Quiz Setup x + docs.google.com/forms/d/1cN3C6Yj9Szsf3LpQghs4WM4QDN0908NXd1uRTFxvrVk/edit

Untitled form All changes saved in Drive

Questions Responses Settings Total points: 0

Emotional intelligence helps a person to: *

- Control others
- Avoid responsibilities
- Understand and manage emotions effectively
- Ignore feelings

what is the shortcut to copy text *

- ctrl+v
- ctrl+c
- alt+v
- alt+c

what is the shortcut to copy a text *

?

Untitled form All changes saved in Drive

Questions Responses Settings Total points: 0

monitor

computer

Android operating system is primarily used in *

- mac
- android
- smartphone
- super computer

what do you mean by operating system

Short answer text _____

② 17°C Sunny Search ENG IN 10:42 AM 12/25/2025

Practical 10: AI Text Bias & Plagiarism

Aim: To analyze AI generated text

objective

- To detect biased statements
- To improve writing

Materials Required

- ChatGPT / Gemini
- Grammarly

Procedure

1. Generate paragraph from AI – Use an AI writing tool to produce a clear, coherent paragraph on your chosen topic.
2. Check plagiarism – Run the paragraph through a plagiarism checker to ensure originality and proper attribution.
3. Check grammar – Review the text with a grammar tool to correct errors in punctuation, spelling, and sentence structure.
4. Identify biased statements – Examine the content for subjective language, assumptions, or one-sided viewpoints.
5. Rewrite neutrally – Revise the paragraph to remove bias, ensuring the tone is balanced, objective, and fact-based.
6. Rewrite neutrally – Revise the paragraph to remove bias, ensuring the tone is balanced, objective, and fact-based.
7. Rewrite neutrally – Revise the paragraph to remove bias, ensuring the tone is balanced, objective, and fact-based.
8. Rewrite neutrally – Revise the paragraph to remove bias, ensuring the tone is balanced, objective, and fact-based.

9. Rewrite neutrally – Revise the paragraph to remove bias, ensuring the tone is balanced, objective, and fact-based.

Online learning has become very popular among college students because it offers flexibility and convenience. Students can attend classes from anywhere, save travel time, and access recorded lectures anytime. Online platforms also provide a wide range of courses and digital resources at a lower cost. Many students feel more comfortable learning at their own pace in an online environment. Compared to offline learning, online education is more efficient and modern. It helps students develop technical skills and self-discipline, which are important in today's digital world. Therefore, online learning is often considered better than offline learning for college students.

(10) Biased statements Identified in the AQ answer.

(1) Over-generalization:-

"Online learning is often considered better than offline learning for college students".
(Not true for all students)

(2) One-sided Opinion :-

Only advantages of Online learning are mentioned; disadvantages are ignored.
ignored.

Unproven claim:-

"Online education is more efficient and modern". (No data or comparison provided.)

Neutral:-

Online and Offline learning both have advantages and limitations for college students. Online learning offers flexibility, saves travel time, and allows access to recorded lectures and digital resources. It can be helpful for students who prefer self-paced learning or live far from campus. However, Offline learning provides face-to-face interaction, better classroom discipline, and stronger communication between students and teachers. Practical activity

discussions, and peer learning are often more effectiveness of learning depends on the subject, students' learning style, and available resources. Therefore, instead of choosing one mode over the other, a balanced combination of online and offline learning may be the most beneficial for college students.

Grammaly Suggestions

Original Sentence → Grammaly Suggestion

1. Original:

Online learning is often considered better than offline learning for college students because it offers flexibility and convenience.

Suggestion:

Online learning is often considered better than offline learning for college students **as it** offers flexibility and convenience.

(Clarity improvement)

2. Original:

Students can attend classes from anywhere, save travel time, and access recorded lectures anytime.

Suggestion:

Students can attend classes from anywhere, save travel time, and access recorded lectures **at any time.**

(Formality improvement)

3. Original:

Online platforms also provide a wide range of courses and digital resources, making learning more personalized.

Suggestion:

Online platforms also provide a wide range of courses and digital resources, **which makes** learning more personalized.

(Grammar – sentence flow)

4. Original:

Due to these advantages, online learning is becoming a popular choice among college students.

Suggestion:

Due to these advantages, online learning **has become** a popular choice among college students.

(Tense correction)

Practical 11: Compare AI vs Human Writing

Aim

To compare AI-generated content with student-created content.

Objectives

- To identify difference in writing
- To understand AI limitations

Materials Required

- AI tool

Procedure 1. Write paragraph manually – Compose a paragraph yourself using your own ideas, wording, and structure on the selected topic.

2. Generate same topic using AI – Use an AI tool to produce another paragraph on the same topic for comparison.

3. Create comparison table – Organize both paragraphs side-by-side in a table to compare style, clarity, tone, and content differences.

"Will AI replace jobs or change them?"

In 21st century, On the most crucial situation is how AI replacing the job of common person in tech field. AI is the most advanced technology that is developed by the human in this era. We will witnessed a critical situation where all the task can be easily perform by A.I. AI will replace the job like Software developer, web developer or many, it take almost negligible time to write a code or to create a web-page from ~~where~~^{which} company man can easily excess without paying any payment or just a margin of payment. While the worker take a more time to research and if create something whether is a planning schedule or file, or web D service manager, but the AI will manage.

Artificial Intelligence is transforming the world of work, but it is more accurate to say that AI will **change jobs rather than fully replace them**. Many routine and repetitive tasks—such as data entry, basic customer support, and manual processing—can be automated by AI, which may reduce the need for certain roles. However, this does not mean that employment will disappear. Instead, new types of jobs will emerge in fields like AI development, data science, robotics, cybersecurity, digital marketing, and automation management. Existing jobs will also evolve, requiring workers to use AI tools to improve productivity and decision-making. Just as past technologies created new opportunities, AI will shift skill demands rather than eliminate human contribution. The key is **adaptation**: individuals who learn new skills, embrace technology, and stay flexible will find more opportunities. Ultimately, AI will reshape how we work, but human creativity, empathy, and judgment will continue to be essential.

Aspect	Printed Text (Model Answer)
Main Idea	AI will change jobs rather than completely replacing them
Clarity	Very clear and easy to understand
Structure	Well-organized with smooth flow of ideas
Language	Formal, fluent, and professional English
Grammar	Almost no grammatical errors
Human Role	Highlights creativity, empathy, and judgment
Conclusion	Strong and impactful conclusion

Practical 12: NotebookLM Project Aim
To create revision notes using NotebookLM.

Objectives

- To generate study guide
- To create flashcards

Materials Required

- NotebookLM

Procedure

1. Create NotebookLM project – Start a new project in NotebookLM to organize your materials and AI-generated outputs in one workspace.
2. Upload two resources – Add two documents or sources to the project so the AI can analyze and reference them.
3. Generate study guide – Use NotebookLM's tools to create a structured study guide summarizing key concepts from the uploaded resources.
4. Generate flashcards – Automatically produce flashcards that highlight important facts, terms, or ideas for easier review.
5. Review accuracy – Carefully check the summaries and flashcards to ensure all information is correct and reflects the original resources.
6. Take screenshots – Capture screenshots of the study guide and flashcards to document your work or include them in your submission.

Untitled notebook

Try Deep Research for an in-depth report and new sources!

Search the web for new sources

Web Fast Research

Select all sources

Operating_System_Lab gautam.docx

Untitled notebook

1 source

This document outlines a series of **technical laboratory experiments** designed to teach **operating system concepts** through **Python programming**. The initial tasks focus on **system diagnostics**, such as retrieving **hardware specifications**, monitoring disk usage, and analyzing **memory allocation**. Subsequent exercises transition into **process management** by tracking active applications and measuring **network data flow**. A significant portion of the curriculum is dedicated to **CPU scheduling algorithms**, where students must implement logic for **First Come First Serve**, **Round Robin**, and **Priority-based execution models**. By completing these scripts, learners gain practical experience with **system libraries** like **psutil** and **platform** to interact with core computer functions. Overall, the source serves as a structured guide for understanding how software manages **hardware resources** and **task prioritization**.

Save to note

How does Python use libraries like psutil to interface with core operating system resources?

What are the fundamental differences between priority based and time quantum scheduling algorithms?

Start typing... 1 source

NotebookLM can be inaccurate; please double check its responses.

+ Create notebook Share Settings Studio

Create an Audio Overview in: हिन्दी, बांग्ला, मुळगाती, कन्नಡ, മലയാളം, സാര്വ, ഫെംഗ്ഷി, തമിഴ്, ലോറ്റസ്

Audio Overview Video Overview

Mind Map Reports

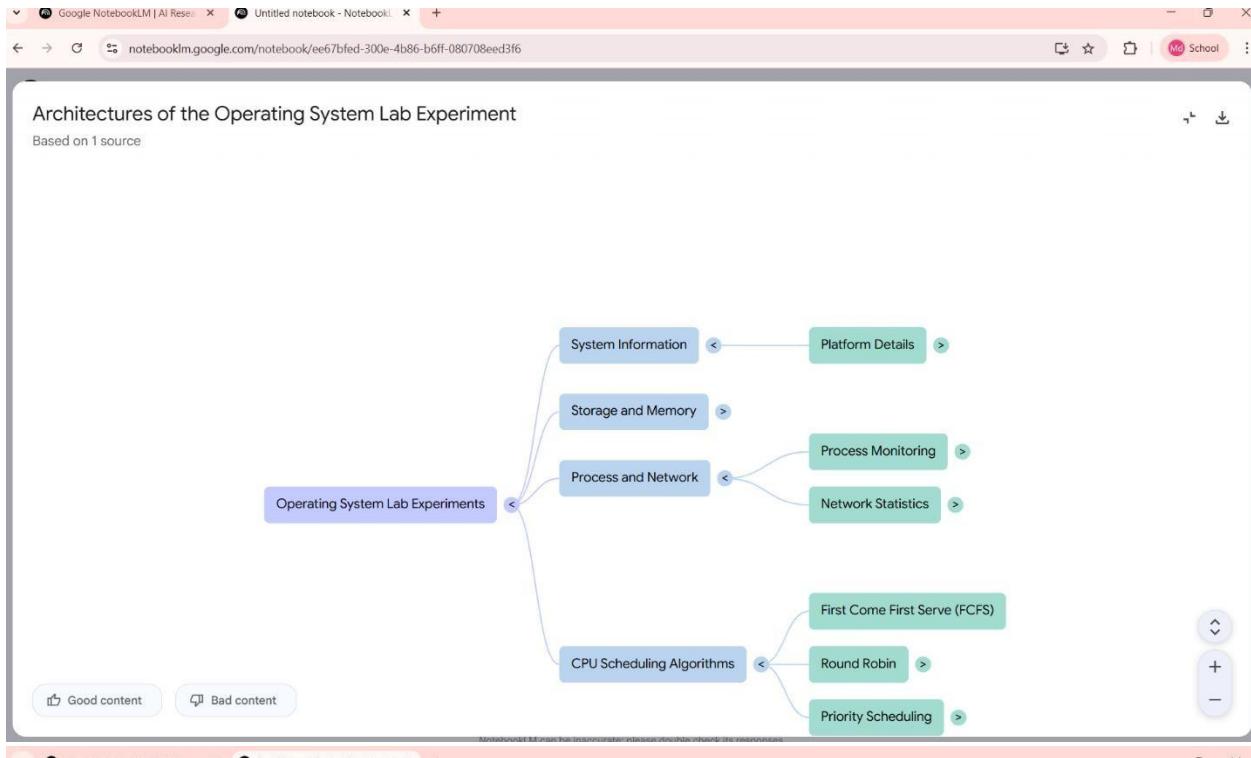
Flashcards Quiz

Infographic Slide Deck

Studio output will be saved here.
After adding sources, click to add Audio Overview, Study Guide, Mind Map, and more!

Add note

The screenshot shows the Google NotebookLM interface. On the left, there's a sidebar for 'Sources' with options to add sources, search the web, and select specific files like 'Operating_System_Lab gautam.docx'. The main area is titled 'Untitled notebook' and contains a summary of its content, mentioning technical laboratory experiments, Python programming, system diagnostics, memory allocation, process management, CPU scheduling, and system libraries like psutil and platform. Below the summary are sections for 'How does Python use libraries like psutil to interface with core operating system resources?' and 'What are the fundamental differences between priority based and time quantum scheduling algorithms?'. At the bottom, there's a text input field 'Start typing...' and a note about the accuracy of the AI response. On the right, there's a 'Studio' panel with various creation tools: Audio Overview, Video Overview, Mind Map, Reports, Flashcards, Quiz, Infographic, and Slide Deck. A message at the top of the studio panel says 'Create an Audio Overview in: हिन्दी, बांग्ला, मुळगाती, कन्नಡ, മലയാളം, സാര്വ, ഫെംഗ്ഷി, തമിഴ്, ലോറ്റസ്'. Below this, another message says 'Studio output will be saved here. After adding sources, click to add Audio Overview, Study Guide, Mind Map, and more!'. At the very bottom of the studio panel is a large 'Add note' button.



OS Flashcards

Based on 1 source

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

What is the objective of the Python program described in Experiment 1?

See answer

Restart 1 / 22 cards Download

Practical 13: Excel Student Result Management

Aim

To analyze student marks using Excel tools.

Objectives

- To apply Excel formulas
- To create charts

Materials Required

- MS Excel

Procedure

1. Enter student data – Input students' names, marks, and other required details into the spreadsheet.
2. Use Flash Fill – Apply Flash Fill to automatically complete patterns such as separating names or formatting data.
3. Replace incorrect values – Identify errors and use Find & Replace or manual correction to fix inaccurate entries.
4. Calculate pass/fail using IF – Create an IF formula to determine whether each student passes or fails based on their score.
5. Use COUNTIF and AVERAGE – Apply COUNTIF to count specific results and AVERAGE to compute the class's mean score.
6. Create charts – Generate visual charts to represent student performance trends or score distributions.
7. Apply conditional formatting – Use color-based formatting to highlight important values, such as low scores or top performers.

Practical 14: Sales Data Workbook

Aim

To analyze sales data using Excel formulas and charts.

Objectives

- To use SUMIF formulas
- To filter categories

Materials Required

- Excel

Procedure

1. Enter or import sales data – Add sales records manually or import them from an external file to build your dataset.

2. Sort and filter – Organize the data by sorting and apply filters to focus on specific products, dates, or regions.

3. Use SUMIF – Apply the SUMIF function to total sales based on a chosen condition, such as product type or salesperson.

4. Extract text using LEFT/RIGHT – Use LEFT or RIGHT functions to pull specific characters from product codes or IDs.

5. Create line chart – Plot a line chart to visualize sales trends over time for clearer analysis.

6. Protect sheet – Lock the sheet or specific cells to prevent unauthorized edits and maintain data integrity.

Practical 15: Personal Financial Planner

Aim

To prepare a personal financial planner using Excel.

Objectives

- To track expenses
- To compare budget vs actual

Materials Required

- Excel

Procedure

1. Enter expenses – Record all expense items with their categories, dates, and amounts in the spreadsheet.
2. Apply Data Validation – Set validation rules to restrict inputs, such as allowing only numbers or predefined categories.
3. Use SUMIF – Use the SUMIF function to total expenses by category or any specific condition you choose.
4. Create budget sheet – Design a separate sheet comparing planned budgets to actual spending for better tracking.
5. Highlight expenses above limit – Apply conditional formatting to automatically mark entries that exceed your budget limit.
6. Create charts – Generate charts to visually present spending patterns, category breakdowns, or monthly totals.
7. Adjust print settings – Modify page layout, scaling, and margins to ensure the sheet prints clearly and fits on the page.