Practical 12: Notebook LM Project

Aim

To create revision notes using Notebook LM.

Objectives

- To generate study guide

- To create flashcards

Materials Required

- Notebo

ok 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:-

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> 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 1 . The **World Wide Web (WWW)** is a service running on that hardware that allows users to access websites 1 . For example, using the YouTube app uses the Internet, but opening youtube.com in a browser uses the Web 2 .

• **Web Browsers:** These are software applications (e.g., Google Chrome, Mozilla Firefox, Microsoft Edge) used to retrieve and display web content 2 3 .

• **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 3 ... .

2. Professional Email and Communication

• **Email Basics:** Email works on a **store-and-forward model** 4 . An email ID consists of a

ii. Flash cards:-

iii. Concept map/explanation:-

Sources

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iii. Create a concept map or explanation of the topic.

The "New Age Life Skills – IT Skills" curriculum is designed to transform students from casual internet users into professional digital citizens [1] [2]. 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) [3].

• **Navigation: Web Browsers** (Chrome, Edge, Firefox) serve as the interface [4]. 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 [5].

• **Professional Communication: Email** is the primary professional tool because it leaves a **permanent written record** [5] [6]. 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 [7] ... .

2. The Digital Workspace: Cloud Storage and Collaboration

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