# EXPERIMENT – 1

**Design a professional resume using templates.**

# Girdhar Chouhan

Student

## PROFILE

IT Field student.
I consider my self a
responsible and orderly
person.
I am looking foward for
my first work experience.

## CONTACT ME

📞 +91-8643045931

✉ girdhar.chouhan@rungta.org

📍 Nunpani, Saraipali,
Chhattisgarh

## EDUCATION

PT. RAVISHANKAR SHUKLA UNIVERSITY
*Bachelor's Of Computer Application*

K.D RUNGTA COLLEGE OF SCIENCE AND
TECHNOLOGY, ATARI, RAIPUR

*2021-2024*

## LANGUAGE

Hindi

English

## COMPUTER SKILLS

- PROGRAMMING LANGUAGES: C, C++, JAVA (EDIT AS APPLICABLE)
- WEB TECHNOLOGIES: HTML, CSS, JAVASCRIPT (IF KNOWN)
- DATABASE: MYSQL (IF APPLICABLE)
- OPERATING SYSTEMS: WINDOWS, LINUX (OPTIONAL)
- TOOLS: MS WORD, MS EXCEL, POWERPOINT

## STRENGTHS

- QUICK LEARNER
- PROBLEM-SOLVING SKILLS
- TEAMWORK AND COMMUNICATION
- TIME MANAGEMENT

## DECLARATION

I hereby declare that the above information is true
and correct to the best of my knowledge and belief

DATE: _____        SIGNATURE:
PLACE: _____        (GIRDHAR CHOUHAN)

# EXPERIMENT – 2

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

## Building Your Career Path: A Strategic Guide

Embark on a journey to shape your professional future with intention and clarity. This presentation will equip you with the tools and insights to navigate your career path effectively, leading to greater fulfillment and success.

## Why Career Planning Matters

### Boosted Motivation & Success

According to a 2025 LinkedIn study, 70% of professionals report that deliberate career planning significantly increases their motivation and overall success.

### Clear Goals, Greater Satisfaction

Defining clear professional objectives directly correlates with higher job satisfaction and abundant growth opportunities within your chosen field.

### Strategic Direction

A well-thought-out career plan provides a strategic compass, guiding your decisions and ensuring every step contributes to your long-term vision.

## Assessing Your Strengths & Interests


Self-Discovery Tools


Aligning Passions with Goals

## Setting SMART Career Goals

**1** **Specific**
Clearly define what you want to achieve.

**2** **Measurable**
Establish criteria for tracking progress.

**3** **Achievable**
Ensure goals are realistic and attainable.

**4** **Relevant**
Align goals with your broader career aspirations.

**5** **Time-bound**
Set a clear deadline for completion.

**Example:** "Become a project manager within 3 years by completing PMP certification, leading two successful projects, and demonstrating leadership skills."

# Building Skills & Experience
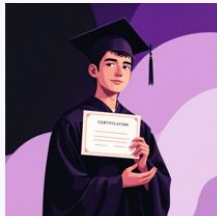


### Certifications & Learning

Invest in specialized certifications, attend workshops, and consider internships or volunteer roles that directly enhance your skill set and provide practical experience.

### Strategic Networking

Actively engage in industry events, leverage platforms like LinkedIn for outreach, and cultivate meaningful professional relationships that can open doors to new opportunities.

### Showcasing Achievements

Develop a compelling professional portfolio or a meticulously crafted resume that highlights your accomplishments, showcasing the tangible impact of your work and skills.



# Overcoming Challenges & Staying Adaptable

### Continuous Learning

The job market constantly evolves. Embrace a mindset of continuous learning to stay relevant and ahead of emerging trends.

### Resilience & Mentorship

Navigate setbacks with unwavering resilience. Seek out mentors who can provide guidance, support, and a fresh perspective during challenging times.

### Case Study: Sarah Lee

Sarah successfully pivoted from marketing to data analytics in just 18 months, demonstrating the power of adaptability and strategic skill acquisition.

## Your Career Roadmap: Next Steps

**01**

### Develop a 1-Year Action Plan

Outline specific milestones and regularly review your progress to stay on track and make necessary adjustments.

**02**

### Leverage Mentors & Feedback

Actively seek constructive feedback and guidance from experienced mentors to accelerate your personal and professional growth.

**03**

### Embrace Opportunities

Remain open to new opportunities and allow your interests to evolve, recognizing that career paths are often dynamic and non-linear.

## Your Future Starts Now

Take the first step towards a fulfilling and impactful career.

# Thank You!

- **Questions & Discussion:** Feel free to ask anything about career planning or strategy.
- **Contact Info:** [Your Name/Company Name] | [Your Email] | [Your Website/LinkedIn]

> We're here to support your career journey. Reach out for follow-up and access to exclusive career resources.

# EXPERIMENT – 3

Create a social media poster for "DIGITAL AWARENESS WEEK" using canva.
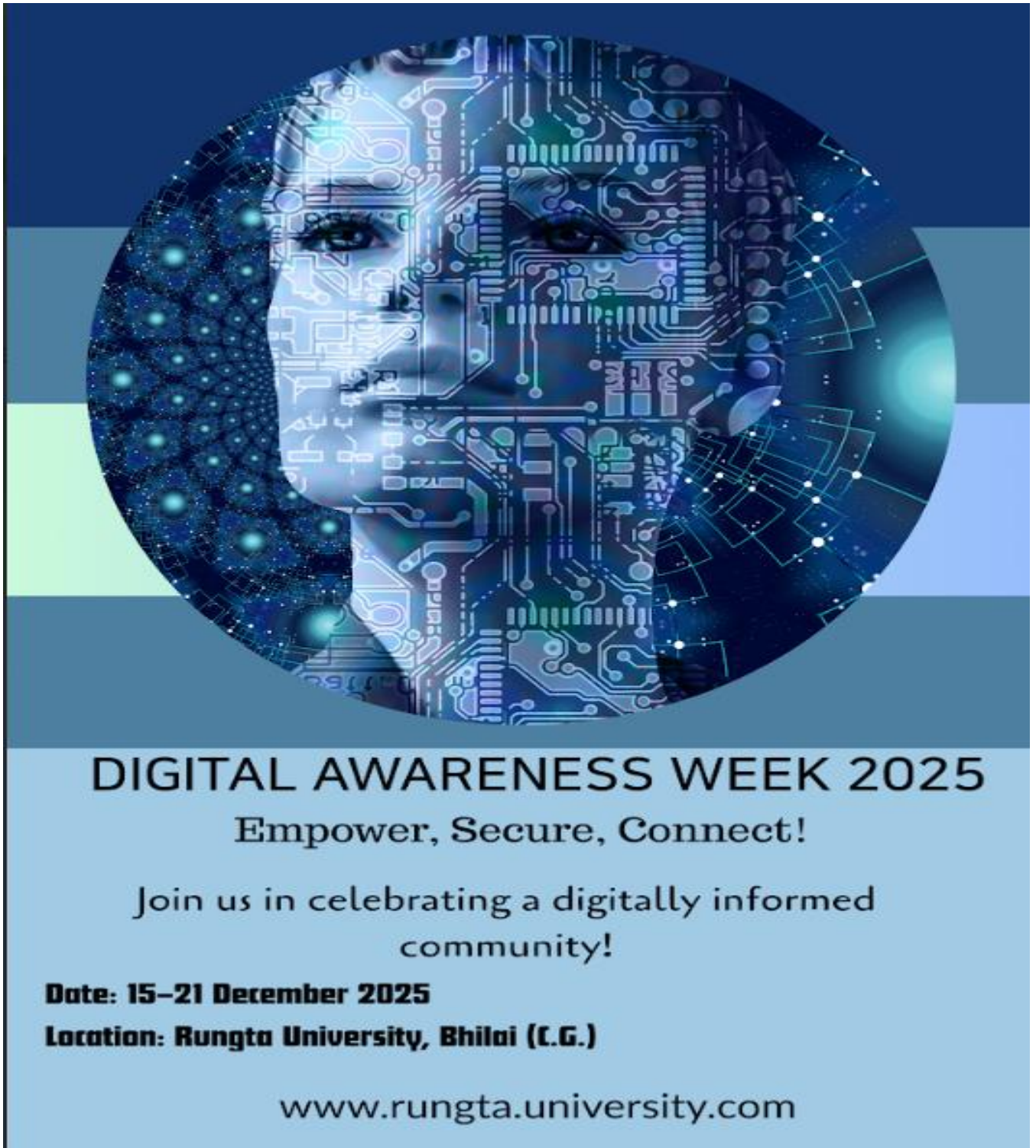
# EXPERIMENT – 4

## Compose & send a professional email with an attachment as "you are applying for an internship, send email to HR with your resume attached".

M Gmail                                    Girdhar Chouhan <chouhangirdhar545@gmail.com>

**(no subject)**
1 message

**Girdhar Chouhan** <chouhangirdhar545@gmail.com>                    11 November 2025 at 11:14
To: priya.das@rungta.ac.in
Bcc: "girdhar.chouhan@rungta.org" <girdhar.chouhan@rungta.org>

Girdhar Chouhan
Bhilai, Chhattisgarh
Phone: +91-8643045931
Email: chouhangirdhar545@gmail.com
2025

Hiring Manager
Microsoft
Bengaluru, Karnatka

Subject: Application for hiring Python Devloper

Respected Madam

I am writing to express my interest in the Python Devloper role in your organisation. I have recently completed my MCA (Master of Computer Applications) and I am looking for an opportunity to begin my career in the IT industry.

During my MCA, I gained strong foundations in Java, Python, DBMS, SQL, HTML, CSS and Data Structures. I have also worked on academic projects where I learnt how to design backend logic, implement database connectivity and develop user interfaces. I am familiar with Git/GitHub, basic SDLC concepts and teamwork in group projects. I learn fast and can adapt to professional environments quickly.

I am confident that I can contribute positively as a beginner with a sincere learning attitude. It would be an honour if you consider my profile for an interview. I am ready to join immediately and would love to grow along with the organisation.

Thank you for your time and consideration.

Regards,
Girdhar Chouhan

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📄 **cvvvv.pdf**
584K

# EXPERIMENT – 5

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



## Student Attendance Report

**B** *I* <u>U</u> 🔗 ✕

Please complete this form to record student attendance accurately. Submit one response per class session.

This form is automatically collecting emails from all respondents. Change settings

---

::::

| Subject / Course Name | 🖼 | ═ Short answer ▾ |

Short answer text

---

A  Class / Section  *

Short answer text

---

Student Name  *

Short answer text

---

Student ID / Roll Number  *

Short answer text

---

Student Phone Number

Short answer text

student Email I'D *

Short answer text

Attendance Status *

○ Present

○ Absent

○ Late

○ Excused

Reason for Absence / Late (if applicable)

Long answer text

Additional Notes

Long answer text

Questions    Responses **1**    Settings

## Who has responded?

Email

karshpiyush1@gmail.com

🕐 Waiting for 1 response     **Send email reminder**

piyush.kumar.karsh@rungta.org

Subject / Course Name
1 response

MCA / AI-ML

A Class / Section
1 response

MCA 1st Semester

Student Name
1 response

Piyush Kumar Karsh

Student ID / Roll Number
1 response

10967

## Student Phone Number

1 response

6267896216

## student Email I'D

1 response

karshpiyush1@gmail.com

## Attendance Status

1 response



- Present
- Absent
- Late
- Excused

100%

## Reason for Absence / Late (if applicable)

0 responses

No responses yet for this question.

## Additional Notes

1 response

I am proud to be Attending this University

# EXPERIMENT – 6

## Demonstrate the creation and management of your digital identity.



**Girdhar Chouhan** ⊘ Add verification badge
Student at Rungta International Skills University
Bhilai, Chhattisgarh, India · **Contact info**

Rungta International Skills University

**Open to**  |  **Add profile section**  |  **Enhance profile**  |  Resources

**Open to work**
Artificial Intelligence Engineer roles
Show details

---

## Analytics ❷

**17**
Post impressions
▲**750%** past 7 days

**0**
Followers
●0% past 7 days

**0**
Profile viewers
Past 90 days

**0**
Search appearances
Previous week

---

## Weekly sharing tracker

Increase your visibility by posting or commenting. We suggest taking **3 actions every week**.

Jan 5-Jan 11
**0 of 3** actions
No actions yet. Take 3 actions to achieve the weekly sharing goal.

**0 posts**
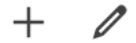Members who post once per week on average see up to 4x more profile views.
**Start a post**

**0 comments**
Members who comment once per week on average see up to 3x more profile views.
**Comment on feed**

## Education

Rungta International Skills University
Master of Computer Applications - MCA, AI/ML
2025 - 2027

⬦ Engineering

K. D. Rungta College of Science & Technology, Atari
Bachelor of Computer Application
Jul 2021 - Apr 2024
Grade: A

## ← Skills

**All**  Industry Knowledge  Tools & Technologies  Interpersonal Skills

Python (Programming Language)

Communication

Research Skills

Strategy

Leadership
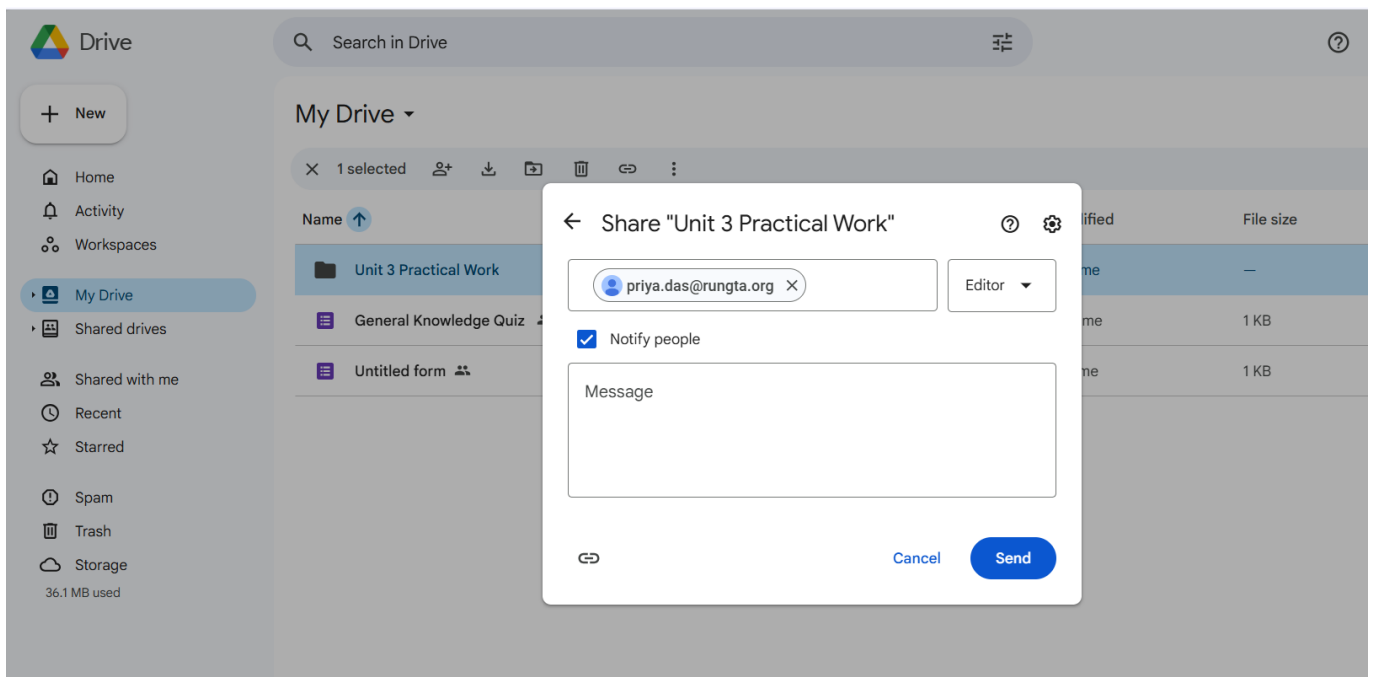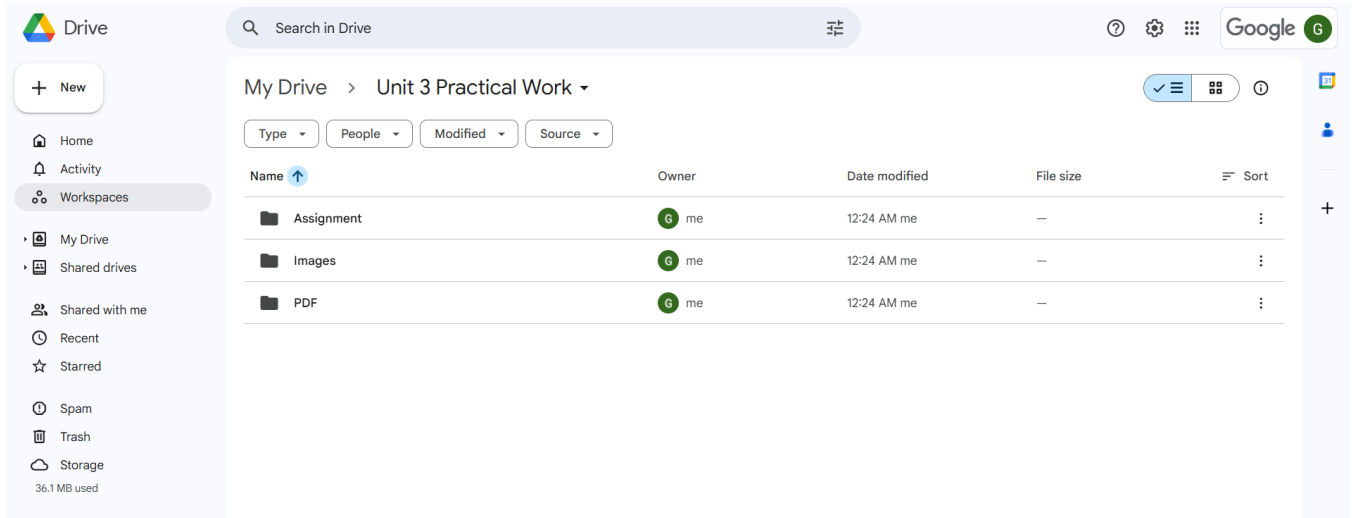
Engineering

Rungta International Skills University

# EXPERIMENT – 7

## Using Google Drive or OneDrive.

# EXPERIMENT – 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 :-

**Q.1 What type of cybercrime is happening here?**

**Ans:-** This is a Phishing scam (specifically a Job Offer / Employment Scam).
The attacker is trying to trick the victim into paying money and possibly sharing personal details by pretending to be a legitimate company (Google).

**Q.2 List 3 red flags that show it is a scam?**

**Ans :-**

**1. Verification fee demand**
Legitimate companies like Google never ask for money (₹2,499) for job verification or selection.

**2. Unrealistic offer without process**
A salary of ₹18 LPA, remote role, and "shortlisted" message without interviews, coding tests, or official communication is highly suspicious.

**3. Urgency and pressure tactics**
Phrases like "Limited seats" and "Pay now to confirm" are classic scam tactics to force quick decisions without verification.

**Q.3 What should he do to verify if a job offer is real?**

## Ans:- 1. Check the sender's profile carefully

- Verify if the LinkedIn account is officially connected to Google

- Look for a verified company badge and genuine work history

## 2. Confirm through official channels

- Visit Google's official careers website

- Check whether the same job role is listed there

## 3. Never pay any fees

- Legitimate employers do not charge money for hiring, background checks, or verification

## 4. Contact the company directly

- Use official company emails or career portals, not links shared in messages

## 5. Report and block the sender

- Report the message to LinkedIn as a scam

- Block the sender to prevent further contact

# Create a Google Form Quiz with the following requirements.

## General Knowledge Quiz

Answer all questions. Each question carries 2 point.

1. Which of the following is a valid Python variable name? *

- ○ 2value
- ○ value-2
- ○ _value
- ○ value 2

2. Which keyword is used to define a function in Python? *

- ○ function
- ○ def
- ○ fun
- ○ define

3. Which data type is **immutable**? *

- ○ List
- ○ Dictionary
- ○ Set
- ○ Tuple

4. What does len() do? *

◯ Counts characters

◯ Counts items in an object

◯ Returns memory size

◯ Converts to string

5. Which of the following is used for exception handling? *

◯ try-except

◯ do-catch

◯ if-else

◯ error-handle

# Responses :-

3 responses        🔗 Link to Sheets   ⋮

| Summary | Question | Individual |
|---|---|---|

‹   2   of   3   ›       🖨   🗑

10 of 10 points       *Score released Jan 13 11:19 PM*

# General Knowledge Quiz

Answer all questions. Each question carries 2 point.

* Indicates required question

✓ **1. Which of the following is a valid Python variable name?** *       2    / 2

○ 2value

○ value-2

◉ _value                                             ✓

○ value 2

Add individual feedback

---

✓ **2. Which keyword is used to define a function in Python?** *       2    / 2

○ function

◉ def                                                 ✓

○ fun

○ define

Add individual feedback

---

✓ **3. Which data type is immutable?** *       2    / 2

○ List

○ Dictionary

○ Set

◉ Tuple                                             ✓

Add individual feedback

---

✓ **4. What does len() do?** *       2    / 2

○ Counts characters

◉ Counts items in an object                              ✓

○ Returns memory size

○ Converts to string

Add individual feedback

---

✓ **5. Which of the following is used for exception handling?** *       2    / 2

◉ try-except                                          ✓

○ do-catch

○ if-else

○ error-handle

Add individual feedback

# EXPERIMENT – 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. Overgeneralizations
      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 results
      ii. Grammarly suggestion page
      iii. Original AI paragraph vs your rewritten unbiased version

**ChatGPT Generated: -**

Online learning offers college students flexibility and access to a wide range of resources, enabling them to study asynchronously and balance jobs or family responsibilities. High-quality online courses can deliver structured content, multimedia, and collaboration tools that support diverse learning styles. However, remote formats can reduce spontaneous in-person interactions and make it harder to practise interpersonal skills, lab work, or hands-on projects that benefit from physical presence. Outcomes often depend on course design, student motivation, and access to reliable technology. For many students, blended models that combine online content with face-to-face sessions provide the best balance — pairing the scalability and convenience of digital learning with the social, practical, and mentoring benefits of traditional classrooms.

**Rewrite: -**

**Online learning is an innovation in learning mode brought by the inevitability of information and communication technology. The present study highlights the benefits of online learning for students. The study was conducted as library research, where previous studies on the benefits of online learning were used as the data source. The study revealed that online learning is argued to have positively affected students' autonomy, motivation, and collaboration skills while providing flexible learning for the learners. The abundance of online sources, tools, and networking enables learners to navigate their learning. These results imply that teachers, educators, and students should embrace online learning and its supporting applications to improve learning processes and outcomes. The present study contributes to the limited literature on a general overview of online learning benefits seen from the learners' side.**

# EXPERIMENT – 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**
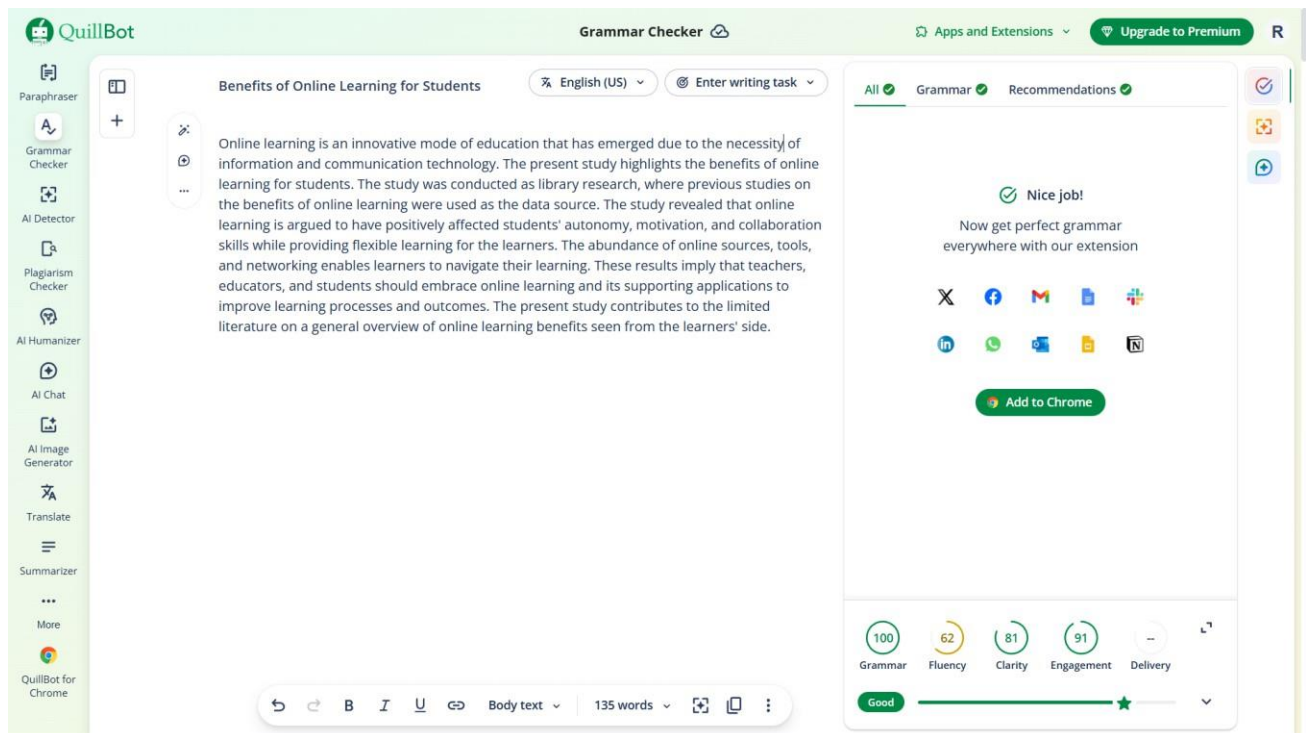


## Hand Writen -:

### "Will AI replace jobs or change them?"

As we live in the era of AI, the most asked question is whether AI will replace our jobs. My answer to this question is that as we progress through new technology and the era of innovation, an AI will more likely change the job rather than replace it. While AI can do lots of work in a very small amount of time without getting tired, some jobs require human creativity, emotional intelligence, critical thinking, and moral judgment—skills that AI doesn't have. For example, AI can quickly analyze medical data that is necessary for human doctors to make accurate diagnoses, provide patient care, and inform

**decision-making. AI is a tool that can help us do our tasks in a much more efficient and productive way. AI will reduce some low-skill jobs, creating challenges for workers. However, it will create new jobs such as AI development, data analysis, cybersecurity, and AI ethics. Overall, AI will not replace our jobs; it represents the shift in the nature of work, making adaptability and continuous learning much more important than ever.**



Plagiarism Checker    Check Grammar    AI Detector      Pro

**Scan Properties**
Sources Found — 0
Words — 184
Characters — 1083
View More Details
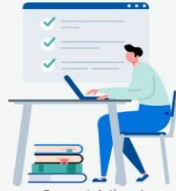
Plagiarism **0%**
Exact Match 0%
Partial Match 0%
Unique **100%**

"Will AI replace jobs or change them?"
As we live in the era of AI, the most asked question is whether AI will replace our jobs. My answer to this question is that as we progress through new technology and the era of innovation, an AI will more likely change the job rather than replace it. While AI can do lots of work in a very small amount of time without getting tired, some jobs require human creativity, emotional intelligence, critical thinking, and moral judgment—skills that AI doesn't have. For example, AI can quickly analyze medical data that is necessary for human doctors to make accurate diagnoses, provide patient care, and inform decision-making. AI is a tool that can help us do our tasks in a much more efficient and productive way. AI will reduce some low-skill jobs, creating challenges for workers. However, it will create new jobs such as AI development, data analysis, cybersecurity, and AI ethics. Overall, AI will not replace our jobs; it represents the shift in the nature of work, making adaptability and continuous learning much more important than ever.

Congratulations !
**No Plagiarism Found**

## AI Detector by Grammarly

Navigate responsible AI use with our AI checker, trained to identify AI-generated text. A clear score shows how much of your work appears to be written with AI so you can submit it with peace of mind.

emotional intelligence, critical thinking, and moral judgment—skills that AI doesn't have. For example, AI can quickly analyze medical data that is necessary for human doctors to make accurate diagnoses, provide patient care, and inform decision-making. AI is a tool that can help us to do our tasks in a much more efficient and productive way. AI will reduce some low-skill jobs, creating challenges for workers. However, it will create new jobs such as AI development, data analysis, cybersecurity, and AI ethics. Overall, AI will not replace our jobs; it represents the shift in the nature of work, making adaptability and continuous learning much more important than ever.

**0% of this text appears to be AI-generated**

Go beyond AI detection

Check text    Clear    1089/10000 characters    Get Grammarly It's free →

Acknowledge AI usage with instant citations formatted in MLA, APA, or Chicago style. **Get Grammarly** It's free →

**AI Generated: -**

**Artificial Intelligence is more likely to change jobs than completely replace them. While AI can automate repetitive and routine tasks, many roles still require human creativity, emotional intelligence, critical thinking, and ethical judgment—skills that machines cannot fully replicate. For example, AI can assist doctors by analyzing medical data, but human doctors are still essential for diagnosis, decision-making, and patient care. Similarly, AI tools help teachers, designers, and programmers work more efficiently rather than eliminating their roles. At the same time, AI will reduce demand for certain low-skill or repetitive jobs, creating challenges for workers who lack opportunities to reskill. However, it will also generate new careers in areas such as AI development, data analysis, cybersecurity, and AI ethics. Overall, AI represents a shift in the nature of work, making adaptability and continuous learning more important than ever.**

## AI Detector by Grammarly

Navigate responsible AI use with our AI checker, trained to identify AI-generated text. A clear score shows how much of your work appears to be written with AI so you can submit it with peace of mind.

judgment—skills that machines cannot fully replicate. For example, AI can assist doctors by analyzing medical data, but human doctors are still essential for diagnosis, decision-making, and patient care. Similarly, AI tools help teachers, designers, and programmers work more efficiently rather than eliminating their roles. At the same time, AI will reduce demand for certain low-skill or repetitive jobs, creating challenges for workers who lack opportunities to reskill. However, it will also generate new careers in areas such as AI development, data analysis, cybersecurity, and AI ethics. Overall, AI represents a shift in the nature of work, making adaptability and continuous learning more important than ever.

**100% of this text appears to be AI-generated**

Pinpoint where AI might've been used in this text

Check text    Clear    952/10000 characters    Get Grammarly →

Acknowledge AI usage with instant citations formatted in MLA, APA, or Chicago style. **Get Grammarly** It's free →

# 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.

Artificial Intelligence is more likely to change jobs than completely replace them. While AI can automate repetitive and routine tasks, many roles still require human creativity, emotional intelligence, critical thinking, and ethical judgment—skills that machines cannot fully replicate. For example, AI can assist doctors by analyzing medical data, but human doctors are still essential for diagnosis, decision-making, and patient care. Similarly, AI tools help teachers, designers, and programmers work more efficiently rather than eliminating their roles. At the same time, AI will reduce demand for certain low-skill or repetitive jobs, creating challenges for workers who lack opportunities to reskill. However, it will also generate

Scan for plagiarism    ↑ Upload a file                                952/**10000**

**3**   We didn't find any plagiarism, but we found 3 writing issues.

| No plagiarism found | ✓ | Grammar | ✓ |
| Spelling | ✓ | Punctuation | ✓ |
| Conciseness | ❶ | Readability | ✓ |
| Word choice | ❶ | Additional issues | ❶ |

**Get Grammarly Pro**

# Comparison: Machine-Generated vs. Manual Writing

| Criteria | AI-Created Content | Hand-Written (Human) Content |
| --- | --- | --- |
| **Main Argument** | Contends that AI will transform careers rather than eliminating them | Shares a similar perspective but through a personal lens |
| **Tone of Writing** | Professional and scholarly | Casual and chatty |
| **Tone & Voice** | Detached and objective | Contains individual viewpoints |
| **Phrasing** | Brief and symmetric | Somewhat extended with slight redundancy |
| **Grammar Precision** | Extremely precise | Generally correct |
| **Illustrations** | Broad and educational | Story-based and typical of a learner |
| **Feeling** | Lacks deep emotion | Has a distinct personal connection |
| **Impartiality** | Unbiased and even-handed | Tends to rely on personal beliefs |
| **Authenticity** | Standard or robotic | Genuine and organic |
| **Test Usage** | Useful for study material | Perfect for written tests |

# EXPERIMENT – 12

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

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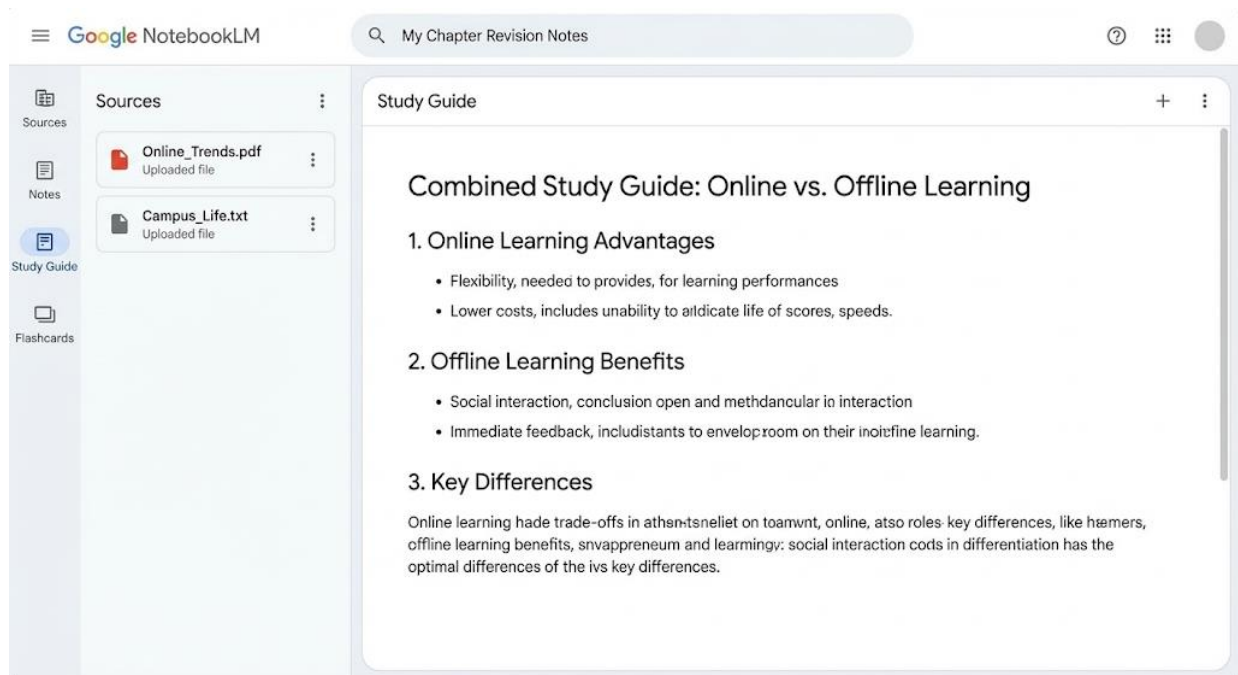**topic. Manually check for:**
        **i. Any incorrect facts**
        **ii. Repeated information**
        **iii. Missing important points**
**Attach 3 screenshots from Notebook**
**LM:**
        **I. Combined study guide**
        **ii. Flashcards**
        **iii. Concept map / explanation**

## I.      Combined study guide :-

## ii.Flashcards



## iii.Concept map / explanation



# EXPERIMENT – 13

- Create a complete Student Result Management workbook.
  - (a) Create a new workbook with 3 sheets renamed as:
    - i. Student Data
    - ii. Marks Analysis
    - iii. Charts
  - (b) In Student Data, enter a list of 15 students with:
  - (c) Name, Roll No, Class, City, Subject1, Subject2, Subject3.
  - (d) Use Flash Fill to split "Full Name" into "First Name" and "Last Name".
  - (e) Use Find & Replace to replace city name "Delhii" with correct "Delhi".
  - (f) Use IF function to calculate Pass/Fail (Pass = total ≥ 120).
  - (g) Use COUNTIF to find how many students belong to "Delhi".
  - (h) Use AVERAGE, MAX, MIN to analyse marks in the Marks Analysis sheet.
  - (i) On the Charts sheet, create:
    - i. A Bar Chart showing marks of any one 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 | Sub1 | Sub2 | Sub3 | Total | Result |
|---|---|---|---|---|---|---|---|---|
| Rahul Sharma | 1 | 10A | Delhii | 45 | 50 | 55 | 150 | Pass |
| Neha Verma | 2 | 10A | Delhi | 60 | 65 | 70 | 195 | Pass |
| Amit Kumar | 3 | 10A | Mumbai | 35 | 40 | 45 | 120 | Fail |
| Priya Singh | 4 | 10A | Delhii | 55 | 60 | 65 | 180 | Pass |
| Rohit Mehta | 5 | 10A | Delhi | 30 | 35 | 40 | 105 | Fail |
| Simran Kaur | 6 | 10A | Chandigarh | 70 | 75 | 80 | 225 | Pass |
| Arjun Patel | 7 | 10A | Ahmedabad | 50 | 55 | 60 | 165 | Pass |
| Anjali Gupta | 8 | 10A | Delhi | 65 | 60 | 70 | 195 | Pass |
| Karan Malhotra | 9 | 10A | Delhii | 40 | 45 | 50 | 135 | Pass |
| Pooja Jain | 10 | 10A | Jaipur | 55 | 50 | 45 | 150 | Pass |
| Suresh Yadav | 11 | 10A | Delhi | 35 | 30 | 40 | 105 | Fail |
| Riya Kapoor | 12 | 10A | Mumbai | 75 | 80 | 85 | 240 | Pass |
| Mohit Bansal | 13 | 10A | Delhi | 60 | 55 | 50 | 165 | Pass |
| Nisha Arora | 14 | 10A | Delhii | 45 | 40 | 35 | 120 | Fail |
| Vikas Rana | 15 | 10A | Delhi | 65 | 70 | 75 | 210 | Pass |

| Subject | Average | Maximum | Minimum | Result | Count |
|---|---|---|---|---|---|
| Subject1 | 52.33333333 | 75 | 30 | Pass | 11 |
| Subject2 | 54 | 80 | 30 | Fail | 4 |
| Subject3 | 57.66666667 | 85 | 35 | | |

**Subject 1 Marks**



**Pass vs Fail Percentage**

27%

73%

■1 ■2 ■3
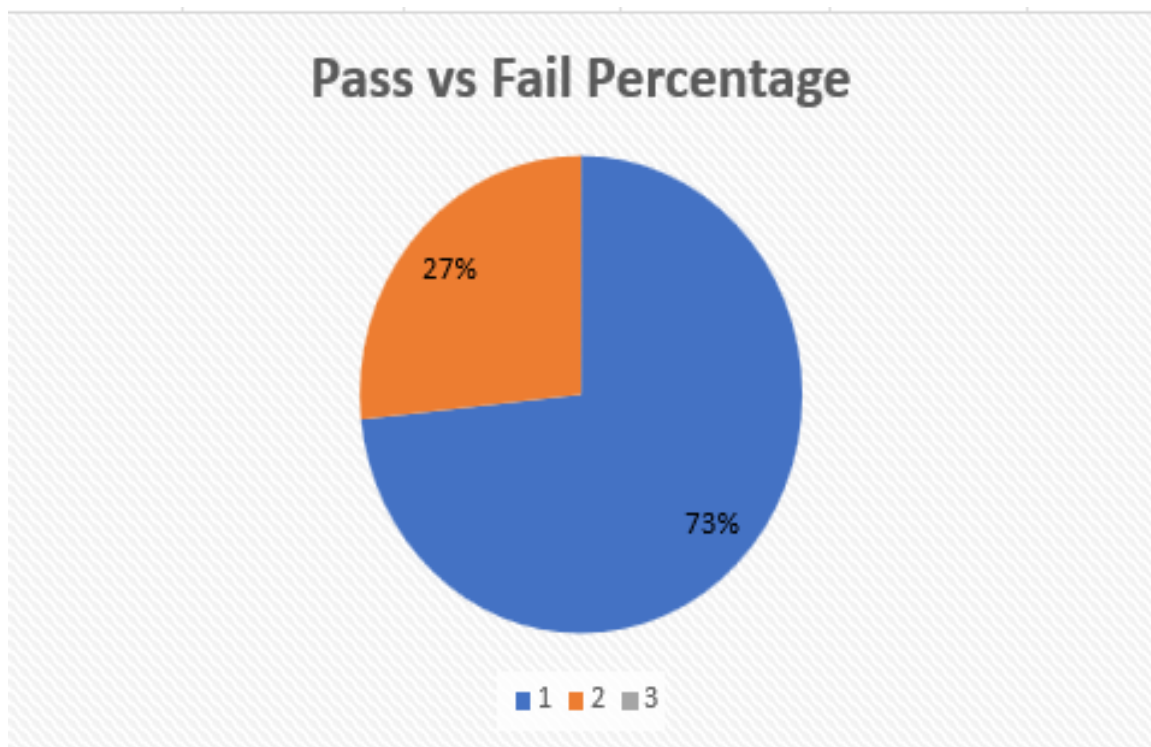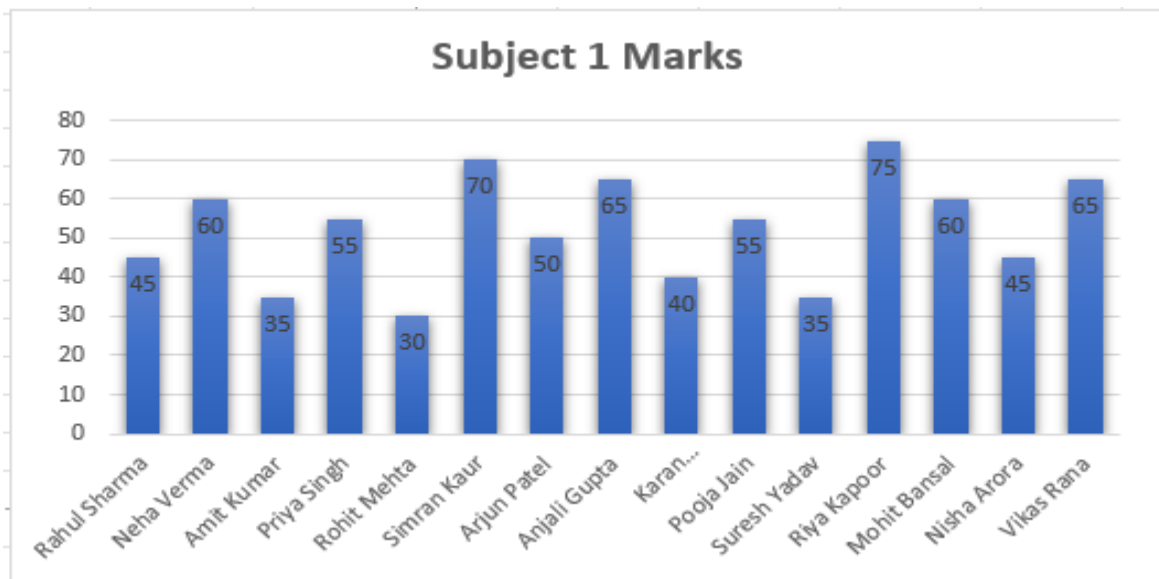
# EXPERIMENT – 14

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

**(a) Create a workbook with sheets:**

**i. Store Sales**

ii. Summary

**(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 | Qty | Price | Total Sales | Prod_first3 Digit | Cat_Last2 |
|------|---------|----------|-----|-------|-------------|-------------------|-----------|
| 01-Jan-25 | Headphones | Electronics | 5 | 1500 | 7500 | Hea | cs |
| 05-Jan-25 | Mouse | Electronics | 10 | 500 | 5000 | Mou | cs |
| 10-Jan-25 | Keyboard | Electronics | 7 | 800 | 5600 | Key | cs |
| 15-Feb-25 | Notebook | Stationery | 20 | 50 | 1000 | Not | ry |
| 18-Feb-25 | Pen | Stationery | 30 | 20 | 600 | Pen | ry |
| 22-Feb-25 | Headphones | Electronics | 3 | 1500 | 4500 | Hea | cs |
| 05-Mar-25 | Charger | Electronics | 6 | 700 | 4200 | Cha | cs |
| 12-Mar-25 | File | Stationery | 15 | 60 | 900 | Fil | ry |

| Metric | SUM of Value |
|--------|--------------|
| Highest Sale | 7500 |
| Lowest Sale | 600 |
| Total Sales (Headphones) | 7500 |
| Grand Total | 15600 |

**MONTHLY SALES TREND**
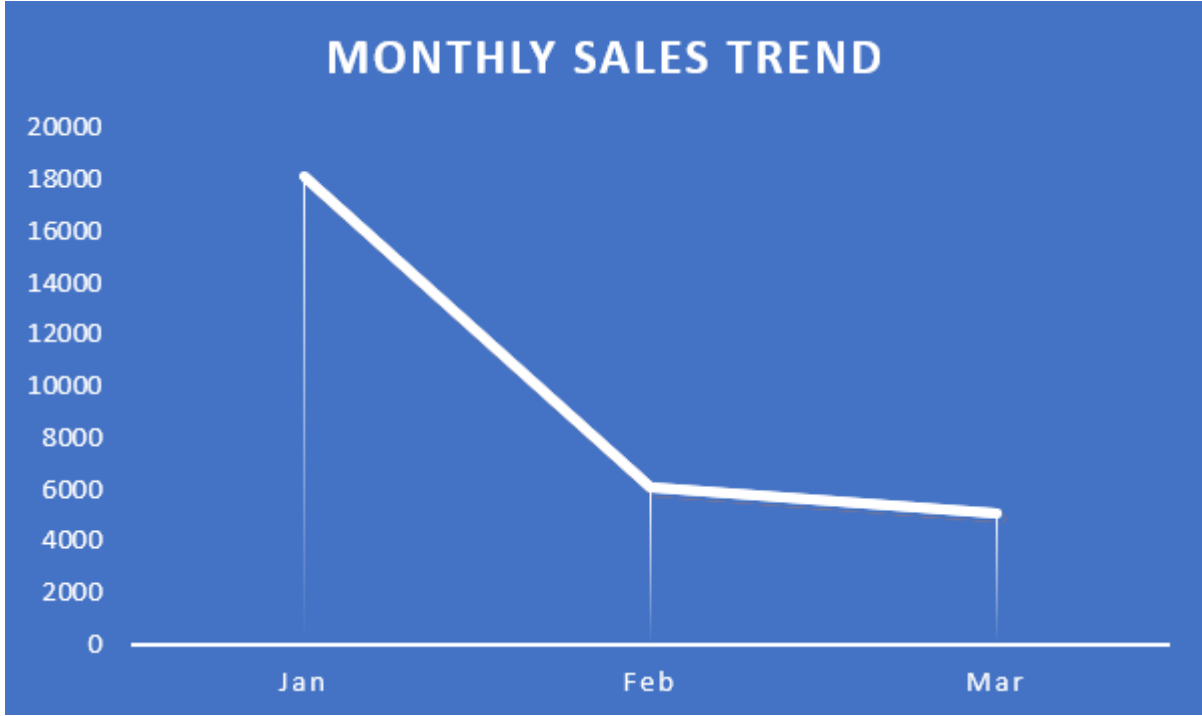
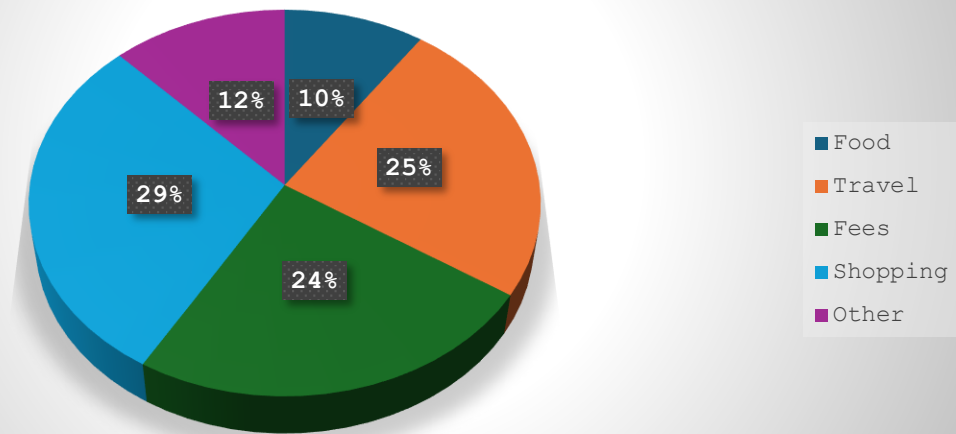| Month | Total Sales | Average Sales |
|-------|-------------|---------------|
| Jan | 18100 | 6033.333333 |
| Feb | 6100 | 2033.333333 |
| Mar | 5100 | 2550 |

# EXPERIMENT – 15

# Create a complete personal financial planner workbook.

| Date | Category | Expense Detail | Amount (₹) | Payment Method | Day | Month |
|------|----------|----------------|------------|----------------|-----|-------|
| 02-01-2025 | Food | Lunch | 250 | Cash | 2 | 1 |
| 03-01-2025 | Travel | Bus Pass | 1200 | UPI | 3 | 1 |
| 05-01-2025 | Fees | Exam Fee | 3000 | Card | 5 | 1 |
| 06-01-2025 | Shopping | Books | 1800 | UPI | 6 | 1 |
| 07-01-2025 | Food | Dinner | 450 | Cash | 7 | 1 |
| 08-01-2025 | Travel | Cab | 2200 | UPI | 8 | 1 |
| 09-01-2025 | Other | Recharge | 399 | UPI | 9 | 1 |
| 10-01-2025 | Shopping | Shoes | 3500 | Card | 10 | 1 |
| 11-01-2025 | Food | Snacks | 150 | Cash | 11 | 1 |
| 12-01-2025 | Fees | Course Fee | 5000 | UPI | 12 | 1 |
| 13-01-2025 | Travel | Train | 1800 | Card | 13 | 1 |
| 14-01-2025 | Other | Internet | 999 | UPI | 14 | 1 |
| 15-01-2025 | Food | Groceries | 2200 | Cash | 15 | 1 |
| 16-01-2025 | Shopping | Clothes | 2700 | Card | 16 | 1 |
| 17-01-2025 | Travel | Fuel | 2000 | Cash | 17 | 1 |
| 18-01-2025 | Fees | Library Fee | 1200 | UPI | 18 | 1 |
| 19-01-2025 | Food | Breakfast | 120 | Cash | 19 | 1 |
| 20-01-2025 | Other | Medicine | 650 | Cash | 20 | 1 |
| 21-01-2025 | Shopping | Bag | 1900 | UPI | 21 | 1 |
| 22-01-2025 | Travel | Auto | 300 | Cash | 22 | 1 |

| Category | Budget (₹) | Actual (₹) | Difference (₹) |
|----------|-----------|-----------|----------------|
| Food | 4000 | 3340 | 660 |
| Travel | 10000 | 9500 | 500 |
| Fees | 10000 | 9200 | 800 |
| Shopping | 12000 | 11900 | 100 |
| Other | 5000 | 3048 | 1952 |

# Chart showing category-wise spending



Legend:
- Food
- Travel
- Fees
- Shopping
- Other

Food 10%, Travel 25%, Fees 24%, Shopping 29%, Other 12%

## Budget vs Actual



Legend: Budget (₹), Actual (₹)
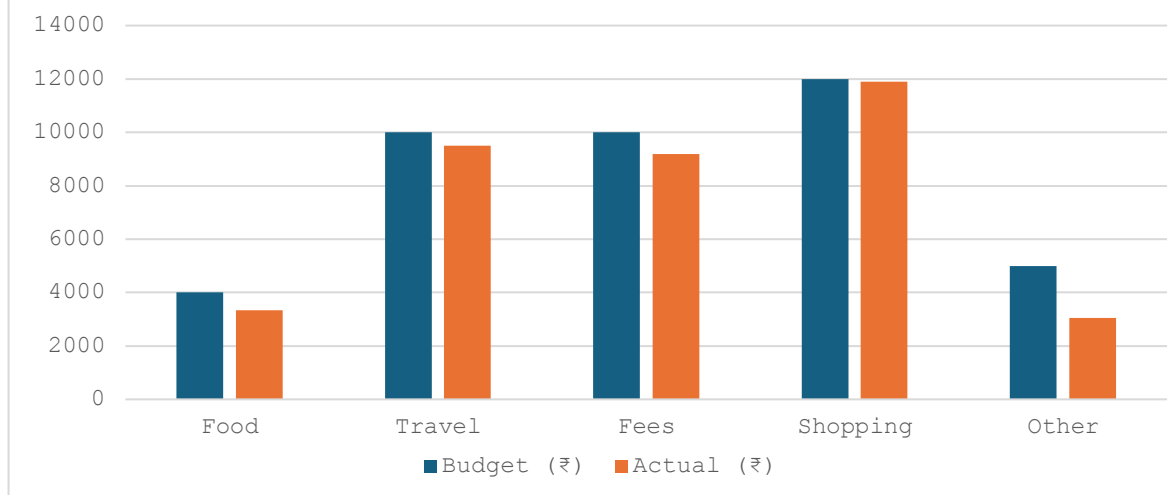
The expense data, consisting of 20 transactions, shows a total spending of 31,818 with an average transaction amount of 1,590.9. The analysis of this data reveals key patterns in how money is spent and which payment methods are most frequently used.

 Key Takeaways from Expense Analysis

## Spending is Highly Concentrated in a Few Categories

The top three categories, Shopping, Fees, and Travel, account for over 83% of the  total recorded expenses, indicating where the majority of the budget is allocated.

• Shopping is the highest spending category, totaling 9,900.
• Fees is the second largest category at 9,200, which includes significant one-time

payments like the Exam Fee (3,000) and College Fee (6,000).
• Travel follows with 7,500, mainly driven by major costs such as the Flight Ticket (5,000).
• Food expenses are a smaller portion of the total, amounting to 3,170.

## 1. UPI and Card Payments Dominate Transactions

Digital payment methods like UPI and Card are the primary ways expenses are settled, representing over 80% of the total amount spent.
• UPI is the most preferred payment method, accounting for the largest total expenditure of 14,698.
• Card payments are the second most used, with a total of 11,000 spent.
• Cash is used for the lowest total amount, at 6,120, suggesting a preference for digital transactions, potentially for larger amounts.

The following charts illustrate the distribution of expenses:

**Total Expense by Category**

This bar chart shows the total amount spent in each expense category, clearly highlighting Shopping, Fees, and Travel as the largest contributors to overall spending.

**Total Expense by Payment Method**

This chart visualizes the total amount spent using each payment method, demonstrating the dominance of UPI and Card payments.