

F

M
(L

INDEX

S.No	Name Of Practical	Submission Date	Remark
1.	Design a professional resume using templates.	26-12-2025	
2.	Create a Career Oriented Presentation with 7 slides using transitions and animations.	26-12-2025	
3.	Create a social media poster for "DIGITAL AWARENESS WEEK" using canva.	26-12-2025	
4.	Compose & send a professional email with an attachment as "you are applying for an internship, send email to HR with your resume attached".	26-12-2025	
5.	Design a complete Google Form survey and analyze responses. <ul style="list-style-type: none"> a) Create a Google Form titled "Student Attendance Report". b) Include the following question types: <ul style="list-style-type: none"> a. 5 MCQs b. 1 Rating scale (1–5) c. 1 Short answer d. 1 Checkbox question c) Customize the theme (header image + color). d) Share the form link with 5 friends and collect responses. e) Generate charts from responses and take screenshots of the analysis page. 	26-12-2025	

6.	<p>Demonstrate the creation and management of your digital identity.</p> <ul style="list-style-type: none"> a) Create a social media profile (LinkedIn preferred). b) Add a profile photo, short bio, skills, and education details. c) Create a simple post about “My Learning Journey in Digital Literacy.” 	26-12-2025	
----	---	------------	--

	<p>d) Change your privacy settings to:</p> <ul style="list-style-type: none"> a. Who can see your posts. b. Who can message you 		
--	--	--	--

7.	<p>Using Google Drive or OneDrive:</p> <ul style="list-style-type: none"> 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. 	26-12-2025	
----	--	------------	--

8.	<p>Identify one real phishing email : A final-year student, Aman, receives a LinkedIn message saying:</p> <p style="padding-left: 40px;">“You are shortlisted for a Remote Software Developer role at Google.</p> <p style="padding-left: 40px;">Salary: ₹18 LPA.</p> <p style="padding-left: 40px;">Pay ₹2,499 as verification fee.</p> <p style="padding-left: 40px;">Limited seats. Pay now to confirm.”</p> <p>ANSWER THE QUESTIONS :-</p> <ul style="list-style-type: none"> 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? 	26-12-2025	
----	---	------------	--

9.	<p>Create a Google Form Quiz with the following requirements:</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 	26-12-2025	
----	--	------------	--

	summary.		
10.	<p>Ask ChatGPT OR Google Gemini to generate a 100–120 word paragraph on:</p> <p>“Is online learning better than offline learning for college students?”</p> <ul style="list-style-type: none"> a) Run the AI-generated text through Grammarly and any plagiarism-check tool. b) Now manually search online to check if similar sentences exist on blogs or articles. c) Identify 2–3 biased statements in the AI answer, such as: <ul style="list-style-type: none"> i. Over-generalizations ii. One-sided opinions iii. Unproven claims d) Rewrite the entire paragraph in a neutral and balanced way, using AI only for grammar suggestions. e) Submit 3 screenshots: <ul style="list-style-type: none"> i. Plagiarism check result ii. Grammarly suggestion page iii. Original AI paragraph vs your rewritten unbiased version 	26-12-2025	

11.	<p>To compare AI-generated content with student-created content and understand limitations of AI.</p> <ul style="list-style-type: none"> a) Write a 100–150 word paragraph on the topic: “Will AI replace jobs or change them?” (This must be written by the student.) b) Ask any AI tool (ChatGPT/Gemini/Copilot) to write the same topic. c) In your practical copy, create a Comparison Table with the headings: <ul style="list-style-type: none"> I. Human-Generated Content II. AI-Generated Content 	26-12-2025	
12.	Create a new NotebookLM project titled: “My Chapter Revision Notes.”	26-12-2025	

	<ul style="list-style-type: none"> a) Upload multiple sources (any 2) such as: <ul style="list-style-type: none"> i. PDF notes ii. Web articles iii. Text copied into NotebookLM b) Ask NotebookLM to: <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. c) Manually check for: <ul style="list-style-type: none"> i. Any incorrect facts ii. Repeated information iii. Missing important points d) Attach 3 screenshots from NotebookLM: <ul style="list-style-type: none"> i. Combined study guide ii. Flashcards iii. Concept map / explanation 		
--	--	--	--

13.	<p>Create a complete Student Result Management workbook.</p> <ul style="list-style-type: none"> a) Create a new workbook with 3 sheets renamed as: <ul style="list-style-type: none"> a. <i>Student_Data</i> b. <i>Marks_Analysis</i> c. <i>Charts</i> b) In <i>Student_Data</i>, enter a list of 15 students with: Name, Roll No, Class, City, Subject1, Subject2, Subject3. c) Use Flash Fill to split “Full Name” into “First Name” and “Last Name”. d) Use Find & Replace to replace city name “Delhii” with correct “Delhi”. e) Use IF function to calculate Pass/Fail (Pass = total \geq 120). f) Use COUNTIF to find how many students belong to “Delhi”. g) Use AVERAGE, MAX, MIN to analyze marks in the <i>Marks_Analysis</i> sheet. 	26-12-2025	
	<ul style="list-style-type: none"> h) On the <i>Charts</i> sheet, create: <ul style="list-style-type: none"> i. A Bar Chart showing marks of any one subject. ii. A Pie Chart showing percentage of pass vs fail. i) Apply Conditional Formatting to highlight marks < 40 in red. j) Convert the table into a formatted Excel Table. 		

14.	<p>Build a workbook for managing and analyzing sales data of a small store.</p> <ul style="list-style-type: none"> a) Create a workbook with sheets: <ul style="list-style-type: none"> I. <i>Store_Sales</i> II. <i>Summary</i> III. <i>Charts</i> 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: <ul style="list-style-type: none"> 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 <i>Summary</i> sheet using AVERAGE & SUM. i) Create a Line Chart of month-wise total sales in the <i>Charts</i> sheet. 	26-12-2025	
	j) Apply sheet protection so data cannot be edited accidentally.		

15.	<p>Create a complete personal financial planner workbook.</p> <p>a) Create and rename sheets as:</p> <p>a. <i>Expenses</i></p> <p>b. <i>Budget</i></p> <p>c. <i>Charts</i></p> <p>b) Enter at least 20 rows of expense data: Date, Category, Expense Detail, Amount, Payment Method.</p> <p>c) Use Data Validation dropdown to create a category list (Food, Travel, Fees, Shopping, Other).</p> <p>d) Use Remove Duplicates on the Category column if repeated incorrectly.</p> <p>e) Use SUMIF to calculate total spending for each category.</p> <p>f) In the <i>Budget</i> sheet, create the monthly budget and compare with actual expenses using:</p> <p style="padding-left: 40px;">Difference = Budget – Actual (formula required)</p> <p>g) Highlight expenses above ₹2000 using Conditional Formatting.</p> <p>h) Create:</p> <p>i. A Pie Chart showing category-wise spending</p> <p>ii. A Bar Chart comparing <i>Budget vs Actual</i></p> <p>iii. Use Flash Fill to separate date into Day / Month / Year if needed. Also explain its detail</p> <p>iv. Save worksheet in Page Layout view and adjust print area.</p>	26-12-2025	
-----	---	------------	--

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
- 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:

- o Technical skills (e.g., MS Office, programming languages)

- o 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:

- o Use **headings** for each section (e.g., Education, Skills, Objective).

- o Use **bullet points** to list items cleanly.

- o Maintain consistent **font style, size, and alignment** throughout.

- o 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.

- o In Canva, click **Download → PDF Print**.

- o In Google Docs, go to **File → Download → PDF Document**.

In MS Word, select **File → Save As → PDF**.

NIHAL SAKRE

 <https://www.linkedin.com/in/nihal-sakre-0abb16380>



7879769355



Balaghat Madhya Pradesh



nihalsakre@gmail.com

ABOUT ME

First-year B.Tech CSE (Data Science) student focused on building strong fundamentals in programming and problem-solving. Currently developing skills in C programming, web development, and basic software tools. Interested in technology, logical problem-solving, and hands-on learning through small projects.

EDUCATION

Bachelor of Technology (B.Tech) – CSE (Data Science)

Rungta College of Engineering & Technology Present

First-year student building fundamentals in programming and data science concepts.

EXPERIENCE

Programming Practice (Self-Learning)

June 2025 – Present

Learning programming fundamentals through online resources.

Practicing problem-solving using only C.

Building understanding of algorithms, logic, and debugging.

SKILLS

- Problem-solving
- Webdevelopment
- Communication
- Html
- Teamwork
- Problem Solving

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.

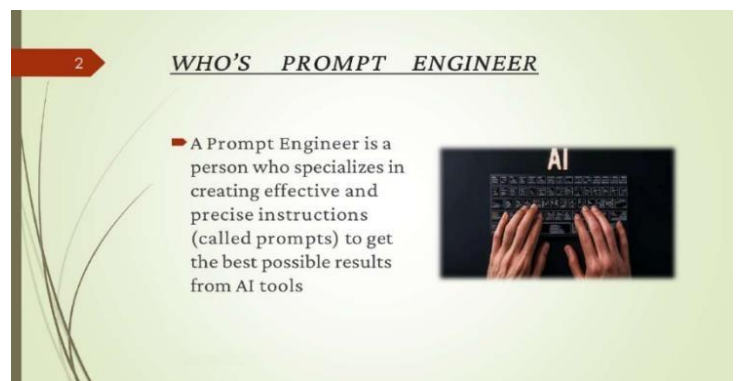
Apply a theme

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.



3

ROAD MAP FOR PROMPT ENGINEER

- Learn what **Artificial Intelligence**, **Machine Learning**, and **Large Language Models (LLMs)** are.
- Understand how tools like **ChatGPT**, **Gemini**, **Midjourney**, **Claude** work.



4

Skill needed

- ❖ Communication Skills
- ❖ English Grammar & Vocabulary
- ❖ Creativity
- ❖ Logical Thinking
- ❖ Analytical Skills
- ❖ AI Tools Knowledge
- ❖ Problem-Solving
- ❖ Basic Python & API Knowledge
- ❖ Research Skills
- ❖ Continuous Learning



5

Career & Future Growth

- Job Roles: Prompt Engineer, AI Content Specialist, AI Trainer.
- Work with AI startups or freelancing platforms.
- Keep learning — AI field is growing fast!



6

Build Portfolio & Practice

- Create your own prompt collection. Work with AI
- Share on GitHub or LinkedIn. Keep learning — AI field is growing fast!
- Join AI communities to learn and grow.



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

BE AWARE, BE SECURE



Protect yourself from cybercrime

1. Be Cautious with links and attachments
2. Use strong passwords
3. Verify online requests
4. Keep software up-to-date
5. Report suspicious activity

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.

Send email

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



 The ...
  regains ...
  pocatun...
  Soda To...

1 message

Sat, Dec 13, 2025 at 1:16 PM

8

A61



Q Search



01:20 PM
13-12-2025

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.

College Attendance Report

This form is used to record daily attendance for college students.

Student Information *

Short-answer text

ERP *

Short-answer text

Department *

1. BBA
2. B.Com
3. B.Sc Computer Science
4. B.Sc Mathematics
5. BA English
6. BCA
7. Other

Year of Study *

- ☐ 1st Year
- ☐ 2nd Year
- ☐ 3rd Year
- ☐ 4th Year

Course / Subject Name *

Short-answer text

Date of Attendance *

Day, month, year



Section title (optional)

Description (optional)

Attendance Details *

- ☐ Present
- ☐ Late
- ☐ Absent
- ☐ Absent — Reason provided

If Absent, State the Reason

Long-answer text

Mode of Class *

- ☐ Theory
- ☐ Practical
- ☐ Lab
- ☐ Seminar
- ☐ Tutorial

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.

Pro tip: Follow industry experts on LinkedIn to get ahead

in

Search

Home

My Network

Jobs

Messaging

Notifications

Me

For Business

Try Premium for ₹0

3) Run the ImageMagick command (adjust offsets if needed)

output_filename = "linkedin-banner-1584x396.png"

cmd = f"magick {fine_filename}" -resize "1584x396" -gravity center -extent 1584x396 -blur 0x8 \\
-fill "rgba (11,95,255,0.30)" -draw "rectangle 0,0 1584,396" \\
-font "Rungta-Bold.ttf" -pointsize 48 -fill "#FFFFFF" -gravity northwest -annotate +320+100 "Data Analysis Enthusiast" \\
+font "Rungta-Regular.ttf"


pr

ad

as fc

lt file,")

pr



Nihal Sakre

Add verification badge

Data Analysis Enthusiast • Excel | SQL | Python (learning) • CS Student •

Open to Internships

Indore, Madhya Pradesh, India • Contact info

28 connections

Open to

Add profile section

Enhance profile

Resources

Open to work

Software Engineer roles

Show details

Share that you're hiring and attract qualified candidates.

Get started

SBI

Promoted ***

State Bank of India

Nihal, you might like to follow State Bank of India

Keep up with interesting, relevant updates

Follow

Who your viewers also viewed

Private to you

Someone at Rungta College of...

View

Someone at Rungta College of...

View

Messaging

Suggested for you

LinkedIn

in

Search

Home

My Network

Jobs

Messaging

Notifications

Me

For Business

Try Premium for ₹0

Nihal Sakre

Data Analysis Enthusiast • Excel | SQL | Python (learning) • CS Student • Open to Internships

Skills

All Tools & Technologies

Microsoft Excel

HTML

C (Programming Language)

Piraeus

Promoted ***

Piraeus

Nihal, Get the latest on Piraeus News, Jobs, and More!

Stay informed on industry news and trends

Follow

Who your viewers also viewed

Private to you

Someone at Rungta College of...

View

Someone at Rungta College of...

View

Messaging

Practical 7

Using Google Drive / OneDrive

Aim

To upload and organize files in cloud storage.

Objectives

- To manage files online
- To share files securely

Materials Required

- Google Drive / OneDrive account

Procedure

1. Create folder “Unit 3 Practical Work”

Open Google Drive or your file manager and create a new folder named “Unit 3 Practical Work.” This folder will store all files related to the practical.

2. Upload documents

Click the **Upload** option and select the required documents from your device. The files will be saved inside the main folder for easy access.

3. Create subfolders

Inside the main folder, create additional subfolders to categorize your documents. This helps keep your work organized and easy to locate.

4. Share main folder with View only

Right-click the folder, choose **Share**, and set the permission to **View only** for others. This allows people to see the contents but prevents them from editing or deleting files.

My Drive > Unit 3 Practical > Notes ▾

✓ [Menu] [Grid] ⓘ

Name ↑	Owner	Date modified	File size	Sort
LECTURE 1.docx	me	5:17 PM me	5.8 MB	⋮
LECTURE 2.docx	me	5:17 PM me	5.6 MB	⋮
LECTURE 3.docx	me	5:17 PM me	45 KB	⋮
LECTURE 4.docx	me	5:17 PM me	36 KB	⋮
LECTURE 5.docx	me	5:16 PM me	159 KB	⋮
LECTURE 6.docx	me	5:16 PM me	488 KB	⋮
LECTURE 7.docx	me	5:16 PM me	233 KB	⋮
LECTURE 8.docx	me	5:16 PM me	40 KB	⋮
Unit3_MCQS.docx	me	5:15 PM me	22 KB	⋮

Practical 8

Identify Phishing Attack

Aim

To identify phishing attempts through digital messages.

Objectives

- To detect cybercrime
- To recognize scam elements

Materials Required

- Provided phishing example

Procedure

Read message text

Carefully go through the entire message to understand its content and intent. Make note of any unusual requests or unfamiliar senders.

Identify suspicious elements

Look for spelling errors, urgent demands, unknown links, or too-good-to-be-true offers. These signs often indicate potential scams or malicious intent.

List cybercrime type

Based on the suspicious elements, categorize the message as phishing, fraud, malware attempt, etc. This helps in understanding the nature and threat level of the cybercrime.

Write verification steps

Suggest ways to confirm authenticity, such as checking the sender's email, contacting the official source, or scanning links. These steps help prevent falling victim to cyberattacks.

Identifying a Phishing Message

Phishing Message Example

From: State Bank of India

Subject: URGENT: Account Verification Required

Dear Customer,

Your SBI account will be **blocked within 24 hours** due to suspicious activity.

Please **verify** your account immediately by clicking the link below:

<http://sbi-verify-account.co.in>

Failure to verify may result in permanent suspension of your account.

Regards,
SBI Security Team

1. Read Message

- **Urgent** warning about account
- Asks to click a link



2. Identify Suspicious Elements

- **Urgency:** "Blocked within 24 hours"
- **Fake Link:** "sbi-verify-account.co.in"
- Unusual Request for Verification
- Not from official SBI site



3. List Cybercrime Type

Phishing Attempt

Trying to steal banking information.



4. Verification Steps

- **Do not click the link**
- Visit official SBI website
- Call the bank directly
- Report as phishing



Result: Phishing message analyzed and verification steps recommended.

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.

Internet, Social Media & Digital Skills Quiz

Test your knowledge on Internet basics, social media, cloud storage, LinkedIn, and Google Forms with this comprehensive multiple choice questionnaire.

Which of the following is a web browser?

- ☐ gmail
- ☐ chrome
- ☐ watsaap
- ☐ zoom

What is the full form of internet? *

This is important for tracking purposes. Do not change. Any change in this will make your submission void

- ☐ International Network
- ☐ Internet Net
- ☐ Internet node
- ☐ Interactive network

What is required to create a Gmail account?

- ☐ phone number
- ☐ Adhar card
- ☐ Pan Card
- ☐ Debit Card

What does "attachment" mean in an email?

- ☐ A new email
- ☐ A file added to the email
- ☐ A contact
- ☐ A signature

WHAT IS PHISING ?



Short answer

Short answer text



Required



What is included in good email etiquette?

- ☐ Writing in ALL CAPS
- ☐ Clear subject line
- ☐ Spamming
- ☐ Angry replies

What is Outlook?

- ☐ Web browser
- ☐ Email service
- ☐ Social media
- ☐ Antivirus

2 responses

View in Sheets

Summary

Question

Individual

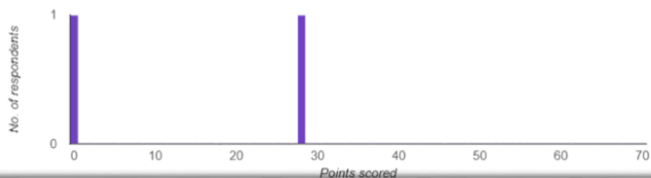
Insights

Average
14/70 points

Median
0/70 points

Range
0-28 points

Total points distribution



Which of the following is a web browser?

Copy chart

2 responses

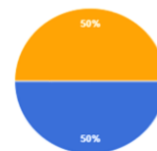


- ☐ gmail
- ☒ chrome
- ☐ watsaap
- ☐ zoom

What is the full form of internet?

Copy chart

2 responses



- ☒ International Network
- ☒ Internet Net
- ☐ Internet node
- ☐ Interactive network

AI Text Bias & Plagiarism

Aim

To analyze AI generated text for plagiarism and bias.

Objectives

- To detect biased statements
- To improve writing

Materials Required

- ChatGPT / Gemini
- Grammarly

Procedure

1. **Generate paragraph from AI** – Use an AI writing tool to produce a clear, coherent paragraph on your chosen topic.
2. **Check plagiarism** – Run the paragraph through a plagiarism checker to ensure originality and proper attribution.
3. **Check grammar** – Review the text with a grammar tool to correct errors in punctuation, spelling, and sentence structure.
4. **Identify biased statements** – Examine the content for subjective language, assumptions, or one-sided viewpoints.
5. **Rewrite neutrally** – Revise the paragraph to remove bias, ensuring the tone is balanced, objective, and fact-based.

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.

OUTPUT

Feature	Human-Written Paragraph	AI-Generated Paragraph
Style	Simple, personal, straightforward	More polished and structured
Tone	Informal and relatable	Formal and academic
Clarity	Clear but basic explanations	Clear with more detailed phrasing
Content	Focuses on everyday usefulness	Highlights broader digital skills and adaptation
Limitations	May lack depth or advanced vocabulary	May sound generic or overly formal

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 2 . It is the network itself (hardware, cables, servers) 1 .
World Wide Web (WWW)	A service that runs on the Internet, consisting of websites and browsing 1 . Examples include Google Search or opening <i>youtube.com</i> in a browser 1 3 .
Web Browser	A software application used to locate, retrieve, and display content from the World Wide Web 2 3 .
Popular Browsers	Google Chrome, Mozilla Firefox, Microsoft Edge, Safari 4 .
Browser Features	Address Bar (for entering URLs), Tabs, History, Bookmarks/Favorites, and a Download Manager 2 4 . Private Browsing/Incognito Mode allows browsing without saving history 5 .
Email (Electronic Mail)	The digital version of traditional letters, operating on a store-and-forward model 5 .
Email ID Structure	Consists of the Username (chosen by the user), the @ separator, and the Domain (email provider, e.g., gmail.com) 2
Email Components	To (main recipient), CC (Carbon Copy, visible to all), BCC (Blind Carbon Copy, hidden recipients), Subject Line, Body, and Attachments 6 .
Microsoft Outlook	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) 15 . Keep file size small (recommended 10–25 MB maximum) 10 15 ; use cloud links for larger files 15 . Rename files properly (e.g., <i>Name_Assignment1_Final.pdf</i>) 15 16 . Be cautious of risky extensions like .exe or .bat 17 .
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 .

