

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"> 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. 	11-10-2025	
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.” 	31-10-2025	

	<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. 	13-11-2025	
8.	<p>Identify one real phishing email : A final-year student, Aman, receives a LinkedIn message saying:</p> <p>“You are shortlisted for a Remote Software Developer role at Google.</p> <p>Salary: ₹18 LPA.</p> <p>Pay ₹2,499 as verification fee.</p> <p>Limited seats. Pay now to confirm.”</p> <p><u>ANSWER THE QUESTIONS :-</u></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? 	19-11-2025	
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. Limit to 1 response b. Shuffle question order c. Release marks after manual review e) Add a timer add-on (like form presenter) and set up a 10-minute time limit. 	24-11-2025	

	f) Finally, send the quiz link and view the response 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 	29-11-2025	
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 	03-12-2025	
12.	Create a new NotebookLM project titled: “My Chapter Revision Notes.”	10-12-2025	

	<p>a) 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>b) 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>c) Manually check for:</p> <ul style="list-style-type: none"> i. Any incorrect facts ii. Repeated information iii. Missing important points <p>d) Attach 3 screenshots from NotebookLM:</p> <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> <p>a) Create a new workbook with 3 sheets renamed as:</p> <ul style="list-style-type: none"> a. <i>Student_Data</i> b. <i>Marks_Analysis</i> c. <i>Charts</i> <p>b) In <i>Student_Data</i>, enter a list of 15 students with: Name, Roll No, Class, City, Subject1, Subject2, Subject3.</p> <p>c) Use Flash Fill to split “Full Name” into “First Name” and “Last Name”.</p> <p>d) Use Find & Replace to replace city name “Delhii” with correct “Delhi”.</p> <p>e) Use IF function to calculate Pass/Fail (Pass = total \geq 120).</p> <p>f) Use COUNTIF to find how many students belong to “Delhi”.</p> <p>g) Use AVERAGE, MAX, MIN to analyze marks in the <i>Marks_Analysis</i> sheet.</p>	19-12-2025	

	<p>h) On the <i>Charts</i> sheet, create:</p> <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. iii. Apply Conditional Formatting to highlight marks < 40 in red. iv. Convert the table into a formatted Excel Table. 		
14.	<p>Build a workbook for managing and analyzing sales data of a small store.</p> <p>a) Create a workbook with sheets:</p> <ul style="list-style-type: none"> I. <i>Store_Sales</i> II. <i>Summary</i> III. <i>Charts</i> <p>b) Import a CSV sales file (or create a sample table) containing: Date, Product, Category, Quantity, Price, Total Sales.</p> <p>c) Use Sort (A→Z, Z→A) to organize products by name and category.</p> <p>d) Apply Filter to view only “Electronics” category.</p> <p>e) Use SUMIF to find total sales for a selected product (e.g., “Headphones”).</p> <p>f) Use LEFT, RIGHT, MID to extract:</p> <ul style="list-style-type: none"> I. First 3 letters of the product name II. Last 2 letters of the category <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 & SUM.</p> <p>i) Create a Line Chart of month-wise total sales in the <i>Charts</i> sheet.</p>	24-12-2025	

	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> <ul style="list-style-type: none"> a. <i>Expenses</i> b. <i>Budget</i> c. <i>Charts</i> <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"> i. A Pie Chart showing category-wise spending ii. A Bar Chart comparing <i>Budget vs Actual</i> iii. Use Flash Fill to separate date into Day / Month / Year if needed. Also explain its detail iv. Save worksheet in Page Layout view and adjust print area. 	29-12-2025	