

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



RUNGTA INTERNATIONAL SKILLS UNIVERSITY

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.	22-09-2025	
2.	Create a Career Oriented Presentation with 7 slides using transitions and animations.	29-09-2025	
3.	Create a social media poster for “DIGITAL AWARENESS WEEK” using canva.	01-10-2025	
4.	Compose & send a professional email with an attachment as “you are applying for an internship, send email to HR with your resume attached”.	06-10-2025	
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: 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.	11-10-2025	
6.	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.”	31-10-2025	

	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.	13-11-2025	
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?	19-11-2025	
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.	24-11-2025	

	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"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> i. Plagiarism check result ii. Grammarly suggestion page iii. Original AI paragraph vs your rewritten unbiased version 	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"> a) Write a 100–150 word paragraph on the topic: “Will AI replace jobs or change them?” (This must be written by the student.) b) Ask any AI tool (ChatGPT/Gemini/Copilot) to write the same topic. c) In your practical copy, create a Comparison Table with the headings: <ul style="list-style-type: none"> I. Human-Generated Content II. AI-Generated Content 	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"> i. PDF notes ii. Web articles iii. Text copied into NotebookLM <p>b) Ask NotebookLM to:</p> <ul style="list-style-type: none"> i. Create a combined study guide using all sources. ii. Generate flashcards for quick revision. iii. Create a concept map or explanation of the topic. <p>c) Manually check for:</p> <ul style="list-style-type: none"> i. Any incorrect facts ii. Repeated information iii. Missing important points <p>d) Attach 3 screenshots from NotebookLM:</p> <ul style="list-style-type: none"> i. Combined study guide ii. Flashcards iii. Concept map / explanation 	
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"> a. Student_Data b. Marks_Analysis c. Charts <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 & Replace to replace city name “Delhii” with correct “Delhi”.</p> <p>e) Use IF function to calculate Pass/Fail (Pass = total \geq 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>	19-12-2025

	<p>h) On the Charts sheet, create:</p> <ul style="list-style-type: none"> i. A Bar Chart showing marks of any one subject. ii. A Pie Chart showing percentage of pass vs fail. <p>i) Apply Conditional Formatting to highlight marks < 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"> I. Store_Sales II. Summary III. Charts <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"> I. First 3 letters of the product name II. Last 2 letters of the category <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 & SUM.</p> <p>i) Create a Line Chart of month-wise total sales in the Charts sheet.</p>	24-12-2025

	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"> a. Expenses b. Budget c. Charts <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"> i. A Pie Chart showing category-wise spending ii. A Bar Chart comparing Budget vs Actual iii. Use Flash Fill to separate date into Day / Month / Year if needed. Also explain its detail iv. Save worksheet in Page Layout view and adjust print area. 	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

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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

WORK EXPERIENCE

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

EDUCATION

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

Technical:

- Data Analyst, Photo Editing, Coder

Soft Skills:

- Team Managing Speaker