

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.

I. Internet Fundamentals, Web Browsers, and Email Basics (Lecture 1)

Concept	Key Definition & Distinction
Internet	A global system of interconnected computer networks using standard communication protocols (TCP/IP) 1 2 . It is the network itself (hardware, cables, servers) 1 .
World Wide Web (WWW)	A service that runs on the Internet, consisting of websites and browsing 1 . Examples include Google Search or opening <i>youtube.com</i> in a browser 1 3 .
Web Browser	A software application used to locate, retrieve, and display content from the World Wide Web 2 3 .
Popular Browsers	Google Chrome, Mozilla Firefox, Microsoft Edge, Safari 4 .
Browser Features	Address Bar (for entering URLs), Tabs, History, Bookmarks/Favorites, and a Download Manager 2 4 . Private Browsing/Incognito Mode allows browsing without saving history 5 .
Email (Electronic Mail)	The digital version of traditional letters, operating on a store-and-forward model 5 .
Email ID Structure	Consists of the Username (chosen by the user), the @ separator, and the Domain (email provider, e.g., gmail.com) 2
Email Components	To (main recipient), CC (Carbon Copy, visible to all), BCC (Blind Carbon Copy, hidden recipients), Subject Line, Body, and Attachments 6 .
Microsoft Outlook	An Email Client and Personal Information Manager that is part of the Microsoft Office Suite 8 . Features include Emails, Calendar, Contacts, Tasks, and Rules/Filters 8

II. Digital Communication Etiquette and Online Meetings (Lecture 2)

Topic	Best Practices and Key Rules
Email Etiquette	Essential because email leaves a permanent written record 11 . Professional emails require clear subject lines (max 6–8 words), formal greetings (avoiding "Hey"), short paragraphs, and a comprehensive signature 10
Dos and Don'ts	Do use correct grammar/spelling, reply within 24–48 hours, and use BCC for bulk mails to protect privacy 14 . Don't use emojis, informal fonts, or forward irrelevant chain mails 14
Email Attachments	Purpose is to share files (reports, résumés, certificates) 15 . Keep file size small (recommended 10–25 MB maximum) 10 15 ; use cloud links for larger files 15 . Rename files properly (e.g., <i>Name_Assignment1_Final.pdf</i>) 15 16 . Be cautious of risky extensions like .exe or .bat 17 .
Virtual Meeting Platforms	Includes Google Meet (integrated with Gmail/Calendar, easy via browser) and Zoom (app/browser-based, known for advanced features like breakout rooms, better for large classes) 17
Online Meeting Etiquette	Do join 5 minutes early, keep your full name visible, and sit in a quiet, well-lit place 20 . Do keep your microphone muted when not speaking to avoid background noise 20 Don't talk over others or show distractions 20 .

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

What is the global system of interconnected computer networks that uses standard communication protocols called?

See answer

The standard communication protocols used by the Internet are known as ____.

See answer

What is the term for a software application used to locate, retrieve, and display content from the World Wide Web?

See answer