

**A**  
**Practical Assignment**  
**On**  
**New Age Life Skills**  
**MCA**  
**1<sup>st</sup> SEM**



**RUNGTA INTERNATIONAL SKILLS UNIVERSITY**

**SESSION: 2025-26**

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**Submitted To:**

**RUNGTA INTERNATIONAL SKILLS  
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# INDEX

S. No	Name Of Practical	Submission Date	Remark
1.	Design a professional resume using templates.	22-09-2025	
2.	Create a Career Oriented Presentation with 7 slides using transitions and animations.	29-09-2025	
3.	Create a social media poster for “DIGITAL AWARENESS WEEK” using canva.	01-10-2025	
4.	Compose & send a professional email with an attachment as “you are applying for an internship, send email to HR with your resume attached”;	06-10-2025	
5.	<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>• 5 MCQs</li> <li>• 1 Rating scale (1–5)</li> <li>• 1 Short answer</li> </ul> </li> <li>c) Checkbox question</li> <li>d) Customize the theme (header image + color).</li> <li>e) Share the form link with 5 friends and collect responses.</li> <li>f) Generate charts from responses and take screenshots of the analysis page.</li> </ul>	11-10-2025	
6.	<p>Demonstrate the creation and management of your digital identity.</p> <ul style="list-style-type: none"> <li>a) Create a social media profile (LinkedIn preferred).</li> <li>b) Add a profile photo, short bio, skills, and education details.</li> <li>c) Create a simple post about “My Learning Journey in Digital Literacy.”</li> <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. <b>Using Google Drive or OneDrive:</b> a) Create a new folder named “Unit 3 Practical Work”. b) Upload 3 different files (PDF, image, document). c) Organize them in subfolders: Notes, Images, Assignments. d) Share the main folder with your teacher with View Only permission.	13-11-2025	
8. Identify one real phishing email : A final-year student, Aman, receives a LinkedIn message saying:  “You are shortlisted for a Remote Software Developer role at Google. Salary: ₹18 LPA. Pay ₹2,499 as verification fee. Limited seats. Pay now to confirm.” <b>ANSWER THE QUESTIONS :-</b> a) What type of cybercrime is happening here? b) List 3 red flags that show it is a scam? c) What should he do to verify if a job offer is real?	19-11-2025	
9. Create a Google Form Quiz with the following requirements:  a) Convert the form into a Quiz mode with automatic grading. b) Add 5 MCQ questions, each carrying 2 marks. c) Add 1 short answer question that requires manual evaluation. d) Turn ON the setting: a. <i>Limit to 1 response</i> b. <i>Shuffle question order</i> c. <i>Release marks after manual review</i> e) Add a timer add-on (like form presenter) and set up a 10-minute time limit. f) Finally, send the quiz link and view the response summary.	24-11-2025	
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:	29-11-2025	

	<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>		
11.	<p>To compare AI-generated content with student-created content and understand limitations of AI.</p> <ul style="list-style-type: none"> <li>a) Write a 100–150 word paragraph on the topic: “Will AI replace jobs or change them?” (This must be written by the student.)</li> <li>b) Ask any AI tool (ChatGPT/Gemini/Copilot) to write the same topic.</li> <li>c) In your practical copy, create a Comparison Table with the headings:           <ul style="list-style-type: none"> <li>I. Human-Generated Content</li> <li>II. AI-Generated Content</li> </ul> </li> </ul>	03-12-2025	
12.	<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>Create a complete Student Result Management workbook.</p> <ul style="list-style-type: none"> <li>a) Create a new workbook with 3 sheets renamed as:           <ul style="list-style-type: none"> <li>a. <i>Student_Data</i></li> <li>b. <i>Marks_Analysis</i></li> </ul> </li> </ul>	19-12-2025	

	<p>c. <i>Charts</i></p> <ul style="list-style-type: none"> <li>b) In <i>Student_Data</i>, enter a list of 15 students with: Name, Roll No, Class, City, Subject1, Subject2, Subject3.</li> <li>c) Use Flash Fill to split “Full Name” into “First Name” and “Last Name”.</li> <li>d) Use Find &amp; Replace to replace city name “Delhii” with correct “Delhi”.</li> <li>e) Use IF function to calculate Pass/Fail (Pass = total <math>\geq</math> 120).</li> <li>f) Use COUNTIF to find how many students belong to “Delhi”.</li> <li>g) Use AVERAGE, MAX, MIN to analyze marks in the <i>Marks_Analysis</i> sheet.</li> <li>h) On the <i>Charts</i> sheet, create:           <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>i) Apply Conditional Formatting to highlight marks <math>&lt;</math> 40 in red.</li> <li>j) Convert the table into a formatted Excel Table.</li> </ul>	
14.	<p>Build a workbook for managing and analyzing sales data of a small store.</p> <ul style="list-style-type: none"> <li>a) Create a workbook with sheets:           <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> </li> <li>b) Import a CSV sales file (or create a sample table) containing: Date, Product, Category, Quantity, Price, Total Sales.</li> <li>c) Use Sort (A→Z, Z→A) to organize products by name and category.</li> <li>d) Apply Filter to view only “Electronics” category.</li> <li>e) Use SUMIF to find total sales for a selected product (e.g., “Headphones”).</li> <li>f) Use LEFT, RIGHT, MID to extract:           <ul style="list-style-type: none"> <li>I. First 3 letters of the product name</li> </ul> </li> </ul>	24-12-2025

	<p>II. Last 2 letters of the category</p> <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>	
15.	<p>Create a complete personal financial planner workbook.</p> <p>a) Create and rename sheets as:</p> <ul style="list-style-type: none"> <li>a. <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:  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