

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:

1. 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:

- Full Name
- Contact Number
- Email Address
- Address (optional)
- 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:

- Course/Program Name
- Institution Name
- Duration (Year of study)
- 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:

- Technical skills (e.g., MS Office, programming languages)
- 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:

- Use headings for each section (e.g., Education, Skills, Objective).
- 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.

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.

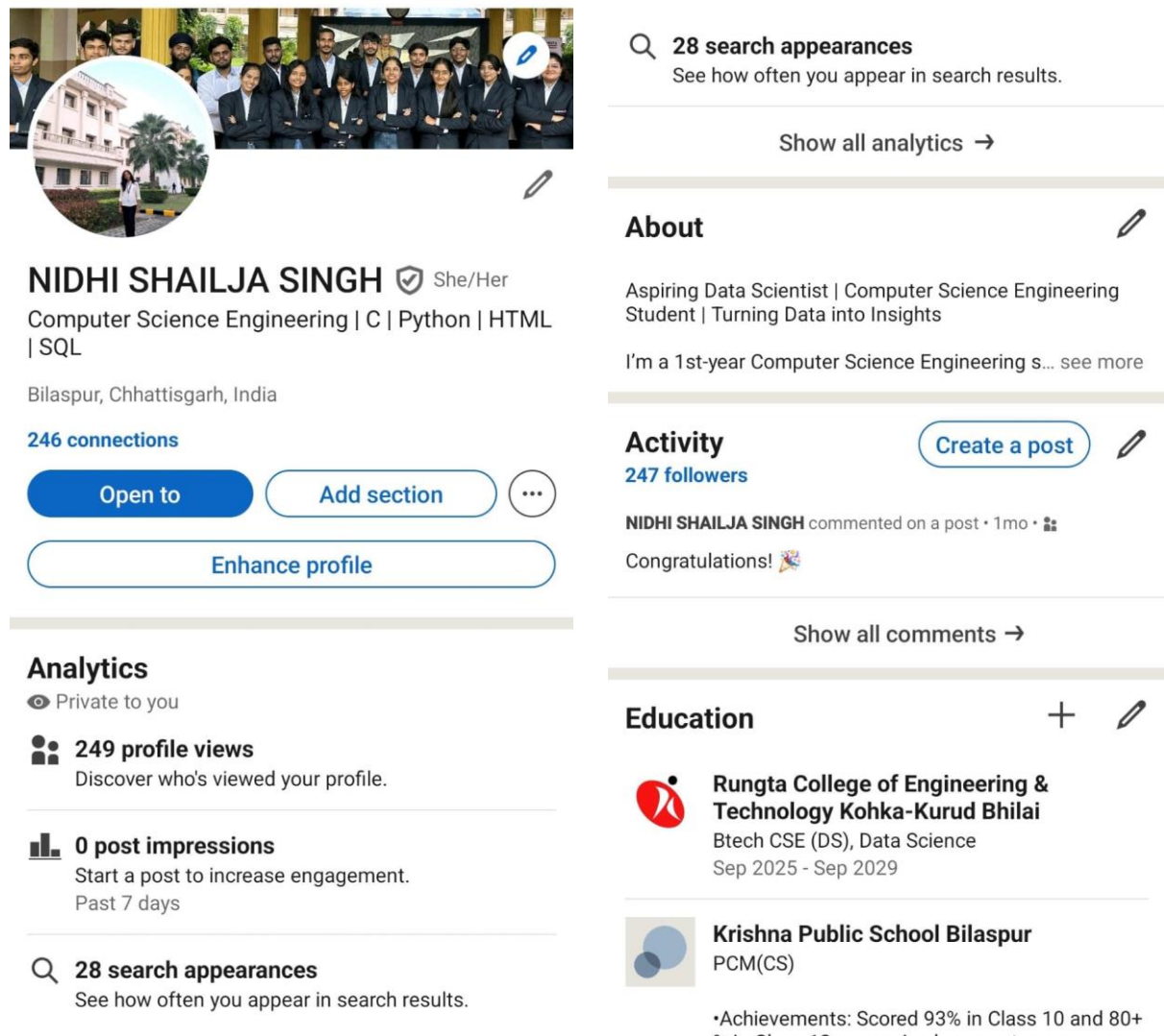
Create a simple post

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.

OUTPUT:



The screenshot displays a LinkedIn profile for Nidhi Shailja Singh. The profile includes a cover photo of a group of students and a circular profile picture. The name 'NIDHI SHAILJA SINGH' is prominently displayed with a verified badge and the pronouns 'She/Her'. Below the name, the user's current role is listed as 'Computer Science Engineering | C | Python | HTML | SQL', followed by their location 'Bilaspur, Chhattisgarh, India'. The profile shows '246 connections' and offers options to 'Open to', 'Add section', and 'Enhance profile'. The 'Analytics' section is visible, showing '249 profile views', '0 post impressions', and '28 search appearances'. The 'About' section describes her as an 'Aspiring Data Scientist | Computer Science Engineering Student | Turning Data into Insights' and mentions she is a '1st-year Computer Science Engineering s...'. The 'Activity' section shows a recent comment on a post. The 'Education' section lists 'Rungta College of Engineering & Technology Kohka-Kurud Bhilai' (Btech CSE (DS), Data Science, Sep 2025 - Sep 2029) and 'Krishna Public School Bilaspur' (PCM(CS)).

NIDHI SHAILJA SINGH ✓ She/Her
Computer Science Engineering | C | Python | HTML | SQL
Bilaspur, Chhattisgarh, India
246 connections
Open to Add section Enhance profile

Analytics
Private to you
249 profile views
Discover who's viewed your profile.
0 post impressions
Start a post to increase engagement.
Past 7 days
28 search appearances
See how often you appear in search results.

28 search appearances
See how often you appear in search results.
Show all analytics →

About
Aspiring Data Scientist | Computer Science Engineering Student | Turning Data into Insights
I'm a 1st-year Computer Science Engineering s... see more

Activity
247 followers
Create a post
NIDHI SHAILJA SINGH commented on a post • 1mo • 🧑
Congratulations! 🎉
Show all comments →

Education
+ ✎
Rungta College of Engineering & Technology Kohka-Kurud Bhilai
Btech CSE (DS), Data Science
Sep 2025 - Sep 2029
Krishna Public School Bilaspur
PCM(CS)
•Achievements: Scored 93% in Class 10 and 80+ % in Class 12

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.

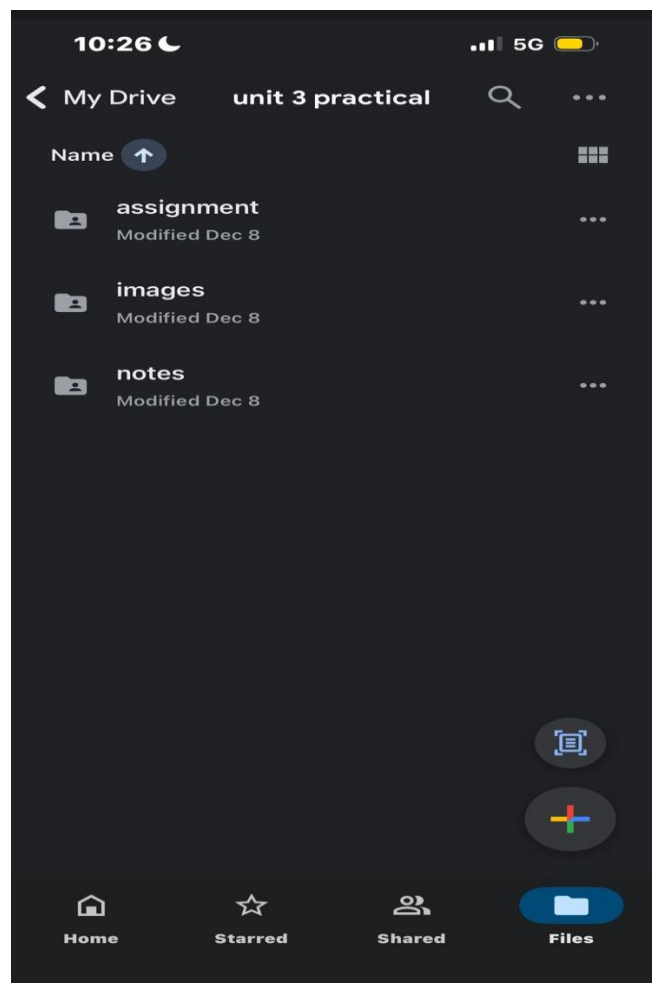
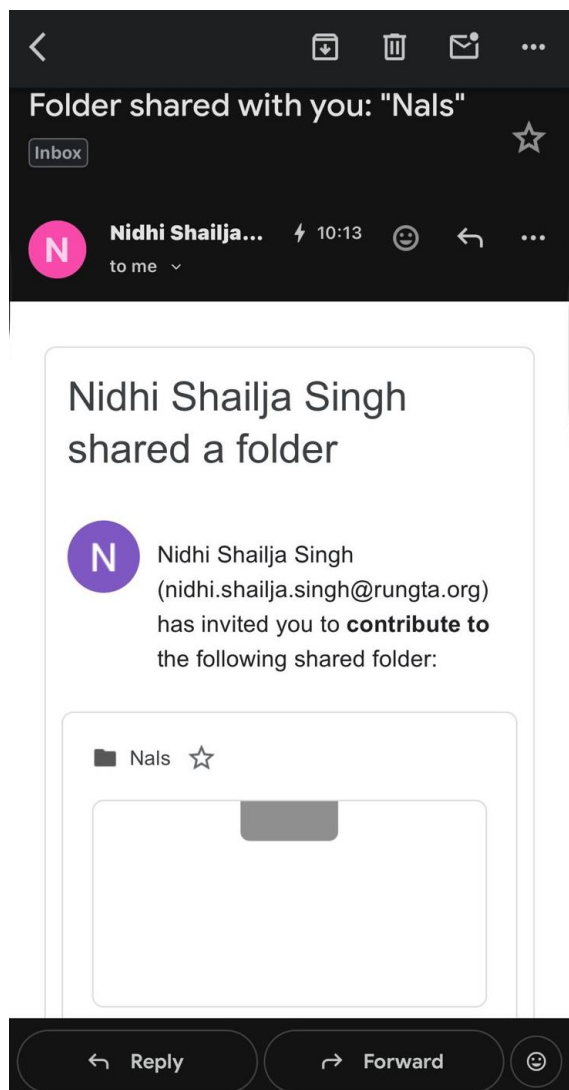
4. Share main folder with View only

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.

OUTPUT:

Practical 7: Using Google Drive/OneDrive



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.

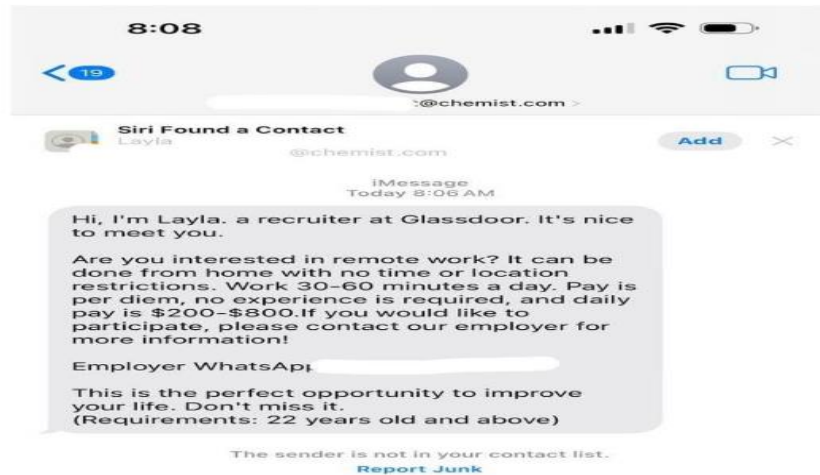
List cybercrime type

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

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.



Component	Answer
a) Cybercrime Type	Phishing (specifically an Advance Fee / Recruitment Scam).
b) 3 Red Flags	<ol style="list-style-type: none"> 1. Fee Request: Legitimate companies (like Google) never require payment to get a job. 2. Instant High Offer: No rigorous interview process for a high-salary role (₹18 LPA). 3. Sense of Urgency: "Limited seats. Pay now" pressures the victim.
c) Action to Verify	<ol style="list-style-type: none"> 1. DO NOT Pay. 2. Verify on Official Site: Search for the job/ID on the official Google Careers website. 3. Report: Report the message to LinkedIn and block the sender.

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-

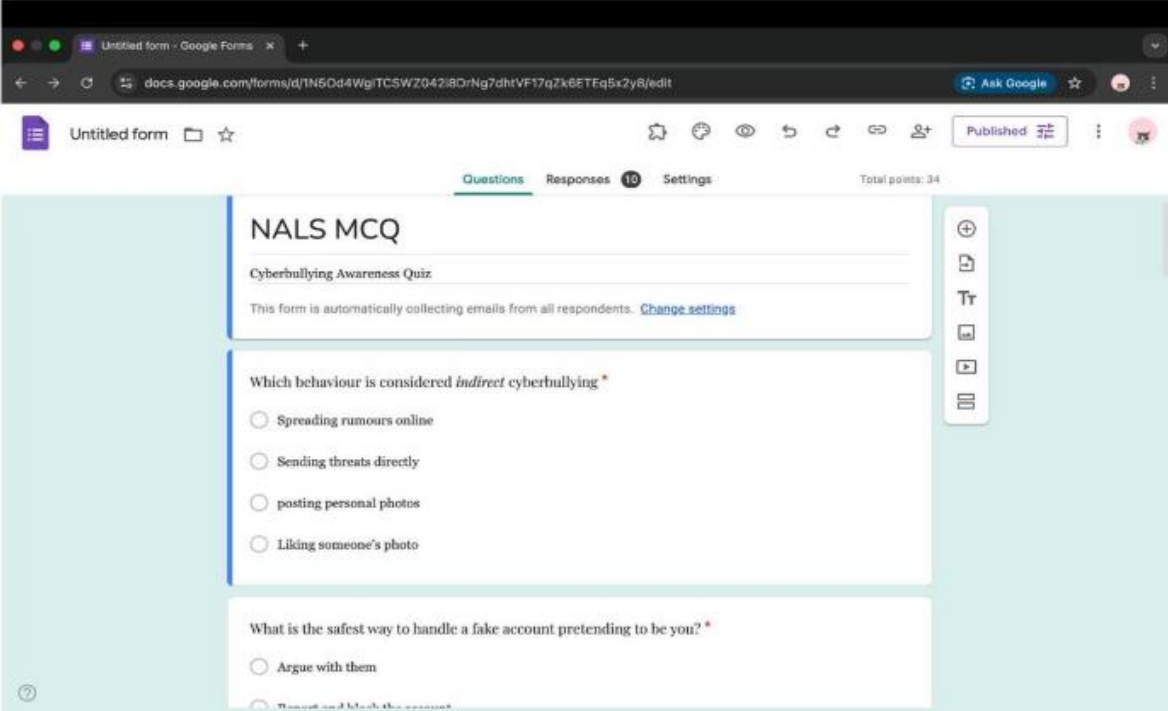
1. Create Google Form – Open Google Forms and start a new blank form to set up the structure of your activity.
2. Convert to quiz – Enable “Make this a quiz” in the settings so you can assign points and correct answers.
3. Add 5 MCQs + 1 short answer – Insert five multiple-choice questions and one short-answer 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.

OUTPUT:

Practical 9: Google form Quiz with Timer



The screenshot shows a Google Forms interface for a quiz titled "NALS MCQ". The form is titled "Cyberbullying Awareness Quiz" and includes a note: "This form is automatically collecting emails from all respondents. [Change settings](#)". The quiz contains two multiple-choice questions. The first question is "Which behaviour is considered *indirect* cyberbullying?" with four options: "Spreading rumours online", "Sending threats directly", "posting personal photos", and "Liking someone's photo". The second question is "What is the safest way to handle a fake account pretending to be you?" with two options: "Argue with them" and "Report and block the account". The interface shows 10 responses and a total score of 34. A timer is visible in the top right corner, indicating a time limit for the quiz.

Untitled form - Google Forms

docs.google.com/forms/d/1N5Od4WgITCSWZ042i8DrNg7dhtVF17qZK6ETEq5x2y8/edit

Ask Google

Published

Questions Responses 10 Settings Total points: 34

NALS MCQ

Cyberbullying Awareness Quiz

This form is automatically collecting emails from all respondents. [Change settings](#)

Which behaviour is considered *indirect* cyberbullying *

- ☐ Spreading rumours online
- ☐ Sending threats directly
- ☐ posting personal photos
- ☐ Liking someone's photo

What is the safest way to handle a fake account pretending to be you? *

- ☐ Argue with them
- ☐ Report and block the account

Practical 9: Google form Quiz with Timer

Untitled form - Google Forms x +

docs.google.com/forms/d/1N5Od4WgITCSWZ042i8DrNg7dhtVF17qZk6ETEg5x2y8/edit

Ask Google ☆

Untitled form 📁 ☆

Questions Responses 10 Settings Total points: 34

☐ Logging out after use

☐ Using two-factor authentication

Sharing someone's picture without their permission can be cyberbullying. *

☐ True

☐ False

Ignoring cyberbullying always makes it stop. *

☐ True

☐ False

Cyberbullying can also happen in online classes. *

The screenshot displays a Google Forms 'Responses' page. At the top, there's a header with the form title 'Untitled form (Responses)' and a share button. Below the header is a table of responses. The table has four main columns: 'Timestamp', 'Email Address', 'Score', and three multiple-choice questions. The data shows responses from 11/28/2025, with scores ranging from 20 to 32 out of 34. The questions relate to cyberbullying behavior and handling fake accounts.

Timestamp	Email Address	Score	Which behaviour is considered indirect cyberbullying?	What is the safest way to handle a fake account?	Which of the following is the best way to protect your privacy?
11/28/2025 12:07:32		27 / 34	Spreading rumours online	Report and block the account	Using strong passwords
11/28/2025 12:08:27		30 / 34	Spreading rumours online	Report and block the account	Keeping social media accounts private
11/28/2025 12:15:37	raghuwahaniparth552@gmail.com	9 / 34	Sending threats directly	Report and block the account	Not sharing personal details
11/28/2025 12:18:58	kashyap13muskan@gmail.com	9 / 34	Liking someone's photo	Report and block the account	Not sharing personal details
11/28/2025 12:20:19	megha.band@runqta.org	32 / 34	Spreading rumours online	Report and block the account	Keeping social media accounts private
11/28/2025 12:24:44	prachi.dahariya@runqta.org	32 / 34	Spreading rumours online	Report and block the account	Keeping social media accounts private
11/28/2025 12:29:52	gayatrigangit117@gmail.com	20 / 34	Spreading rumours online	Argue with them	Not sharing personal details
11/28/2025 12:32:37	meenakshidas2812@gmail.com	21 / 34	Spreading rumours online	Report and block the account	Keeping social media accounts private
11/28/2025 12:44:24	mohit.raaj@runqta.org	32 / 34	Spreading rumours online	Report and block the account	Keeping social media accounts private
11/28/2025 12:45:06	abhinav4077@gmail.com	32 / 34	Sending threats directly	Share the account on your story	Keeping social media accounts private

Practical 10: AI Text Bias & Plagiarism

Aim-

To analyze AI generated text for plagiarism and bias.

Objectives-

- 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.

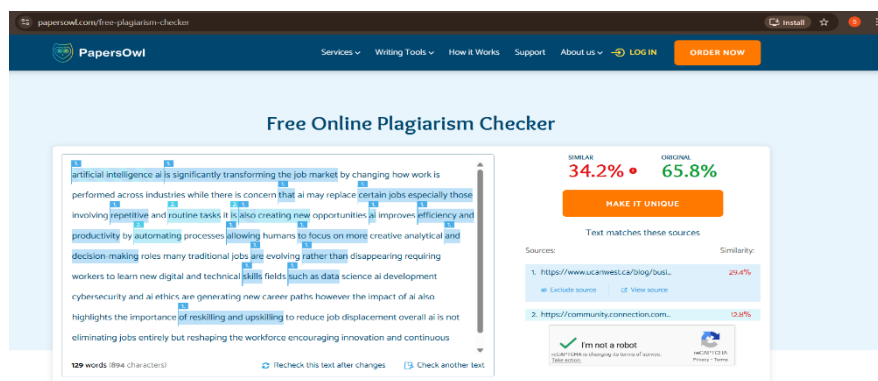
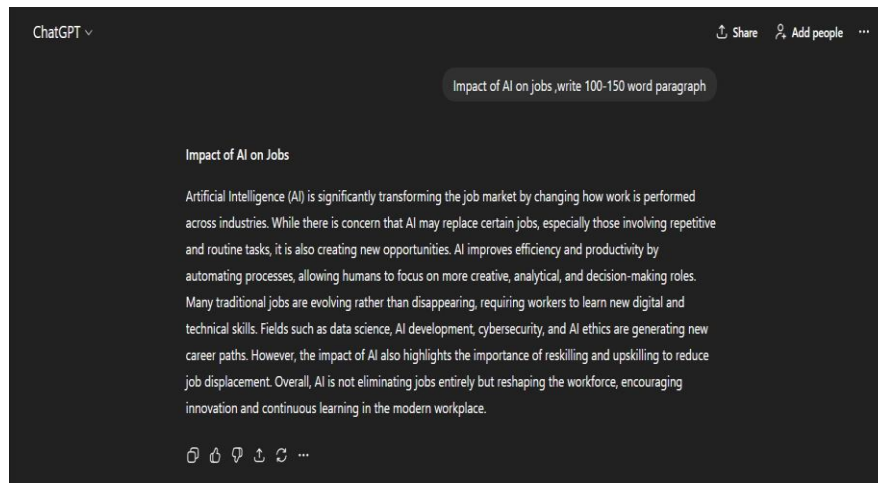
3. Check grammar – Review the text with a grammar tool to correct errors in punctuation, spelling, and sentence structure.

4. Identify biased statements – Examine the content for subjective language, assumptions, or one-sided viewpoints.

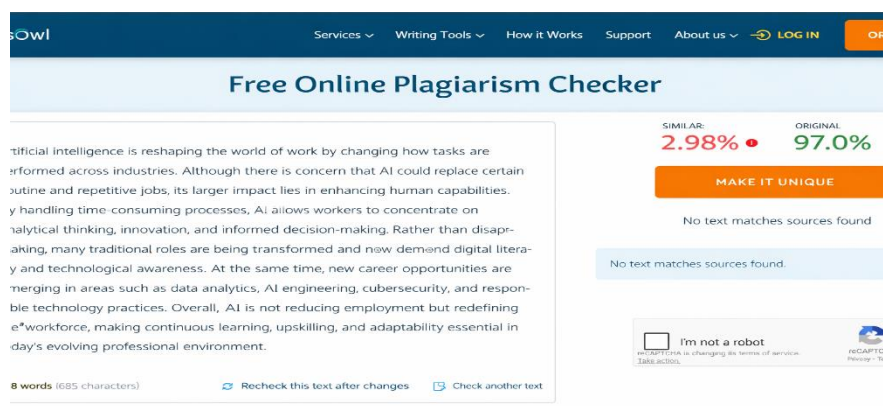
5. Rewrite neutrally – Revise the paragraph to remove bias, ensuring the tone is balanced, objective, and fact-based.

OUTPUT:

Practical 10: AI Text Bias and Plagiarism



After 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

Procedure1. 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.

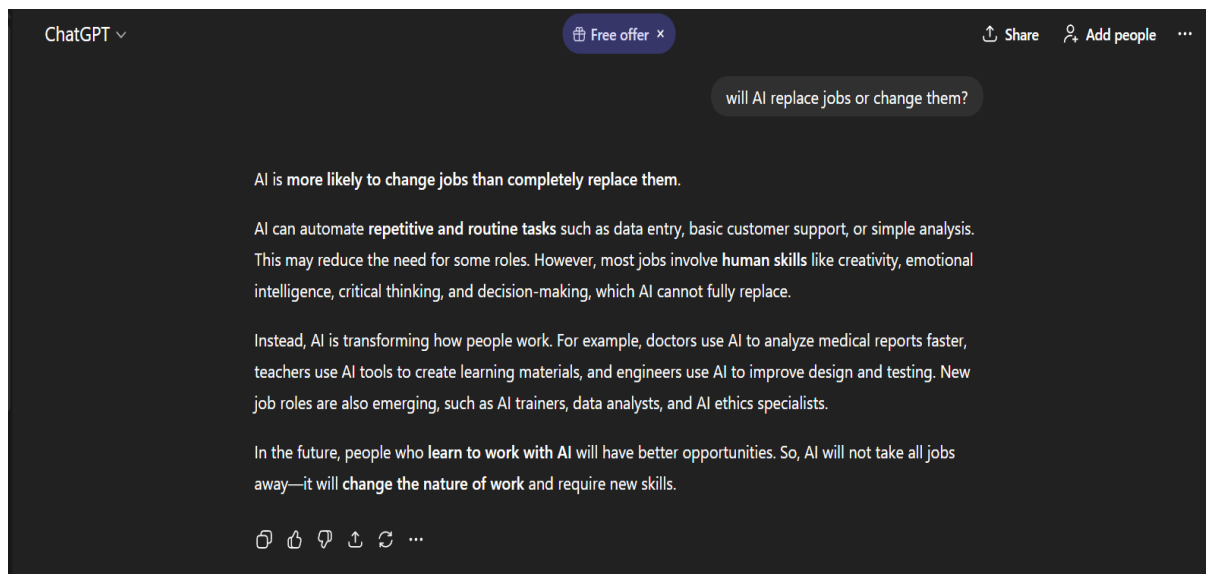
3. Create comparison table – Organize both paragraphs side-by-side in a table to compare style, clarity, tone, and content differences.

Topic: Will AI replace jobs or change them?

a) Human-Generated (Student-Written) Paragraph
(Approx. 120 words)

Artificial Intelligence will not completely replace jobs, but it will change the way people work. Many routine and repetitive tasks are now done by machines, which saves time and increases efficiency. However, humans are still needed for creativity, decision-making, emotional intelligence, and problem-solving. AI can help doctors diagnose diseases, assist teachers in preparing lessons, and support engineers in design work. This means new job roles will be created, and existing jobs will require new skills. People will need to learn how to work with AI rather than fear it.

b) AI-Generated Paragraph (Written by ChatGPT)



c) Comparison Table

Human-Generated Content	AI-Generated Content
Uses simple and personal language	Uses more formal and structured language
Shows individual thinking and opinions	Neutral and general viewpoint
Minor imperfections may be present	Grammatically polished and organized
Reflects student's understanding	Based on learned data patterns
Limited to student's knowledge	Broad and informative content

Practical 12: Notebook LM Project

Aim-

To create revision notes using Notebook LM.

Objectives-

- To generate study guide
- To create flashcards

Materials Required-

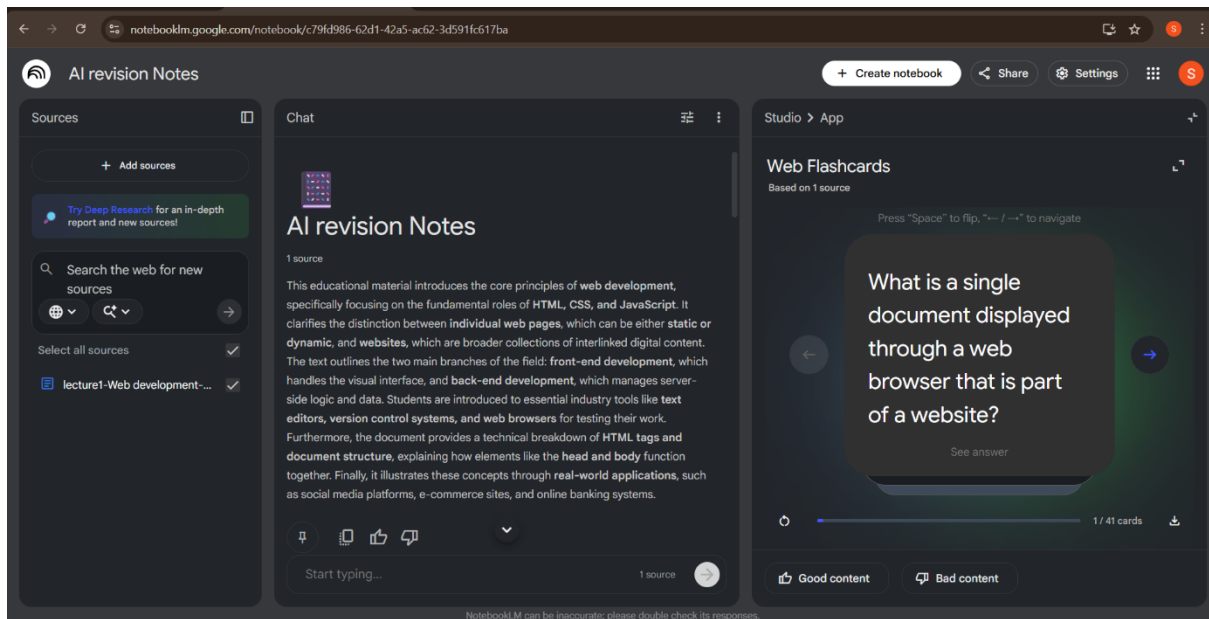
- Notebook LM

Procedure-

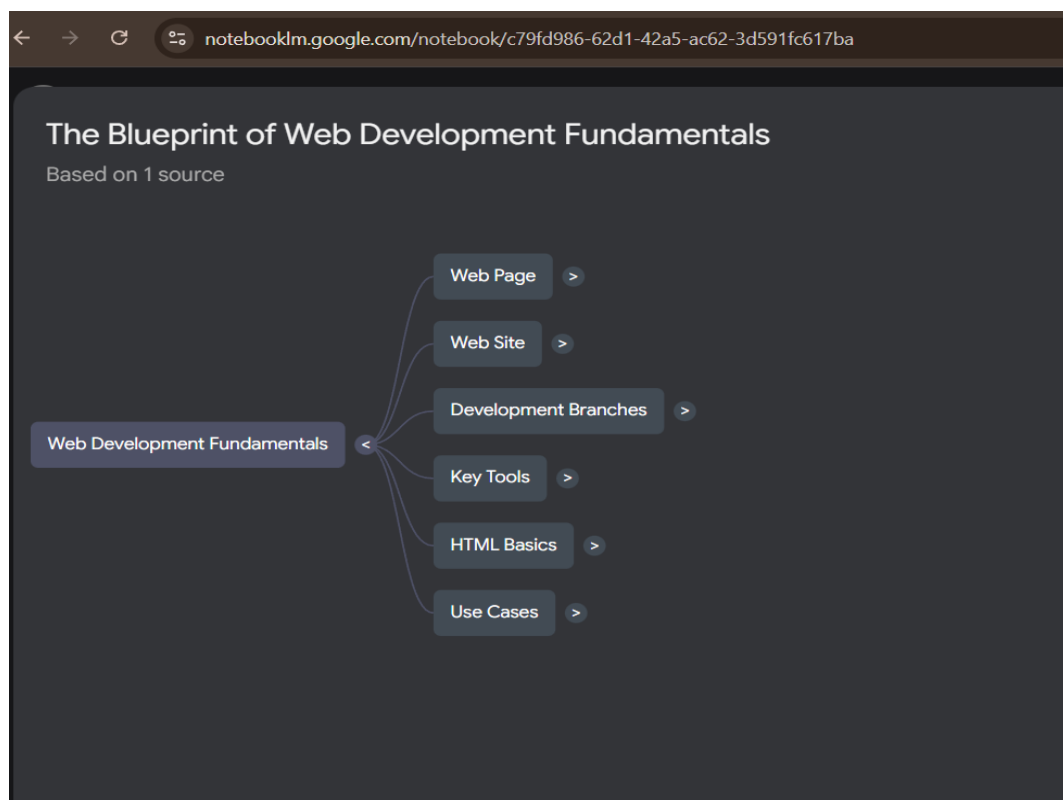
1. Create Notebook LM project – Start a new project in Notebook LM to organize your materials and AI-generated outputs in one workspace.
2. Upload two resources – Add two documents or sources to the project so the AI can analyze and reference them.
3. Generate study guide – Use Notebook LM's tools to 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.

OUTPUT:

Practical 12: Notebook LM Project



Mind Map:



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.

OUTPUT:

NALS prac 13 - Excel

Name	Roll No	Class	City	Subj1	Marks1	Subj2	Marks2	Subj3	Marks3	Total Marks	FIRST NAME	LAST NAME	Pass/Fail	Count	PASS	FAIL
Rahul Verma	1	9	Delhi	Math	78	Science	82	English	75	235	Rahul	Verma	PASS	3	13	2
Neha Sharma	2	9	Jaipur	English	85	History	80	Science	88	253	Neha	Sharma	PASS			
Aman Khan	3	9	Lucknow	Math	90	Computer	92	Science	86	268	Aman	Khan	PASS			
Pooja Patel	4	9	Surat	Math	50	English	10	Hindi	40	100	Pooja	Patel	FAIL			
Suresh Das	5	9	Delhi	Science	88	Math	84	Geography	79	251	Suresh	Das	PASS			
Ankit Singh	6	9	Patna	Math	60	Science	10	English	20	90	Ankit	Singh	FAIL			
Riya Gupta	7	9	Noida	English	92	Science	89	Computer	94	275	Riya	Gupta	PASS			
Mohit Jain	8	9	Indore	Math	81	English	77	Science	85	243	Mohit	Jain	PASS			
Sneha Iyer	9	9	Chennai	Science	90	Math	88	English	91	269	Sneha	Iyer	PASS			
Karan Malhotra	10	9	Chandigarh	Math	74	Science	79	Computer	82	235	Karan	Malhotra	PASS			
Aditi Rao	11	9	Bengaluru	English	86	History	83	Science	88	257	Aditi	Rao	PASS			
Nikhil Pawar	12	9	Pune	Math	89	Science	91	Geography	87	267	Nikhil	Pawar	PASS			
Simran Kaur	13	9	Delhi	English	80	Punjabi	85	Science	78	243	Simran	Kaur	PASS			
Arjun Mehta	14	9	Mumbai	Math	93	Science	90	English	92	275	Arjun	Mehta	PASS			
Kavya Nair	15	9	Kochi	Science	87	Math	84	English	89	260	Kavya	Nair	PASS			

NALS prac 13 - Excel

Name	Roll No	Class	City	Subj1	Mark s1	Subj2	Mark s2	Subj3	Mark s3	Average	MAX	MIN
Rahul Verma	1	9	Delhi	Math	78	Science	82	English	75	78.3333	82	75
Neha Sharma	2	9	Jaipur	English	85	History	80	Science	88	84.3333	88	80
Aman Khan	3	9	Lucknow	Math	90	Computer	92	Science	86	89.3333	92	86
Pooja Patel	4	9	Surat	Math	50	English	10	Hindi	40	33.3333	50	10
Suresh Das	5	9	Delhi	Science	88	Math	84	Geography	79	83.6667	88	79
Ankit Singh	6	9	Patna	Math	60	Science	10	English	20	30	60	10
Riya Gupta	7	9	Noida	English	92	Science	89	Computer	94	91.6667	94	89
Mohit Jain	8	9	Indore	Math	81	English	77	Science	85	81	85	77
Sneha Iyer	9	9	Chennai	Science	90	Math	88	English	91	89.6667	91	88
Karan Malhotra	10	9	Chandigarh	Math	74	Science	79	Computer	82	78.3333	82	74
Aditi Rao	11	9	Bengaluru	English	86	History	83	Science	88	85.6667	88	83
Nikhil Pawar	12	9	Pune	Math	89	Science	91	Geography	87	89	91	87
Simran Kaur	13	9	Delhi	English	80	Punjabi	85	Science	78	81	85	78
Arjun Mehta	14	9	Mumbai	Math	93	Science	90	English	92	91.6667	93	90
Kavya Nair	15	9	Kochi	Science	87	Math	84	English	89	86.6667	89	84

