

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.”

1. 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.

2. 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.

3. 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).

4. 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.

5. 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.

6. 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.

7. 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.

8. 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**.

~OUTPUT~

PARTH RAGHUVANSHI

BTech CSE Student at RISU

email:parth.raghuvanshi@rungta.org

phone:9131794401

ABOUT ME

First-year B.Tech Computer Science Engineering student at Rungta University with a strong passion for programming, web development, and digital innovation. Enthusiastic about learning new technologies, competitive programming, and academic excellence. Building a solid foundation in computer science concepts, teamwork, and creative problem-solving. Eager to apply technical skills to real-world projects, personal growth, and professional development.

EDUCATION:

Bachelor of Technology (B.Tech) in CSE (present)

- Rungta College of Engineering & Technology First year,B.Tech in Computer Science Engineering.
- Building strong foundational knowledge in programming, algorithms, and web technologies.
- Completed class 12TH IN 2025

FROM :- [Govt. naveen jawahar school ,Chhindwara(mp)] with 86.8% in (PCM)

- Completed class 10TH IN 2023

FROM:- Radiant English Medium High School Chourai with 79.8%

TECHNICAL SKILLS:

- Programming Language

HTML, CSS , JavaScript , C programming

- Tools & Platforms:

Git, GitHub, VS Code, Canva, Word

- Skills Problem solving , Debugging, Web development (learning)

PROGRAMMING PRACTICE:

- Practicing C and Python for logic building and problem-solving using HackerRank & similar platforms.

- Improving debugging skills, algorithmic thinking, and writing efficient code.

- Exploring fundamentals of HTML, CSS, and JavaScript to design simple layouts and webpages.

- Using Git & GitHub for version control and project management.

ADDITIONAL INFORMATION:

- Languages: English, Hindi

- Certifications: Learning Python and Web Development through online resources

- Interests: Coding, Web Design, Learning New Technologies, Team collaboration

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.

~OUTPUT~



PRESENTED BY **PARTH RAGHUVANSHI**

RU-25-10853

WHO'S COMPUTER SCIENCE SPECIALIST

- A computer science specialist is an individual who applies
- their expert knowledge in computer science to design, develop,
- and analyze software and hardware solutions.

They use skills in programming, technical knowledge , and analytical thinking to solve complex problems in various fields by creating and improving computer systems, programs, and networks



WHO'S COMPUTER SCIENCE SPECIALIST

- A computer science specialist is an individual who applies their expert knowledge in computer science to design, develop, and analyze software and hardware solutions.
- They use skills in programming, technical knowledge, and analytical thinking to solve complex problems in various fields by creating and improving computer systems, programs, and networks

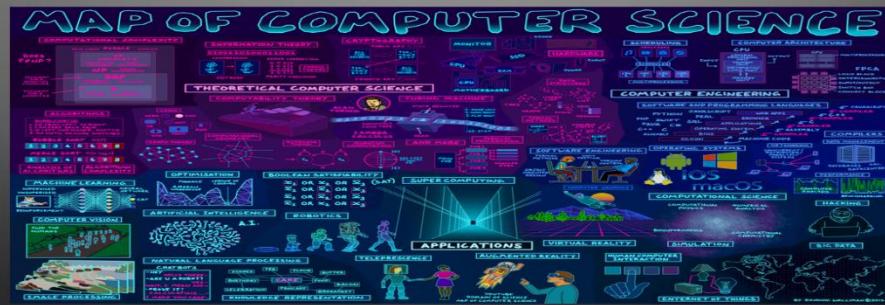


KEY RESPONSIBILITIES :

- Algorithm and software development:
 - Create, test, and maintain new or existing code and programs. This involves identifying and troubleshooting bugs, writing clean and well-documented code, and designing algorithms for efficiency and scalability.
- System design and analysis:
 - Analyze user needs and design computer systems, software, and networks to meet those requirements. This can include developing new tools or upgrading existing systems to improve performance.
- Research and innovation:
 - Conduct research to develop new computational theories, models, and technologies. This includes applying concepts from machine learning, artificial intelligence, and data science to solve real-world problems.
- Data management and analysis:
 - Design and manage databases, analyze large-scale data sets, and extract meaningful insights to inform decision-making.
- Collaboration and communication:
 - Work with other professionals like software engineers and data scientists, and present technical information and research findings to various stakeholders.

Advising and training colleagues on computer science best practices and collaborating with other IT and security personnel

ROAD MAP



SKILLS REQUIRED

• TECHNICAL SKILLS

- **Programming languages:**
Proficiency in languages like Python, Java, C++, and JavaScript is fundamental for creating software and applications.
- **Data structures and algorithms:**
A strong understanding of DSA is crucial for efficient problem-solving.
- **Software development:**
Knowledge of the software development lifecycle, including methodologies like Agile, version control (Git), and testing.

• SOFT SKILLS

- **Problem-solving:**
The ability to analyze complex issues, think critically, and develop effective solutions.
- **Communication:**
The capacity to clearly explain technical concepts to both technical and non-technical audiences.

FUTURE SCOPE

- The future scope for computer science (CS) engineers is vast and promising, with high demand in emerging fields like Artificial Intelligence (AI), Machine Learning (ML), cybersecurity, and cloud computing.

Emerging and in-demand fields

- AI&ML
- Data science
- cyber security

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

~OUTPUT~

DIGITAL AWARENESS WEEK

**Be Smart. Stay Safe.
Go Digital!**



NOVEMBER 4–10, 2025

DEPARTMENT OF COMPUTER SCIENCE
RUNGTA
INTERNATIONAL SKILLS UNIVERSITY

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

~OUTPUT~

Subject: Application for Web Developer Internship Dear Hiring Manager, I hope you are doing well. My name is Parth Raghuvanshi, and I am currently pursuing B.Tech in Computer Science from Rungta International Skills University. I am writing to apply for the Web Developer Internship at your organization. I have a strong foundation in HTML, CSS, JavaScript, and basic frontend development. I am eager to apply my skills, learn new technologies, and contribute effectively to your team. Please find my attached resume for your kind consideration. I would be grateful for the opportunity to discuss how my skills align with the role. Thank you for your time and consideration. Regards, Parth Raghuvanshi Contact: 9131794401 Email: parth.raghuvanshi@rungta.org LinkedIn: https://www.linkedin.com/in/parth-raghuvanshi-125963383?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app

Parth Raghuvanshi <parth.raghuvanshi@rungta.org>
to m.maria

One attachment • Scanned by Gmail ⓘ Add to Drive



Reply Forward

16°C Sunny

Mon, Nov 17, 2025, 10:15 AM ENG IN 09:40:32 05-01-2026

Subject: Application for Web Developer Internship Dear Hiring Manager, I hope you are doing well. My name is Parth Raghuvanshi, and I am currently pursuing B.Tech in Computer Science from Rungta International Skills University. I am writing to apply for the Web Developer Internship at your organization. I have a strong foundation in HTML, CSS, JavaScript, and basic frontend development. I am eager to apply my skills, learn new technologies, and contribute effectively to your team. Please find my attached resume for your kind consideration. I would be grateful for the opportunity to discuss how my skills align with the role. Thank you for your time and consideration. Regards, Parth Raghuvanshi Contact: 9131794401 Email: parth.raghuvanshi@rungta.org LinkedIn: https://www.linkedin.com/in/parth-raghuvanshi-125963383?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app

Parth Raghuvanshi <parth.raghuvanshi@rungta.org>
to hr.jwc

One attachment • Scanned by Gmail ⓘ Add to Drive



Reply Forward

16°C Mostly clear

Mon, Nov 17, 2025, 10:25 AM ENG IN 23:07:07 05-01-2026

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.

~OUTPUT~

The screenshot shows a Google Form titled "STUDENT'S DETAILS FORM". The form contains the following fields:

- Full Name*
- Roll No.*
- Course Name*
- Semester*
 - 1st
 - 2nd
 - 3rd
 - 4th
 - Other
- Section*
 - A

The browser interface at the top includes tabs for "Untitled form - Google Forms", "docs.google.com/forms/d/1lwLnayulk0HM3SA0B336Oz2M1Ye7ydE4aWg6Pqd-r44/edit", and "Ask Google". The bottom taskbar shows various application icons.

The screenshot shows a Google Sheets spreadsheet titled "Form_Responses". The data is organized into columns corresponding to the form fields:

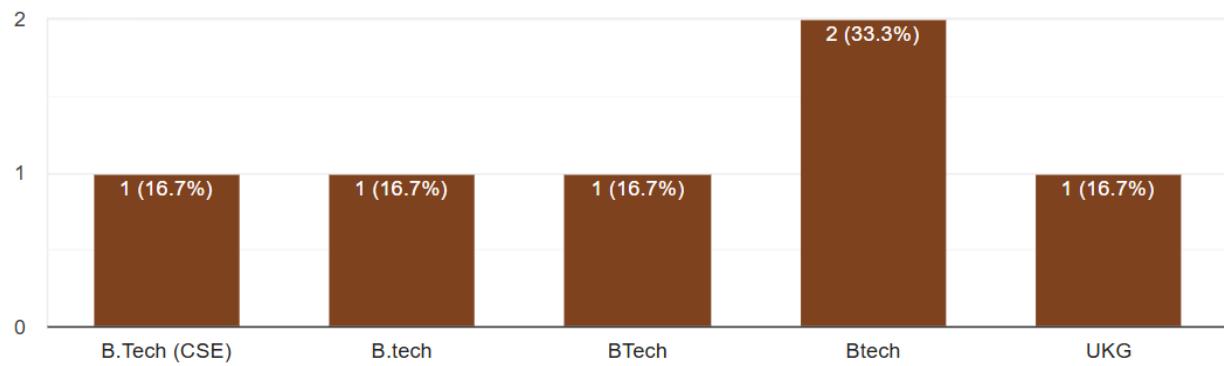
	Timestamp	Score	Which PLANET is known As Red Planet	Who is known as the Father of the Nation in India	What is the national animal in India	How many State are there in India	Which of the following is a Web Browser
2	24/11/2025 10:32:18	0 / 20	Mars	Mahatma Gandhi	tiger	28	Chrome
3	24/11/2025 10:48:33	0 / 20	Mars	Mahatma Gandhi	tiger	28	Chrome
4	24/11/2025 11:10:44	0 / 20	Mars	Mahatma Gandhi	tiger	28	Chrome

The browser interface at the top includes tabs for "Untitled form - Google Forms", "Untitled form (Responses) - Go", "Untitled form (Responses) - Go", and "Public Suggestions on The Way". The bottom taskbar shows various application icons.

Course Name

 Copy chart

6 responses

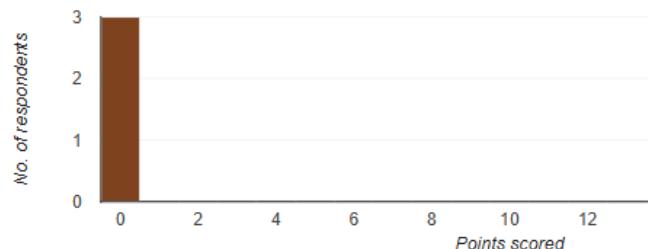


Insights

Average
0/20 points

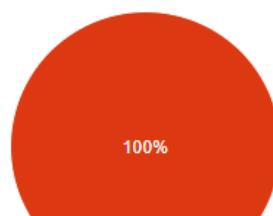
Median
0/20 points

Total points distribution



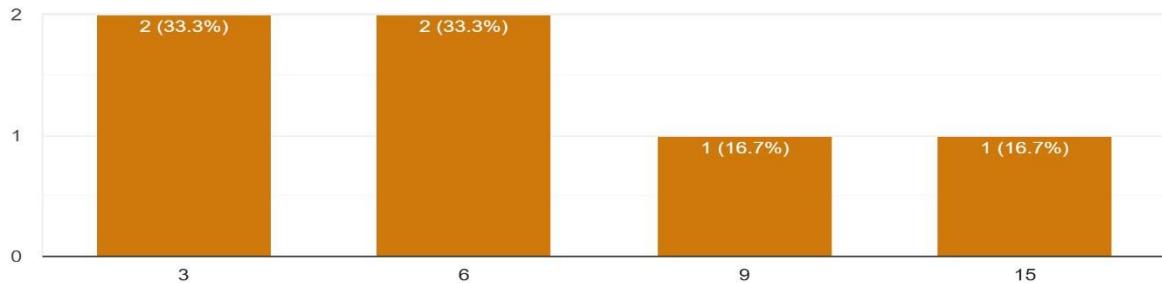
Which PLANET is known As Red Planet

3 responses



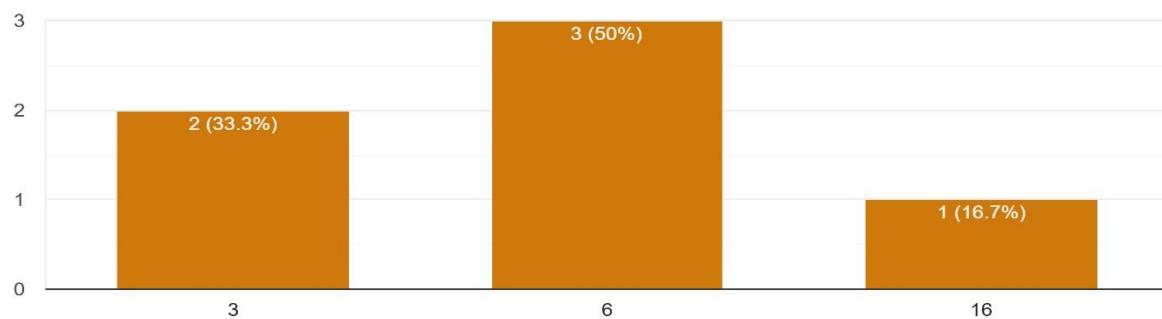
TOTAL NO OF CLASSES ATTENDED TODAY

6 responses



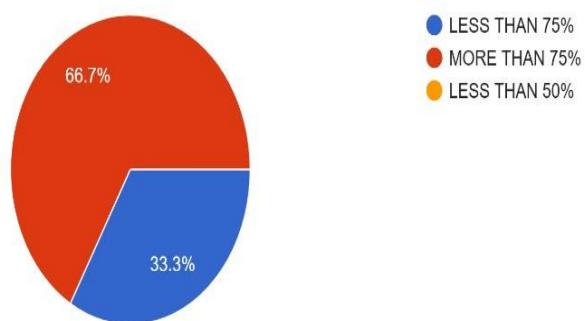
TOTAL NO OF CLASSES CONDUCTED

6 responses



ATTENDANCE STATUS

6 responses



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~

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~

The screenshot shows a Google Drive interface. On the left, there's a sidebar with options like Home, Activity, Workspaces, My Drive, Shared drives, Shared with me, Recent, Starred, Spam, Trash, and Storage. The main area shows a folder named "Unit 3 practical work" containing three items: "Assignment", "Images", and "Notes". The "Activity" tab is selected, showing two notifications from a user named "Om". The first notification is from 9:31AM Dec 8, sharing three items: "Time_Speed (1).doc", "Time_Speed (1).pdf", and "IMG-20251206-WA...". The second notification is from 9:29AM Dec 8, sharing three items: "IMG-20251206-WA...", "Time_Speed (1).pdf", and "Time_Speed (1).doc". Both notifications are from "harshali.vaishnav@rungta.org" and are labeled as "Viewer".

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.

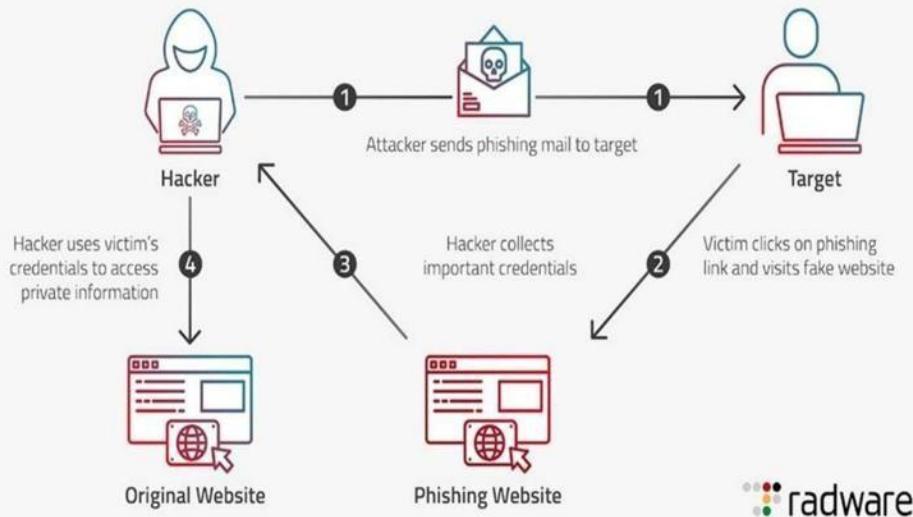
Write verification steps

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.

~OUTPUT~

How Does a Phishing Attack Work?



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~

Untitled form Google Forms Untitled form (Responses) Go Public Suggestions on The Web

docs.google.com/forms/d/10RLfvIK9ghiiRXgUsY26VbCX5aXjReDSwji-S6QAI4/edit

Untitled form

Questions Responses Settings

QUIZ OF THE DAY

Form description

Which PLANET is known As Red Planet?

- Earth
- Mars
- Jupiter
- VEBis

Who is known as the Father of the Nation?

- Raman Singh
- Jawaharlal Nehru
- Mahatma Gandhi
- Sardar Patel

Who is the national animal in India?

- cow
- deer
- lion
- tiger

How many States are there in India?

Top Stories

Search

ENG IN 09:45:41 05-01-2026

Untitled form - Google Forms Untitled form (Responses) Go Untitled form (Responses) Go Public Suggestions on The Web

docs.google.com/spreadsheets/d/DxVmZJltQc1Gm2UbTlsV9Ry-EU5Bmx5f23uDOU_yzU/edit?resourcekey=&gid=1992243557#gid=1992243557

⚠ 76% of storage used You use storage when you save to Drive, back up to Google Photos and send and receive emails on Gmail. Get more storage — 74% off for 3 months.

Untitled form (Responses)

File Edit View Insert Format Data Tools Extensions Help

Menus 100% E % Default... 10 + B X A D E F G H I

	A	B	C	D	E	F	G	H	I
Form_Responses	Timestamp	Score	Which PLANET is known As Red Planet	Who is known as the Father of the Nation in India	What is the national animal in India	How many States are there in India	Which of the following is a Web Browser		
2	24/11/2025 10:32:18	0 / 20	Mars	Mahatma Gandhi	Tiger	28	Chrome		
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4	24/11/2025 11:10:44	0 / 20	Mars	Mahatma Gandhi	Tiger	28	Chrome		
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30									

16°C Sunny

Search

ENG IN 09:46:07 05-01-2026

Insights

Average
0/20 points

Median
0/20 points

Range
0-0 points

Total points distribution



Which PLANET is known As Red Planet
3 responses

Copy chart



- Earth
- Mars
- Jupiter
- VEBis

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~

justdone Plagiarism Checker AI Humanizer AI Detector AI Tools Pricing Log In Try JustDone

High plagiarism level

Online learning and offline learning each have their own strengths, and deciding which one is better often depends on what students need and prefer. Online classes give students the freedom to study at their own pace and from any location, which is especially helpful for those with busy schedules. On the other hand, offline learning offers a traditional classroom environment where students can interact directly with teachers and classmates, making discussions and group activities easier. Some subjects are also better taught in person, particularly those that require hands-on practice or access to special equipment. Because of these factors, both online and offline learning can be effective, but their success depends on how well they match a student's learning style and academic goals.

66%
Average plagiarism level

44% Minor changes 5% Identical

Double checked by
 Originality.ai Scribbr GPTzero

Remove plagiarism from your text "Learning methods"

Remove Plagiarism

- ✓ Get 100% plagiarism-free text
- ✓ Keep your original meaning
- ✓ We don't store your texts

Used by Students and Academics from all over the world

grammarly Product Work Education Pricing Resources Contact Sales My Grammarly Our Grammarly API Docs

Plagiarism Checker Paraphrasing Tool AI Detector AI Humanizer

Plagiarism Checker

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.

prefers. Online classes give students the freedom to study at their own pace and from any location, which is especially helpful for those with busy schedules. On the other hand, offline learning offers a traditional classroom environment where students can interact directly with teachers and classmates, making discussions and group activities easier. Some subjects are even better taught in person, particularly those that require hands-on practice or access to special equipment. Because of these factors, both online and offline learning can be effective, but their success depends on how well they match a student's learning style and academic goals.

We found **Plagiarism** in your text and have also detected 2 writing issues.

Plagiarism	Original
Spelling	✓
Grammar	✓
Word choice	✓
Redundancy	✗
Advanced issues	✗

Get Started Free

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High plagiarism level

Online learning and offline learning each offer unique benefits, so whether one is better for college students depends on individual needs and circumstances. Online learning provides flexibility, allowing students to study from anywhere and manage coursework around jobs or personal responsibilities. It also offers access to a wide range of courses and digital resources that can enhance understanding. However, offline learning creates a more structured environment, encourages face-to-face interaction, and supports stronger communication with professors and peers. It is especially effective for hands-on or lab-based subjects that require physical participation. Therefore, neither format is universally better; the best choice depends on a student's learning style, motivation level, and the type of course they are taking.

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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.

~OUTPUT~

Feature	Human-Written Paragraph	AI-Generated Paragraph
Style	Simple, personal, straightforward	More polished and structured
Tone	Informal and relatable	Formal and academic
Clarity	Clear but basic explanations	Clear with more detailed phrasing
Content	Focuses on everyday usefulness	Highlights broader digital skills and adaptation
Limitations	May lack depth or advanced vocabulary	May sound generic or overly formal

Practical 12: NotebookLM Project

Aim:

To create revision notes using NotebookLM.

Objectives:

- To generate study guide
- To create flashcards

Materials Required:

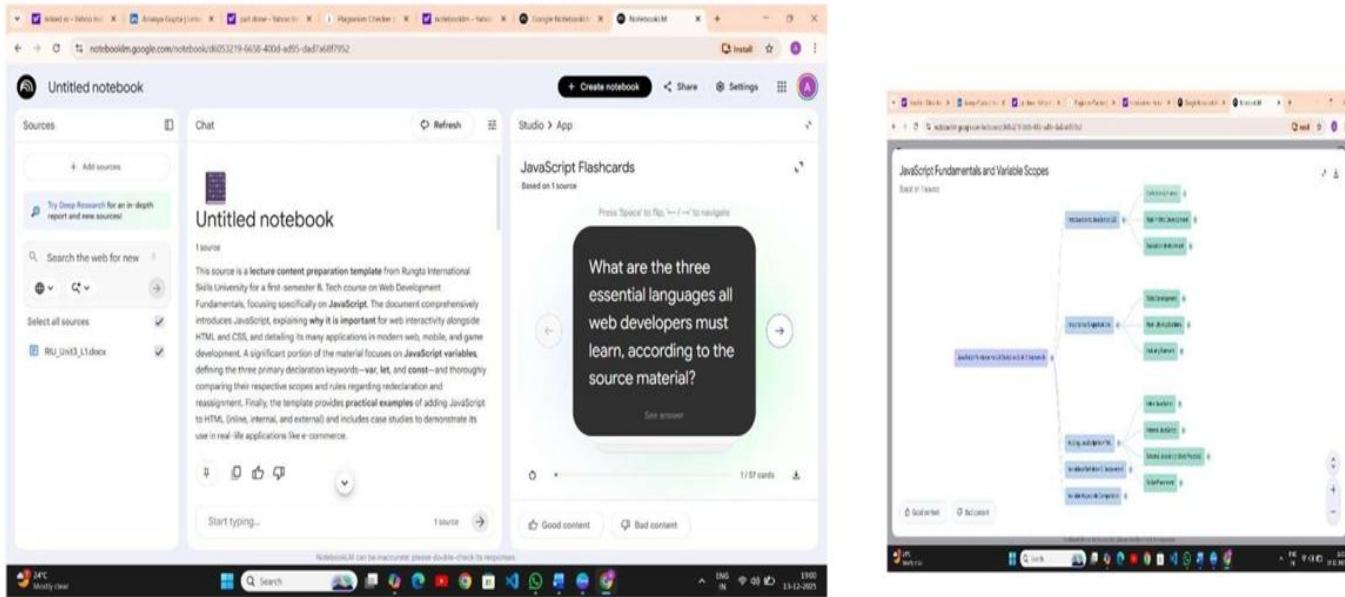
- NotebookLM

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.

~OUTPUT~





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~

Students-Data Marks Analysis Charts +

Accessibility: Investigate

16°C Sunny

File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat

Clipboard Font Alignment Number Styles Cells Editing Add-ins Create a PDF

Name	Roll No	Class	City	Subj1	Marks1	Subj2	Marks2	Subj3	Marks3	Total Marks	First Name	Last Name	PASS /FAIL	Count
Rahul Verma	1	9	Delhi	Math	78	Science	82	English	75	235	Rahul	Verma	PASS	3
Neha Sharma	2	9	Jaipur	English	85	History	80	Science	88	253	Neha	Sharma	PASS	2
Aman Khan	3	9	Lucknow	Math	90	Computer	92	Science	86	268	Aman	Khan	PASS	2
Pooja Patel	4	9	Surat	Math	50	English	10	Hindi	40	100	Pooja	Patel	FAIL	2
Suresh Das	5	9	Delhi	Science	88	Math	84	Hindi	79	251	Suresh	Das	PASS	2
Ankit Singh	6	9	Patna	Math	60	Science	10	English	20	90	Ankit	Singh	FAIL	1
Riya Gupta	7	9	Noida	English	92	Science	89	Computer	94	275	Riya	Gupta	PASS	1
Mohit Jain	8	9	Indore	Math	81	English	77	Science	85	243	Mohit	Jain	PASS	1
Sneha Iyer	9	9	Chennai	Science	90	Math	88	English	91	269	Sneha	Iyer	PASS	1
Karan Malhotra	10	9	Chandigarh	Math	74	Science	79	Computer	82	235	Karan	Malhotra	PASS	1
Aditi Rao	11	9	Bengaluru	English	86	History	83	Science	88	257	Aditi	Rao	PASS	1
Nikhil Pawar	12	9	Pune	Math	89	Science	91	Geography	87	267	Nikhil	Pawar	PASS	1
Simran Kaur	13	9	Delhi	English	80	Punjabi	85	Science	78	243	Simran	Kaur	PASS	1
Arjun Mehta	14	9	Mumbai	Math	93	Science	90	English	92	275	Arjun	Mehta	PASS	0
Kavya Nair	15	9	Kochi	Science	87	Math	84	English	89	260	Kavya	Nair	PASS	0

Students-Data Marks Analysis Charts +

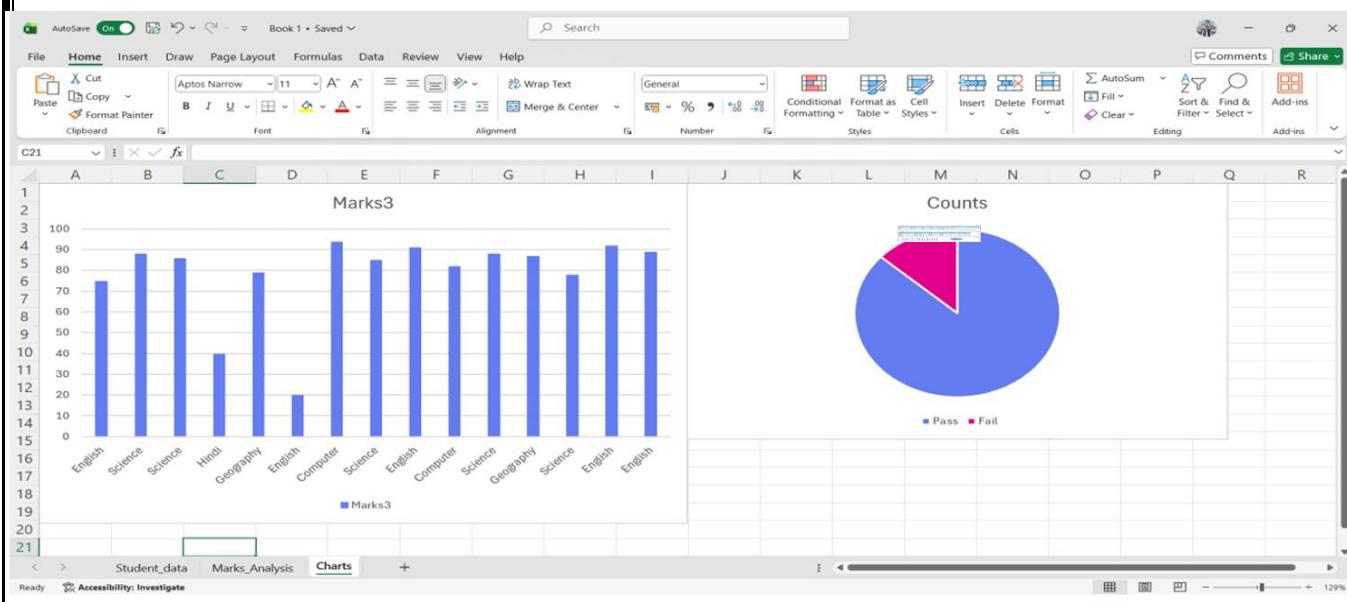
Accessibility: Investigate

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Clipboard Font Alignment Number Styles Cells Editing Add-ins Create a PDF

Name	Roll No	Class	City	Subj1	Marks1	Subj2	Marks2	Subj3	Marks3	Average	Min	Max
Rahul Verma	1	9	Delhi	Math	78	Science	82	English	75	78.33	75	82
Neha Sharma	2	9	Jaipur	English	85	History	80	Science	88	84.33	80	88
Aman Khan	3	9	Lucknow	Math	90	Computer	92	Science	86	89.33	86	92
Pooja Patel	4	9	Surat	Math	50	English	10	Hindi	40	33.33	10	50
Suresh Das	5	9	Delhi	Science	88	Math	84	Geography	79	83.67	79	88
Ankit Singh	6	9	Patna	Math	60	Science	10	English	20	30.00	10	60
Riya Gupta	7	9	Noida	English	92	Science	89	Computer	94	91.67	89	94
Mohit Jain	8	9	Indore	Math	81	English	77	Science	85	81.00	77	85
Sneha Iyer	9	9	Chennai	Science	90	Math	88	English	91	89.67	88	91
Karan Malhotra	10	9	Chandigarh	Math	74	Science	79	Computer	82	78.33	74	82
Aditi Rao	11	9	Bengaluru	English	86	History	83	Science	88	85.67	83	88
Nikhil Pawar	12	9	Pune	Math	89	Science	91	Geography	87	89.00	87	91
Simran Kaur	13	9	Delhi	English	80	Punjabi	85	Science	78	81.00	78	85



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:

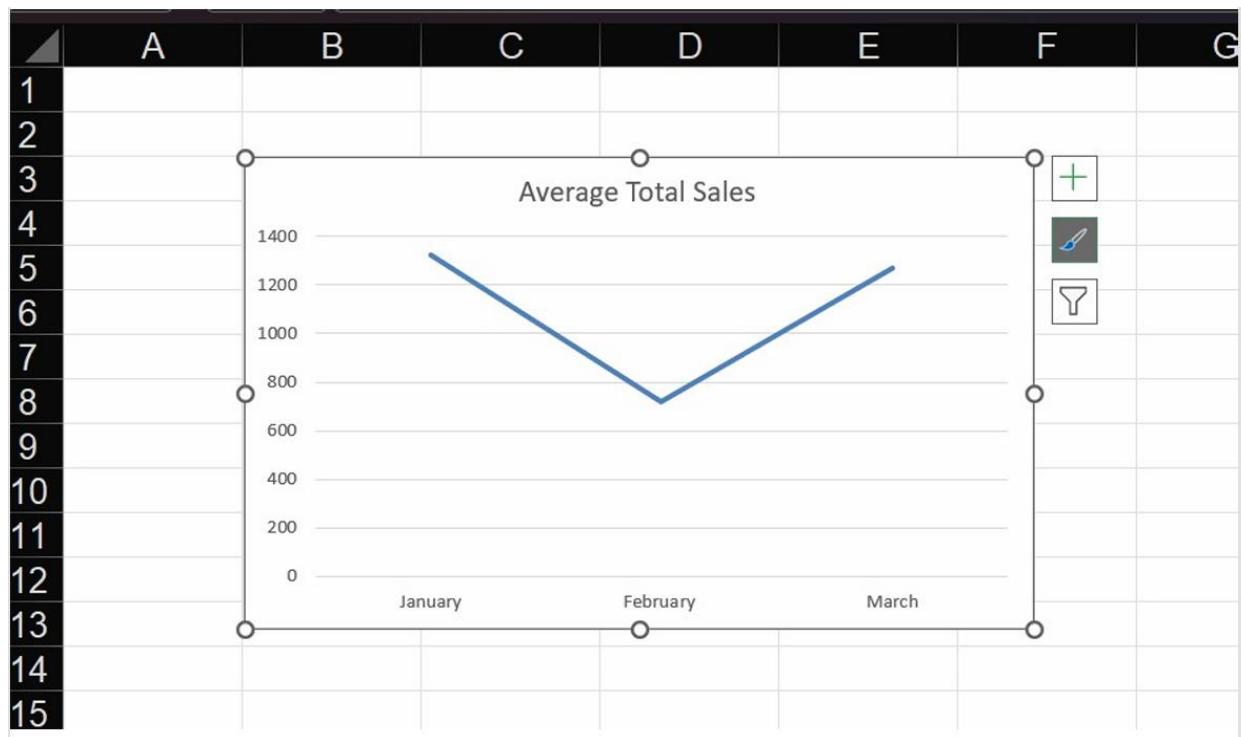
1. Enter or import sales data – Add sales records manually or import them from an external file to build your dataset.
2. Sort and filter – Organize the data by sorting and apply filters to focus on specific products, dates, or regions.
3. Use SUMIF – Apply the SUMIF function to total sales based on 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.

	A	B	C	D	E	F	G	H	I
1	Date	Product	Category	Quantity	Price	TOTAL SALES	Total Sales For "Headphone" Product	First Three Letter of product name	Last Two Letter of Category
6	08-01-2025	Headphones	Electronics	1	400	400	1200	Hea	cs
7	11-01-2025	Headphones	Electronics	4	200	800		Hea	cs
9	01-01-2025	Laptop	Electronics	2	800	1600		Lap	cs
14	02-01-2025	Smartphone	Electronics	5	500	2500		Sma	cs
16									
17									
18		February							
19	01-02-2025	Laptop	Electronics	1	800	800			
20	05-02-2025	Smartphone	Electronics	4	500	2000			
21	10-02-2025	Mouse	Accessories	12	25	300			
22	15-02-2025	Office Chair	Furniture	2	150	300			
23	20-02-2025	Desk Lamp	Furniture	5	40	200			
24									
25		March							
26	02-03-2025	Laptop	Electronics	3	800	2400			
27	06-03-2025	Headphones	Accessories	8	50	400			
28	12-03-2025	Keyboard	Accessories	6	60	360			
29	18-03-2025	Office Table	Furniture	2	350	700			
30	25-03-2025	Smartphone	Electronics	5	500	2500			

~OUTPUT~

	I	J	K	L	M	N	
1	Product Name	Last Two Letter of Category	Middle Letter of Category	Max Total Sales	Min Total Sales	Total Sales Average	Sum
6	cs		lectronic	2500	400	1325	5300
7	cs						
9	cs						
14	cs						
16							
17							
18							
19						720	3600
20							
21							
22							
23							
24							
25							
26						1272	6360
27							
28							
29							
30							

	A	B	C
1	MONTH	Average Total Sales	Sum Of Total Sales
2	January	1325	5300
3	February	720	3600
4	March	1272	6360
5			



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.

~OUTPUT~

Untitled spreadsheet • Last Modified: 4h ago

	Date	Category	Expense Detail	Amount	Payment Method						
1	01-01-2025	Food	Breakfast	5000	Cash						
2	02-01-2025	Travel	Bus fare	2000	Cash						
3	03-01-2025	Entertainment	Lunch	8000	Card						
4	04-01-2025	Shopping	Movie ticket	1200	Card						
5	05-01-2025	Education	Bags	1530	Card						
6	06-01-2025	Utilities	Snacks	3025	Cash						
7	07-01-2025	Health	Taxi	1000	UPI						
8	08-01-2025	Shopping	Notebook	4500	Cash						
9	09-01-2025		Mobile recharge	2000	UPI						
10	10-01-2025		Dinner	1140	Card						
11	11-01-2025		Footwear	6800	Cash						
12	12-01-2025		Online subscription	9990	Card						
13	13-01-2025		Train ticket	7500	UPI						
14	14-01-2025		Medicine	1320	Cash						
15	15-01-2025		Coffee	4000	Cash						
16	16-01-2025		Clothes	2500	Card						
17	17-01-2025		Stationery	6600	Cash						
18	18-01-2025		Lunch	9100	UPI						
19	19-01-2025		Fuel	1875	Card						
20	20-01-2025		Game top-up	5000	UPI						
21	21-01-2025		Chocolates	1240	Cash						
22	22-01-2025		Internet bill	3000	Card						
23											
24											

Untitled spreadsheet • Last Modified: 4h ago

	Category	Total	budget	diff	Day	month	year
1	food	10000	5000	-5000	Monday	january	2018
2	travel	2000	2000	0	Tuesday	february	2019
3	Entertainme	7000	8000	1000	Wednesday	march	2020
4	Shopping	250	1200	950	Thursday	april	2021
5	Education	10	1530	1520	Friday	may	2022
6	Utilities	4000	3025	-975	Saturday	june	2023
7	Health	200	1000	800	Sunday	july	2024
8	Shopping	2500	4500	2000	Monday	august	2025
9							
10							
11							
12							

