

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:

1. 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:

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

- Use headings for each section (e.g., Education, Skills, Objective).
- Use bullet points to list items cleanly.
- Maintain consistent font style, size, and alignment throughout.
- 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.

- In Canva, click Download → PDF Print.
- In Google Docs, go to File → Download → PDF Document.
- In MS Word, select File → Save As → PDF.

OUTPUT:

NUPUR SHARMA

Risali, Bhilai , 490006 | +91 8871126658
nupursharma0710@gmail.com .

PROFESSIONAL SUMMARY

Motivated first-year engineering student with a passion for technology and innovation. Seeking opportunities to apply foundational knowledge in real-world projects and grow as a future engineer. Focused on building a strong foundation in computer science fundamentals, and creative problem solving.

EDUCATION

Schooling: DPS, Risali
High School: 2022-2025
Bachelor of technology(B.tech) in CSE
Rungta International skills University.
Expected Graduation year : 2029

RELEVANT EXPERIENCE

Ongoing Learnings

- Learning programming fundamentals through online courses and form university.
- Practicing problem-solving using C.
- Building foundation in algorithms, and logic.
- Exploring various technologies like HTML, CSS, and JavaScript.
- Creating small webpage layouts for better understanding of the structure and styling.

ACHIEVEMENTS AND CERTIFICATES

- Certificate of securing the positions in field events(2020,2023).
- Certification for first position in intrasection debate English & Hindi.
- Certificate for participation in interesection English debate.
- Sports Caption(2017).

TECHNICAL SKILLS

Programming Languages: C(basic programming and problem solving).
Web Development(Learning): HTML, CSS, JavaScript(basics).

Tools & Platforms: Vscode, Canva.

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.

Career in Software Engineering.

- Building the Future Through Code and Innovation.

Presented by: Nupur Sharma.

-Rungra International Skills University.



CAREER ORIENTED PRESENTATION

INTRODUCTION.

- Software Engineering is the **systematic approach to designing, developing, testing, and maintaining** software systems.
- It combines **creativity, logic, and technology** to solve real-world problems.
- This presentation explains how to build a strong career in software engineering — from skills to opportunities.



UNDERSTANDING THE FIELD.

■ Software engineers work in various domains:

- Web Development.
- Mobile App Development.
- Artificial Intelligence and Machine Learning.
- Cybersecurity.
- Cloud Computing.

■ Roles include *Software Developer, Tester, Systems Analyst, DevOps Engineer, and Project Manager.*



EDUCATIONAL PATH.

- Foundation: Bachelor's in Computer science, IT or software engineering.
- Key Subjects: Programming, Data Structure, Algorithms, Operating systems, Networking, Databases.
- CERTIFICATIONS:
- Microsoft, Google or AWS certifications.
- Coursera, Udemy, or edX skill enhancement.

ESSENTIAL SKILLS.

■ Technical Skills:

- Programming Languages: C, C++, Java, Python, Javascript.
- Web Technologies: HTML, CSS, React, Node.js
- Tools: Git, Docker, VS Code, Jenkins.

■ Soft Skills:

- Logical Thinking and Problem-Solving.
- Team Collaboration & Communication.
- Time Management and Continuous Learning



CAREER OPPORTUNITIES.

Job Roles:

- Software Engineer/Developer.
- Backend or Frontend Developer.
- Data Engineer or AI engineers.
- Quality Assurance tester.
- Systems Analyst.

- **Industries Hiring:** Tech Companies, Banking, Healthcare, Education, E-commerce, Startups.

CAREER GROWTH & TRENDS.

Career Growth:

- Junior Developer → Senior Developer → Team Lead → Project Manager → Architect.

Emerging Trends:

- Artificial Intelligence.
- Cloud Computing.
- Cybersecurity.
- DevOps Automation.
- Constant skill upgrading is key to staying relevant.



CONCLUSION.

- Software engineering is one of the **fastest-growing** and **highest-paying careers** worldwide.
- Success requires **strong technical foundation**, **curiosity**, and **adaptability**.
- *"First, solve the problem. Then, write the code."* – John Johnson

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

DIGITAL AWARENESS WEEK.

WHAT IS DIGITAL AWARENESS WEEK?

Digital Awareness Week is an event aimed at educating people about using technology and the internet safely, responsibly, and effectively. It focuses on topics like cyber safety, digital citizenship, online privacy, and responsible social media use.

HOW CAN YOU BE DIGITALLY AWARE?

- Think before you click or share
- Use strong passwords
- Protect your personal info
- Verify sources before trusting them
- Stay alert to scams and fake news
- Use privacy settings and updates regularly



**“Be smart before you share
— once it’s out, it’s everywhere.”**

⚡ WHY IT MATTERS

- EVERY CLICK LEAVES A FOOTPRINT — KNOW WHERE YOURS LEADS.
- FAKE NEWS, SCAMS, AND PHISHING ATTACKS ARE EVERYWHERE — AWARENESS IS YOUR DEFENSE.
- YOUR DIGITAL IDENTITY IS VALUABLE — PROTECT IT LIKE YOUR WALLET.
- TECHNOLOGY SHOULD SERVE YOU, NOT CONTROL YOU.

⚡ DID YOU KNOW?

- OVER 60% OF CYBER CRIMES BEGIN WITH A SINGLE CARELESS CLICK.
- THE AVERAGE PERSON SPENDS 7+ HOURS ONLINE DAILY — THAT’S NEARLY HALF YOUR WAKING LIFE.
- AROUND 40% OF STUDENTS FACE SOME FORM OF CYBERBULLYING.
- YOUR DATA CAN BE SOLD WITHIN SECONDS ON THE DARK WEB IF UNPROTECTED.

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.

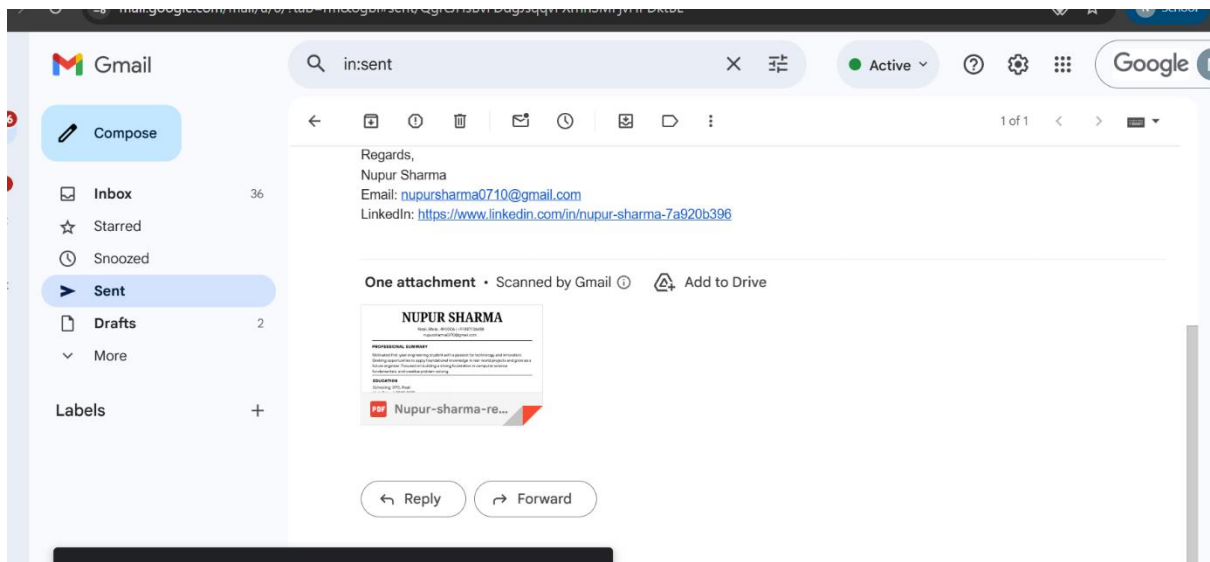
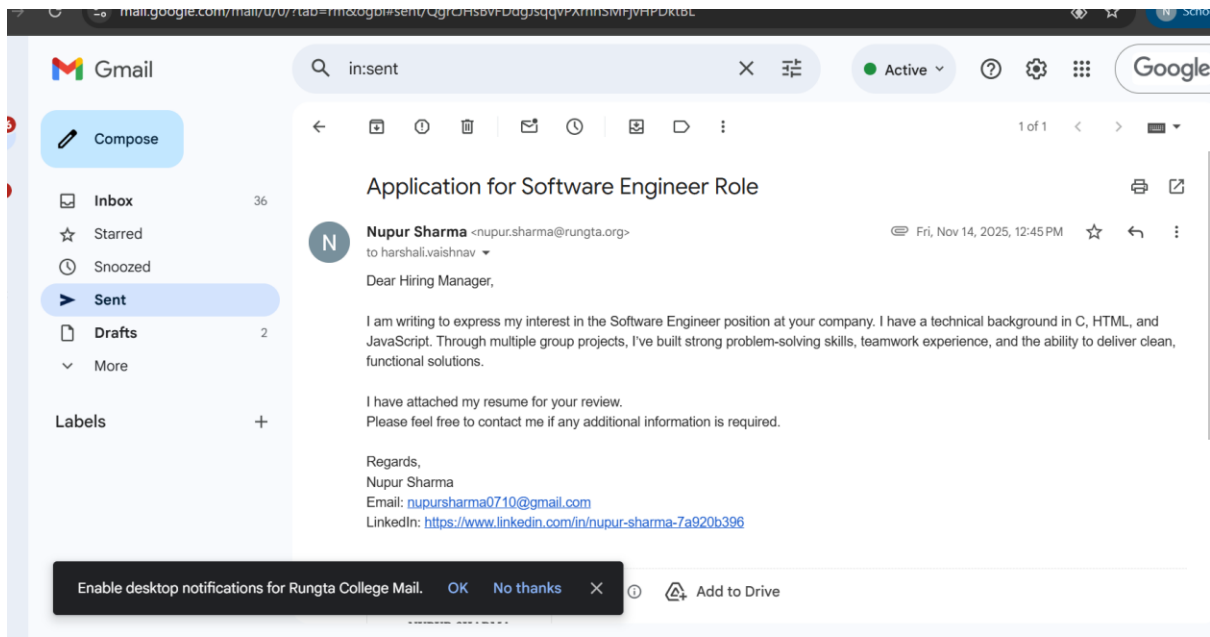
Attach resume-

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



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.



ATTENDANCE REPORT

Student attendance report

This form is automatically collecting emails from all respondents. [Change settings](#)

Enter Valid Phone Number *

Short answer text

Student Full Name *

Short answer text

ERP ID *

Short answer text

Program Name (Branch) *

Short answer text

Semester *

- ☐ 1st
- ☐ 2nd
- ☐ 3rd
- ☐ 4th
- ☐ 5th
- ☐ 6th
- ☐ 7th
- ☐ 8th

Section *

- ☐ A
- ☐ B
- ☐ C
- ☐ D
- ☐ E
- ☐ F
- ☐ G
- ☐ H
- ☐ I

Date of Attendance *

Month, day, year



Total no. of classes conducted today *

Short answer text

Upload leave Application

 Add file

 View folder


Faculty Name Taking attendance *

Short answer text

Subject Attended Today *

- ☐ CDC
- ☐ DL
- ☐ M1
- ☐ NALS
- ☐ PFC
- ☐ CP
- ☐ WEB TECH

3 responses

 View in Sheets



Summary

Question

Individual

Who has responded?

Email

mrinali.singh@rungha.org

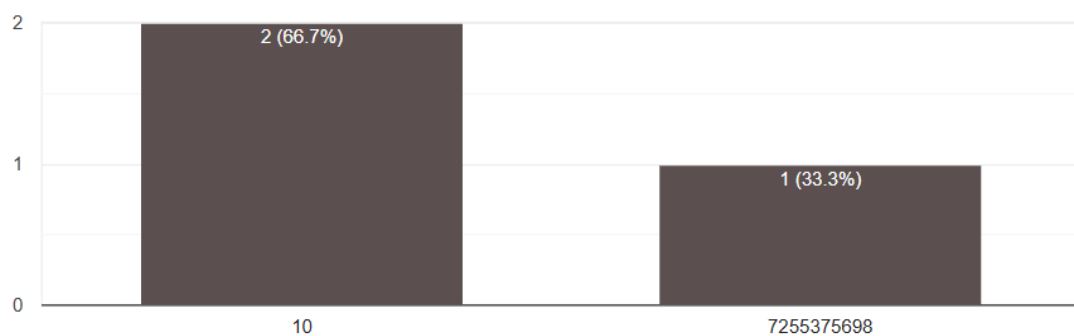
meenakshi.das@rungha.org

nidhi.shailja.singh@rungha.org

Enter Valid Phone Number

 Copy chart

3 responses



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.

OUTPUT:

The image displays a LinkedIn profile for NUPUR SHARMA. The profile header includes a circular profile picture of a woman, a cover image of a laptop and notebook, and a banner that says "Enhance cover image". The profile name is NUPUR SHARMA, with a verified badge and "She/Her" pronouns. The bio states "Computer Science Engineering Student | Learning the Fundamentals" and "Bhilai, Chhattisgarh, India". There are 298 connections. Below the bio are buttons for "Open to", "Add profile section", "Enhance profile", and "Resources". The navigation bar at the top shows Home, My Network, Jobs, Messaging, and Notifications. The activity feed shows two posts by NUPUR SHARMA. The first post, from 3 days ago, is titled "Successfully completed Google's Gemini Academy 2025." and includes a screenshot of the Gemini Academy logo. The second post, from 4 days ago, is titled "Course Completion | Introduction to HTML, CSS, & JavaScript" and describes the completion of a course offered by IBM through Coursera. The activity feed also shows a "Create a post" button and a "Peop" section on the right.

Profile Header:

- Profile Picture: A circular profile picture of a woman.
- Cover Image: A banner image showing a laptop and a notebook. A button "Enhance cover image" is visible.
- Name: **NUPUR SHARMA** (verified) She/Her
- Bio: Computer Science Engineering Student | Learning the Fundamentals
- Location: Bhilai, Chhattisgarh, India · [Contact info](#)
- Connections: 298 connections
- Buttons: Open to, Add profile section, Enhance profile, Resources

Activity Feed:

- Post 1:** NUPUR SHARMA (You) · 3d · Successfully completed Google's Gemini Academy 2025. ...more
- Post 2:** NUPUR SHARMA (You) · 4d · Course Completion | Introduction to HTML, CSS, & JavaScript
- Post 2 Text:** I've successfully completed the Introduction to HTML, CSS, & JavaScript course offered by IBM through Coursera. Through this course, I strengthened my understanding of:
 - ♦ Structuring web pages using HTML
 - ♦ Styling and designing web pages with CSS
 - ♦ Adding interactivity with JavaScript ...more

Navigation Bar: Home, My Network, Jobs, Messaging, Notifications (10), Me

Footer: www.linkedin.com/feed/update/urn:li:activity:7408763547075141634/

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.

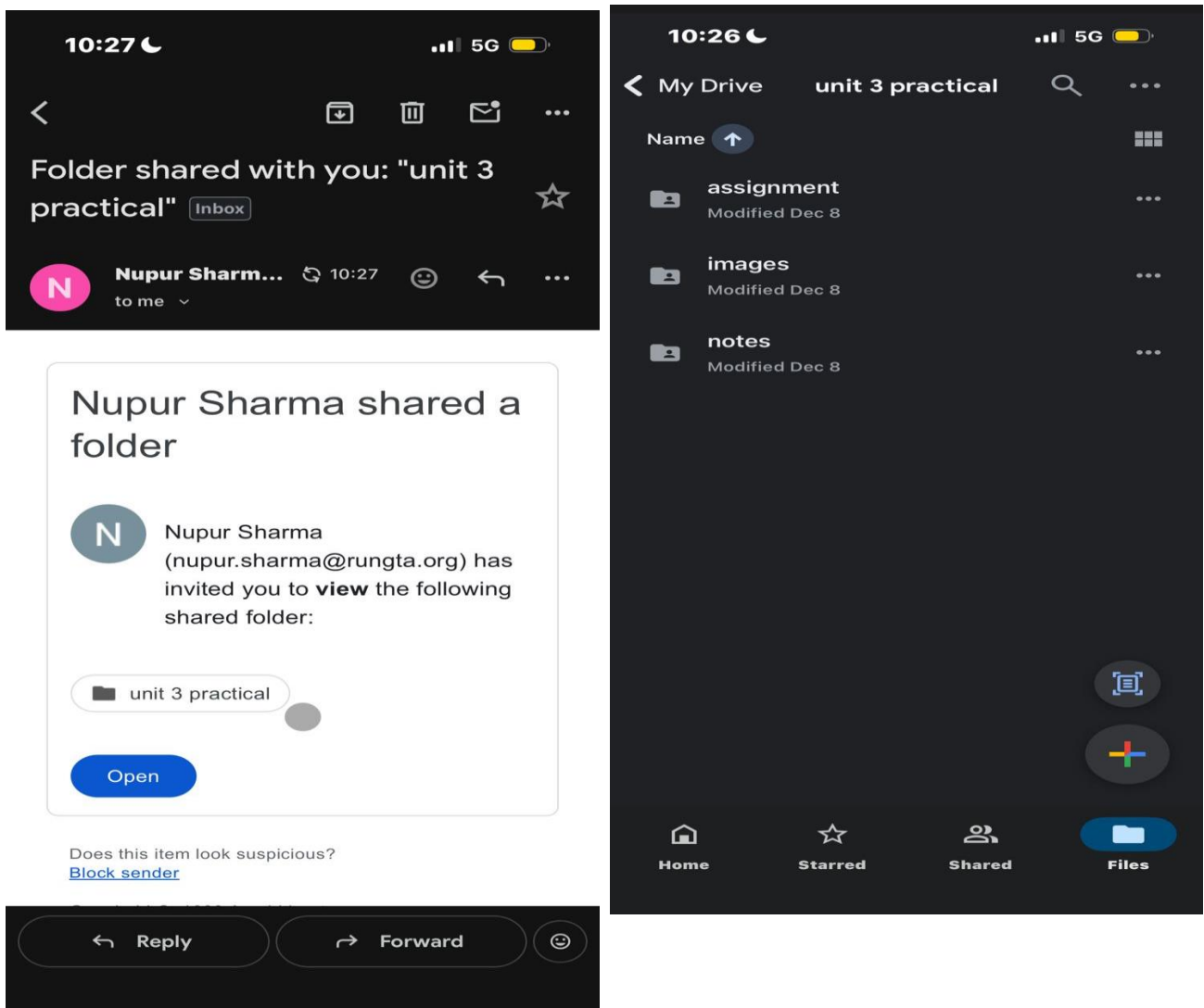
This helps keep your work organized and easy to locate.

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.

OUTPUT:



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.

List cybercrime type

Based on the suspicious elements, categorize the message as phishing, fraud, malware attempt.

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.



| Component | Answer |
|-----------------------|---|
| a) Cybercrime Type | Phishing (specifically an Advance Fee / Recruitment Scam). |
| b) 3 Red Flags | <ol style="list-style-type: none"> 1. Fee Request: Legitimate companies (like Google) never require payment to get a job. 2. Instant High Offer: No rigorous interview process for a high-salary role (₹18 LPA). 3. Sense of Urgency: "Limited seats. Pay now" pressures the victim. |
| c) Action to Verify | <ol style="list-style-type: none"> 1. DO NOT Pay. 2. Verify on Official Site: Search for the job/ID on the official Google Careers website. 3. Report: Report the message to LinkedIn and block the sender. |

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.

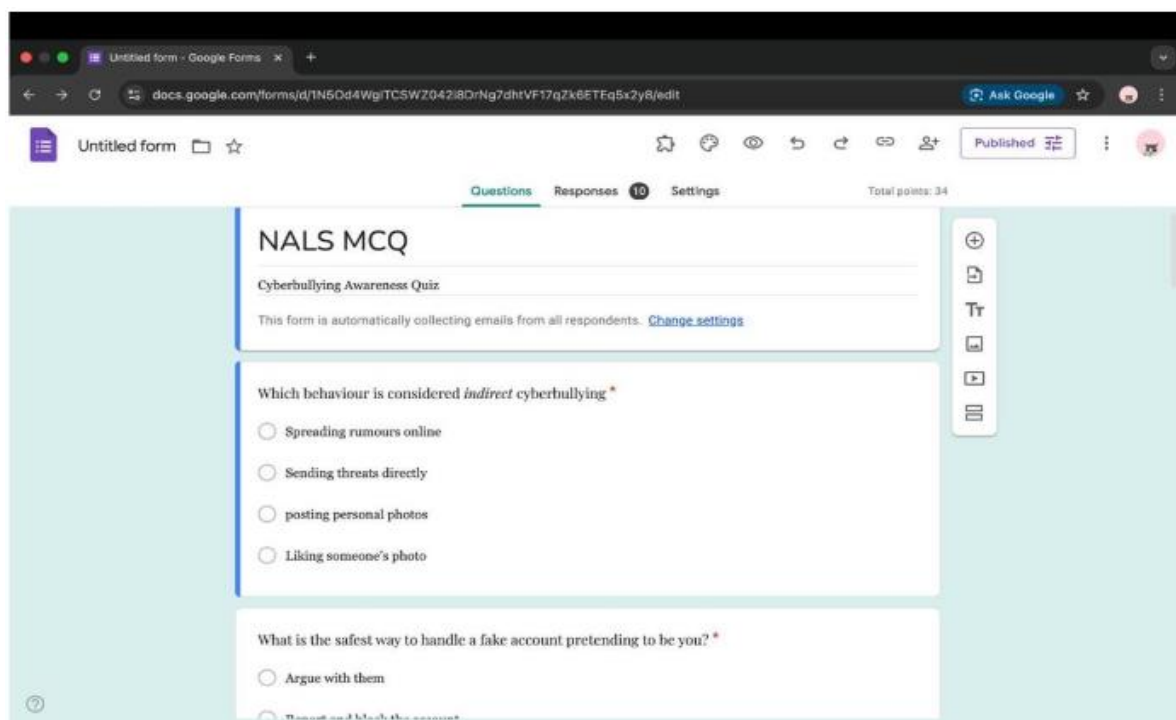
5. Shuffle questions – Activate the shuffle feature to randomize the order of questions for every respondent.

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.

OUTPUT:

Practical 9: Google form Quiz with Timer



The screenshot shows a Google Forms interface for a quiz titled "NALS MCQ". The form is titled "Cyberbullying Awareness Quiz" and includes a note: "This form is automatically collecting emails from all respondents. [Change settings](#)". The quiz contains two multiple-choice questions. The first question is "Which behaviour is considered *indirect* cyberbullying?" with four options: "Spreading rumours online", "Sending threats directly", "posting personal photos", and "Liking someone's photo". The second question is "What is the safest way to handle a fake account pretending to be you?" with two visible options: "Argue with them" and "Report and block the account". The interface includes a top navigation bar with "Questions", "Responses" (10), and "Settings" tabs, and a "Published" button. A timer add-on is visible on the right side of the form.

Practical 9: Google form Quiz with Timer

Untitled form - Google Forms

docs.google.com/forms/d/1N5Od4WgITCSWZ042i8DrNg7dhtVF17qZk6ETEg5x2y8/edit

Ask Google

Published

Questions Responses 10 Settings

Total points: 34

☐ Logging out after use

☐ Using two-factor authentication

Sharing someone's picture without their permission can be cyberbullying. *

☐ True

☐ False

Ignoring cyberbullying always makes it stop. *

☐ True

☐ False

Cyberbullying can also happen in online classes. *

The screenshot shows a Google Sheets document titled 'Form Responses' with the following data:

| | A | B | C | D | E | F |
|----|---------------------|------------------------|---------|--|--|----------------------------|
| | Timestamp | Email Address | Score | Which behaviour is considered indirect cyber | What is the safest way to handle a fake acco | Which of the following In |
| 2 | 11/28/2025 12:07:32 | | 27 / 34 | Spreading rumours online | Report and block the account | Using strong passwords |
| 3 | 11/28/2025 12:08:27 | | 30 / 34 | Spreading rumours online | Report and block the account | Keeping social media acco |
| 4 | 11/28/2025 12:15:37 | raghuwanshiparth552@ | 9 / 34 | Sending threats directly | Report and block the account | Not sharing personal detai |
| 5 | 11/28/2025 12:18:58 | kashyap13muskan@gm | 9 / 34 | Liking someone's photo | Report and block the account | Not sharing personal detai |
| 6 | 11/28/2025 12:20:19 | megha.band@runqta.or | 32 / 34 | Spreading rumours online | Report and block the account | Keeping social media acco |
| 7 | 11/28/2025 12:24:44 | prachi.dahariya@runqta | 32 / 34 | Spreading rumours online | Report and block the account | Keeping social media acco |
| 8 | 11/28/2025 12:29:52 | gayatirangitla17@gma | 20 / 34 | Spreading rumours online | Argue with them | Not sharing personal detai |
| 9 | 11/28/2025 12:32:37 | meenakshidas2812@gm | 21 / 34 | Spreading rumours online | Report and block the account | Keeping social media acco |
| 10 | 11/28/2025 12:44:24 | mohit.ra@runqta.org | 32 / 34 | Spreading rumours online | Report and block the account | Keeping social media acco |
| 11 | 11/28/2025 12:45:06 | abhinav4077@gmail.co | 32 / 34 | Sending threats directly | Share the account on your story | Keeping social media acco |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |

Practical 10: AI Text Bias & Plagiarism

Aim-

To analyze AI generated text for plagiarism and bias.

Objectives-

- To detect biased statements
- To improve writing

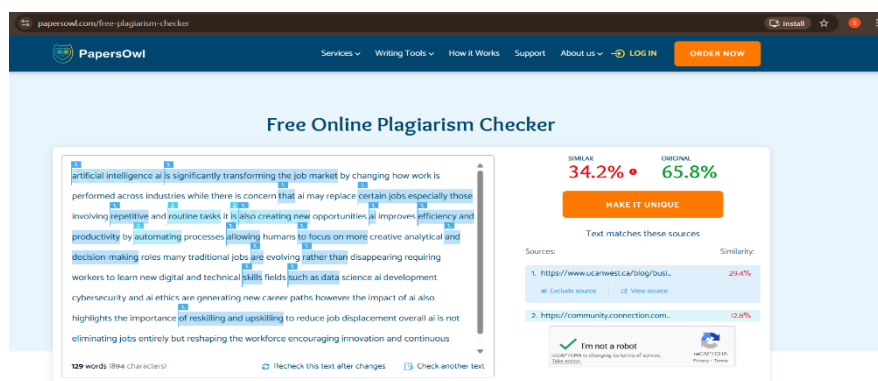
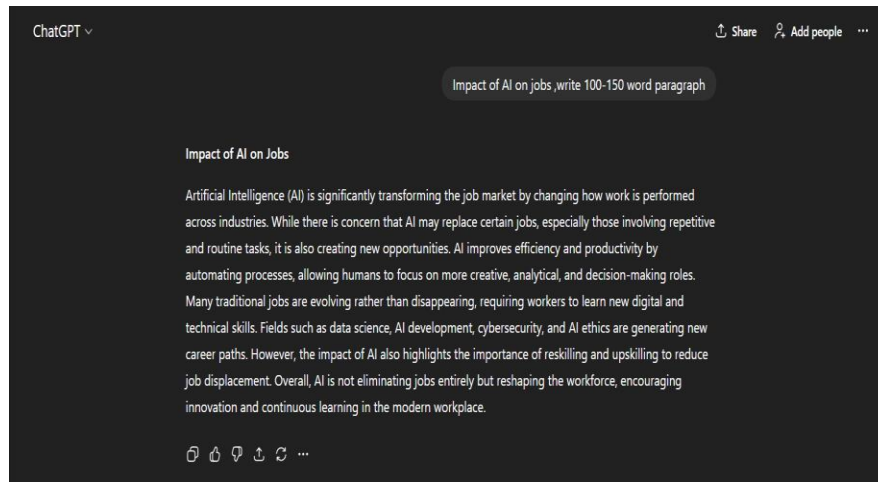
Materials Required-

- ChatGPT / Gemini
- Grammarly

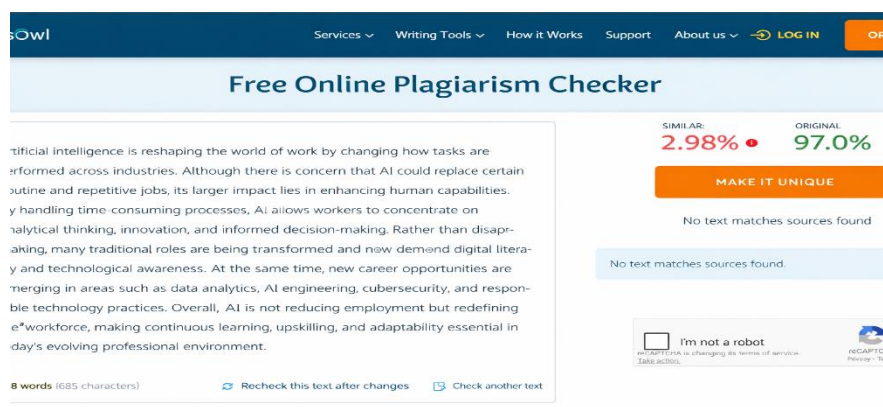
Procedure-

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.

Practical 10: AI Text Bias and Plagiarism



After Correction:



Practical 11: 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

Procedure1. 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.

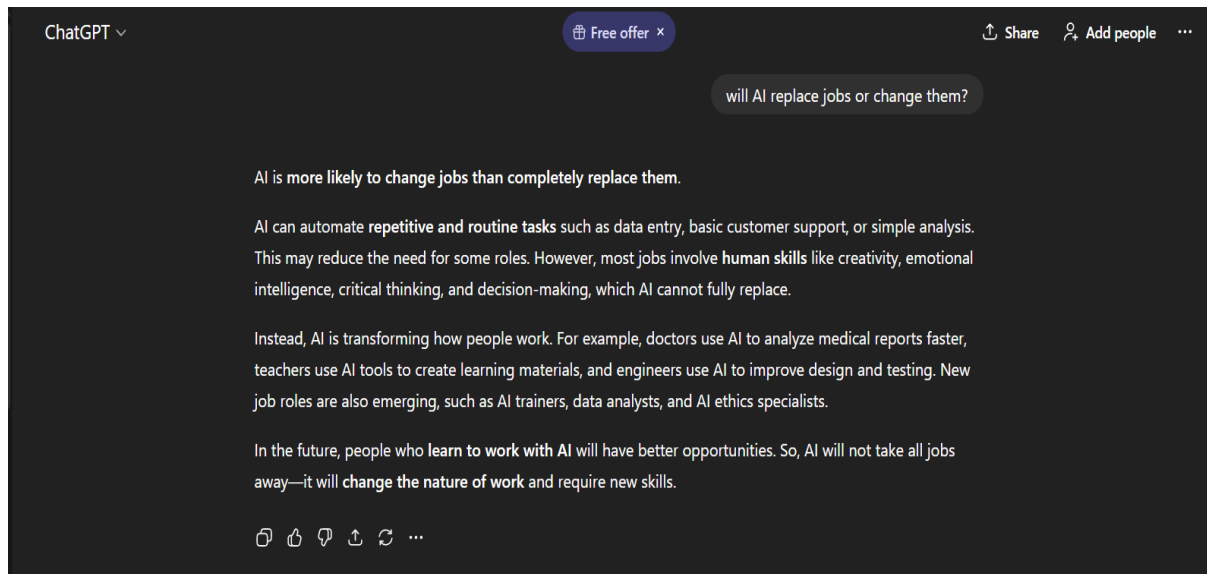
Topic: Will AI replace jobs or change them?

a) Human-Generated (Student-Written) Paragraph

(Approx. 120 words)

Artificial Intelligence will not completely replace jobs, but it will change the way people work. Many routine and repetitive tasks are now done by machines, which saves time and increases efficiency. However, humans are still needed for creativity, decision-making, emotional intelligence, and problem-solving. AI can help doctors diagnose diseases, assist teachers in preparing lessons, and support engineers in design work. This means new job roles will be created, and existing jobs will require new skills. People will need to learn how to work with AI rather than fear it.

b) AI-Generated Paragraph (Written by ChatGPT)



c) Comparison Table

| Human-Generated Content | AI-Generated Content |
|--|--|
| Uses simple and personal language | Uses more formal and structured language |
| Shows individual thinking and opinions | Neutral and general viewpoint |
| Minor imperfections may be present | Grammatically polished and organized |
| Reflects student's understanding | Based on learned data patterns |
| Limited to student's knowledge | Broad and informative content |

Practical 12: Notebook LM Project

Aim-

To create revision notes using Notebook LM.

Objectives-

- To generate study guide
- To create flashcards

Materials Required-

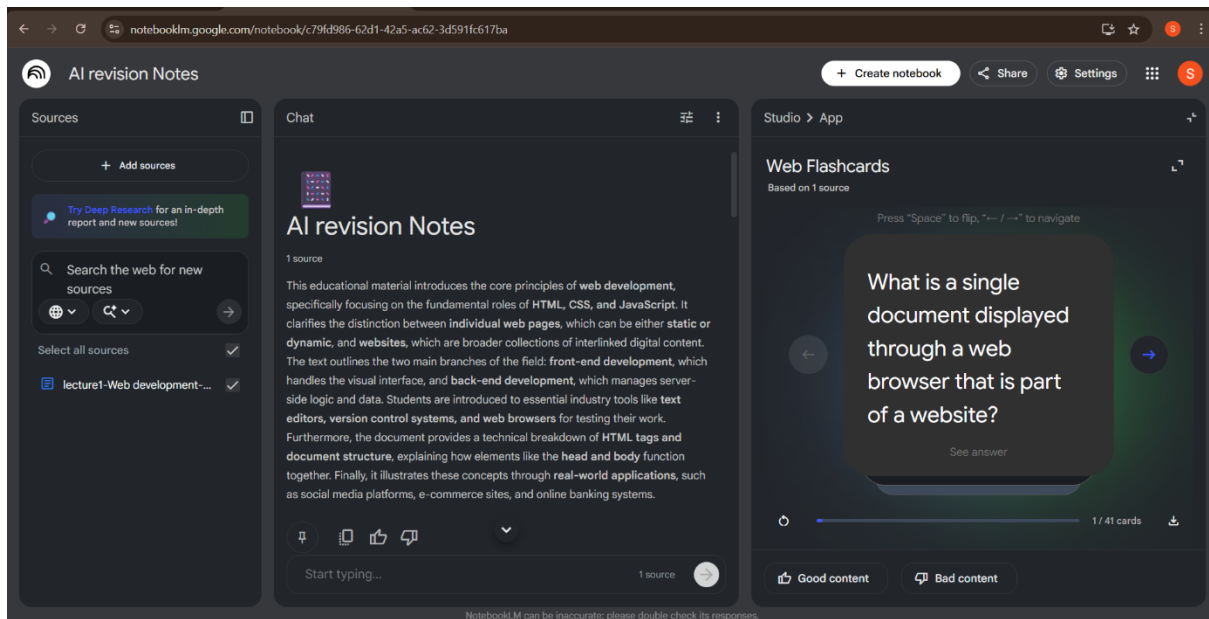
- Notebook LM

Procedure-

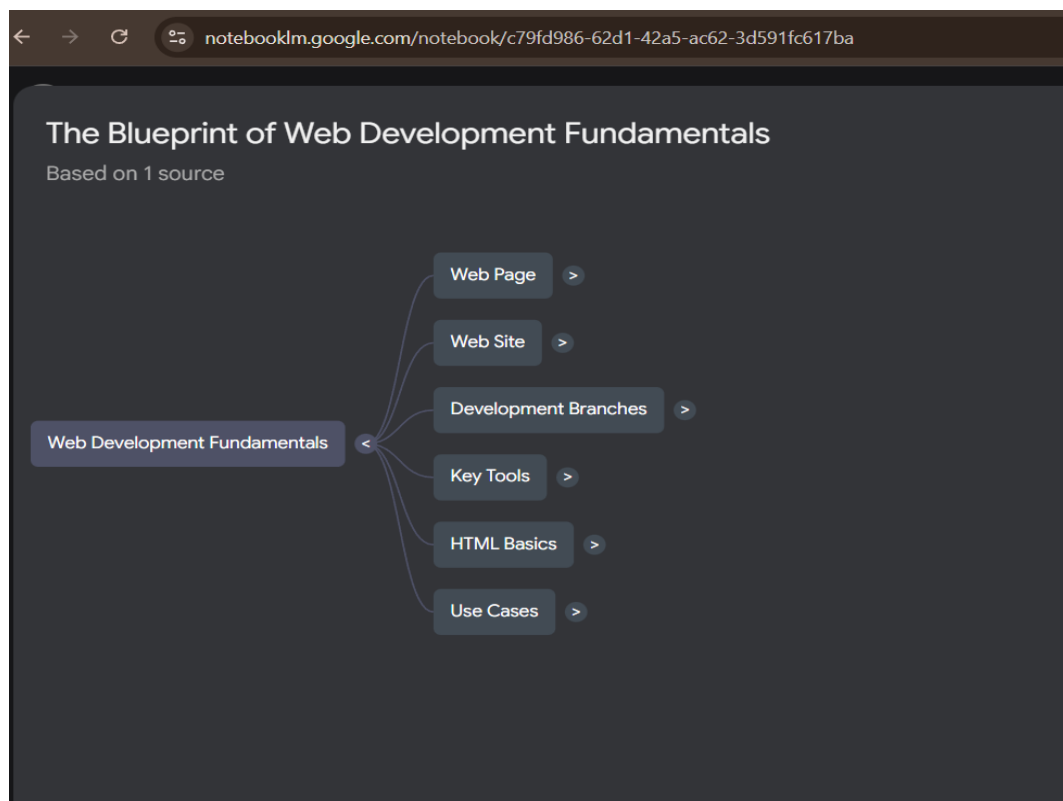
1. Create Notebook LM project – Start a new project in Notebook LM to organize your materials and AI-generated outputs in one workspace.
2. Upload two resources – Add two documents or sources to the project so the AI can analyze and reference them.
3. Generate study guide – Use Notebook LM’s tools to 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:

Practical 12: Notebook LM Project



Mind Map:



Practical 13: Excel Student Result Management

Aim-

To analyze student marks using Excel tools.

Objectives

- To apply Excel formulas
- To create charts

Materials Required

- MS Excel

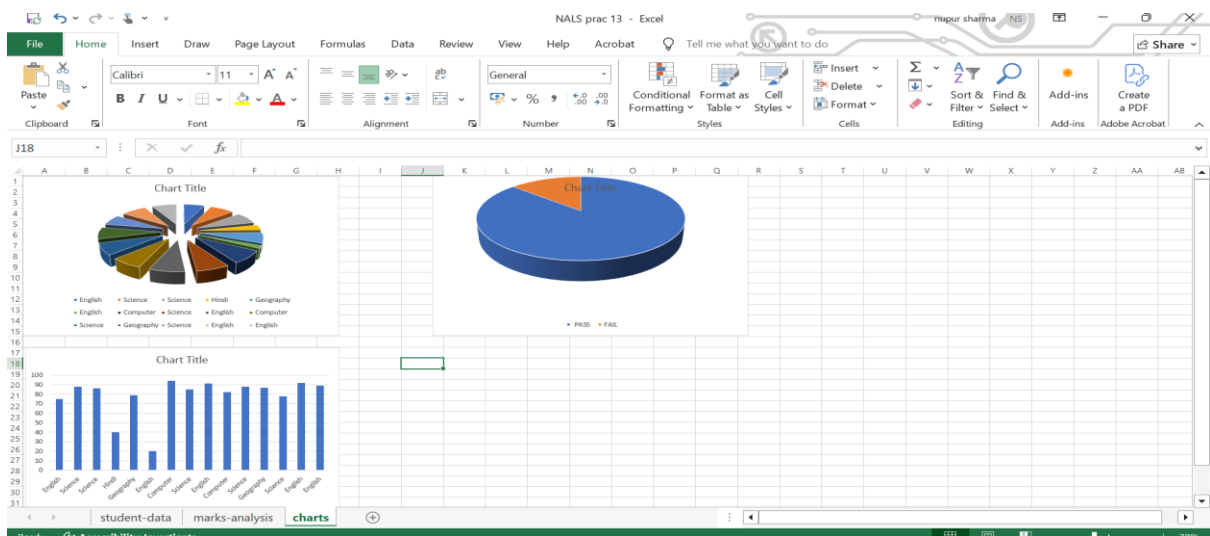
Procedure

1. Enter student data – Input students' names, marks, and other required details into the spreadsheet.
2. Use Flash Fill – Apply Flash Fill to automatically complete patterns such as separating names or formatting data.
3. Replace incorrect values – Identify errors and use Find & Replace or manual correction to fix inaccurate entries.
4. Calculate pass/fail using IF – Create an IF formula to determine whether each student passes or fails based on their score.
5. Use COUNTIF and AVERAGE – Apply COUNTIF to count specific results and AVERAGE to compute the class's mean score.
6. Create charts – Generate visual charts to represent student performance trends or score distributions.
7. Apply conditional formatting – Use color-based formatting to highlight important values, such as low scores or top performers.

OUTPUT:

| Name | Roll No | Class | City | Subj1 | Marks1 | Subj2 | Marks2 | Subj3 | Marks3 | Total Marks | FIRST NAME | LAST NAME | Pass/Fail | Count | PASS | FAIL |
|----------------|---------|-------|------------|---------|--------|----------|--------|-----------|--------|-------------|------------|-----------|-----------|-------|------|------|
| Rahul Verma | 1 | 9 | Delhi | Math | 78 | Science | 82 | English | 75 | 235 | Rahul | Verma | PASS | 3 | 13 | 2 |
| Neha Sharma | 2 | 9 | Jaipur | English | 85 | History | 80 | Science | 88 | 253 | Neha | Sharma | PASS | | | |
| Aman Khan | 3 | 9 | Lucknow | Math | 90 | Computer | 92 | Science | 86 | 268 | Aman | Khan | PASS | | | |
| Pooja Patel | 4 | 9 | Surat | Math | 50 | English | 10 | Hindi | 40 | 100 | Pooja | Patel | FAIL | | | |
| Suresh Das | 5 | 9 | Delhi | Science | 88 | Math | 84 | Geography | 79 | 251 | Suresh | Das | PASS | | | |
| Ankit Singh | 6 | 9 | Patna | Math | 60 | Science | 10 | English | 20 | 90 | Ankit | Singh | FAIL | | | |
| Riya Gupta | 7 | 9 | Noida | English | 92 | Science | 89 | Computer | 94 | 275 | Riya | Gupta | PASS | | | |
| Mohit Jain | 8 | 9 | Indore | Math | 81 | English | 77 | Science | 85 | 243 | Mohit | Jain | PASS | | | |
| Sneha Iyer | 9 | 9 | Chennai | Science | 90 | Math | 88 | English | 91 | 269 | Sneha | Iyer | PASS | | | |
| Karan Malhotra | 10 | 9 | Chandigarh | Math | 74 | Science | 79 | Computer | 82 | 235 | Karan | Malhotra | PASS | | | |
| Aditi Rao | 11 | 9 | Bengaluru | English | 86 | History | 83 | Science | 88 | 257 | Aditi | Rao | PASS | | | |
| Nikhil Pawar | 12 | 9 | Pune | Math | 89 | Science | 91 | Geography | 87 | 267 | Nikhil | Pawar | PASS | | | |
| Simran Kaur | 13 | 9 | Delhi | English | 80 | Punjabi | 85 | Science | 78 | 243 | Simran | Kaur | PASS | | | |
| Arjun Mehta | 14 | 9 | Mumbai | Math | 93 | Science | 90 | English | 92 | 275 | Arjun | Mehta | PASS | | | |
| Kavya Nair | 15 | 9 | Kochi | Science | 87 | Math | 84 | English | 89 | 260 | Kavya | Nair | PASS | | | |

| Name | Roll No | Class | City | Subj1 | Mark s1 | Subj2 | Mark s2 | Subj3 | Mark s3 | Average | MAX | MIN |
|----------------|---------|-------|------------|---------|---------|----------|---------|-----------|---------|---------|-----|-----|
| Rahul Verma | 1 | 9 | Delhi | Math | 78 | Science | 82 | English | 75 | 78.3333 | 82 | 75 |
| Neha Sharma | 2 | 9 | Jaipur | English | 85 | History | 80 | Science | 88 | 84.3333 | 88 | 80 |
| Aman Khan | 3 | 9 | Lucknow | Math | 90 | Computer | 92 | Science | 86 | 89.3333 | 92 | 86 |
| Pooja Patel | 4 | 9 | Surat | Math | 50 | English | 10 | Hindi | 40 | 33.3333 | 50 | 10 |
| Suresh Das | 5 | 9 | Delhi | Science | 88 | Math | 84 | Geography | 79 | 83.6667 | 88 | 79 |
| Ankit Singh | 6 | 9 | Patna | Math | 60 | Science | 10 | English | 20 | 30 | 60 | 10 |
| Riya Gupta | 7 | 9 | Noida | English | 92 | Science | 89 | Computer | 94 | 91.6667 | 94 | 89 |
| Mohit Jain | 8 | 9 | Indore | Math | 81 | English | 77 | Science | 85 | 81 | 85 | 77 |
| Sneha Iyer | 9 | 9 | Chennai | Science | 90 | Math | 88 | English | 91 | 89.6667 | 91 | 88 |
| Karan Malhotra | 10 | 9 | Chandigarh | Math | 74 | Science | 79 | Computer | 82 | 78.3333 | 82 | 74 |
| Aditi Rao | 11 | 9 | Bengaluru | English | 86 | History | 83 | Science | 88 | 85.6667 | 88 | 83 |
| Nikhil Pawar | 12 | 9 | Pune | Math | 89 | Science | 91 | Geography | 87 | 89 | 91 | 87 |
| Simran Kaur | 13 | 9 | Delhi | English | 80 | Punjabi | 85 | Science | 78 | 81 | 85 | 78 |
| Arjun Mehta | 14 | 9 | Mumbai | Math | 93 | Science | 90 | English | 92 | 91.6667 | 93 | 90 |
| Kavya Nair | 15 | 9 | Kochi | Science | 87 | Math | 84 | English | 89 | 86.6667 | 89 | 84 |



Practical 14: Sales Data Workbook

Aim

To analyze sales data using Excel formulas and charts.

Objectives

- To use SUMIF formulas
- To filter categories

Materials Required

- Excel

Procedure

1. Enter or import sales data – Add sales records manually or import them from an external file to build your dataset.
2. Sort and filter – Organize the data by sorting and apply filters to focus on specific products, dates, or regions.
3. Use SUMIF – Apply the SUMIF function to total sales based on a chosen condition, such as product type or salesperson.
4. Extract text using LEFT/RIGHT – Use LEFT or RIGHT functions to pull specific characters from product codes or IDs.
5. Create line chart – Plot a line chart to visualize sales trends over time for clearer analysis.
6. Protect sheet – Lock the sheet or specific cells to prevent unauthorized edits and maintain data integrity.

AutoSave

EXPERIMENT 14 NALS LINE CHART

Search

File

Home

WPS PDF

Insert

Draw

Page Layout

Formulas

Data

Review

View

Help

Get Data

From Text/CSV

From Web

From Table/Range

Recent Sources

Existing Connections

Refresh All

Queries & Connections

Properties

Workbook Links

Sort

Filter

Advanced

Text to Columns

Flash Fill

Remove Duplicates

Data Validation

Consolidate

Data Model

What-If Analysis

Forecast Sheet

Group

Ungroup

Subtotal

Get & Transform Data

Queries & Connections

Sort & Filter

Data Tools

Forecast

Outline

Comments

Share

A1

Date

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O |
|----|------------|--------------|-------------|----------|-------|-------------|--------------------------|--|---------------------------------|--------|------|-----|---|---|---|
| | Date | Product | Category | Quantity | Price | TOTAL SALES | Total sale for headphone | left(first three letter of product name) | Last two letter of the category | mid | max | min | | | |
| 1 | | | | | | | | | | | | | | | |
| 2 | 12-01-2025 | Bookshelf | Furniture | 2 | 180 | 360 | | | | | | | | | |
| 3 | 13-01-2025 | Calculator | Stationery | 7 | 30 | 210 | | | | | | | | | |
| 4 | 05-01-2025 | Desk | Furniture | 2 | 300 | 600 | | | | | | | | | |
| 5 | 03-01-2025 | Headphones | Accessories | 10 | 50 | 500 | | | | | | | | | |
| 6 | 08-01-2025 | Headphones | Electronics | 1 | 400 | 400 | | | | | | | | | |
| 7 | 11-01-2025 | Headphones | Electronics | 4 | 200 | 800 | | Hea | nes | uantit | 2500 | 100 | | | |
| 8 | 10-01-2025 | Keyboard | Accessories | 6 | 40 | 240 | | Hea | nes | | | | | | |
| 9 | 01-01-2025 | Laptop | Electronics | 2 | 800 | 1600 | | | | | | | | | |
| 10 | 09-01-2025 | Mouse | Accessories | 8 | 25 | 200 | | Lap | top | | | | | | |
| 11 | 06-01-2025 | Notebook | Stationery | 20 | 5 | 100 | | | | | | | | | |
| 12 | 04-01-2025 | Office Chair | Furniture | 3 | 150 | 450 | | | | | | | | | |
| 13 | 07-01-2025 | Pen Pack | Stationery | 15 | 10 | 150 | | | | | | | | | |
| 14 | 02-01-2025 | Smartphone | Electronics | 5 | 500 | 2500 | | | | | | | | | |
| 15 | 14-01-2025 | USB Drive | Accessories | 12 | 15 | 180 | | Sma | one | | | | | | |
| 16 | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | | | |
| 21 | | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | | |
| 23 | | | | | | | | | | | | | | | |
| 24 | | | | | | | | | | | | | | | |
| 25 | | | | | | | | | | | | | | | |
| 26 | | | | | | | | | | | | | | | |
| 27 | | | | | | | | | | | | | | | |
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| 29 | | | | | | | | | | | | | | | |
| 30 | | | | | | | | | | | | | | | |
| 31 | | | | | | | | | | | | | | | |
| 32 | | | | | | | | | | | | | | | |

Store_Sales

Summary

Line Charts

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