

# A Practical Assignment On New Age Life Skills- IT Skills

## **Masters of Computer Application – 1 Sem**



# RUNGTÀ INTERNATIONAL SKILLS UNIVERSITY

SESSION: 2025-26

# Miss Priya Das

## (Assistant Professor)

## **Submitted By:-**

Zareen Ara

RU-25-11658

## **Submitted To:**

# **RUNGTA INTERNATIONAL SKILLS UNIVERSITY, CG**

## **SCHOOL OF INFORMATION TECHNOLOGY**

S.No	Name Of Practical	Submisson 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.	<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>	11-10-2025	

6.	<p><b>Demonstrate the creation and management of your digital identity.</b></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> <li>d) Change your privacy settings to:           <ul style="list-style-type: none"> <li>a. Who can see your posts.</li> <li>b. Who can message you</li> </ul> </li> </ul>	31-10-2025	
7.	<p><b>Using Google Drive or OneDrive:</b></p> <ul style="list-style-type: none"> <li>a) Create a new folder named “Unit 3 Practical Work”.</li> <li>b) Upload 3 different files (PDF, image, document).</li> <li>c) Organize them in subfolders: Notes, Images, Assignments.</li> <li>d) Share the main folder with your teacher with View Only permission.</li> </ul>	13-11-2025	
8.	<p><b>Identify one real phishing email :</b> A final-year student, Aman, receives a LinkedIn message saying:  <b>“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.”</b></p> <p><b><u>ANSWER THE QUESTIONS :-</u></b></p> <ul style="list-style-type: none"> <li>a) What type of cybercrime is happening here?</li> <li>b) List 3 red flags that show it is a scam?</li> <li>c) What should he do to verify if a job offer is real?</li> </ul>	19-11-2025	

9.	<p><b>Create a Google Form Quiz with the following requirements:</b></p> <ul style="list-style-type: none"> <li>a) Convert the form into a Quiz mode with automatic grading.</li> <li>b) Add 5 MCQ questions, each carrying 2 marks.</li> <li>c) Add 1 short answer question that requires manual evaluation.</li> <li>d) Turn ON the setting: <ul style="list-style-type: none"> <li>a. <i>Limit to 1 response</i></li> <li>b. <i>Shuffle question order</i></li> <li>c. <i>Release marks after manual review</i></li> </ul> </li> <li>e) Add a timer add-on (like form presenter) and set up a 10-minute time limit.</li> <li>f) Finally, send the quiz link and view the response summary.</li> </ul>	24-11-2025	
10.	<p><b>Ask ChatGPT OR Google Gemini to generate a 100–120 word paragraph on:</b></p> <p><b>“Is online learning better than offline learning for college students?”</b></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><b>To compare AI-generated content with student-created content and understand limitations of AI.</b></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:           <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><b>I. Human-Generated Content</b></td> <td style="width: 50%;"><b>II. AI-Generated Content</b></td> </tr> </table> </li> </ul>	<b>I. Human-Generated Content</b>	<b>II. AI-Generated Content</b>	03-12-2025	
<b>I. Human-Generated Content</b>	<b>II. AI-Generated Content</b>				
12.	<p>Create a new NotebookLM project titled: “My Chapter Revision Notes.”</p> <ul style="list-style-type: none"> <li>a) Upload multiple sources (any 2) such as:           <ul style="list-style-type: none"> <li>i. PDF notes</li> <li>ii. Web articles</li> <li>iii. Text copied into NotebookLM</li> </ul> </li> <li>b) Ask NotebookLM to:           <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> </li> <li>c) Manually check for:           <ul style="list-style-type: none"> <li>i. Any incorrect facts</li> <li>ii. Repeated information</li> <li>iii. Missing important points</li> </ul> </li> <li>d) Attach 3 screenshots from NotebookLM:           <ul style="list-style-type: none"> <li>i. Combined study guide</li> <li>ii. Flashcards</li> <li>iii. Concept map / explanation</li> </ul> </li> </ul>	10-12-2025			

13.	<p><b>A) Create a complete Student Result Management workbook.</b></p> <ul style="list-style-type: none"> <li><b>a) Create a new workbook with 3 sheets renamed as:</b> <ul style="list-style-type: none"> <li>a. <i>Student_Data</i></li> <li>b. <i>Marks_Analysis</i></li> <li>c. <i>Charts</i></li> </ul> </li> <li><b>b) In <i>Student_Data</i>, enter a list of 15 students with:</b> Name, Roll No, Class, City, Subject1, Subject2, Subject3.</li> <li><b>c) Use Flash Fill to split “Full Name” into “First Name” and “Last Name”.</b></li> <li><b>d) Use Find &amp; Replace to replace city name “Delhii” with correct “Delhi”.</b></li> <li><b>e) Use IF function to calculate Pass/Fail (Pass = total <math>\geq</math> 120).</b></li> <li><b>f) Use COUNTIF to find how many students belong to “Delhi”.</b></li> <li><b>g) Use AVERAGE, MAX, MIN to analyze marks in the <i>Marks_Analysis</i> sheet.</b></li> <li><b>h) On the <i>Charts</i> sheet, create:</b> <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> </li> <li><b>i) Apply Conditional Formatting to highlight marks <math>&lt; 40</math> in red.</b></li> <li><b>j) Convert the table into a formatted Excel Table.</b></li> </ul>	19-12-2025	
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14.	<p><b>Build a workbook for managing and analyzing sales data of a small store.</b></p> <p>a) Create a workbook with sheets:</p> <ul style="list-style-type: none"> <li>I. <i>Store_Sales</i></li> <li>II. <i>Summary</i></li> <li>III. <i>Charts</i></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 <i>Summary</i> sheet using AVERAGE &amp; SUM.</p> <p>i) Create a Line Chart of month-wise total sales in the <i>Charts</i> sheet.</p> <p>j) Apply sheet protection so data cannot be edited accidentally.</p>	24-12-2025	
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15.	<p><b>Create a complete personal financial planner workbook.</b></p> <p>a) Create and rename sheets as:</p> <ul style="list-style-type: none"> <li>a. <i>Expenses</i></li> <li>b. <i>Budget</i></li> <li>c. <i>Charts</i></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 <i>Budget</i> sheet, create the monthly budget and compare with actual expenses using:</p> <p style="text-align: center;">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 <i>Budget vs Actual</i></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	
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## Aim-1

Design a professional resume using templates.

# Zareen Ara

Bhilai, Chhattisgarh, India

+91 9981810420 — zareenara12@gmail.com —  
<https://www.linkedin.com/in/zareen-ara-434248>

### Profile Summary

A passionate and goal-oriented software developer with a strong foundation in programming, data structures, and software design. Seeking to join a forward-thinking organization where I can apply and enhance my skills by contributing to scalable and efficient applications. Eager to grow professionally, learn modern technologies, and work on impactful real-world projects.

### Education

Master of Computer Application (MCA) with AI & ML	2025 - 2028
Rungta International Skills and University ( <i>Pursuing</i> )	
Bachelor of Computer Application (BCA)	2022 - 2025
G.D. Rungta College of Science and Technology, Bhilai, Chhattisgarh	
CGPA: 7.3	
Intermediate (12th), Commerce	2021 - 2022
Mar Baselios Vidhya Bhawan School, Bhilai (CBSE)	
Percentage: 58%	
Matriculation (10th)	2019 - 2020
Mar Baselios Vidhya Bhawan School, Bhilai (CBSE)	
Percentage: 56.58%	

### Coursework & Core Skills

- Data Structures and Algorithms
- Operating Systems
- Computer Networks
- Database Management Systems (DBMS)
- Artificial Intelligence
- Object-Oriented Programming (OOPs)

### Key Expertise

- Team coordination and collaboration
- Time management and prioritization
- Effective verbal and written communication
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Software development and problem solving

## **Project**

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### **Bakery Management System**

*July 2024*

*Tools: Python, Django, HTML, CSS, JavaScript, MySQL, Google Cloud*

- Designed and developed a web-based Bakery Management System.
- Implemented frontend using HTML, CSS, and JavaScript.
- Built backend using Django with MySQL database integration.
- Deployed the application on Google Cloud.
- Project Duration: 5 months — Role: Website Development

## **Technical Skills**

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**Languages:** Python, C++, C, JavaScript, HTML

**Developer Tools:** Visual Studio Code, Jupyter Notebook

## **Certifications**

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- Gemini Academy – Webinar
- Foundation of AI and Machine learning - Microsoft
- Foundation of Coding (Front-End) – Microsoft
- Programming in Python – Microsoft
- Foundation of Linux – Packt

## **Languages Known**

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- Hindi (Read, Write, Speak)
- English (Read, Write, Speak)
- Arabic (Read, Write)
- Urdu (Read, Write)

## **Hobbies & Interests**

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- Photo and video editing
- Painting
- Playing badminton

## Aim-2

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

ThInk  
UnlImIted

# Software Engineer

Understanding the Foundation of Modern Technology

ThInk  
UnlImIted

## What Is Software Engineering? ▶

The Discipline Behind Digital Systems

Software engineering is a structured approach to designing, developing, and maintaining software systems. It blends computer science, engineering principles, and problem-solving to create efficient and reliable software that meets user needs.

Engineers in this field ensure that software is scalable, secure, and adaptable. They focus on system design, code quality, testing, and deployment. Their work is essential to sustaining modern digital infrastructure across industries like healthcare, finance, education, and entertainment.

## Becoming a Software Engineer

ThInk  
UnlImIted

Your Journey Starts Here

To enter the field, pursue formal or self-guided education in computing. Practice by building real projects, contribute to shared codebases, and seek mentorship to accelerate growth.

**Shaping the Future Through Software**

**Digital Health**  
Developing software that improves diagnostics, patient tracking, and access to care.

**Intelligent Systems**  
Engineers are designing algorithms that learn, adapt, and support automation across many sectors.

**Space and Mobility**  
Powering smart machines and enabling exploration through mission-critical software systems.

**Engineering Tomorrow's World**

▶

Thynk Unlimited

▶

**G Thynk Unlimited**

## Facing the Realities

**Challenges That Shape Growth**

Software engineering presents real challenges, from tight timelines and complex specifications to evolving security threats. It demands technical precision, strategic thinking, and team coordination.

Engineers must also keep learning to stay relevant. New tools, frameworks, and approaches emerge constantly, and staying updated is essential for long-term success in the field.

**Diverse Specializations Within the Field**

▶

**Frontend Developer**  
Focuses on user interfaces and experience using visual layout tools, scripting, and browser-based technologies to create interactive applications.

**Backend Developer**  
Manages server-side logic, database operations, and API development, ensuring functionality and data management behind the scenes.

Thynk Unlimited

## Paths in Software Engineering

Structured Practices for Building Great Software



**Iterative Development**  
Agile workflows promote frequent updates, collaboration, and responsiveness to user feedback.

**Integrated Delivery**  
DevOps connects development and IT operations to ensure faster, more reliable software deployments.

**Quality Assurance**  
Rigorous testing practices help catch bugs early and ensure performance, usability, and security.

## How Software Engineers Work

Thynk Unlimited

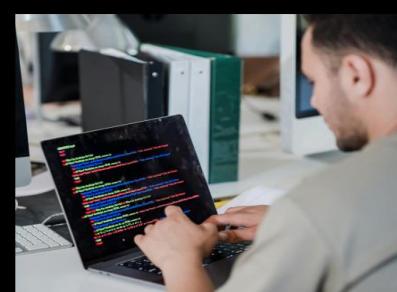
# Languages That Build the Future



**Tools That Translate Ideas Into Technology**

Programming languages are essential tools for software engineers. Languages like Python-style syntax, web scripting, and compiled languages empower developers to build websites, applications, systems, and intelligent machines that shape our digital future.

Thynk Unlimited



## Key Competencies for Engineers



**Skills That Define a Strong Software Engineer**

**Analytical Thinking**  
Ability to dissect problems logically, interpret data accurately, and design optimal software solutions that solve real-world challenges.

**Coding Proficiency**  
Strong command of programming languages and frameworks to write efficient, clean, and maintainable code across platforms.

**Collaboration Skills**  
Working in diverse teams to build, refine, and launch software through effective communication and mutual problem-solving.

**Adaptability**  
Staying current with rapid technological changes by learning new tools, languages, and best practices regularly.



# Software Engineering in Everyday Life

The Invisible Engine of Modern Living

Software is everywhere, managing our banking apps, powering smart home devices, and enabling communication through digital platforms. It supports our daily routines and connects the world in real-time.

Behind these conveniences are software engineers building the systems that make modern life possible. Whether scheduling appointments, booking rides, or streaming videos, software engineering ensures seamless user experiences with speed and reliability.

Thynk Unlimited

Aim-3

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



## 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”.**

 **Asadzara Ansari** <asadzaraansari314@gmail.com>  
to soheilansari8382@gmail.com ▾

9:25PM (2 hours ago) ⚡ ☆ ⓘ ↵ ⋮

Dear HR Team,

I hope this email finds you well.

I am writing to express my interest in applying for an internship opportunity at your esteemed organization. I am currently a student and eager to gain practical experience, enhance my skills, and learn from industry professionals.

I have attached my resume for your review. I would be grateful for the opportunity to contribute to your team and further develop my knowledge through this internship.

Thank you for your time and consideration. I look forward to hearing from you.

Yours sincerely,  
Zareen Ansari

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One attachment • Scanned by Gmail ⓘ

  
Zareen Ansari  
Baba Gurbachan Singh  
Johar Institute of Management & Technology  
Johar Town, Lahore, Pakistan  
+92 332 456 1234 | +92 332 456 1235 | zareen.ara@jimt.edu.pk  
DRAFT Version  
A polished and professional resume design with a clean layout & a personal touch.  
The resume is designed to be easily readable and visually appealing. It includes a header with contact information, a summary, and a detailed work experience section.  
Education  
Master of Business Administration (MBA) H.R. & Mkt. M.T. M.T.  
PDF Zareen\_CV.pdf

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↶ Reply ↷ Forward ☺

## 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:
  - 5 MCQs
  - 1 Rating scale (1–5)
  - 1 Short answer
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.



### Student Attendance Report

This survey is conducted to understand students' attendance patterns and reasons affecting attendance. The collected data will be used only for academic analysis.

Q1. What is your class/semester?

- First Year
- Second Year
- Third Year
- Final Year
- Other: \_\_\_\_\_

Q2. How often do you attend classes?

- Daily

**Q2. How often do you attend classes?**

- Daily
- 3–4 days a week
- 1–2 days a week
- Rarely
- Other: \_\_\_\_\_

**Q3. Are you regular in attending lectures?**

- Yes
- No
- Other: \_\_\_\_\_

**Q4. Do you think attendance affects academic performance?**

- Strongly Agree
- Agree
- Neutral
- Disagree
  
- Neutral
- Disagree
- Other: \_\_\_\_\_

**Q5. What is your overall attendance percentage?**

- Below 50%
- 50% – 65%
- 65% – 75%
- Above 75%
- Other: \_\_\_\_\_

**Q6. Rate your punctuality in attending classes**



**Q7. What is the main reason for missing classes?**

Short answer text  
\_\_\_\_\_

Above 75%

Other: \_\_\_\_\_

**Q6. Rate your punctuality in attending classes**

1      2      3      4      5

☆      ☆      ☆      ☆      ☆

**Q7. What is the main reason for missing classes?**

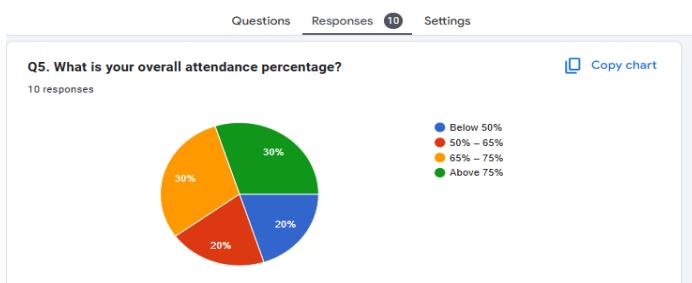
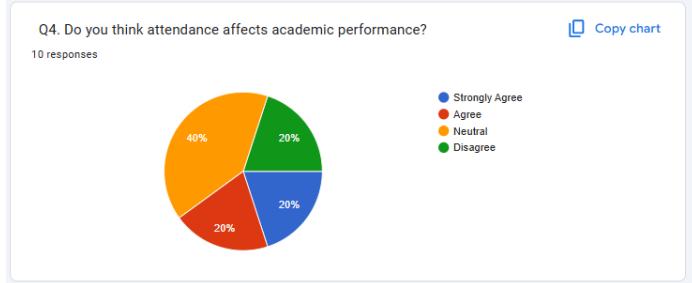
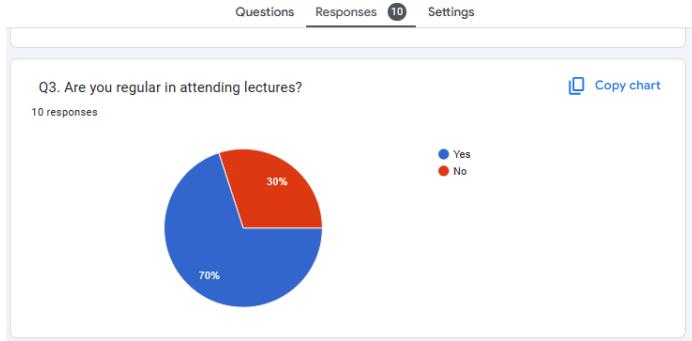
Short answer text  
\_\_\_\_\_

**Q8. What factors affect your attendance?**

Health issues  
 Long travel distance  
 Lack of interest  
 Personal reasons  
 College timetable  
 Other: \_\_\_\_\_

## RESPONSE:

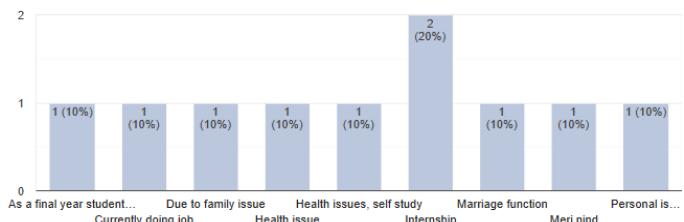




Questions Responses 10 Settings

Q7. What is the main reason for missing classes?

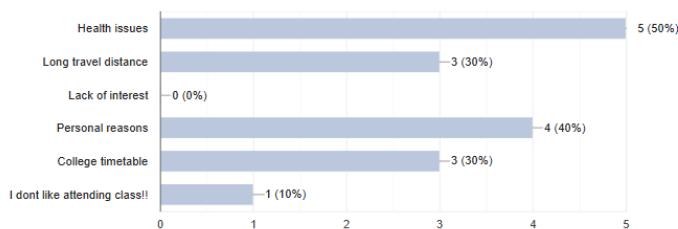
10 responses



[Copy chart](#)

Q8. What factors affect your attendance?

10 responses



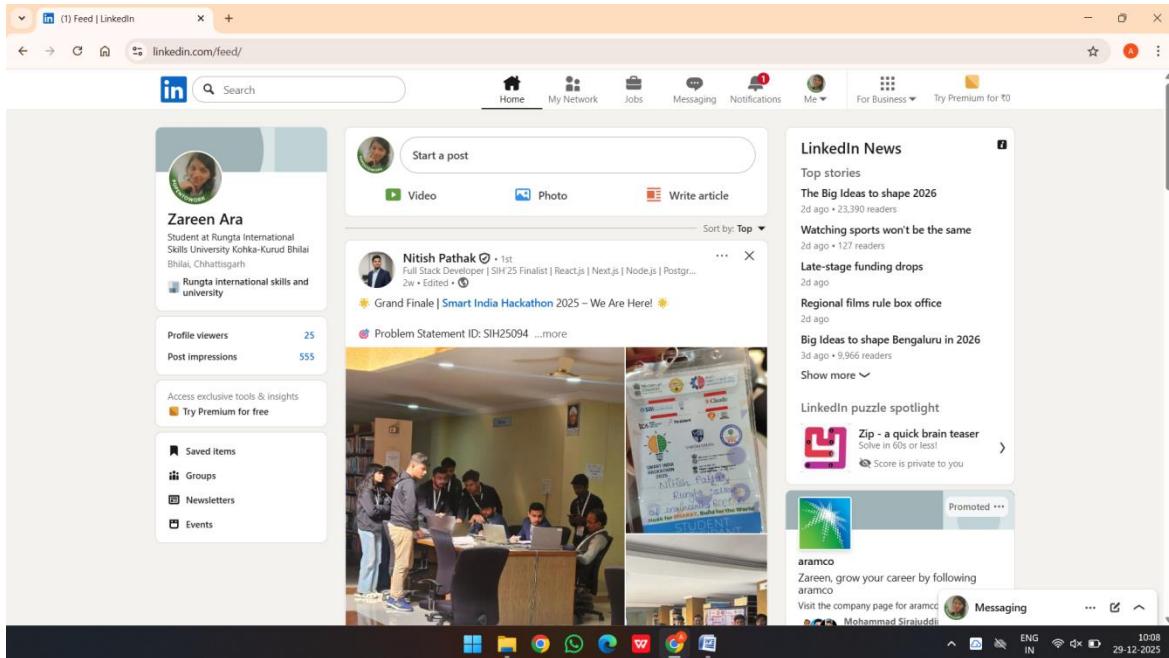
[Copy chart](#)

## Aim-6

Demonstrate the creation and management of your digital identity.

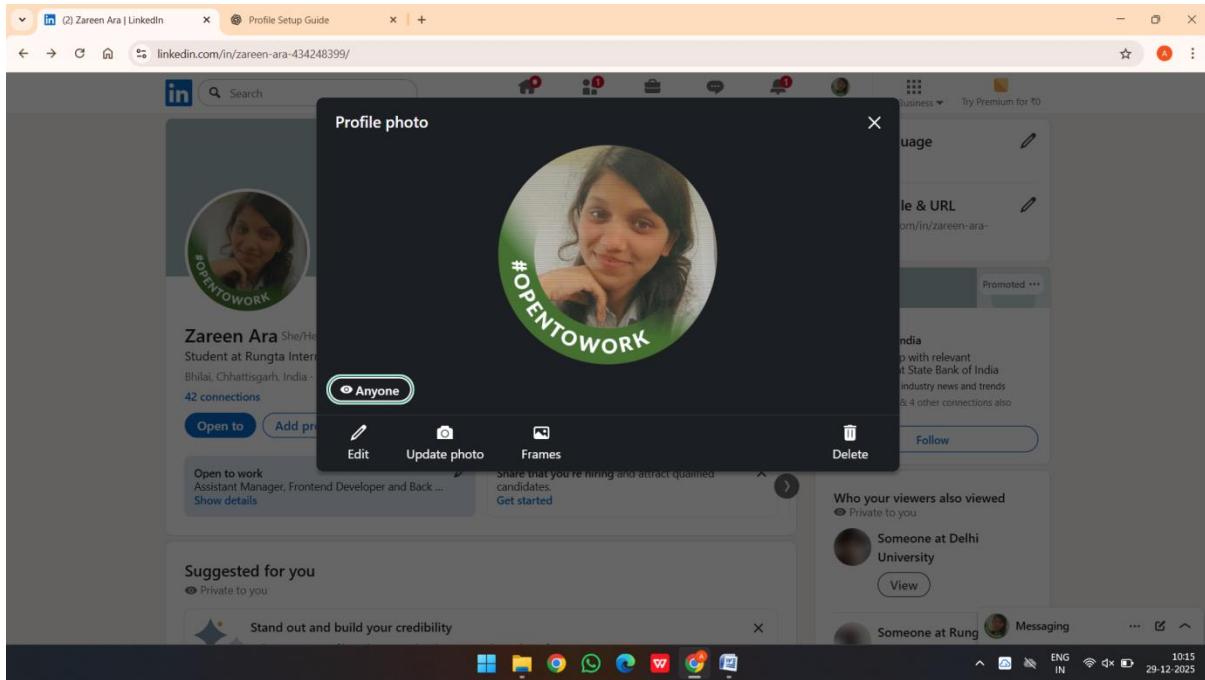
- a. Create a social media profile (LinkedIn preferred).
- b. Add a profile photo, short bio, skills, and education details.
- c. Create a simple post about “My Learning Journey in Digital Literacy.”
- d. Change your privacy settings to:
  - a. Who can see your posts.
  - b. Who can message you

(A)



(B) Profile Photo

1. Go to your profile page
2. Click on the profile picture circle (edit icon)



## Short Bio / About Section –

1. Look for “About” section
2. Click Add / Edit (☒)

A screenshot of a LinkedIn profile page. The top navigation bar shows "Job Suggestions for Zareen" and the URL "linkedin.com/in/zareen-ara-434248399/". The main content area includes:

- Analytics**: Shows "26 profile views" (Private to you), "564 post impressions" (Check out who's engaging with your posts. Past 7 days), and a "Show all analytics" link.
- About**: Describes the user as "MCA (AI & ML) student", "Learning Python, Django & Web Development", and "Interested in internships to gain real-world experience and improve technical skills".
- Activity**: Shows "43 followers" and links for "Posts", "Comments", and "Images". It also displays a recent post by the user: "Successfully completed the Foundation of AI & Machine Learning Certification Course 🎓. Excited to apply these concepts and continue growing in the field of AI! #AI #MachineLearning #Certification #LearningJourney".
- Skills**: A sidebar on the right lists "People you may know From your industry": Jyotishna Soni (B.Tech CSE (AI & ML) | AI & ML Enthusiast | Future AI Enginee...), Shreyansh Awadhiya (Full-Stack Web Developer — React · Next.js · Node.js | MCA...), and Yash Prajapati (UI/UX Designer || MERN Stack || Web Developer|| Pa...). It also includes "Messaging" and "Connect" buttons.

The bottom of the screen shows a taskbar with various application icons.

## Skills:

1. Scroll to Skills section
2. Click Add skill

The screenshot shows a LinkedIn profile for Zareen Ara. In the top navigation bar, there are links for Home, My Network, Jobs, Messaging, Notifications, Me, For Business, and Try Premium for ₹0. The main content area displays a 'Skills' section with a list of skills: HTML, Python (Programming Language), Video Editing, Adobe Photoshop, and English. Each skill has a small edit icon next to it. To the right of the skills list, there is a promoted post from LG HVAC Solutions India. Below the promoted post, there is a section titled 'Who your viewers also viewed' with three suggestions: 'Someone at Delhi University', 'Someone at Rungta College of...', and 'Someone in the...'. The bottom of the screen shows a taskbar with various application icons.

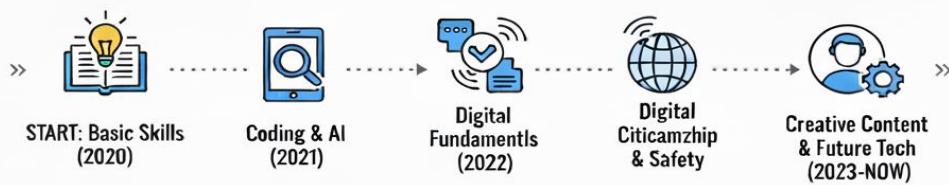
## Education Details:

The screenshot shows a LinkedIn profile for Zareen Ara. In the top navigation bar, there are links for Home, My Network, Jobs, Messaging, Notifications, Me, For Business, and Try Premium for ₹0. The main content area displays an 'Education' section with two entries: 'Rungta international skills and university' (Master of Computer Applications - MCA, AI&ML, Nov 2025 - Nov 2027) and 'G.D. Rungta College of Science And Technology Kohaka Kurud Road Bhilai' (Bachelor's of computer application, Computer and Information Sciences and Support Services, Aug 2022 - Nov 2025, Grade: 73%). Below the education section, there is a 'Skills' section with a single entry: 'HTML'. To the right of the skills section, there is a 'Messaging' button. The bottom of the screen shows a taskbar with various application icons.

(C) Create a simple post about “My Learning Journey in Digital Literacy.”

# MY LEARNING JOURNEY IN DIGITAL LITERACY

*Explorations & Discoveries  
(2020-NOW)*



@DigitalExplorerSarah

- Tools: Canva, Python, Social Media Platforms
- Growth: Problem-solving, innovation, global collaboration

#DigitalLiteracyJourney

**(E)Change your privacy settings to:**

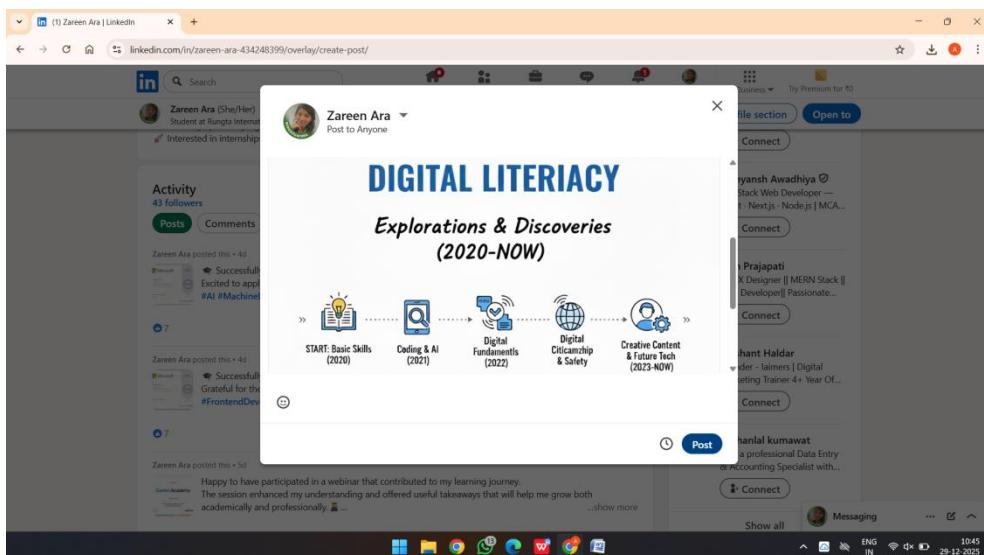
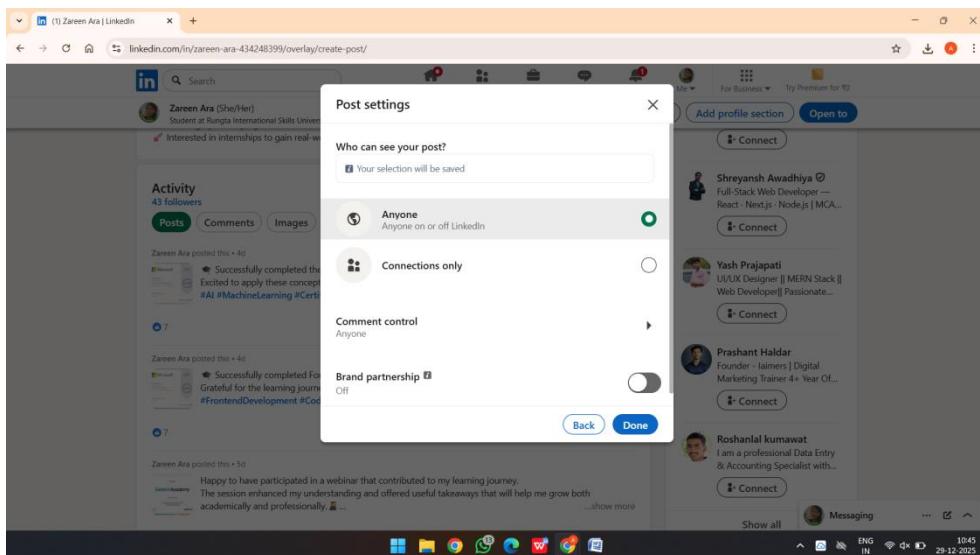
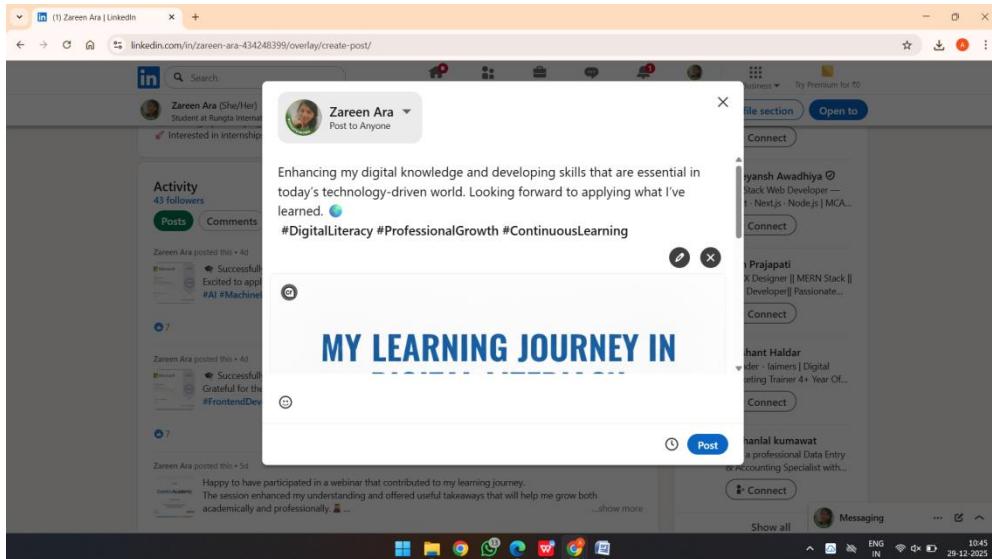
- a. Who can see your posts.
- b. Who can message you

a. Who can see your posts.

**STEPS:-**

1. Open LinkedIn app / website
2. Click on Start a post
3. At the top, click Post settings / Audience (Anyone / Connections)
4. Choose:
  - Anyone → Everyone can see
  - Connections only → Only your connections

5. Click Done and post.



**b. Who can message you**

**STEPS:-**

- 1. Open LinkedIn**
- 2. Click on your Profile icon (top right)**
- 3. Click Settings & Privacy**
- 4. Select Communications**
- 5. Click Messaging experience**
- 6. Manage options like:**

- Who can send message requests**
- Who can send InMail**

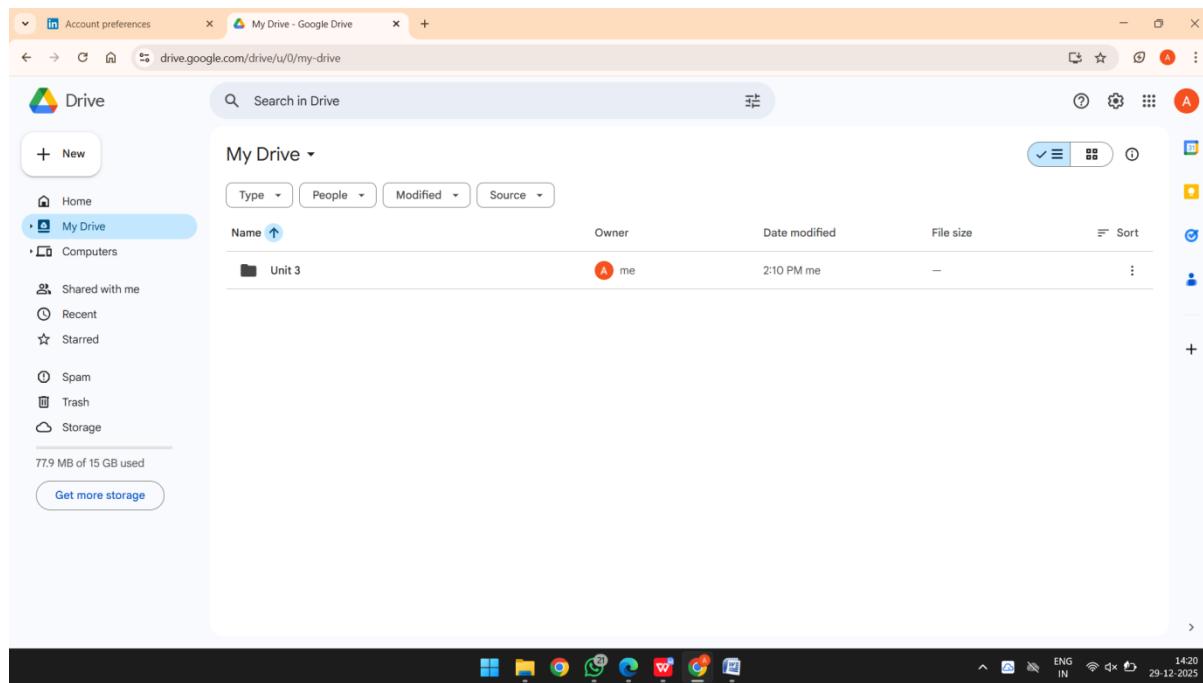
**7. Save changes**

## Aim-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.

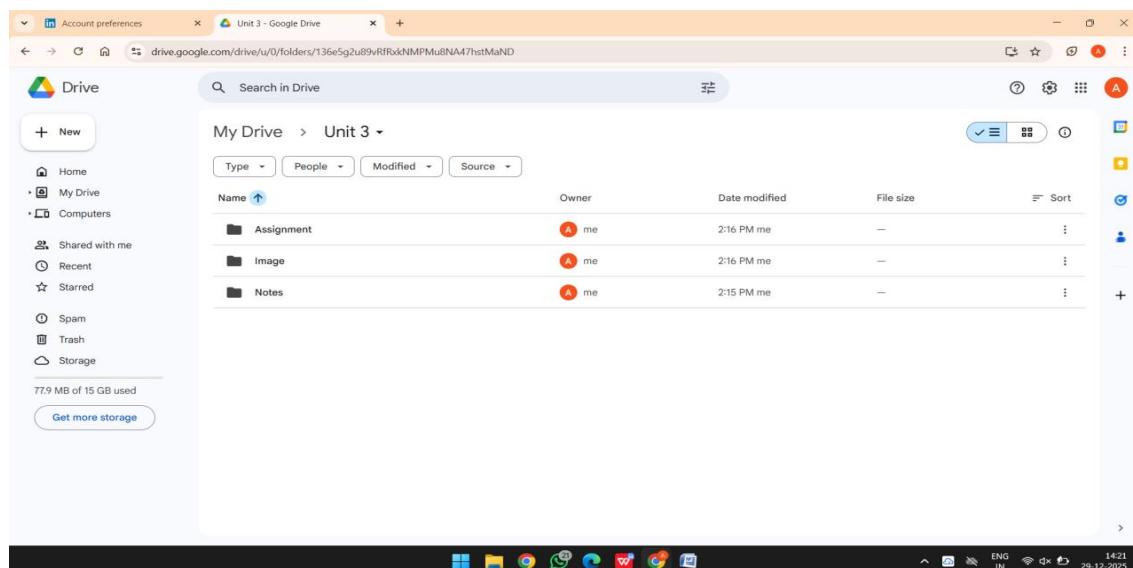
Share the main folder with your teacher with View Only permission.



The screenshot shows the Google Drive interface. On the left, there's a sidebar with navigation links like Home, My Drive (which is selected and highlighted in blue), Computers, Shared with me, Recent, Starred, Spam, Trash, and Storage. Below the sidebar, it says "77.9 MB of 15 GB used" and has a "Get more storage" button. The main area is titled "My Drive" and shows a single folder named "Unit 3". The folder details are: Name: Unit 3, Owner: me, Date modified: 2:10 PM me, File size: -. To the right of the main area are various icons for file operations like search, sort, and sharing.

(a)

(b)



This screenshot shows the "Unit 3" folder expanded. It contains three subfolders: "Assignment", "Image", and "Notes". The "Assignment" folder was created at 2:16 PM me, "Image" at 2:16 PM me, and "Notes" at 2:15 PM me. All three folders are owned by "me". The interface is identical to the one in screenshot (a), with the same sidebar and navigation bar.

(c)

Account preferences Notes - Google Drive

My Drive > Unit 3 > Notes

Name	Owner	Date modified	File size
UNIT 1_Lect2_NOTES.docx	me	Sep 21 me	1.2 MB

Search in Drive

Drive

+ New

Home My Drive Computers Shared with me Recent Starred Spam Trash Storage

77.9 MB of 15 GB used Get more storage

Account preferences Image - Google Drive

My Drive > Unit 3 > Image

Name	Owner	Date modified	File size
Poster.png	me	10:32 AM me	1,004 KB

Search in Drive

Drive

+ New

Home My Drive Computers Shared with me Recent Starred Spam Trash Storage

77.9 MB of 15 GB used Get more storage

Account preferences Assignment - Google Drive

My Drive > Unit 3 > Assignment

Name	Owner	Date modified	File size
Aim.docx	me	11:38 AM me	12.8 MB

Search in Drive

Drive

+ New

Home My Drive Computers Shared with me Recent Starred Spam Trash Storage

77.9 MB of 15 GB used Get more storage

## Aim-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.”

### 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?

#### a) What type of cybercrime is happening here?

➤ Phishing / Online Job Scam

The scammer is trying to cheat Aman by pretending to be Google and asking for money.

#### b) List 3 red flags that show it is a scam

1. Asking for money – Real companies like Google never ask for a verification fee.
2. Unrealistic offer – ₹18 LPA for a remote job without interview is suspicious.
3. Urgency pressure – “Limited seats” and “Pay now” is used to panic people.

#### c) What should he do to verify if a job offer is real?

1. Check the official website of the company ([careers.google.com](http://careers.google.com)).
2. Verify the sender’s email/LinkedIn profile (official company domain).
3. Contact the company directly through official HR channels.
4. Never pay any fee for a job offer.

## Aim-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.

Finally, send the quiz link and view the response summary.

Questions Responses 1 Settings Total points: 13

**Quiz mode**

Form description

This form is automatically collecting emails from all respondents. [Change settings](#)

Which language is mainly used for web development?

Python

Java

HTML

C++

What does CPU stand for?

Central Process Unit

Central Processing Unit

Control Processing Unit

Computer Personal Unit

Questions Responses 2 Settings Total points: 13

Which of the following is an Operating System?

- MS Word
- Windows
- Google Chrome
- Python

Which data structure works on FIFO principle?

- Stack
- Queue
- Tree
- Graph

What is the full form of AI?

- Automated Intelligence
- Artificial Intelligence
- Advanced Internet
- Automatic Information

Questions Responses 2 Settings Total points: 13

Which data structure works on FIFO principle?

- Stack
- Queue
- Tree
- Graph

What is the full form of AI?

- Automated Intelligence
- Artificial Intelligence
- Advanced Internet
- Automatic Information

Explain Artificial Intelligence in brief.

Short answer text

- (d) Turn ON the setting:
- a. *Limit to 1 response*
  - b. *Shuffle question order*
  - c. *Release marks after manual review*

## RESPONSE SUMMARY

Questions Responses 2 Settings Total points: 13

### Settings

**Make this a quiz**  
Assign point values, set answers, and automatically provide feedback

**RELEASE GRADES**

Immediately after each submission  
 Later, after manual review  
Turns on Responses → Collect email addresses

**RESPONDENT SETTINGS**

**Missed questions**  
Respondents can see which questions were answered incorrectly

**Correct answers**  
Respondents can see correct answers after grades are released

**Point values**  
Respondents can see total points and points received for each question

**GLOBAL QUIZ DEFAULTS**

**Default question point value**  
Point values for every new question  points

**Responses**  
Manage how responses are collected and protected

Collect email addresses  
Required to release grades manually

Questions Responses 2 Settings Total points: 13

**GLOBAL QUIZ DEFAULTS**

**Default question point value**  
Point values for every new question  points

**Responses**  
Manage how responses are collected and protected

Collect email addresses  
Required to release grades manually  
Respondents will be required to sign in to Google

Send responders a copy of their response

Allow response editing  
Responses can be changed after being submitted

**REQUIRES SIGN IN**

Limit to 1 response  
Respondents will be required to sign in to Google

**Presentation**  
Manage how the form and responses are presented

**FORM PRESENTATION**

Show progress bar

Shuffle question order

**AFTER SUBMISSION**

Questions Responses 2 Settings Total points: 13

### 2 responses

[Link to Sheets](#) ::

[Summary](#) [Question](#) [Individual](#)

#### Insights

Average 0 / 13 points Median 0 / 13 points Range 0 - 0 points

Total points distribution

Points scored	# respondents
0	2
2	1
4	0
6	0
8	0
10	0
12	0
14	0

#### Scores

[Release scores](#)

Email	Score / 13	Score released
zareenara12@gmail.com	0	Not released
mukesh.patel@rungta.org	0	Not released

Questions Responses 2 Settings Total points: 13

### Which language is mainly used for web development?

[Copy chart](#)

2 responses

Language	Percentage
Python	0%
Java	0%
HTML	100%
C++	0%

### What does CPU stand for?

[Copy chart](#)

0 / 2 correct responses

Option	Count	Percentage
Central Process Unit	0	0%
Central Processing Unit	2	100%
Control Processing Unit	0	0%
Computer Personal Unit	0	0%

### Which of the following is an Operating System?

[Copy chart](#)

0 / 2 correct responses

Questions Responses 2 Settings Total points: 13

Which of the following is an Operating System?

0 / 2 correct responses

Response	Count	Percentage
MS Word	0	(0%)
Windows	2	(100%)
Google Chrome	0	(0%)
Python	0	(0%)

Copy chart

Which data structure works on FIFO principle?

0 / 2 correct responses

Response	Count	Percentage
Stack	1	(50%)
Queue	1	(50%)
Tree	0	(0%)
Graph	0	(0%)

Copy chart

What is the full form of AI?

0 / 2 correct responses

Response	Count	Percentage
Tree	0	(0%)
Graph	0	(0%)
Others	2	(100%)

Copy chart

What is the full form of AI?

0 / 2 correct responses

Response	Count	Percentage
Automated Intelligence	0	(0%)
Artificial Intelligence	2	(100%)
Advanced Internet	0	(0%)
Automatic Information	0	(0%)

Copy chart

Explain Artificial Intelligence in brief.

2 responses

Nothing else

Artificial Intelligence (AI) is a branch of computer science that makes machines smart. It allows computers and machines to think, learn, and make decisions like humans.

## Aim-10

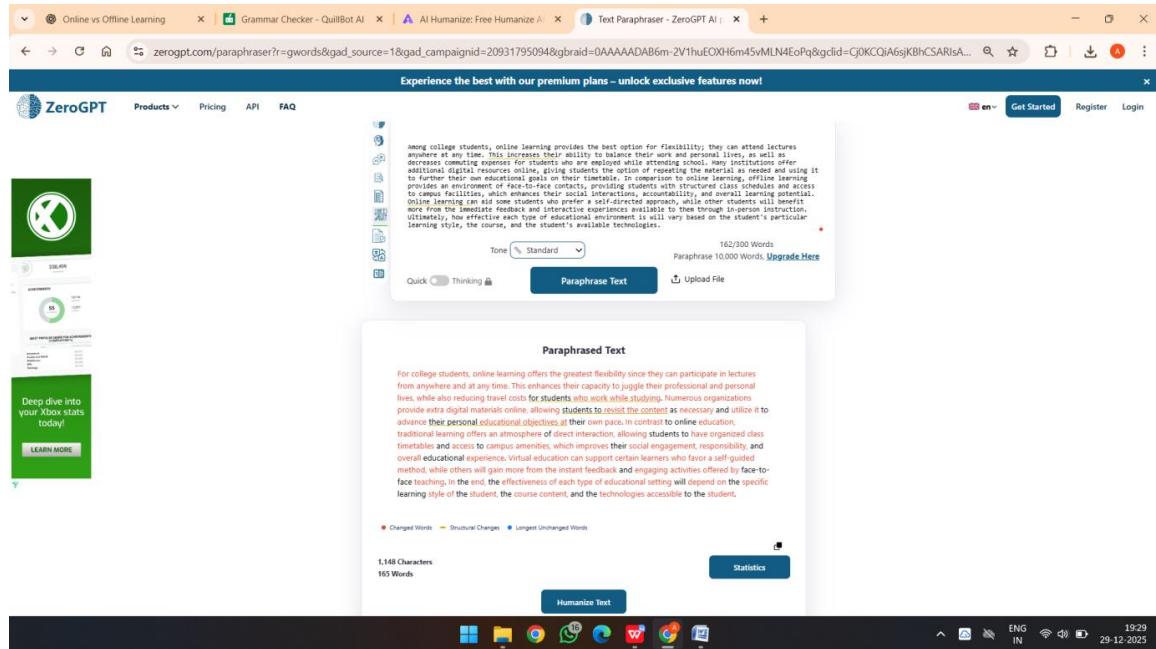
Ask ChatGPT OR Google Gemini to generate a 100–120 word paragraph on:

“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

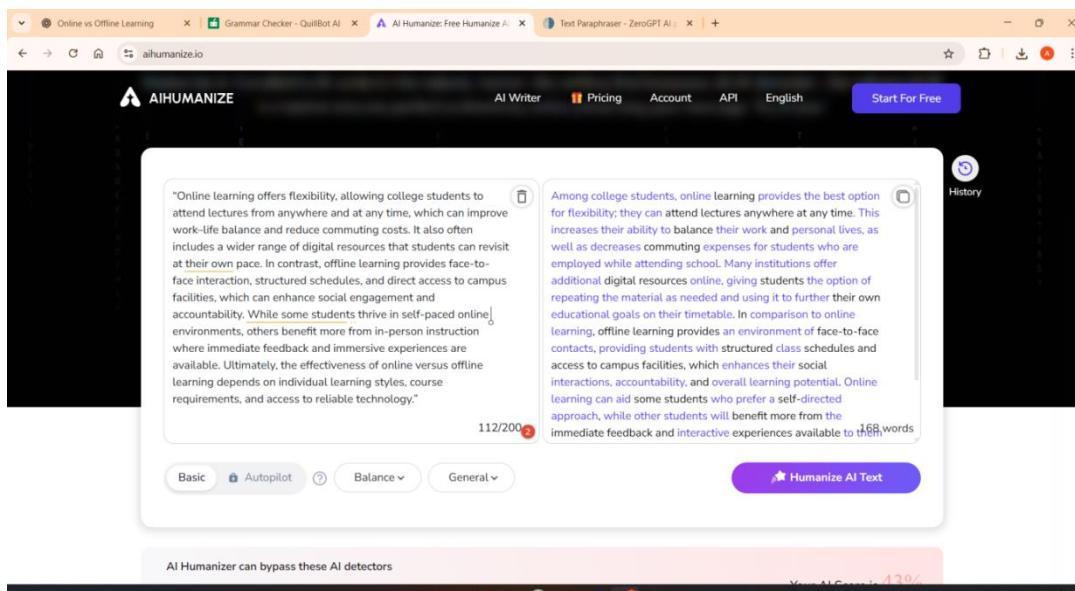
(a)

The screenshot shows the QuillBot Grammar Checker interface. On the left, there's a sidebar with various AI tools: Paragrapher, Grammar Checker (selected), AI Detector, Plagiarism Checker, AI Humanizer, AI Chat, AI Image Generator, More, and QuillBot for Chrome. The main area displays a paragraph about online learning advantages. The text is underlined with blue and red highlights, indicating errors. To the right, the Grammar Checker panel shows two sections: 'Clarity' and 'Fluency'. Under 'Clarity', it says 'Consider active voice' with a 'Premium' badge. Under 'Fluency', it says 'Improve fluency'. Below these are four circular icons with scores: Grammar (100), Fluency (76), Clarity (85), Engagement (88), and Delivery. A progress bar at the bottom indicates the text is 'Good'. The status bar at the bottom right shows the date and time: 29-12-2025, 19:28, ENG IN.



(c)

1. “Online learning offers flexibility ... which can improve work–life balance”
    - This assumes everyone values or experiences improved balance, which isn’t always true.
  2. “Offline learning ... can enhance social engagement and accountability.”
    - Generalizes that all face-to-face settings improve engagement and accountability.
  3. Some students thrive ... others benefit more ...”
    - This broad categorization lacks evidence or nuance.



## **Aim-11**

**To compare AI-generated content with student-created content and understand limitations of AI.**

- 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:
  - I. Human-Generated Content
  - II. AI-Generated Content

### **Human-Generated-**

Artificial Intelligence is growing very fast, and many people worry that it will replace human jobs. In my opinion, AI will not completely replace jobs but will change the way we work. Some simple and repetitive tasks like data entry, ticket booking, or basic customer support can be done by AI faster and more accurately. However, jobs that need creativity, emotions, decision-making, and human interaction such as teaching, healthcare, leadership, and design still need humans. AI can help people by reducing workload and improving efficiency. For example, doctors can use AI for faster diagnosis, and teachers can use it for personalized learning. New jobs related to AI development, maintenance, and ethics are also being created. So, instead of replacing humans, AI will change job roles and require people to learn new skills.

### **AI-Generated-**

Artificial Intelligence is transforming the modern workplace and raising questions about the future of employment. While AI may replace some routine and repetitive jobs, it is more likely to change jobs rather than eliminate them completely. Many tasks such as data analysis, scheduling, and customer support can be automated, allowing humans to focus on creative and strategic work. AI also creates new job opportunities in fields like machine learning, cybersecurity, and AI ethics. Industries such as healthcare, education, and engineering benefit from AI as a support tool rather than a replacement. Workers will need to adapt by learning new skills and working alongside intelligent machines. Overall, AI is reshaping jobs by enhancing productivity and efficiency instead of fully replacing the human workforce.

## **Comparison Table-**

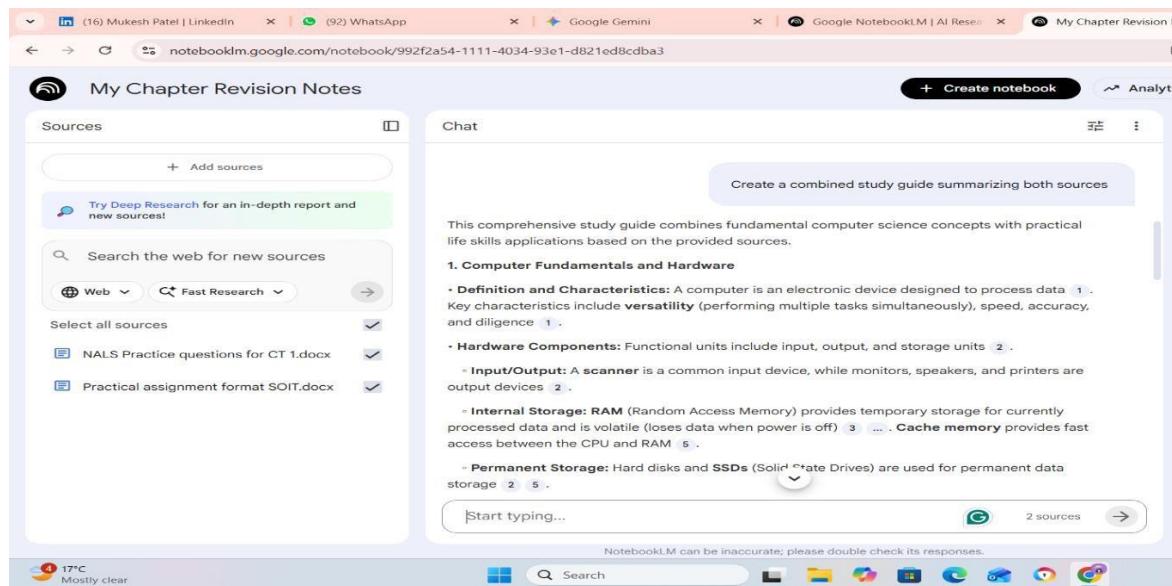
<b>Human-Generated Content Steps</b>	<b>AI-Generated Content Steps</b>
<b>Written using personal thinking and understanding</b>	<b>Generated using trained data and algorithms</b>
<b>Includes personal opinion and examples</b>	<b>Uses general and balanced information</b>
<b>May have simple language and minor errors</b>	<b>Usually well-structured and grammatically correct</b>
<b>Takes more time to write</b>	<b>Generates content instantly</b>
<b>Shows originality and student perspective</b>	<b>May sound generic or similar to other AI texts</b>

## Aim-12

Create a new NotebookLM project titled: "My Chapter Revision Notes."

- a) Upload multiple sources (any 2) such as:
  - i. PDF notes
  - ii. Web articles
  - iii. Text copied into NotebookLM
- b) Ask NotebookLM to:
  - 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.
- c) Manually check for:
  - i. Any incorrect facts
  - ii. Repeated information
  - iii. Missing important points
- d) Attach 3 screenshots from NotebookLM:
  - i. Combined study guide
  - ii. Flashcards
  - iii. Concept map / explanation

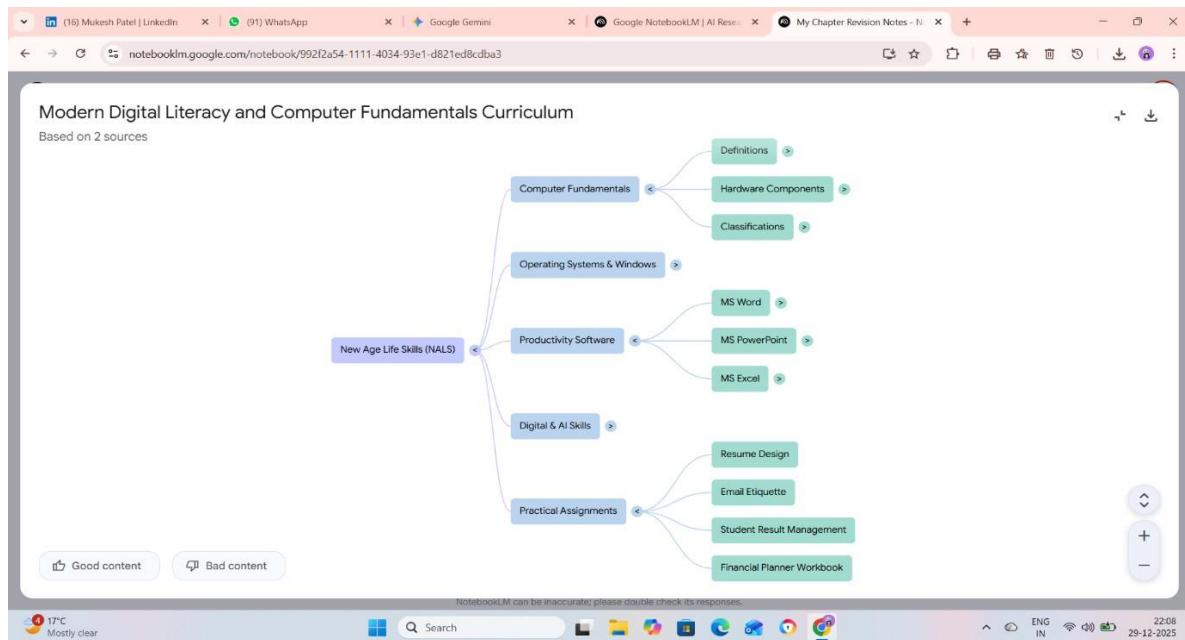
### 1. Combined study guide



## 2. Flashcards

The screenshot shows a web browser window with multiple tabs open. The main content area displays a 'My Chapter Revision Notes' page. On the left, there's a sidebar with 'Sources' (including 'Add sources', 'Search the web for new sources', and filters for 'NALS Practice questions' and 'Practical assignment format'). The central area contains a summary of a curriculum document for 'New Age Life Skills' at Rungta International Skills University for the 2025-26 session, detailing fifteen tasks for digital competency building. To the right, a 'Computing Flashcards' application is embedded, showing a single card with the question: 'What is the best definition of a computer?'. Below the card are buttons for 'See answer' and navigation arrows. At the bottom of the browser window, there are 'Good content' and 'Bad content' buttons, along with a note about NotebookLM being inaccurate.

## 3. Conceptmap/ explanation



## Aim 13 -Create a complete Student Result Management workbook.

(a) Create a new workbook with 3 sheets renamed as:

i. StudentData ii. MarksAnalysis iii. Charts

(b) In StudentData, enter a list of 15 students with:

(c) Name, Roll No, Class, City, Subject1, Subject2, Subject3.

(d) Use Flash Fill to split "FullName" into "FirstName" and "LastName". (e) Use Find & Replace to replace city name "Delhii" with correct "Delhi".

(f) Use IF function to calculate Pass/Fail (Pass = total  $\geq$  120).

(g) Use COUNTIF to find how many students belong to "Delhi".

(h) Use AVERAGE, MAX, MIN to analyse marks in the MarksAnalysis sheet.

(i) On the Charts sheet, create:

i. A Bar Chart showing marks of anyone subject.

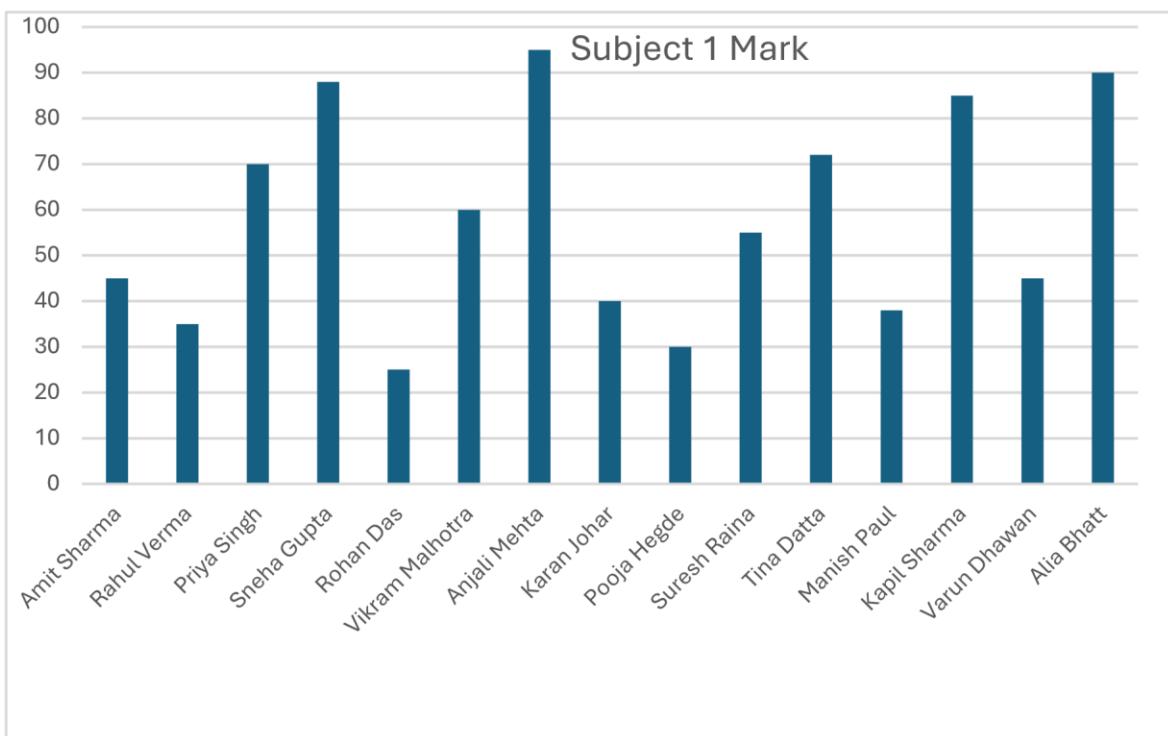
ii. A Pie Chart showing percentage of pass vs fail.

(j) Apply Conditional Formatting to highlight marks  $<$  40 in red.

(k) Convert the table into a formatted Excel Table.

Full Name	Roll No	Class	City	Subject1	Subject2	Subject3	Total	Result
Amit Sharma	101	12	Delhi	45	50	60	155	Pass
Rahul Verma	102	12	Mumbai	35	40	38	113	Fail
Priya Singh	103	12	Delhii	70	80	75	225	Pass
Sneha Gupta	104	12	Delhi	88	90	92	270	Pass
Rohan Das	105	12	Pune	25	30	28	83	Fail
Vikram Malhotra	106	12	Delhii	60	65	70	195	Pass
Anjali Mehta	107	12	Mumbai	95	92	89	276	Pass
Karan Johar	108	12	Delhi	40	42	45	127	Pass
Pooja Hegde	109	12	Delhii	30	35	20	85	Fail
Suresh Raina	110	12	Chennai	55	60	58	173	Pass
Tina Datta	111	12	Pune	72	68	74	214	Pass
Manish Paul	112	12	Delhi	38	39	41	118	Fail
Kapil Sharma	113	12	Mumbai	85	80	82	247	Pass
Varun Dhawan	114	12	Delhii	45	48	50	143	Pass
Alia Bhatt	115	12	Chennai	90	95	98	283	Pass

Subject	Average	Max	Min	Result	Count
Subject1	58.2	100	40	Pass	11
Subject2	60.93	100	40	Fail	4
Subject3	61.33	100	40		



## Aim14 -

### Build a workbook for managing and analyzing sales data of a small store.

- (a) Create a workbook with sheets:
- (b) Import a CSV sales file (or create a sample table) containing: Date, Product, Category, Quantity, Price, Total Sales.
- (c) Use Sort (A → Z, Z → A) to organize products by name and category.
- (d) Apply Filter to view only “Electronics” category.
- (e) Use SUMIF to find total sales for a selected product (e.g., “Headphones”).
- (f) Use LEFT, RIGHT, MID to extract: I. First 3 letters of the product name

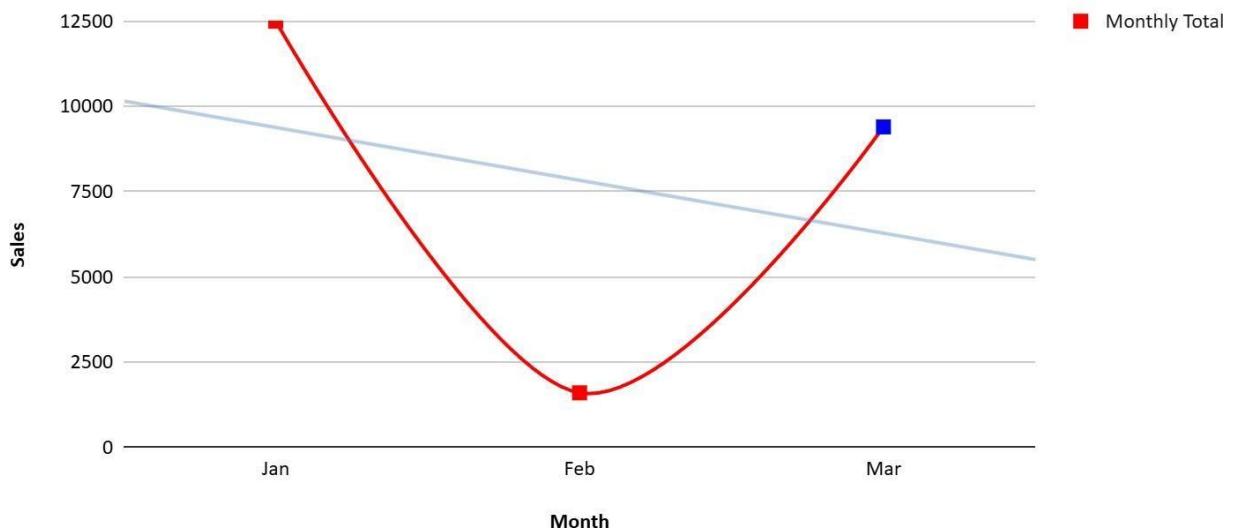
#### II. Last 2 letters of the category

- (g) Find the highest and lowest sales value using MAX/MIN.
- (h) Prepare a monthly sales summary in the Summary sheet using AVERAGE & SUM.
- (i) Create a Line Chart of month-wise total sales in the Charts sheet.
- (j) Apply sheet protection so data cannot be edited accidentally.

Date	Product	Category	Quantity	Price	TotalSales	Prod_First3	Cat_Last2
2025-01-05	Headphones	Electronics	5	1500	7500	Hea	cs
2025-01-12	Mouse	Electronics	10	500	5000	Mou	cs
2025-02-03	Notebook	Stationery	20	80	1600	Not	ry
2025-02-18	Keyboard	Electronics	7	1200	8400	Key	cs
2025-03-10	Pen	Stationery	50	20	1000	Pen	ry
2025-03-22	Speaker	Electronics	4	2500	10000	Spe	cs

Metric	SUMofValue
HighestSale	10000
LowestSale	1000
TotalSales(Headphones)	7500
GrandTotal	18500

## Month-wise Sales



Store\_Sales\_Analysis

	Month	SUMofMonthlyTotal		
		Sales	Prod_First3	Cat_Last2
Feb	7500	Hea	cs	1600
	5000	Mou	cs	
Jan	1600	Not	ry	12500
	8400	Key	cs	
Mar	1000	Pen	ry	9400
	10000	Spe	cs	
<b>GrandTotal</b>				<b>23500</b>

## Aim-15

### Create a complete personal financial planner workbook.

a) Create and rename sheets as:

a. *Expenses*

b. *Budget*

c. *Charts*

b) Enter at least 20 rows of expense data:

**Date, Category, Expense Detail, Amount, Payment Method.**

c) Use Data Validation dropdown to create a category list (Food, Travel, Fees, Shopping, Other).

d) Use Remove Duplicates on the Category column if repeated incorrectly.

e) Use SUMIF to calculate total spending for each category.

f) In the Budget sheet, create the monthly budget and compare with actual expenses using:

Difference = Budget – Actual (formula required)

g) Highlight expenses above ₹2000 using Conditional Formatting.

h) Create:

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  
Save worksheet in Page Layout view and adjust print area.

#### 1. Financial\_data

C	D	E	F	G	H	I	J	K	L
		Date	Category	Expense Detail	Amount (₹)	Payment Method	Day	Month	
		02-01-2025	Food	Lunch	450	UPI	2	1	
		03-01-2025	Travel	Bus Pass	1000	Cash	3	1	
		05-01-2025	Fees	Exam Fee	2800	Card	5	1	
		06-01-2025	Shopping	Books	1600	UPI	6	1	
		07-01-2025	Food	Dinner	550	Cash	7	1	
		08-01-2025	Travel	Cab	1800	UPI	8	1	
		09-01-2025	Other	Mobile	349	UPI	9	1	
		10-01-2025	Shopping	Recharge					
		11-01-2025	Food	Shoes	3200	Card	10	1	
		12-01-2025	Fees	Snacks	200	Cash	11	1	
		13-01-2025	Travel	Course Fee	4800	Net Banking	12	1	
		14-01-2025	Other	Train Ticket	1500	Card	13	1	
		15-01-2025	Food	Internet Bill	899	UPI	14	1	
		16-01-2025	Shopping	Groceries	2000	Cash	15	1	
		17-01-2025	Travel	Clothes	2500	Card	16	1	
		18-01-2025	Fees	Fuel	1700	Cash	17	1	
		19-01-2025	Food	Library Fee	1000	UPI	18	1	
		20-01-2025	Other	Breakfast	180	Cash	19	1	
		21-01-2025	Shopping	Medicine	750	Cash	20	1	
		22-01-2025	Travel	Backpack	2100	UPI	21	1	
				Auto	400	Cash	22	1	

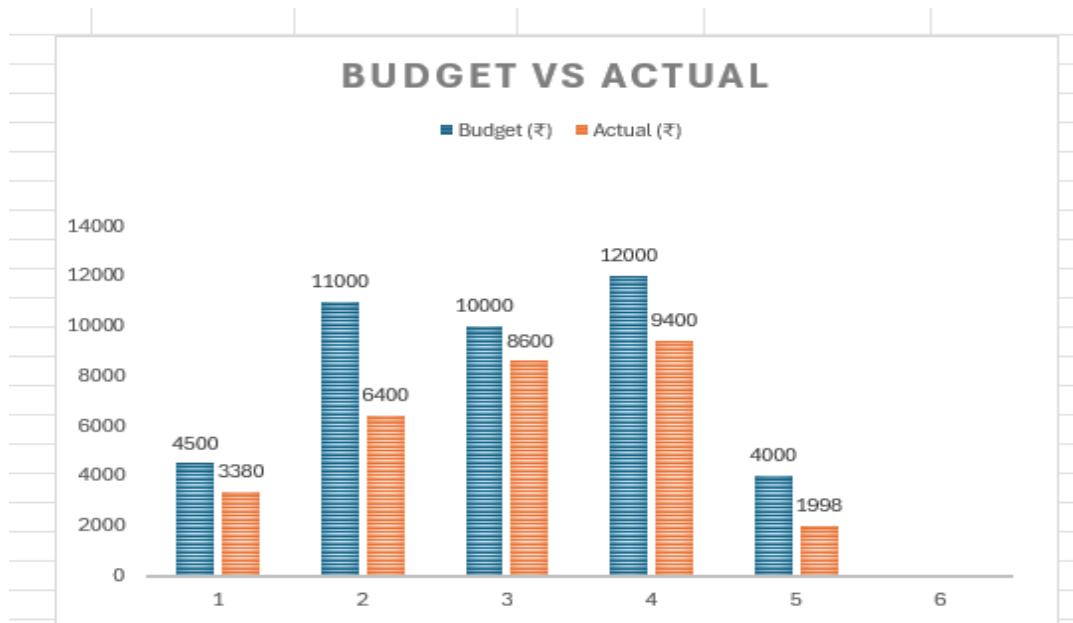
## 2. Budget

Category	Budget (₹)	Actual (₹)	Difference (₹)
Food	4500	3380	1120
Travel	11000	6400	4600
Fees	10000	8600	1400
Shopping	12000	9400	2600
Other	4000	1998	2002

## 3. Expense

Category	Total Expense (₹)
Food	4540
Travel	9500
Fees	9500
Shopping	11900
Other	3048

## Charts



### Chart showing category-wise spending



Total Expense (₹)

