

## **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.

**NALS REVISION**

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### Chat

give summary of all lecture

The following summary provides an overview of the "New Age Life Skills" lectures, covering essential digital skills ranging from basic internet usage to advanced cloud collaboration and online safety.

**Lecture 3: Internet Basics, Browsers, and Email**

This lecture introduces the Internet as a global network of interconnected computers using TCP/IP protocols, while the **World Wide Web (WWW)** is a specific service running on that hardware <sup>1</sup>. **Web Browsers** (like Chrome or Safari) are software applications used to retrieve and display content from the web <sup>2</sup> <sup>3</sup>. The lecture also covers **Electronic Mail (Email)**, explaining its "store-and-forward" model and the standard structure of an email ID (username@domain) <sup>4</sup> <sup>5</sup>. Key browser features include address bars, bookmarks, and incognito modes for private browsing <sup>3</sup> <sup>4</sup>.

**Lecture 2: Professional Email Etiquette and Online Meetings**

Focusing on professional communication, this lecture emphasizes **Email Etiquette** because emails create a permanent record <sup>6</sup>. A professional email should include a clear subject line, a formal greeting, a concise body, and a signature <sup>7</sup> <sup>8</sup>. Regarding **attachments**, users are advised to use descriptive file names and keep sizes under 25MB <sup>9</sup>. The lecture also compares **Google Meet** and **Zoom**, noting that while Google Meet is easier for quick browser-based access, Zoom offers more

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### Studio

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## New Age Life Skills: IT Fundamentals Taxonomy

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