

## **Practical 12: Notebook LM Project**

### **Aim**

To create revision notes using Notebook LM.

### **Objectives**

- To generate study guide
- To create flashcards

### **Materials Required**

- Notebook LM

### **Notebook LM Procedure**

1. Create Notebook LM project – Start a new project in Notebook LM 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 Notebook LM'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.

## OUTPUT:-

### i. Combined study guide:-

Chat

Create a combined study guide using all sources.

This comprehensive study guide integrates all key topics from the "New Age Life Skills – IT Skills" course, including internet basics, professional communication, cloud technology, social media branding, and digital safety.

### 1. Internet Fundamentals and Web Browsing

- **The Internet vs. The Web:** The **Internet** is the global infrastructure of hardware, cables, and servers <sup>1</sup>. The **World Wide Web (WWW)** is a service running on that hardware that allows users to access websites <sup>1</sup>. For example, using the YouTube app uses the Internet, but opening youtube.com in a browser uses the Web <sup>2</sup>.
- **Web Browsers:** These are software applications (e.g., Google Chrome, Mozilla Firefox, Microsoft Edge) used to retrieve and display web content <sup>2</sup> <sup>3</sup>.
- **Browser Features:** Key features include the **Address Bar** for URLs, **Incognito Mode** for private browsing, and **Security Indicators** like the HTTPS padlock symbol, which signifies a secure site <sup>3</sup>.

### 2. Professional Email and Communication

- **Email Basics:** Email works on a **store-and-forward model** <sup>4</sup>. An email ID consists of a

### ii. Flash cards:-

Building a Professional Digital Brand: LinkedIn Strategy for Students

+ Create notebook

Share

Settings

Sources

You can use this foundation to structure eff...

Summarize Textbook Chapters: 10 Proven ...  
You will find ten proven techniques for cond...

Cornell Note Taking Method  
Detailed steps for summarizing and testing ...

7 more sources

Like

Copy

Delete

+ Import

Select all sources

LECTURE 8.docx

Unit3\_Lect7\_content.docx

Unit3\_Lect1\_content.docx

Unit3\_Lect2\_content.docx

Unit3\_Lect3\_content.docx

Unit3\_Lect4\_content (1) (1).docx

Unit3\_Lect5\_content.docx

Chat

Generate flash cards for quick revision.

Here are flashcards designed for quick revision, covering the key concepts from the provided sources.

### Internet & Email Fundamentals

- **Front:** What is the difference between the **Internet** and the **World Wide Web (WWW)**?
  - **Back:** The **Internet** is the hardware infrastructure (cables, servers); the **Web** is a service running on it (websites) <sup>1</sup>.
- **Front:** In an email, what is the difference between **CC** and **BCC**?
  - **Back:** **CC (Carbon Copy)** sends a copy visible to all; **BCC (Blind Carbon Copy)** sends a copy to hidden recipients to protect privacy <sup>2</sup>.
- **Front:** What are the three parts of an **email ID**?
  - **Back:** **Username** (chosen by user), the **@ separator**, and the **Domain** (provider) <sup>2</sup> <sup>3</sup>.
- **Front:** What is the "store-and-forward" model?
  - **Back:** The system where an email client sends a message to a mail server, which then forwards it to the recipient's server <sup>3</sup>.

Start typing...

9 sources

Studio

Create an Audio Overview in: हिन्दी, বাংলা, ગુજરાતી, ಕನ್ನಡ, తెలుగు, मराठी, বাংলা, தமிழ், తెలుగు

Audio Overview

Video Overview

Mind Map

Reports

Flashcards

Quiz

BETA Infographic

BETA Slide deck

Digital Skills Flashcards  
9 sources · 1m ago

Digital Flashcards  
9 sources · 1m ago

Add note

NotebookLM can be inaccurate; please double-check its responses.

### iii. Concept map/explanation:-

The screenshot displays a digital note-taking application with three main panels: Sources, Chat, and Studio.

- Sources Panel:** Lists various documents and notes, including "LECTURE 8.docx", "Unit3\_Lect7\_content.docx", "Unit3\_Lect1\_content.docx", "Unit3\_Lect2\_content.docx", "Unit3\_Lect3\_content.docx", "Unit3\_Lect4\_content (1) (1).docx", and "Unit3\_Lect5\_content.docx". Each item has a checkbox and a checkmark.
- Chat Panel:** Contains a chat window with a prompt: "iii. Create a concept map or explanation of the topic." Below the prompt, there is a text area with the following content:

The "New Age Life Skills – IT Skills" curriculum is designed to transform students from casual internet users into professional digital citizens <sup>1</sup> <sup>2</sup>. The topic can be explained as a four-pillar framework: **Foundations, Workspace, Persona, and Protection**.

**1. The Digital Foundation: Internet and Web Basics**

The core of this topic is understanding how we access the digital world.

  - **Infrastructure:** There is a critical distinction between the **Internet** (the physical hardware and cables) and the **World Wide Web** (the service of websites running on that hardware) <sup>3</sup>.
  - **Navigation: Web Browsers** (Chrome, Edge, Firefox) serve as the interface <sup>4</sup>. Professional usage involves mastering features like **incognito mode** for private browsing and identifying **HTTPS padlock symbols** to ensure a website is secure before entering data <sup>5</sup>.
  - **Professional Communication: Email** is the primary professional tool because it leaves a **permanent written record** <sup>6</sup> <sup>6</sup>. Success depends on **Email Etiquette**, such as using clear subject lines (6-8 words), avoiding informal language like "Hey", and replying within 24-48 hours <sup>7</sup>.

**2. The Digital Workspace: Cloud Storage and Collaboration**

Start typing... 9 sources →
- Studio Panel:** Features a prompt: "Create an Audio Overview in हिन्दी, বাংলা, ગુજરાતી, ಕನ್ನಡ, తెలుగు, मराठी, বাংলা, தமிழ், తెలుగు". Below the prompt, there are several buttons for creating different types of content: Audio Overview, Video Overview, Mind Map, Reports, Flashcards, Quiz, Infographic, and Slide deck. Each button has a pencil icon. At the bottom, there are two sections: "Digital Skills Flashcards" (9 sources · 1m ago) and "Digital Flashcards" (9 sources · 1m ago), each with a vertical ellipsis icon. An "Add note" button is located at the bottom right.