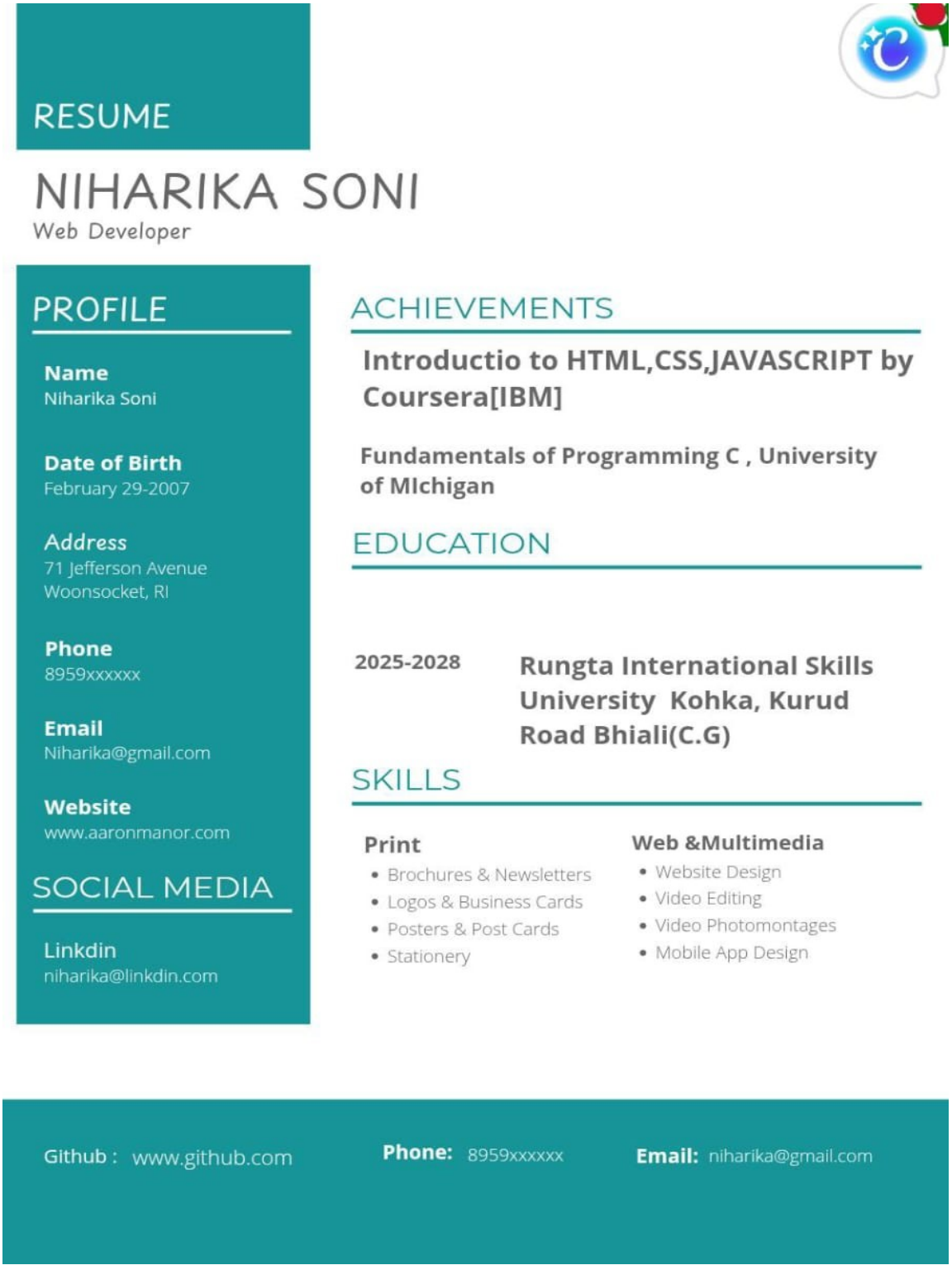
Q1. Design a professional resume using templates.



RESUME

NIHARIKA SONI

Web Developer

PROFILE

Name
Niharika Soni

Date of Birth
February 29-2007

Address
71 Jefferson Avenue
Woonsocket, RI

Phone
8959xxxxxx

Email
Niharika@gmail.com

Website
www.aaronmanor.com

SOCIAL MEDIA

Linkdin
niharika@linkdin.com

ACHIEVEMENTS

Introductio to HTML,CSS,JAVASCRIPT by Coursera[IBM]

Fundamentals of Programming C , University of MIchigan

EDUCATION

2025-2028 **Rungta International Skills University Kohka, Kurud Road Bhiali(C.G)**

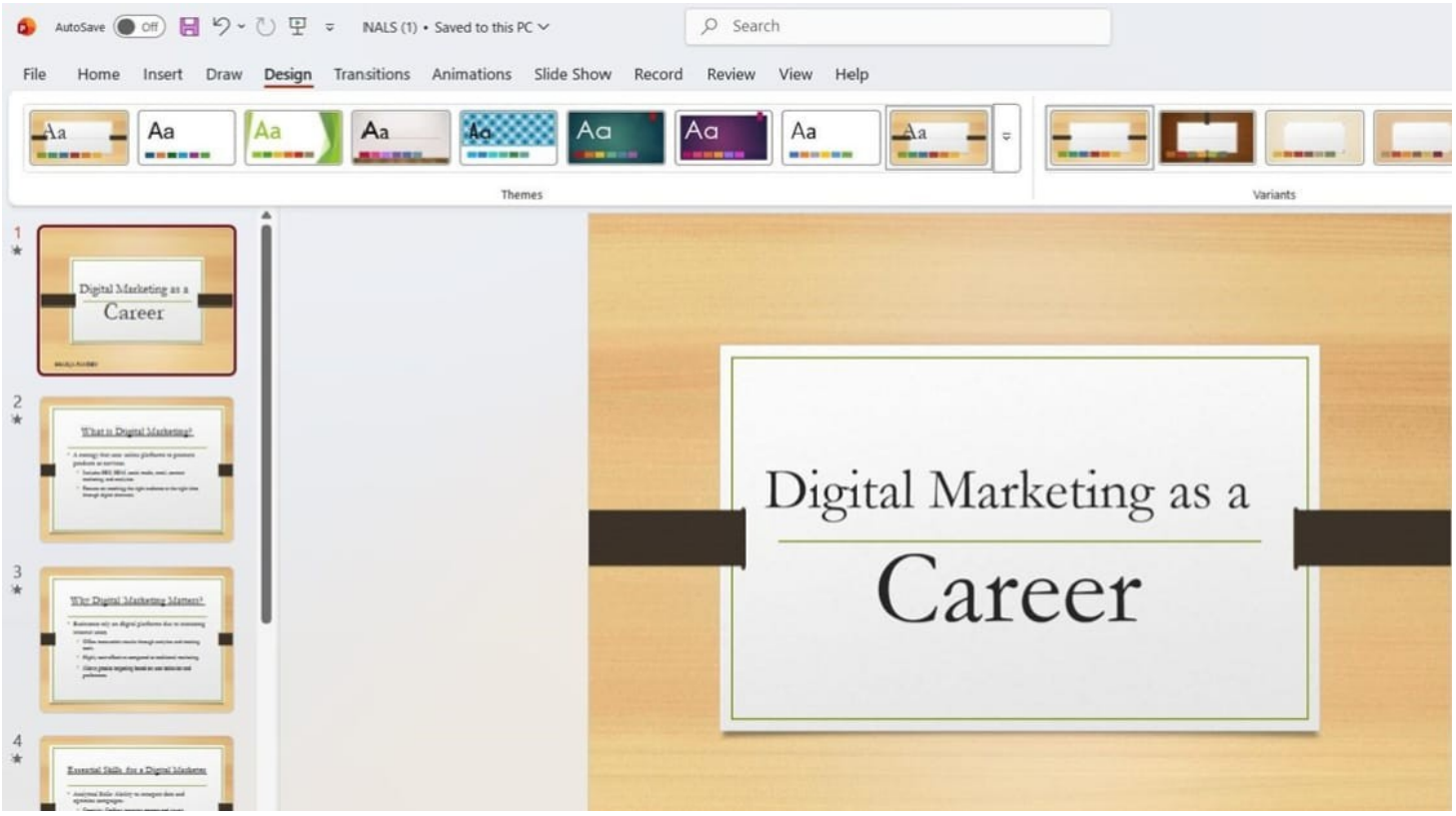
SKILLS

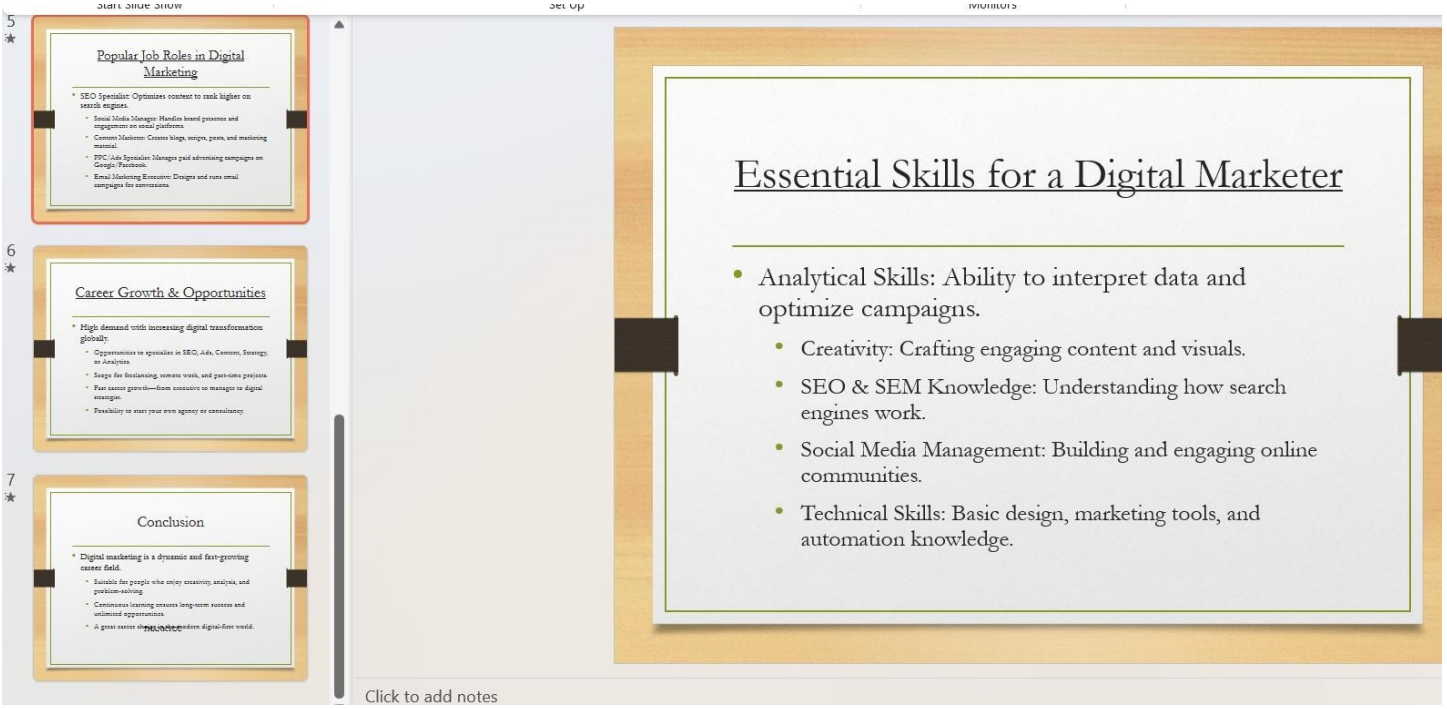
Print
- Brochures & Newsletters
- Logos & Business Cards
- Posters & Post Cards
- Stationery

Web &Multimedia
- Website Design
- Video Editing
- Video Photomontages
- Mobile App Design

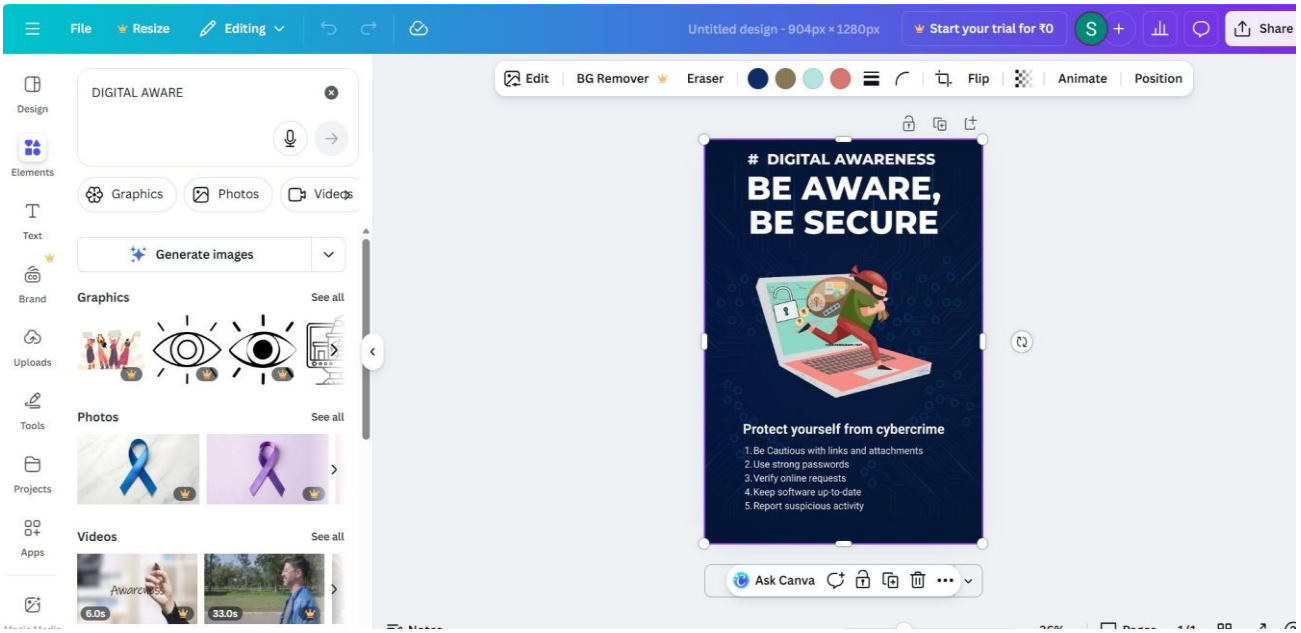
Github : www.github.com **Phone:** 8959xxxxxx **Email:** niharika@gmail.com

Q2. Create a Career Oriented Presentation with 7 slides using transitions and animations.





Q3. Create a social media poster for “DIGITAL AWARENESS WEEK” using Canva.



Q4. Compose & send a professional email with an attachment as “you are applying for an internship, send email to HR with your resume attached”.

Subject: Application for Software Developer Position

Summarize this email

Niharika Soni <89590nikku@gmail.com> 1:26 PM (4 minutes ago)
to priya.das, shailja971

Dear [Priya Mam],

I am writing to express my interest in the Software Developer Engineer (SDE) position at your esteemed organization. I have recently completed my Bachelor of Computer Applications (BCA), where I gained a solid foundation in programming languages like Java, Python, and C, as well as hands-on experience in web development, database management, and object-oriented programming.

During my academic projects, I developed [mention a simple project, e.g., a web-based task management system using HTML, CSS, JavaScript, and MySQL], which strengthened my problem-solving and logical thinking skills. I am eager to contribute these skills to real-world software development challenges.

What excites me most about your company is the emphasis on innovation and continuous learning — qualities that align perfectly with my passion for coding and personal growth. I am confident that my enthusiasm, quick learning ability, and team-oriented mindset would make me a valuable addition to your development team.

I would appreciate the opportunity to discuss how I can contribute to your projects and goals. Thank you for considering my application.

Sincerely,
[Niharika Soni]
BCA Graduate | Software Developer Aspirant
[]
[Your Email ID]
[LinkedIn/GitHub link if available]

This is My resume

RESUME

Sincerely,
[Niharika Soni]
BCA Graduate | Software Developer Aspirant
[]
[Your Email ID]
[LinkedIn/GitHub link if available]

This is My resume

RESUME

NIHARIKA SONI
Web Developer

PROFILE
Name
Date of Birth
Address
Phone
Email
Website
SOCIAL MEDIA
LinkedIn

ACHIEVEMENTS
Introductio to HTML,CSS,JAVASCRIPT by Coursera[IBM]
Fundamentals of Programming C , University of Michigan

EDUCATION
2025-2028 Rungta International Skills University Kohka, Kurud Road Bhiali(C.G)

SKILLS
Print
Web &Multimedia

github : www.github.com Phone: Email:

Q5. **Design a complete Google Form survey and analyze responses.**

a) **Create a Google Form titled “Student Attendence Report”.**

b) **Include the following question types:**

   a. **5 MCQs**

   b. **1 Rating scale (1–5)**

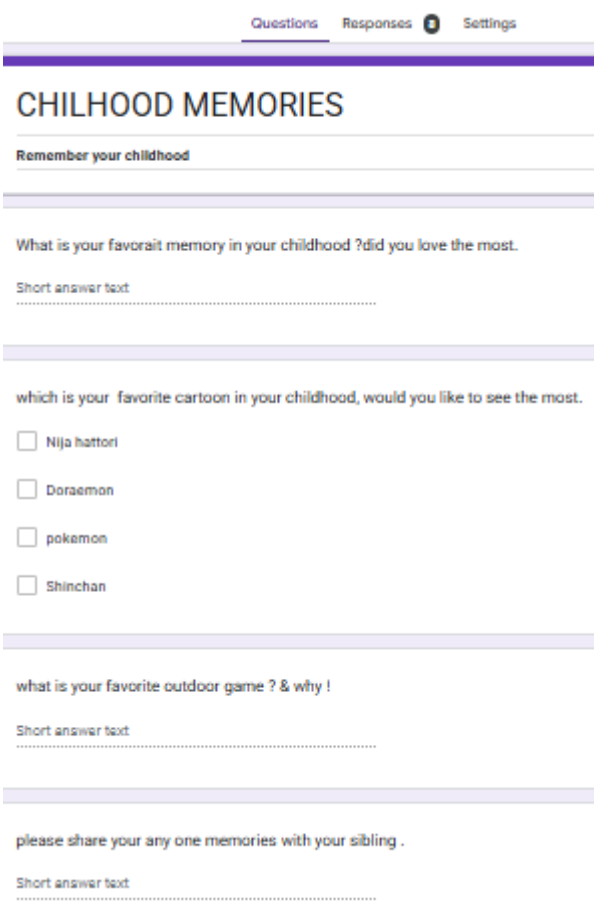
   c. **1 Short answer**

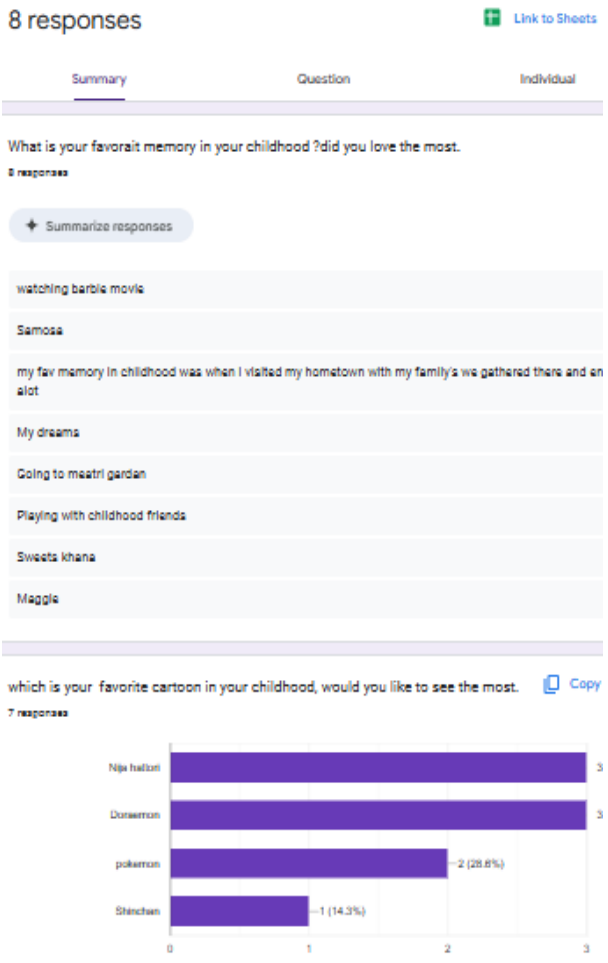
   d. **1 Checkbox question**

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.**





Q6. **Demonstrate the creation and management of your digital identity.**

a) **Create a social media profile (LinkedIn preferred).**

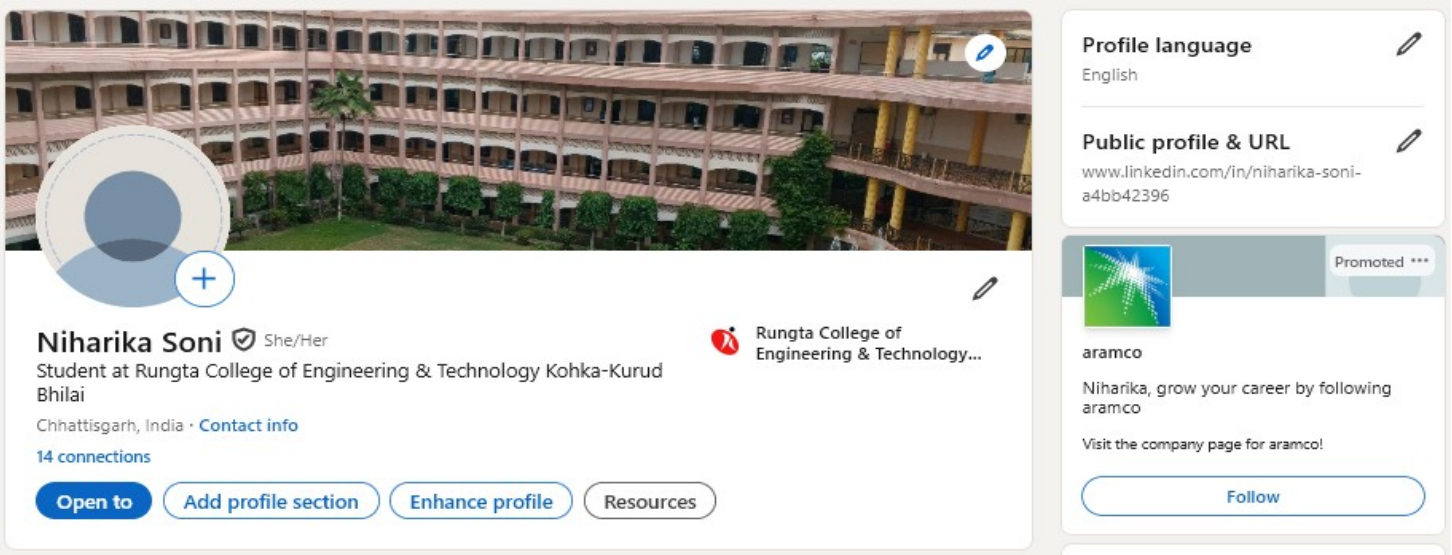
b) **Add a profile photo, short bio, skills, and education details.**

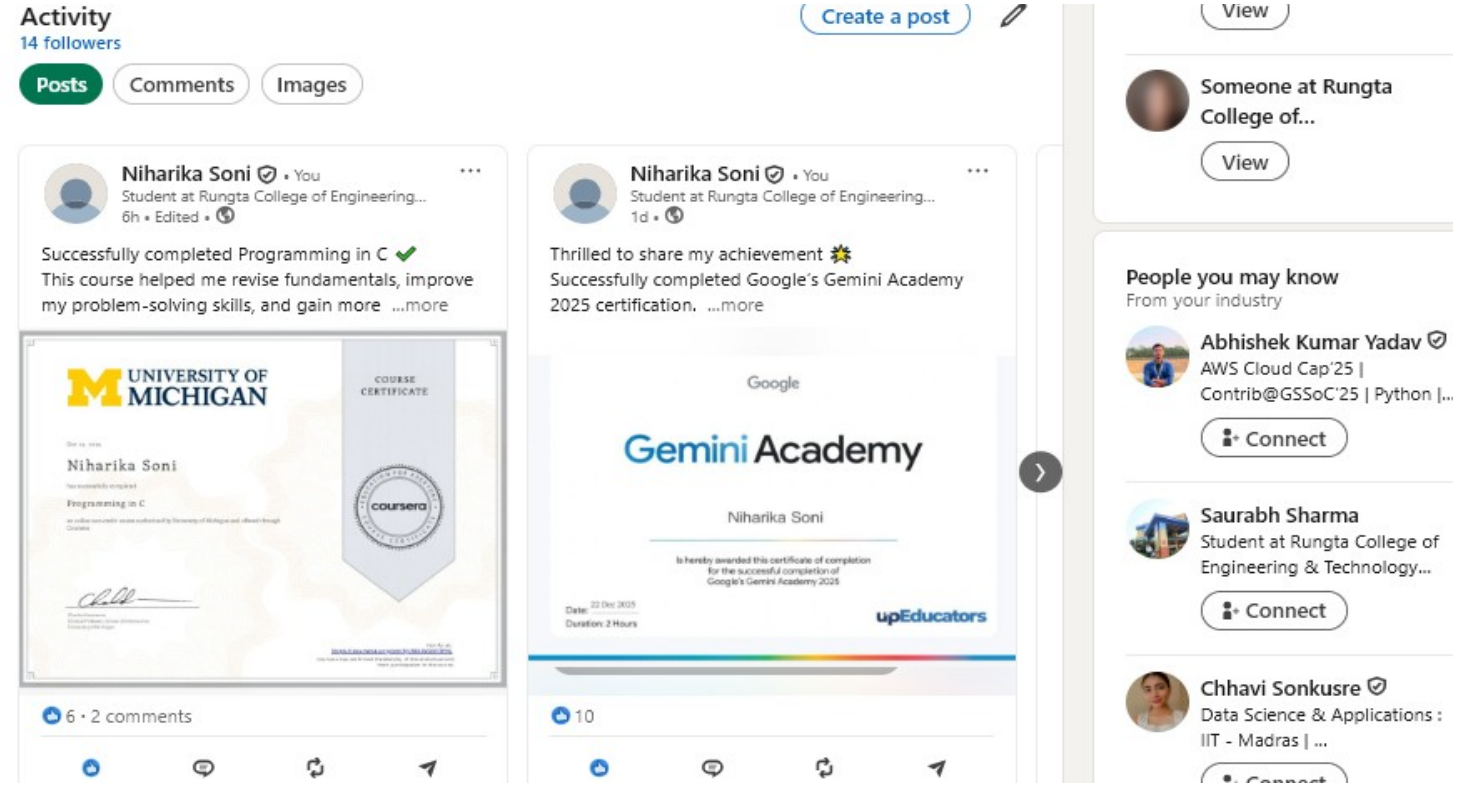
c) **Create a simple post about "My Learning Journey in Digital Literacy."**

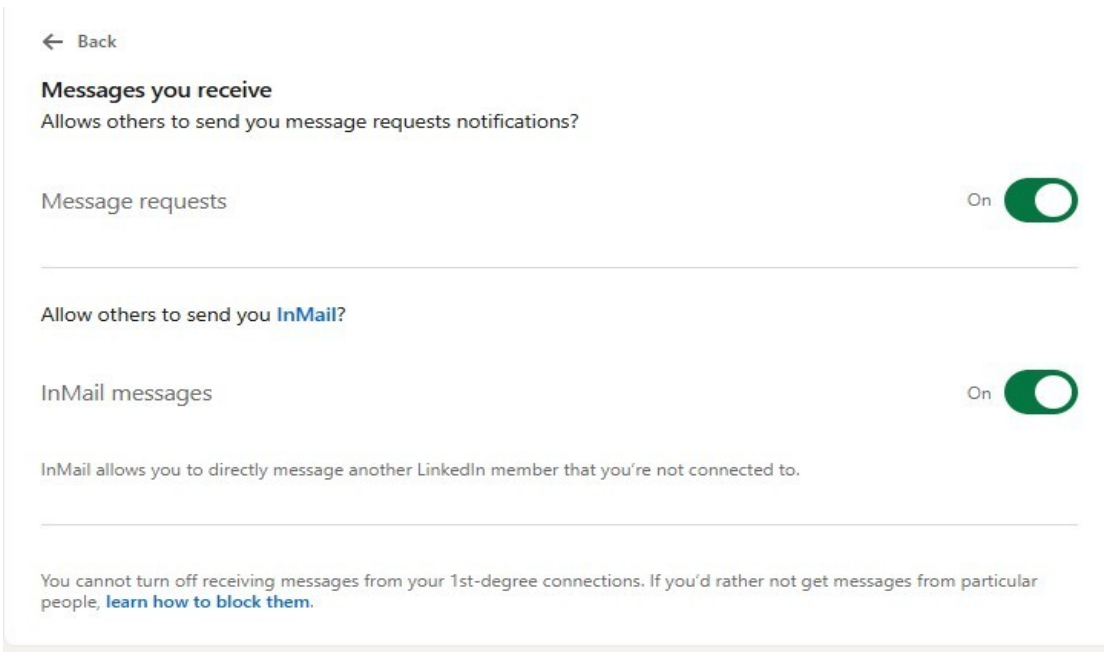
d) **Change your privacy settings to:**

   a. **Who can see your posts.**

   b. **Who can message you**







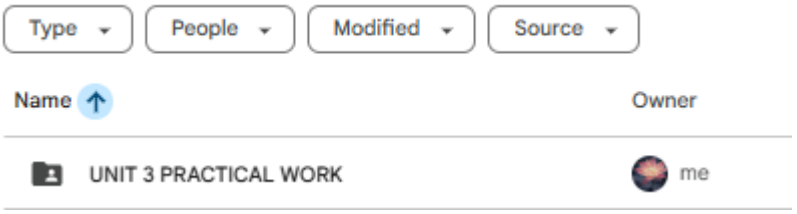
Q7. Using Google Drive or OneDrive:

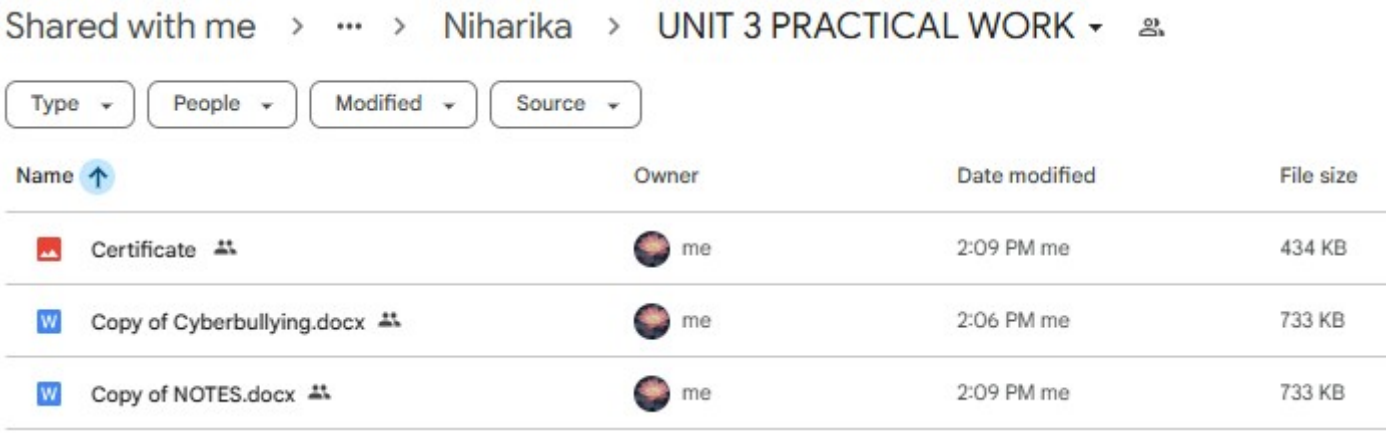
a) **Create a new folder named "Unit 3 Practical Work".**

b) **Upload 3 different files (PDF, image, document).**

c) **Organize them in subfolders: Notes, Images, Assignments.**

Share the main folder with your teacher with View Only permission.


Type
People
Modified
Source
Name
Owner
UNIT 3 PRACTICAL WORK
me


Shared with me
Niharika
UNIT 3 PRACTICAL WORK
Type
People
Modified
Source
Name
Owner
Date modified
File size
Certificate
me
2:09 PM me
434 KB
Copy of Cyberbullying.docx
me
2:06 PM me
733 KB
Copy of NOTES.docx
me
2:09 PM me
733 KB

Q7.

Q8. 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?**

ANSWERS:-

a) This is a phishing/job scam where the attacker is trying to trick Aman into paying a verification fee.

b) Red flags:

1. Legitimate companies don't ask for payment as part of the hiring process.
2. Scammers create urgency to rush the victim into making a decision.
3. The message lacks personalization and has poor grammar, indicating it's likely a mass-sent scam email.

c) Verification steps:

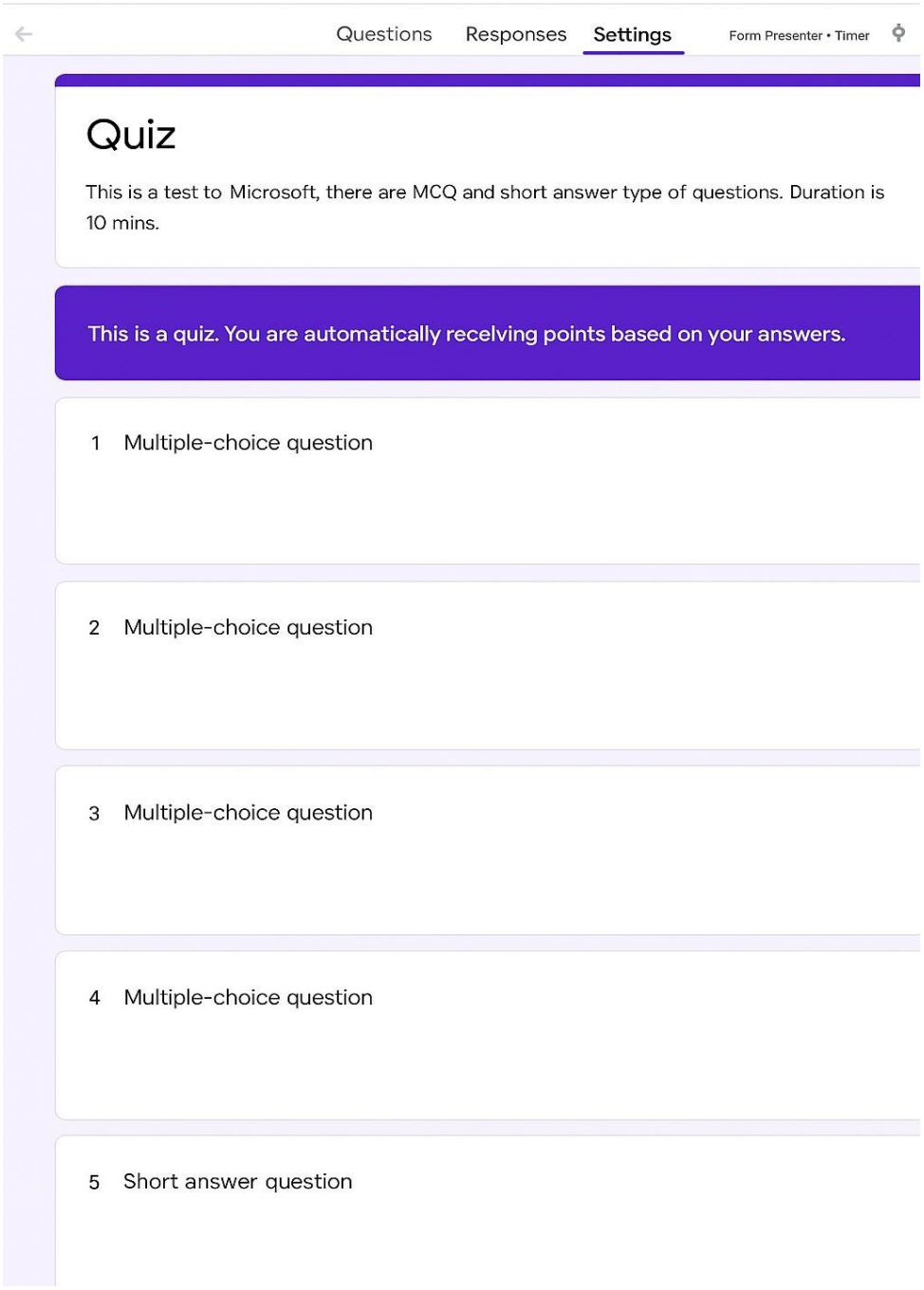
1. Aman should check if the job is listed on Google's official careers page.
2. He can search for the job on LinkedIn or other reputable job boards.
3. He should contact Google's HR team directly using contact info from their official website.

Q8.

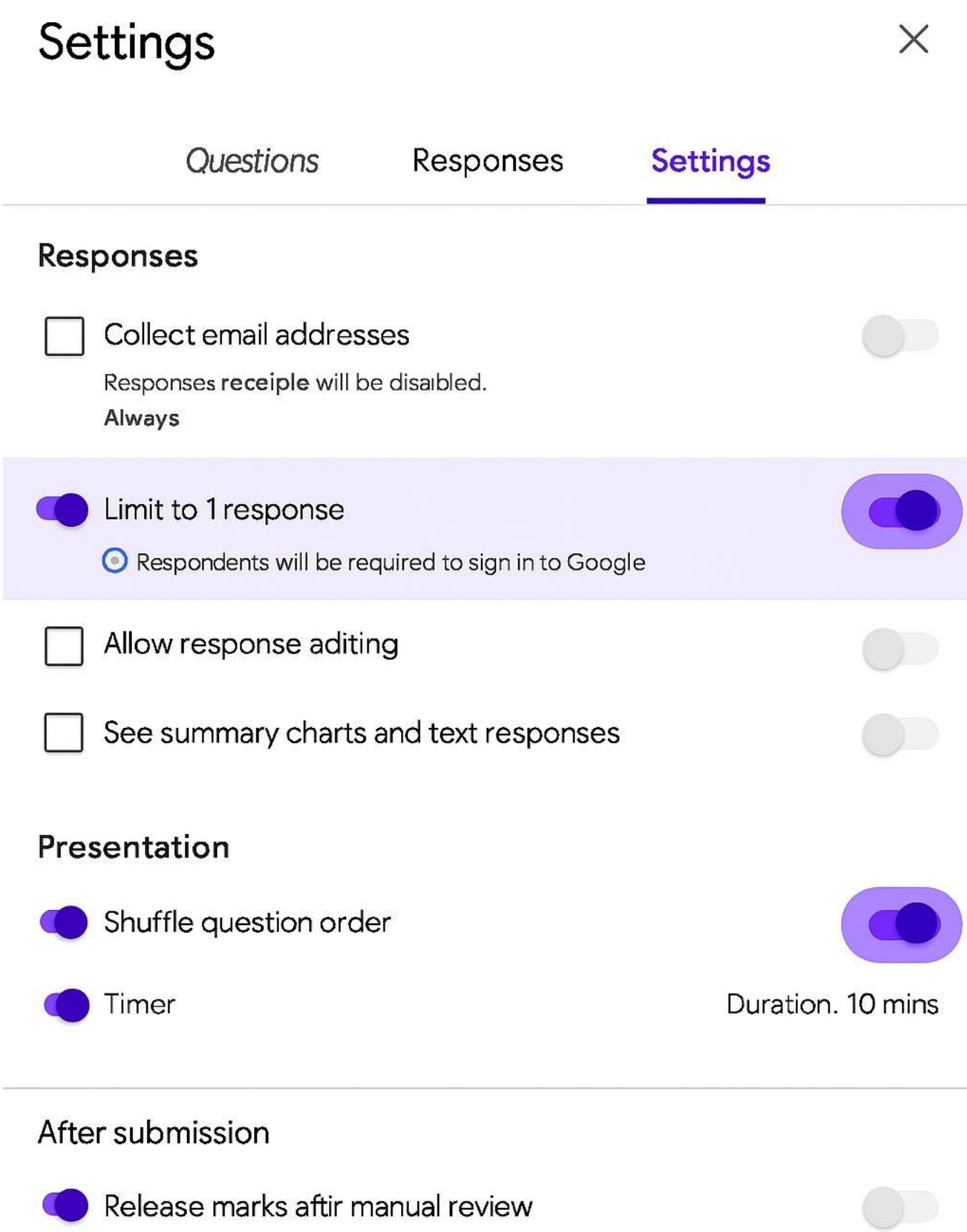
Q8. Create a Google Form Quiz with the following requirements:

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.**

Q9.


Questions
Responses
Settings
Form Presenter • Timer
Quiz
This is a test to Microsoft, there are MCQ and short answer type of questions. Duration is 10 mins.
This is a quiz. You are automatically receiving points based on your answers.
1 Multiple-choice question
2 Multiple-choice question
3 Multiple-choice question
4 Multiple-choice question
5 Short answer question

Q10.


Settings
Questions
Responses
Settings
Responses
Collect email addresses
Responses receiple will be disaibled.
Always
Limit to 1 response
Respondents will be required to sign in to Google
Allow response aditing
See summary charts and text responses
Presentation
Shuffle question order
Timer
Duration. 10 mins
After submission
Release marks aftir manual review

Q10. **Ask ChatGPT OR Google Gemini to generate a 100–120word paragraph on:**

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

a) **Run the AI-generated text through Grammarly and any plagiarism-check tool.**

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**

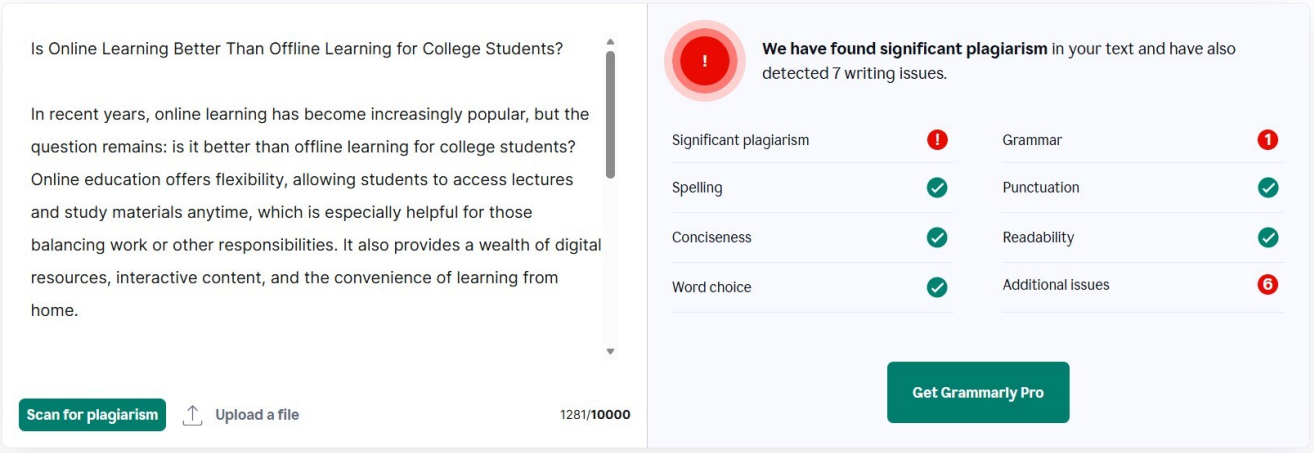
d) **Rewrite the entire paragraph in a neutral and balanced way, using AI only for grammar suggestions.**

e) **Submit 3 screenshots:**

   i. **Plagiarism check result**

   ii. **Grammarly suggestion page iii. Original AI paragraph vs your rewritten unbiased version**

Ensure every word is your own with Grammarly's AI-powered plagiarism checker, which uses advanced AI to detect plagiarism in your text and check for other writing issues.



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, motivation, and a strong sense of community. Many disciplines—especially in science,
y, and the arts—demand hands-on practice and lab sessions that are difficult to replicate online.
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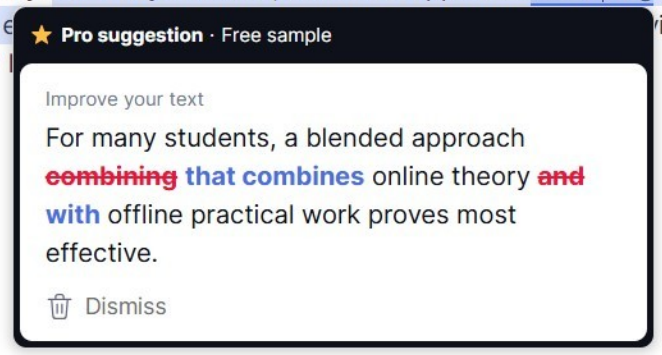

Your Text

In recent years, online learning has become increasingly popular, but the question remains: is it better than offline learning for college students? Online education offers flexibility, allowing students to access lectures and study materials anytime, which is especially helpful for those balancing work or other responsibilities. It also provides a wealth of digital resources, interactive content, and the convenience of learning from home.

On the other hand, offline learning provides direct interaction with professors and peers, fostering discussion, motivation, and a sense of community. Many courses, particularly in science, technology, and arts, require hands-on practice and lab sessions that cannot be replicated online. Offline learning also encourages discipline and helps students develop networking and social skills.

While online learning is convenient and self-paced, it can lead to isolation and distractions, whereas offline learning offers structure but less flexibility. For many students, a blended approach combining online theory and offline practical work proves most effective. Ultimately, the best method depends on individual preferences, course requirements, and learning goals.

Humanized Text

Is Online Learning Better Than Offline Learning for College Students?

In recent years, online learning has become more popular, but the question remains: is it better than offline learning for college students? Online education offers flexibility, allowing students to access lectures and study materials at any time. This is especially useful for those balancing work or other responsibilities. It also provides many digital resources, interactive content, and the convenience of learning from home.

On the other hand, offline learning allows for direct interaction with professors and peers. This fosters discussion, motivation, and a sense of community. Many courses, particularly in science, technology, and the arts, require hands-on practice and lab sessions that can't be replicated online. Offline learning also promotes discipline and helps students develop networking and social skills.

While online learning is convenient and self-paced, it can lead to isolation and distractions. In contrast, offline learning offers structure but less flexibility. For many students, a blended approach that combines online theory with offline practical work is the most effective. Ultimately, the best method

Is Online Learning Better Than Offline Learning for College Students?

Enhance clarity and flow

In recent years, online learning has become increasingly popular, but the question remains: is it better than offline learning for college students? Online education offers flexibility, allowing students to access lectures and study materials anytime, which is especially helpful for those balancing work or other responsibilities. It also provides a wealth of digital resources, interactive content, and the convenience of learning from home.

Strengthen word choice and cohesion

Improve precision and readability

Pro suggestion · Free sample

Enhance clarity and flow

In recent years, online learning has ~~become increasingly popular, but the question remains: is it better than~~**surged in popularity, prompting the question: Is it superior to traditional** offline learning for college students? Online education offers **significant** flexibility, **enabl**ing students to access lectures and study materials a~~nytime, which is especially helpful~~**t their convenience—an advantage** for those ~~balanc~~**juggl**ing work or other ~~responsibilities. It also provides a wealth of~~**commitments. Additionally, it provides extensive** digital resources, interactive content, and the co~~nvenience~~**mfort** of learning from home.

Accept Dismiss