

*A*  
*Practical Assignment*  
*On*  
*New Age Life Skills*  
*Bachelor of Technology in Computer Science*  
*1st SEM*



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**RUNGTA INTERNATIONAL SKILLS UNIVERSITY**

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**SESSION: 2025-26**

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**(Lecturer)**

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***RUNGTA INTERNATIONAL SKILLS  
UNIVERSITY, CG***

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S.No	Name Of Practical	Submission Date	Remark
1.	Design a professional resume using templates.	<b>22-09-2025</b>	
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3.	Create a social media poster for “DIGITAL AWARENESS WEEK” using canva.	<b>01-10-2025</b>	
4.	Compose & send a professional email with an attachment as “you are applying for an internship, send email to HR with your resume attached”.	<b>06-10-2025</b>	
5.	<p>Design a complete Google Form survey and analyze responses.</p> <ul style="list-style-type: none"> <li>a) Create a Google Form titled “Student Attendance Report”.</li> <li>b) Include the following question types:           <ul style="list-style-type: none"> <li>a. 5 MCQs</li> <li>b. 1 Rating scale (1–5)</li> <li>c. 1 Short answer</li> <li>d. 1 Checkbox question</li> </ul> </li> <li>c) Customize the theme (header image + color).</li> <li>d) Share the form link with 5 friends and collect responses.</li> <li>e) Generate charts from responses and take screenshots of the analysis page.</li> </ul>	<b>11-10-2025</b>	
6.	<p>Demonstrate the creation and management of your digital identity.</p> <ul style="list-style-type: none"> <li>a) Create a social media profile (LinkedIn preferred).</li> <li>b) Add a profile photo, short bio, skills, and education details.</li> <li>c) Create a simple post about “My Learning Journey in Digital Literacy.”</li> </ul>	<b>31-10-2025</b>	

	d) Change your privacy settings to:  a. Who can see your posts.  b. Who can message you		
7.	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.  d) Share the main folder with your teacher with View Only permission.	<b>13-11-2025</b>	
8.	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.”  <u>ANSWER THE QUESTIONS :-</u>  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?	<b>19-11-2025</b>	
9.	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.	<b>24-11-2025</b>	

	f) Finally, send the quiz link and view the response summary.		
10.	<p>Ask ChatGPT OR Google Gemini to generate a 100–120 word paragraph on:</p> <p>“Is online learning better than offline learning for college students?”</p> <ul style="list-style-type: none"> <li>a) Run the AI-generated text through Grammarly and any plagiarism-check tool.</li> <li>b) Now manually search online to check if similar sentences exist on blogs or articles.</li> <li>c) Identify 2–3 biased statements in the AI answer, such as: <ul style="list-style-type: none"> <li>i. Over-generalizations</li> <li>ii. One-sided opinions</li> <li>iii. Unproven claims</li> </ul> </li> <li>d) Rewrite the entire paragraph in a neutral and balanced way, using AI only for grammar suggestions.</li> <li>e) Submit 3 screenshots: <ul style="list-style-type: none"> <li>i. Plagiarism check result</li> <li>ii. Grammarly suggestion page</li> <li>iii. Original AI paragraph vs your rewritten unbiased version</li> </ul> </li> </ul>	29-11-2025	
11.	<p>To compare AI-generated content with student-created content and understand limitations of AI.</p> <ul style="list-style-type: none"> <li>a) Write a 100–150 word paragraph on the topic: “Will AI replace jobs or change them?” (This must be written by the student.)</li> <li>b) Ask any AI tool (ChatGPT/Gemini/Copilot) to write the same topic.</li> <li>c) In your practical copy, create a Comparison Table with the headings: <ul style="list-style-type: none"> <li>I. Human-Generated Content</li> <li>II. AI-Generated Content</li> </ul> </li> </ul>	03-12-2025	
12.	Create a new NotebookLM project titled: “My Chapter Revision Notes.”	10-12-2025	

	<p>a) Upload multiple sources (any 2) such as:</p> <ul style="list-style-type: none"> <li>i. PDF notes</li> <li>ii. Web articles</li> <li>iii. Text copied into NotebookLM</li> </ul> <p>b) Ask NotebookLM to:</p> <ul style="list-style-type: none"> <li>i. Create a combined study guide using all sources.</li> <li>ii. Generate flashcards for quick revision.</li> <li>iii. Create a concept map or explanation of the topic.</li> </ul> <p>c) Manually check for:</p> <ul style="list-style-type: none"> <li>i. Any incorrect facts</li> <li>ii. Repeated information</li> <li>iii. Missing important points</li> </ul> <p>d) Attach 3 screenshots from NotebookLM:</p> <ul style="list-style-type: none"> <li>i. Combined study guide</li> <li>ii. Flashcards</li> <li>iii. Concept map / explanation</li> </ul>	
13.	<p>Create a complete Student Result Management workbook.</p> <p>a) Create a new workbook with 3 sheets renamed as:</p> <ul style="list-style-type: none"> <li>a. Student_Data</li> <li>b. Marks_Analysis</li> <li>c. Charts</li> </ul> <p>b) In Student_Data, enter a list of 15 students with: Name, Roll No, Class, City, Subject1, Subject2, Subject3.</p> <p>c) Use Flash Fill to split “Full Name” into “First Name” and “Last Name”.</p> <p>d) Use Find &amp; Replace to replace city name “Delhii” with correct “Delhi”.</p> <p>e) Use IF function to calculate Pass/Fail (Pass = total <math>\geq</math> 120).</p> <p>f) Use COUNTIF to find how many students belong to “Delhi”.</p> <p>g) Use AVERAGE, MAX, MIN to analyze marks in the Marks_Analysis sheet.</p>	<b>19-12-2025</b>

	<p>h) On the Charts sheet, create:</p> <ul style="list-style-type: none"> <li>i. A Bar Chart showing marks of any one subject.</li> <li>ii. A Pie Chart showing percentage of pass vs fail.</li> </ul> <p>i) Apply Conditional Formatting to highlight marks &lt; 40 in red.</p> <p>j) Convert the table into a formatted Excel Table.</p>	
14.	<p>Build a workbook for managing and analyzing sales data of a small store.</p> <p>a) Create a workbook with sheets:</p> <ul style="list-style-type: none"> <li>I. Store_Sales</li> <li>II. Summary</li> <li>III. Charts</li> </ul> <p>b) Import a CSV sales file (or create a sample table) containing: Date, Product, Category, Quantity, Price, Total Sales.</p> <p>c) Use Sort (A→Z, Z→A) to organize products by name and category.</p> <p>d) Apply Filter to view only “Electronics” category.</p> <p>e) Use SUMIF to find total sales for a selected product (e.g., “Headphones”).</p> <p>f) Use LEFT, RIGHT, MID to extract:</p> <ul style="list-style-type: none"> <li>I. First 3 letters of the product name</li> <li>II. Last 2 letters of the category</li> </ul> <p>g) Find the highest and lowest sales value using MAX/MIN.</p> <p>h) Prepare a monthly sales summary in the Summary sheet using AVERAGE &amp; SUM.</p> <p>i) Create a Line Chart of month-wise total sales in the Charts sheet.</p>	<b>24-12-2025</b>

	j) Apply sheet protection so data cannot be edited accidentally.		
15.	<p>Create a complete personal financial planner workbook.</p> <p>a) Create and rename sheets as:</p> <ul style="list-style-type: none"> <li>a. Expenses</li> <li>b. Budget</li> <li>c. Charts</li> </ul> <p>b) Enter at least 20 rows of expense data: Date, Category, Expense Detail, Amount, Payment Method.</p> <p>c) Use Data Validation dropdown to create a category list (Food, Travel, Fees, Shopping, Other).</p> <p>d) Use Remove Duplicates on the Category column if repeated incorrectly.</p> <p>e) Use SUMIF to calculate total spending for each category.</p> <p>f) In the Budget sheet, create the monthly budget and compare with actual expenses using:  Difference = Budget – Actual (formula required)</p> <p>g) Highlight expenses above ₹2000 using Conditional Formatting.</p> <p>h) Create:</p> <ul style="list-style-type: none"> <li>i. A Pie Chart showing category-wise spending</li> <li>ii. A Bar Chart comparing Budget vs Actual</li> <li>iii. Use Flash Fill to separate date into Day / Month / Year if needed. Also explain its detail</li> <li>iv. Save worksheet in Page Layout view and adjust print area.</li> </ul>	29-12-2025	

# Practical 1: Design a Professional Resume

Aim 1. Design a professional resume using 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:

- 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.

# **ARUN SHAHRE**

BHILAI , CHHATTISGARH ,  
arunshahre@gmail.com , 730000030

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## **SUMMARY**

A STUDENT THAT PERSUING SKILLS FROM DIFFERENT SOURCES SO HE CAN BE WORK FOR DIFFERENT FIRMS AND HELP THEM FRO THERE SUCCESS

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## **WORK EXPERIENCE**

WORKED AS A VOLUNTEER IN MOTILAL OSWAL FOR 2 MONTHS FROM 4 APRIL 2025 TO 4 JUNE 2025

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## **EDUCATION**

PERSUING BTECH COMPUTER SCIENCE ENGINEERING FROM RUNGTA INTERNATIONAL SKILLS UNIVERSITY, BHILAI CHHATTISGARH

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### **Technical:**

- Data Analyst, Photo Editing, Coder

### **Soft Skills:**

- Team Managing Speaker

## Practical 2: Career-Oriented Presentation

Aim 2. Create a Career Oriented Presentation with 7 slides using transitions and animations.

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.

## THE DEFINITIVE GUIDE TO CHOOSING YOUR OPERATING SYSTEM

A Comprehensive Comparison for Digital Professionals & Enthusiasts

Your choice of Operating System (OS) is one of the most important digital decisions you'll make. It's the foundation of your digital experience, impacting everything from your daily efficiency and the software you can use, to security and the overall cost of ownership.



### 1. Windows: The Versatile Workhorse



#### Advantages

- Wide compatibility with software and across hardware
- Excellent gaming support and performance
- Strong enterprise adoption and business tools
- Extensive customisation with Apple devices

#### Disadvantages

- Higher malware & security risks
- ✓ Frequent updates can disrupt workflow
- Performance varies significantly by hardware
- Licensing costs for premium versions

### 2. macOS: The Creative Professional's Choice



#### Advantages

- Consistently smooth performance across devices
- Strong-built security features
- Excellent creative software ecosystem
- Seamless integration with Apple devices

#### Disadvantages

- High cost of entry and upgrades
- ✓ Limited customisation options
- Smaller gaming ecosystem
- Fewer hardware choices

### 3. Android: The Customisation Champion



#### Advantages

- Open-source flexibility across devices
- Extensive customisation possibilities
- Wide range of hardware choices
- Excellent Google services with Apple devices

#### Disadvantages

- Fragmentation across device versions
- ✓ Slower and inconsistent updates
- Potential security risks from open ecosystem
- Battery optimization challenges

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## 4. IOS: The Premium Experience



### Advantages

- Excellent optimisation and performance
- Very strong security and privacy protection
- Premium app ecosystem quality
- Regular and timely updates
- Expensive devices and accessories
- Limited software options
- Hardware locked Apple devices only
- Restrictive app store policies

### Disadvantages

## Quick Comparison Matrix

### Feature

	Windows	Android	iOS	
Performance		High (varies)	Smooth	Optimised
Security		Smooth	Varies	Optimised
Customisation		Strong	Moderate	Very Strong
Cost		Moderate	Very High	Low
		Expensive	Wide Range	Low
		Flexible	Students	Expensive
Best For		Creatives	Students	Professionals



## Recommendations by User Profile

Your optimal choice depends entirely on the primary use case and priorities.

### Gamers: Choose Windows 🎮

- Best gaming performance, despite privacy

### Creative Professionals: Choose macOS 🎨

- Why:
- Widest game library,
  - Superior hardware compatibility

- Why:
- Excellent color accuracy,
  - Seamless workflow integration

### Budget Conscious Users: Choose Android 📱

- Why:
- Maximum customisation freedom, Superior security,
  - Wide price range,
  - Flexibility to match any budget



## The Bottom Line

The right OS should OS'. enhance your productivity align the digital lifestyle.

### Gamers: 'one bestes gaming and enterprise 🎮

- ⬇️ Windows dominates gaming and enterprise use
- 📷 macOS leads in creative workflows
- ⚠️ Android offers unmatched superior security,
- 💡 iOS provides premium security and integration

**Choose the OS that works \*for\* you, not against you**

## Practical 3: Digital Awareness Poster in Canva

**Aim 3:** Create a social media poster for “DIGITAL AWARENESS WEEK” using canva.

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

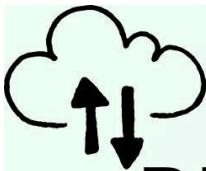
Choose a color theme that matches the topic and improves readability.

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.

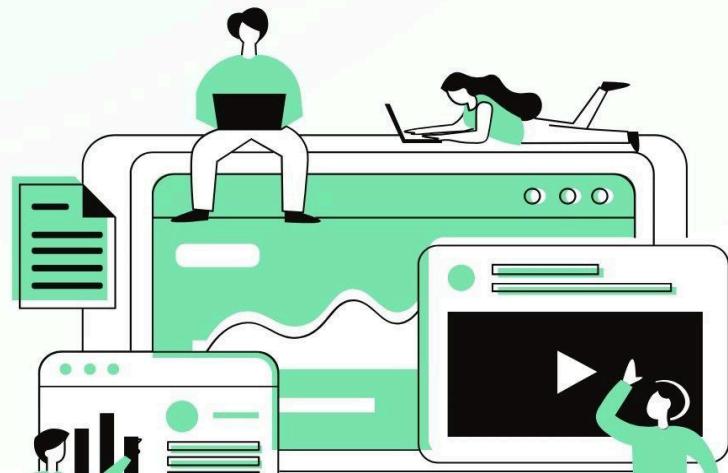
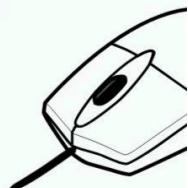
Save the poster to your device for printing or sharing



# DIGITAL AWARENESS WEEK



- Never share your password to anyone .
- Use a decure VPN connection .
- Be careful of what you post .
- Be carefull of what you download.
- Practice safe browsing.
- Dont share login details with others.
- Don't leave sensitive data lying around the office.
- Use two-factor or multi-factor authentication.



## Practical 4: Professional Email (Internship Application)

**Aim 4. Compose & send a professional email with an attachment as “you are applying for an internship, send email to HR with your resume attached”.**  
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

New Message

- ✎ ✕

Recipients

Subject

Dear [Aditya Kumar],

I am writing to formally apply for the internship position at [Adobe], as advertised on [Platform where you saw the advertisement, e.g., LinkedIn, Company Website].

I am very interested in [Specify the field or area of the internship, e.g., marketing, engineering, finance] and believe that my academic background in [Your Field of Study] makes me a strong candidate for this role.

Please find my resume attached for your review, which provides further detail on my qualifications and experience.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,

ARUN SHAHRE

## Practical 5: Create Google Form – Attendance Report

**Aim 5.** Design a complete Google Form survey and analyze responses.

a). Create a Google Form titled “Student Attendance Report”.

b). Include the following question types:

b.5 MCQs

a. 1 Rating scale (1–5)

b. 1 Short answer

c. 1 Checkbox question

c). Customize the theme (header image + color).

d). Share the form link with 5 friends and collect responses.

Generate charts from responses and take screenshots of the analysis page.

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.

The screenshot shows a Google Form titled "STUDENT ATTENDENCE REPORT". The form has a header image of a globe and binoculars on a map. The title is in bold black font. Below the title is a "Form description" section. A question "YOUR NAME \*" is present with a "Short answer text" input field. On the right side, there is a sidebar with icons for adding questions, attachments, and other settings. The top of the screen shows standard Google Form navigation tabs: Questions, Responses (with 5), and Settings. It also shows "Total points: 10".

1. Human nails are primarily made up of which substance? \*

- A) Elastin
- B) Collagen
- C) Albumin
- D) Keratin

2. The living skin at the base of the natural nail plate that covers the matrix area is known as the: \*

- A) Hyponychium
- B) Nail bed
- C) Mantle
- D) Eponychium

3. In which part of the nail does cell mitosis (growth) occur? \*

- A) Nail bed
- B) Cuticle
- C) Free edge
- D) Matrix

## WHAT IS YOUR RATING FOR THIS PRACTICE \*

1    2    3    4    5  
☆    ☆    ☆    ☆    ☆

## What are the 10 important life skills? \*

Short answer text

## WHICH EXTRA ACTIVITIES THAT YOU ATTEND IN THIS WEEK (TICK ALL THE APPLY)

 Checkboxes

- MATHS CLUB X
- SCIENCE LAB X
- SPORTS X
- ARTS X
- Add option or add "Other"

 Answer key (0 points)

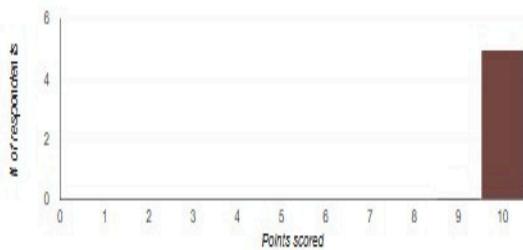
Required



## Insights

Average  
10 / 10 pointsMedian  
10 / 10 pointsRange  
10 - 10 points

## Total points distribution



## YOUR NAME

5 responses

Vishnu ranjan

SURYA PRATAP SINGH

Aftab alam

Ankush naths sharma

Bikash Kumar

## YOUR ERP NUMBER