

A

Practical Assignment

New Age Life Skills

BachelorofComputerApplication- I Sem



RUNGTA INTERNATIONAL SKILLS UNIVERSITY

SESSION: 2025-26

Mr :- Prince Kr.Sah
(Lecturer)

Submitted By :- Harshali Meme
Student name:- PRINCE KR.SAH
Ref No :- 02002
ERP ID :- RU-25-11015

Submitted To :

**RUNGTA INTERNATIONAL SKILLS
UNIVERSITY ,CG
SCHOOL OF COMPUTER SCIENCE ENGINEERING**

S.No	Name of Practical	Submission Date	Remark
1.	Design a professional resume using template.		
2.	Create a career oriented Presentation with 7 slides using transitions and animation .		
3.	Create a social media poster for "DIGITAL AWARENESS WEEK " using Canva.		
4.	Compose & send a professional email with an attachment as "you are applying for an internship, send email to HR with your resume attached".		
5.	<p>Design a complete Google Form survey and analyze responses. Create a Google Form titled "Student Attendance Report". Include the following question types: 5 MCQs 1 Rating scale (1–5) 1 Short answer 1 Checkbox question Customize the theme (header image + color). Share the form link with 5 friends and collect responses. Generate charts from responses and take screenshots of the analysis page.</p>		
6	<p>Demonstrate the creation and management of your digital identity. Create a social media profile (LinkedIn preferred). Add a profile photo, short bio, skills, and education details. Create a simple post about "My Learning Journey in Digital Literacy."</p>		
7	<p>Using Google Drive or OneDrive: Create a new folder named "Unit 3 Practical Work". Upload 3 different files (PDF, image, document). Organize them in subfolders: Notes, Images, Assignments. Share the main folder with your teacher with View Only permission.</p>		
8	<p>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> What type of cybercrime is happening here?</p>		

	<p>List 3 red flags that show it is a scam? What should he do to verify if a job offer is real?</p>		
9	<p>Create a Google Form Quiz with the following requirements:</p> <p>Convert the form into a Quiz mode with automatic grading.</p> <p>Add 5 MCQ questions, each carrying 2 marks.</p> <p>Add 1 short answer question that requires manual evaluation.</p> <p>Turn ON the setting: <i>Limit to 1 response</i> <i>Shuffle question order</i> <i>Release marks after manual review</i></p> <p>Add a timer add-on (like form presenter) and set up a 10-minute time limit.</p> <p>Finally, send the quiz link and view the response</p>		
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> <p>Run the AI-generated text through Grammarly and any plagiarism-check tool.</p> <p>Now manually search online to check if similar sentences exist on blogs or articles.</p> <p>Identify 2–3 biased statements in the AI answer, such as:</p> <ul style="list-style-type: none"> i. Over-generalizations ii. One-sided opinions iii. Unproven claims <p>Rewrite the entire paragraph in a neutral and balanced way, using AI only for grammar suggestions.</p> <p>Submit 3 screenshots:</p> <p>Plagiarism check result Grammarly suggestion page Original AI paragraph vs your rewritten unbiased version</p>		
11	<p>To compare AI-generated content with student-created content and understand limitations of AI.</p> <p>Write a 100–150 word paragraph on the topic:</p> <p>“Will AI replace jobs or change them?” (This must be written by the student.)</p> <p>Ask any AI tool (ChatGPT/Gemini/Copilot) to write the same topic.</p> <p>In your practical copy, create a Comparison Table with the headings:</p> <p>Human-Generated Content</p>		

	<p>AI-Generated Content</p>	
12	<p>Create a new NotebookLM project titled: "My Chapter Revision Notes."</p> <p>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>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>Manually check for:</p> <ul style="list-style-type: none"> i. Any incorrect facts ii. Repeated information iii. Missing important points <p>Attach 3 screenshots from NotebookLM:</p> <ul style="list-style-type: none"> i. Combined study guide Flashcards iii. Concept map / explanation 	

Practical 1: Design a Professional Resume

Aim

To design a professional resume using online 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

Practical 2: Career-Oriented Presentation

Aim

To create a career presentation using slides, transitions, and animations.

Objectives

- To design a multi-slide professional presentation
- To apply transitions and animations

Materials Required

- PowerPoint or Google Slides

Procedure

Open a blank presentation

Launch PowerPoint/Google Slides and select the option to create a new blank presentation. This opens a fresh workspace where you will design your slides.

Create a title slide

Insert a title slide layout and add the presentation title along with your name or subtitle. Ensure the title is clear, readable, and visually centered on the slide.

Add minimum 7 slides

Use the “New Slide” option to insert at least seven additional slides with appropriate layouts. Each slide should focus on a single topic or idea for clarity.

Insert images, icons, and bullet points

Add relevant images and icons to visually support your content.

• Use bullet points to present information in a structured and easy-to-read format.

Apply a theme

Choose a professional theme from the design options available in the software. The theme will automatically set consistent fonts, colors, and backgrounds.

Add transitions and animations

Apply slide transitions for smooth movement between slides.

Add animations to text or images to enhance the presentation without overusing effects.

Prince Kumar Sah

JOB TITLE HERE

Education

[College/university]

B.Tech from Rungta International Skills University Chhatishgarh

[School Name]

12th from Sukhmano Devi Asharfi Ray S,S, Semrahan Panapur

[School Name]

10th from Utramit M S Belaur , Panapur, Saran

CAREER OBJECTIVE:

A motivated and disciplined student seeking an opportunity to gain industry experience, contribute to organizational goals .and strengthen my technical and communication skills.

Skills

- C Programming
- Javascript
- Python , Html
- CSS
- DSA

* * S T R E N G T H * *

- Quick Learner
- Good communication skils
- Teamwork & Leadership Ability
- Creative Problem Solving

HOBBIES

- Cricket
- Coding
- Playing games

LEADERSHIP

I have demonstrated leadership and teamwork skills by participating in group projects, class activities, and academic tasks.I can take responsibility, support team members, follow instructions, and contribute positively to achieving common goals.

Practical 2: Career-Oriented Presentation

Aim

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Objectives

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Career in Artificial Intelligence

- Exploring Future opportunities AI
- Presented by : Rungta international skills university (CG)
- Designed by : Prince Kumar Sah

Introduction

- Artificial intelligence (AI) means making machines think and act like humans.
- Used in automation , robotics , and data analysis.
- AI is transforming the world .

Conclusion / Reference

- AI is the future of technology and innovation .
- Learning Ai opens global oppotunties.
- Reference :www.ibn.com/ai,www.coursera.org

Growth and Salary

- Average Salary : 6-15 LPA (India)
- High global demand for AI professionals.
- Future scope : Ai in every field –Health ,transport ,education.

Key Skills Required

- Programming (python ,html ,css,C)
- Data Handling & Analytics
- Problem solving
- Creativity & Logical Thinking

Carrer Opportunities

- AI Engineer
- Data Scientist
- Machine learning Expert
- Research Scientist

Educational Path

- Qualification : B. TECH CSE AI/ML in Computer science .
- Skills : Python , Machine learning, Mathematics , Statistics
- Certification : Google AI , Coursera , Udemy

Practical 3: Digital Awareness Poster in Canva

Aim:- To design a poster for Digital Awareness Week using Canva

Objectives

- To apply design tools
- To create a visually appealing poster

Materials Required

- Canva account
- Computer with internet

Procedure

Login to Canva

Open Canva in your browser and sign in using your email or Google account. This gives you access to all templates, design tools, and editing features.

Select poster layout

Search for “Poster” in the template section and choose a suitable layout. This layout provides a ready-made design structure to begin your poster.

Add “Digital Awareness Week” text

Insert a text box or edit the existing heading and type “Digital Awareness Week.” Adjust the font style, size, and alignment to make the title prominent.

Insert icons and graphics

Go to the “Elements” tab to add icons, shapes, and relevant graphics. Position them creatively to enhance the visual appeal and message of the poster.

Apply suitable colors

Choose a color theme that matches the topic and improves readability. Use consistent color combinations for background, text, and elements.

Download final poster

Click the “Download” button and select the preferred file type, usually PNG or PDF. Save the poster to your device for printing or sharing

DIGITAL AWARENESS

KNOWING HOW TO STAY SAFE,
STAY SMART, AND STAY RESPECTFUL
ONLINE

*Because the future belongs to those
who use technology wisely.*



PRESENTAK
**RUNGTA INTERNATIONAL
SKILLS UNIVERSITY (CG)**

PRESENTAK
PRINCE KUMAR SAH

Practical 4: Professional Email (Internship Application)

Aim

To draft and send a professional internship email with attachment.

Objectives

- To compose a professional email
- To attach documents

Materials Required

- Email account
- Resume file

Procedure

Open Gmail

Go to the Gmail website or app and log in with your email account.
This opens your inbox where you can create and send emails.

Click Compose

Select the “Compose” button to open a new email window.
A blank message box will appear on the screen.

Write subject line

Enter a clear and concise subject that reflects the purpose of the email.
This helps the recipient understand the message at a glance.

Write professional message

Type a polite, well-structured message addressing the recipient formally.
Keep the tone respectful and include necessary details or requests.

Attach resume

Click the attachment (paperclip) icon and select your resume file from your device.
Ensure the resume is in PDF format and properly named.

- 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.

8. Preview and Make Final Adjustments

Scroll through the entire resume to check layout alignment, spacing, colors, and text placement.

Make sure the document looks uniform and professional before exporting.

9. Export the Resume in PDF Format

Once the final layout is ready, export or download the document as a **PDF file**, which preserves formatting.

- In Canva, click **Download → PDF Print**.
- In Google Docs, go to **File → Download → PDF Document**.
- In MS Word, select **File → Save As → PDF**.
-

send email

Review the email for accuracy and ensure attachments are included.
Click "**Send**" to deliver the message to the recipient

Outpt:

Respected Sir/Madam,

I hope this email finds you well. My name is **Prince Kumar Sah**, and I am currently pursuing B.Tech (AI & ML) at Rungta International Skills University. I am writing to express my interest in applying for an IT internship at your organization.

I have a strong interest in areas such as programming, web development, and basic software technologies, and I am eager to gain practical industry experience. I have attached my resume for your kind consideration. I would be grateful for the opportunity

to learn and contribute to your organization. Thank you for your time and consideration. I look forward to your positive response.

Yours sincerely,

Prince Kumar Sah

Course/Branch: B.Tech (AI & ML)

College: Rungta International Skills University

Contact Number: 7857844387

Email ID: kumaranirudh0309@gmail.com

Gmail search

Compose

Compose

Respected Sir/Madam,

I hope this email finds you well. My name is **Prince Kumar Sah**, and I am currently pursuing B.Tech (AI & ML) at Rungta International Skills University. I am writing to express my interest in your organization.

I have a strong interest in areas such as programming, web development, and basic software technologies, and I am eager to gain practical industry experience.

I would be grateful for the opportunity to learn and contribute to your positive response. Thank you for your time and consideration. I look forward to your positive response.

Yours sincerely,

Prince Kumar Sah

Course/Branch: B.Tech (AI & ML)

College: Rungta International Skills University

Contact Number: 7857844387

Email ID: kumaranirudh0309@gmail.com

Prince Kumar Sah · 23 April 11:24 AM
to [conten...@allureat...](#)

One attachment · Scanned by Gmail Add to Drive

Practical 5: Create Google Form – Attendance Report

Aim

To design a Google Form and analyze responses.

Objectives

- To create form with multiple question types
- To collect sample responses
- To analyze responses

Materials Required

- Google account
- Internet

Procedure

Create new Google Form

Open Google Forms from your Google account and click “Blank Form” to start a new form. This opens an empty form where you can add questions.

Title it “Student Attendance Report”

Enter the title at the top of the form and add a short description if needed. This helps respondents understand the purpose of the form.

Add MCQs, rating, checkbox and short answer

Use the question type menu to insert multiple-choice questions, rating scales, checkboxes, and short-answer fields.

Arrange the questions in a logical order for easy response.

Customize theme

Click the **Theme** icon to change colors, fonts, and header images. This improves the appearance and makes the form visually appealing.

Share form and collect responses

Use the **Send** button to share the form via link, email, or QR code. Allow participants to submit their responses through any device.

View summary charts

Go to the **Responses** tab to see automatic charts and graphs generated by Google Forms. These visual summaries help you quickly analyze the collected data.

Take screenshots

Capture screenshots of the form, responses, and charts for documentation. Save them for use in reports or practical records.

Output-

Student Attendance Report

Form description

Your Name *

Short answer text

ERP-ID *

Short answer text

Gmail *

Short answer text

1. What is the best use of a Multiple Choice question in an attendance form? *

- A. To enter the student's name
- B. To select multiple subjects
- C. To choose a single option such as Present/Absent
- D. To write feedback

2. Which question type should be used if students need to select more than one subject? *

- A. Short Answer
- B. Multiple Choice
- C. Linear Scale
- D. Checkboxes

3. What is the main purpose of using a Short Answer question in an attendance form? *

- A. To provide fixed options
- B. To collect ratings
- C. To collect exact information like name or roll number
- D. To generate graphs

4. What does Google Forms automatically generate to help analyze attendance data? *

- A. Handwritten reports
- B. Program code
- C. Pie charts and bar graphs
- D. Email notifications only

5. If a teacher wants to allow only one response per student, which setting should be enabled? *

- A. Change theme
- B. Use multiple choice
- C. Limit to 1 response
- D. Add checkboxes

6. Overall, how would you rate the student's attendance behavior?

1

2

3

4

5



7. What are the main reasons students do not participate in class when the teacher does not communicate properly? *

7.What are the main reasons students do not participate in class when the teacher does not communicate properly?

- Students feel shy to speak
- Lack of motivation from the teacher
- Unclear explanation of topics
- No encouragement for discussion

8.How does poor health affect a student's attendance and participation in class? *

Short answer text

2 responses

 Link to Sheets

Summary

Question

Individual

Your Name

2 responses

Aditya Kumar

Anuj Kumar Singh

ERP-ID

2 responses

10089

10250

Gmail

2 responses

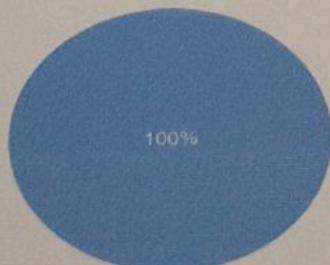
aditya.kumar7@rungta.org

anujkumarsingh217@gmail.com

1. What is the best use of a Multiple Choice question in an attendance form?

 Copy chart

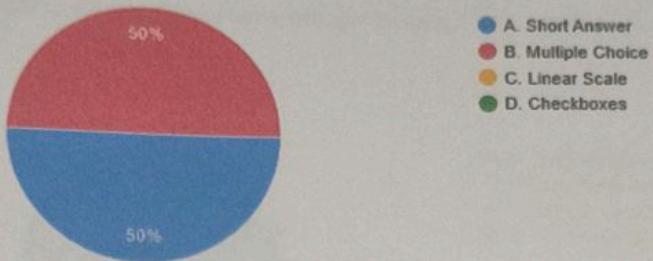
2 responses



- A. To enter the student's name
- B. To select multiple subjects
- C. To choose a single option such as Present/Absent
- D. To write feedback

2. Which question type should be used if students need to select more than one subject?

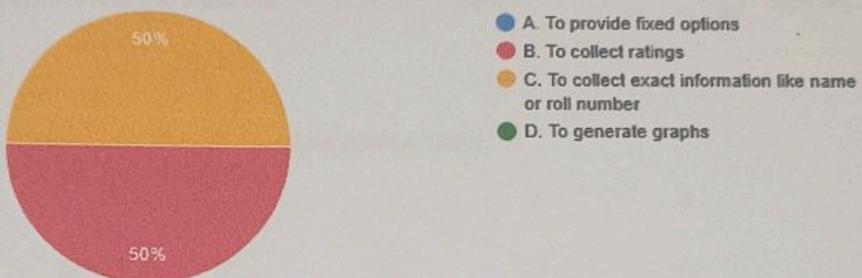
 Copy chart



3. What is the main purpose of using a Short Answer question in an attendance form?

Copy chart

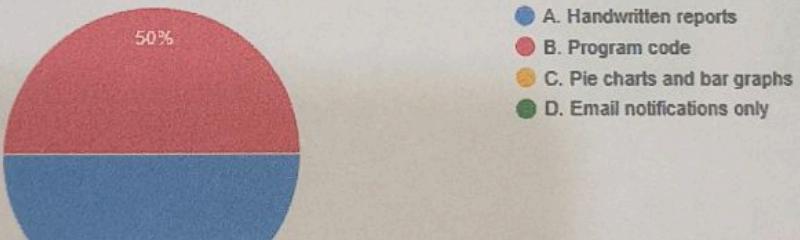
2 responses



4. What does Google Forms automatically generate to help analyze attendance data?

Copy chart

2 responses



5. If a teacher wants to allow only one response per student, which setting should be enabled?

Copy chart

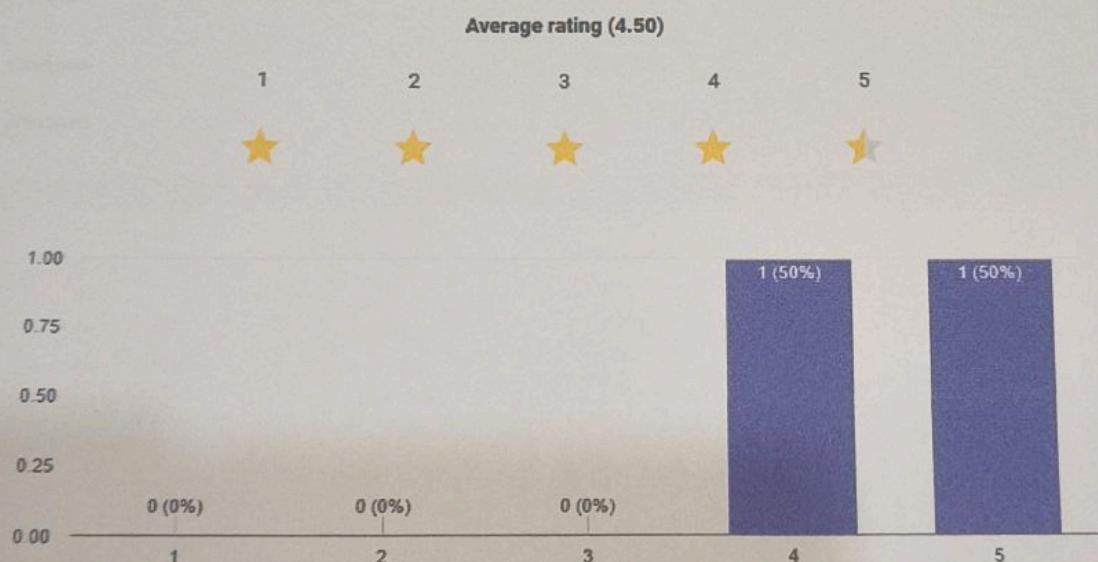
2 responses



6. Overall, how would you rate the student's attendance behavior?

Copy chart

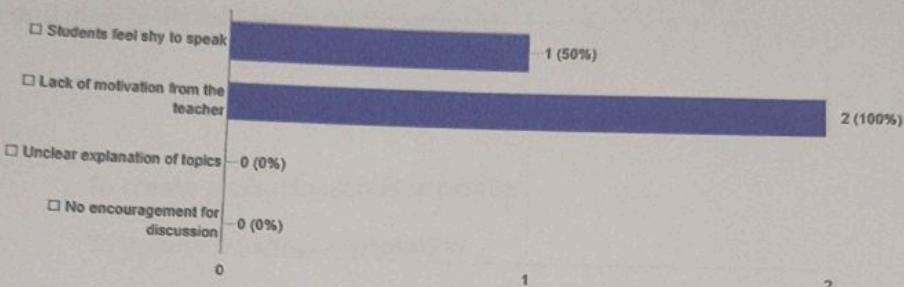
2 responses



7.What are the main reasons students do not participate in class when the teacher does not communicate properly?

 Copy chart

2 responses



8.How does poor health affect a student's attendance and participation in class?

2 responses

Exam use

My mood

Practical 6: Create Digital Identity – LinkedIn

Aim

To create and modify digital identity using LinkedIn.

Objectives

- To create professional online profile
- To update personal information

Materials Required

- LinkedIn account

Procedure

Create LinkedIn profile

Sign up on LinkedIn using your email and set up a new profile.
This gives you access to professional networking and career-building tools.

Add photo, bio, education

Upload a clear professional photo and write a short bio summarizing who you are.
Enter your educational details to complete your basic profile information.

Add skills

Use the “Skills” section to list your technical and soft skills.
Adding relevant skills increases your visibility and strengthens your profile.

Create a simple post

Click “Start a Post” and write a short, meaningful update or introduction.
Share it publicly to begin engaging with your professional network.

Change privacy settings

Go to **Settings & Privacy** to adjust what others can see on your profile.
Modify visibility, contact preferences, and data-sharing options as needed.



Prince Kumar

Student at Rungta College
of Engineering & Technology Kohk...

Bihar, India

 Rungta College of Engineering ...

5 profile viewers

[View all analytics](#)

Puzzle Games

Saved posts

Groups

ing & ...

hming in C course
nd offered through

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st

 Send

+ Follow

stantly transforming.
the... more

(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 rupees as verification fee.

Limited seats. Pay now to confirm.”

(a) What Type of Cybercrime Is Happening?

Answer:

This is an example of a **Phishing Scam**, specifically a **Job Phishing / Online Recruitment Fraud**.

Explanation:

In this case, cybercriminals are impersonating a well-known company (Google) to gain the victim's trust. By offering an attractive job role with a high salary, they attempt to emotionally manipulate the

student. The main objective of this scam is to **extract money and possibly personal information** under the false pretense of job verification. This technique is commonly known as **phishing**, where fake messages are used to deceive individuals.

(b) Red Flags That Indicate This Is a Scam

The following warning signs clearly show that the job offer is fraudulent:

1. Demand for Payment

Legitimate companies never ask candidates to pay **verification, registration, or processing fees**.

Asking for money is a major indicator of fraud.

2. Unrealistically High Salary Without Interview

Offering ₹18 LPA without any technical interview, assessment, or HR discussion is unrealistic and suspicious.

3. Urgency and Pressure Tactics

Phrases such as “**Limited seats**” and “**Pay now**” are commonly used in scams to force victims to act quickly without thinking.

4. Lack of Official Communication

The offer is made only through a LinkedIn message, with no official email from a verified company domain like @google.com.

(c) What Should Aman Do to Verify Whether the Job Offer Is Real?

To protect himself from fraud, Aman should follow these steps:

1. Verify the Recruiter’s Profile

He should check the sender’s LinkedIn profile for authenticity, including company affiliation, activity history, and professional connections.

2. Visit the Official Company Website

Aman should search for the job role on Google’s official careers page. Genuine job openings are always listed there.

3. Never Pay Any Fee

No real company charges candidates for job verification or onboarding. Any payment request should be treated as a scam.

4. Confirm Through Official Email

Legitimate recruiters contact candidates using official company email addresses, not personal or unverified accounts.

5. Report the Scam

The message should be reported to LinkedIn and ignored to prevent further harm.

Conclusion:

This case study highlights how job phishing scams target students by exploiting their career aspirations. By offering high-paying jobs and creating urgency, scammers trick victims into making quick decisions. Awareness, verification, and caution are essential to staying safe from such cybercrimes. Students should always remember that **no genuine job requires payment**.

Practical 9: Google Form Quiz with Timer

Aim-To create a quiz with automatic grading and time limit.

Objectives

- To automate quiz assessment
- To use time limit add-on

Materials Required

- Google Forms
- Timer add-on

Procedure

1. Create Google Form – Open Google Forms and start a new blank form to set up the structure of your activity.
2. Convert to quiz – Enable “Make this a quiz” in the settings so you can assign points and correct answers.
3. Add 5 MCQs + 1 short answer – Insert five multiple-choice questions and one short-answer question, customizing options and points
4. Enable 1-response limit – Turn on “Limit to 1 response” so each user can submit the form only once.
5. Shuffle questions – Activate the shuffle feature to randomize the order of questions for every respondent.
6. Add timer add-on – Install a timer add-on from the Add-ons menu to set and control the quiz duration.
7. Send link – Use the “Send” button to generate and share the form link with participants.

Make this a quiz

Form description

Q1. What is the full form of CPU?

- A. Central Processing Unit
- B. Computer Processing Unit
- C. Central Program Unit
- D. Control Processing Unit

Q2. Which of the following is an input device?

- A. Monitor
- B. Printer
- C. Keyboard
- D. Speaker

Q3. Which device is used to store data permanently?

Q3. Which device is used to store data permanently?

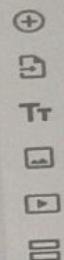
- A. Monitor
- B. Printer
- C. Keyboard
- D. Speaker

Q4. What does the Internet mainly provide?

- A. Hardware resources
- B. Network connection between computers
- C. Operating system
- D. Virus protection

Q5. Which of the following is an example of a phishing attempt?

- A. Official email from bank website
- B. Email asking for OTP or password
- C. Software update notification
- D. Antivirus alert from installed software



C. Keyboard

D. Speaker

Q4. What does the Internet mainly provide?

A. Hardware resources

B. Network connection between computers

C. Operating system

D. Virus protection

Q5. Which of the following is an example of a phishing attempt?

A. Official email from bank website

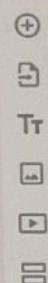
B. Email asking for OTP or password

C. Software update notification

D. Antivirus alert from installed software

Q6. What is phishing?

Short answer text



FORM TIMER

App

Timer settings

Allowed time [?](#)

hours : 30 minutes



Instructions [?](#)

This assessment is timed. Good ...



Start/end dates

Form opens at [?](#)

Not set

Form must be started before [?](#)

Not set

SYNC RESPONSE TIMES IN RESULTS

SHEET

[https://form-timer.com/start/...](https://form-timer.com/start/)

COPY LINK

DISABLE

RESULTS

PREVIEW

Make this a quiz

This assessment is timed. Good Luck.

Time allowed
30 minutes

User full name
Anirudh kumar

Start

This is a timed form, the time it takes you to complete it will be recorded. Make sure you submit on time!
If you submit late, your responses will not be saved.

1 response

+ View in Sheets



Summary

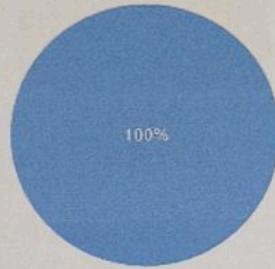
Question

Individual

Q1. What is the full form of CPU?

1 response

Copy chart

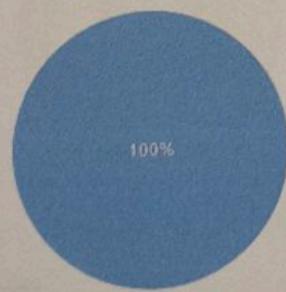


- A. Central Processing Unit
- B. Computer Processing Unit
- C. Central Program Unit
- D. Control Processing Unit

Q2. Which of the following is an input device?

1 response

Copy chart

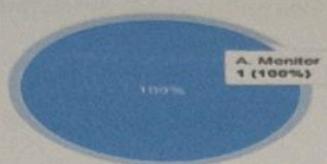


- A. Monitor
- B. Printer
- C. Keyboard
- D. Speaker

Q3. Which device is used to store data permanently?

1 response

Copy chart



Q4. What does the Internet mainly provide?

1 response

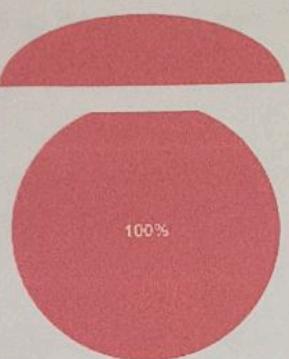
Copy chart



Q5. Which of the following is an example of a phishing attempt?

1 response

Copy chart

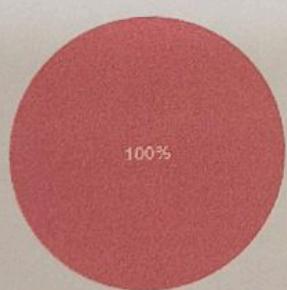


- B. Network connection between computers
- C. Operating system
- D. Virus protection

Q5. Which of the following is an example of a phishing attempt?

1 response

Copy chart



Q6. What is phishing?

1 response

Phishing is a cyberattack where criminals impersonate legitimate entities (like banks or companies) in emails, texts, or calls to trick you into revealing sensitive data (passwords, credit card numbers) or installing malware, using social engineering to create urgency or trust for financial gain, identity theft, or system access.

Practical 9: Google Form Quiz with Timer

Aim-To create a quiz with automatic grading and time limit.

Objectives

- To automate quiz assessment
- To use time limit add-on

Materials Required

- Google Forms
- Timer add-on

Procedure

1. Create Google Form – Open Google Forms and start a new blank form to set up the structure of your activity.
2. Convert to quiz – Enable “Make this a quiz” in the settings so you can assign points and correct answers.
3. Add 5 MCQs + 1 short answer – Insert five multiple-choice questions and one short-answer question, customizing options and points
4. Enable 1-response limit – Turn on “Limit to 1 response” so each user can submit the form only once.
5. Shuffle questions – Activate the shuffle feature to randomize the order of questions for every respondent.
6. Add timer add-on – Install a timer add-on from the Add-ons menu to set and control the quiz duration.
7. Send link – Use the “Send” button to generate and share the form link with participants.

Make this a quiz

Form description

Q1. What is the full form of CPU?

- A. Central Processing Unit
- B. Computer Processing Unit
- C. Central Program Unit
- D. Control Processing Unit

Q2. Which of the following is an input device?

- A. Monitor
- B. Printer
- C. Keyboard
- D. Speaker

Q3. Which device is used to store data permanently?

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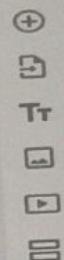
- A. Monitor
- B. Printer
- C. Keyboard
- D. Speaker

Q4. What does the Internet mainly provide?

- A. Hardware resources
- B. Network connection between computers
- C. Operating system
- D. Virus protection

Q5. Which of the following is an example of a phishing attempt?

- A. Official email from bank website
- B. Email asking for OTP or password
- C. Software update notification
- D. Antivirus alert from installed software



C. Keyboard

D. Speaker

Q4. What does the Internet mainly provide?

A. Hardware resources

B. Network connection between computers

C. Operating system

D. Virus protection

Q5. Which of the following is an example of a phishing attempt?

A. Official email from bank website

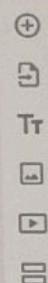
B. Email asking for OTP or password

C. Software update notification

D. Antivirus alert from installed software

Q6. What is phishing?

Short answer text



FORM TIMER

App

Timer settings

Allowed time [?](#)

hours : 30 minutes



Instructions [?](#)

This assessment is timed. Good ...



Start/end dates

Form opens at [?](#)

Not set

Form must be started before [?](#)

Not set

SYNC RESPONSE TIMES IN RESULTS

SHEET

[https://form-timer.com/start/...](https://form-timer.com/start/)

COPY LINK

DISABLE

RESULTS

PREVIEW

Make this a quiz

This assessment is timed. Good Luck.

Time allowed
30 minutes 

User full name
Anirudh kumar

Start

This is a timed form, the time it takes you to complete it will be recorded. Make sure you submit on time!
If you submit late, your responses will not be saved.

1 response

+ View in Sheets



Summary

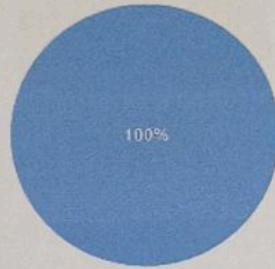
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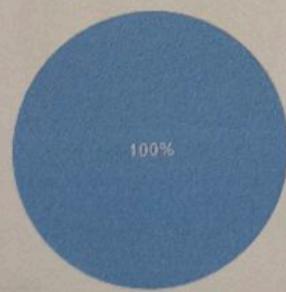


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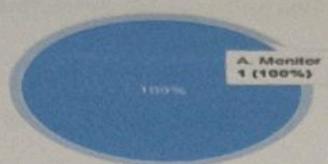


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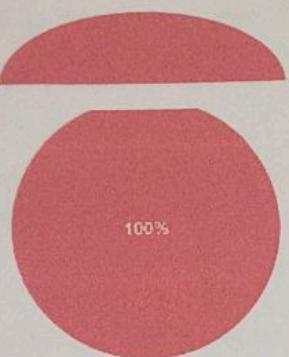
Copy chart



Q5. Which of the following is an example of a phishing attempt?

1 response

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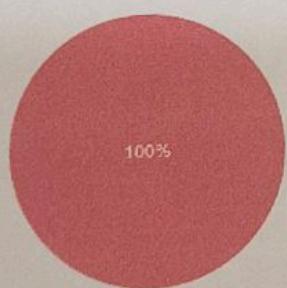


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10.

Is online learning better than offline learning for college students?

(a) Original AI-Generated Paragraph (100–120 words):

(Generated using ChatGPT)

Online learning is better than offline learning for college students because it offers flexibility, convenience, and easy access to digital resources. Students can attend classes from anywhere, which saves travel time and expenses. Recorded lectures help students revise topics multiple times. Online platforms also provide interactive tools and discussion forums that improve learning efficiency. Many students feel more comfortable asking questions in virtual classrooms. With the advancement of technology, online learning supports personalized education and self-paced study, making it an effective and modern alternative to traditional offline learning for college students.

(b) Grammarly & Plagiarism Check:

- Grammar checked using **Grammarly**
- Plagiarism checked using **online plagiarism checker**

(c) Biased Statements Identified

- **Over-generalization:**

“Online learning is better than offline learning for college students.”

- **One-sided opinion:**

“Making it an effective and modern alternative to traditional offline learning.”

- **Unproven claim:**

“Online platforms improve learning efficiency.”

(d) Rewritten Neutral & Balanced Paragraph

(AI used only for grammar suggestions)

Online learning and offline learning both have advantages and limitations for college students. Online learning offers flexibility, digital resources, and recorded lectures that help in self-paced study. It can save time and reduce travel costs. However, offline learning provides face-to-face interaction, immediate feedback from teachers, and better classroom discipline. Traditional classrooms also help students develop communication and social skills. Therefore, instead of choosing one over the other, a balanced combination of online and offline learning may be more beneficial for college students.

Screenshots Submitted:

- Plagiarism check result

The screenshot shows a plagiarism detection tool interface. At the top, there's a toolbar with various icons and a URL bar showing "duplchecker.com/7310en-IN". Below the toolbar is a main section titled "Results". Under "Scan Properties", it lists "Source File" (104), "Plagiarism" (17%), "Exact Match" (1%), and "Similar" (83%). There's a "View More Details" button. The main content area contains a large block of text about online learning being better than offline learning, followed by a "Review suggestions" button.

Online learning is undoubtedly better than offline learning for modern college students. It provides unmatched flexibility, allowing students to learn at their own pace without the pressure of physical attendance. Unlike traditional classrooms, which are rigid and often boring, online platforms offer interactive tools and recorded lectures that make studying easier. Students save time and money on commuting, which reduces stress and improves mental health. Furthermore, offline learning is outdated because it restricts students to a specific location and time. Therefore, online learning is the superior choice for everyone seeking quality education in the digital age, offering opportunities that traditional colleges simply cannot match.

Review suggestions

- Grammarly suggestion page

The screenshot shows a Google Docs document with Grammarly suggestions. The toolbar at the top includes icons for file operations like Open, Save, Print, and Copy/Paste, along with a Grammarly logo and a "Review suggestions" button. The document content discusses the benefits of online learning over offline learning, mentioning its flexibility, cost savings, and improved mental health. On the right side, there are "Review suggestions" and "Pro suggestions" sections with detailed grammar and style recommendations.

Online learning is undoubtedly better than offline learning for modern college students. It provides unmatched flexibility, allowing students to learn at their own pace without the pressure of physical attendance. Unlike traditional classrooms, which are rigid and often boring, online platforms offer interactive tools and recorded lectures that make studying easier. Students save time and money on commuting, which reduces stress and improves mental health. Furthermore, offline learning is outdated because it restricts students to a specific location and time. Therefore, online learning is the superior choice for everyone seeking quality education in the digital age, offering opportunities that traditional colleges simply cannot match.

Review suggestions

Pro suggestions

Practical 11: Compare AI vs Human Writing

Aim

To compare AI-generated content with student-created content.

Objectives

- To identify difference in writing
- To understand AI limitations

Materials Required

- AI tool

Procedure 1. Write paragraph manually – Compose a paragraph yourself using your own ideas, wording, and structure on the selected topic.

2. Generate same topic using AI – Use an AI tool to produce another paragraph on the same topic for comparison.

3. Create comparison table – Organize both paragraphs side-by-side in a table to compare style, clarity, tone, and content differences.

a) Human-Generated Content (Student-Written Paragraph)

**Topic: Will AI replace jobs or change them?
(100–150 words)**

Artificial Intelligence will not completely replace jobs, but it will change the way people work. Many routine and repetitive tasks can be done faster by AI, which may reduce the need for certain jobs. However, new opportunities will also be created that require human creativity, problem-solving, and decision-making skills. For example, AI can help doctors analyze medical reports, but human doctors are still needed to treat patients and make ethical decisions. Similarly, AI tools can assist engineers and programmers instead of replacing them. Workers will need to learn new skills to adapt to these changes. Therefore, AI should be seen as a tool that supports humans rather than a threat that removes jobs completely.

(b) AI-Generated Content (Written by AI Tool)

Artificial Intelligence is transforming the job market by automating tasks and improving efficiency across industries. While some jobs that involve repetitive work may be replaced by AI systems, many roles will evolve instead of disappearing. AI can handle data analysis, customer support, and basic decision-making, allowing humans to focus on more complex and creative responsibilities. Additionally, AI will create new job roles in fields such as machine learning, data science, and AI maintenance. The future workforce will require continuous learning and adaptability. Overall, AI is more likely to change

the nature of jobs rather than eliminate employment opportunities entirely.

(c) Comparison Table

Human-Generated Content	AI-Generated Content
Written using personal understanding and examples	Written using general knowledge and patterns
Simple language and natural flow	More formal and polished tone
Includes personal opinion and reasoning	Neutral and balanced explanation
May have minor grammar issues	Grammatically correct and structured
Reflects student's thinking style	Reflects AI's generic style

Practical 12

NotebookLM Project

Aim

To create revision notes using NotebookLM.

Objectives

- To generate study guide
- To create flashcards

Materials Required

- NotebookLM

Procedure

- 1. Create NotebookLM project** – Start a new project in NotebookLM to organize your materials and AI-generated outputs in one workspace.
- 2. Upload two resources** – Add two documents or sources to the project so the AI can analyze and reference them.
- 3. Generate study guide** – Use NotebookLM's tools to create a structured study guide summarizing key concepts from the uploaded resources.
- 4. Generate flashcards** – Automatically produce flashcards that highlight important facts, terms, or ideas for easier review.
- 5. Review accuracy** – Carefully check the summaries and flashcards to ensure all information is correct and reflects the original resources.
- 6. Take screenshots** – Capture screenshots of the study guide and flashcards to document your work or include them in your submission.

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

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

Topic	Best Practices and Key Rules
Email Etiquette	Essential because email leaves a permanent written record (11). Professional emails require clear subject lines (max 6-8 words), formal greetings (avoiding "Hey"), short paragraphs, and a comprehensive signature (10).
Dos and Don'ts	Do use correct grammar/spelling, reply within 24-48 hours, and use BCC for bulk mails to protect privacy (14). Don't use emojis, informal fonts, or forward irrelevant chain mails (14).
Email Attachments	Purpose is to share files (reports, résumés, certificates) (18). Keep file size small (recommended 10-25 MB maximum) (10). Use cloud links for larger files (15). Rename files properly (e.g., Name_Assignment1_Final.pdf) (15). Be cautious of risky extensions like .exe or .bat (19).
Virtual Meeting Platforms	Includes Google Meet (integrated with Gmail/Calendar, easy via browser) and Zoom (app/browser-based, known for advanced features like breakout rooms, better for large classes) (17).
Online Meeting Etiquette	Do join 5 minutes early, keep your full name visible, and sit in a quiet, well-lit place (20). Do keep your microphone muted when not speaking to avoid background noise (20). Don't talk over others or show distractions (20).

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

50% answer

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

50% answer

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

50% answer