

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 intersection English debate.
 - Sports Captain(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.
-Rungta 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 engineer.
 - 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.

Inside the 2025 Software Engineer Job Market: Trends, Data & Shifts



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

Gmail

Compose

Inbox 36

Starred

Snoozed

Sent

Drafts 2

More

Labels +

in:sent

Application for Software Engineer Role

N Nupur Sharma <nupur.sharma@rungta.org>
to harshali.vaishnav ▾
Fri, Nov 14, 2025, 12:45 PM

Dear Hiring Manager,

I am writing to express my interest in the Software Engineer position at your company. I have a technical background in C, HTML, and JavaScript. Through multiple group projects, I've built strong problem-solving skills, teamwork experience, and the ability to deliver clean, functional solutions.

I have attached my resume for your review.
Please feel free to contact me if any additional information is required.

Regards,
Nupur Sharma
Email: nupursharma0710@gmail.com
LinkedIn: <https://www.linkedin.com/in/nupur-sharma-7a920b396>

Enable desktop notifications for Rungta College Mail. OK No thanks

Add to Drive

Gmail

Compose

Inbox 36

Starred

Snoozed

Sent

Drafts 2

More

Labels +

in:sent

One attachment • Scanned by Gmail

Scanned by Gmail

NUPUR SHARMA

PROFESSIONAL SUMMARY

Skilled software engineer with a passion for technology and innovation. Experienced in developing efficient solutions using Java and Python. Strong problem-solving skills and excellent communication abilities.

EDUCATION

B.Tech in Computer Science from XYZ University, India.

Resume

Nupur-sharma-re...

Reply Forward

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@rungta.org

meenakshi.das@rungta.org

nidhi.shailja.singh@rungta.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 screenshot shows NUPUR SHARMA's LinkedIn profile. At the top, there's a large circular profile picture of her. Below it, her name "NUPUR SHARMA" is displayed with a verified checkmark and the pronouns "She/Her". Her bio reads: "Computer Science Engineering Student | Learning the Fundamentals" from "Bhilai, Chhattisgarh, India · Contact info". She has "298 connections". Below this, there are four buttons: "Open to", "Add profile section", "Enhance profile" (which is highlighted in blue), and "Resources". The LinkedIn header includes a search bar, a "Home" icon, "My Network", "Jobs", "Messaging", and a "Notifications" icon with a red badge showing "10".

This screenshot shows the LinkedIn feed. At the top, it displays NUPUR SHARMA's profile again. Below the feed, there's a post from her. The post says: "Successfully completed Google's Gemini Academy 2025. ...more". It includes a "Google Gemini Academy" logo. To the right of the feed, there's a sidebar with sections for "People", "From", and "Recent". The LinkedIn header is identical to the previous screenshot, featuring a search bar, a "Home" icon, "My Network", "Jobs", "Messaging", and a "Notifications" icon with a red badge showing "10".

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.

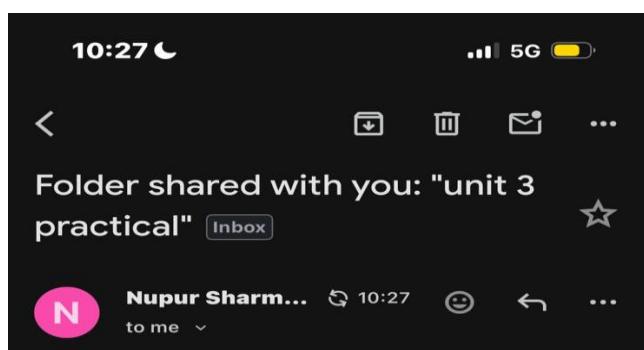
This helps keep your work organized and easy to locate.

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:



Nupur Sharma shared a folder

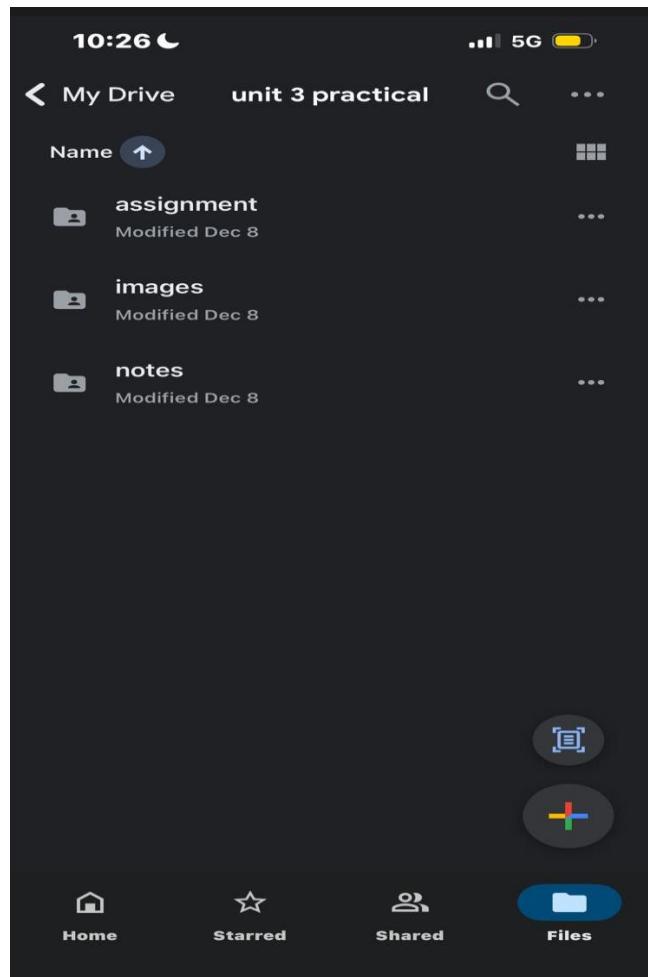


Nupur Sharma
(nupur.sharma@rungta.org) has invited you to **view** the following shared folder:

unit 3 practical

Open

Does this item look suspicious?
[Block sender](#)



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.

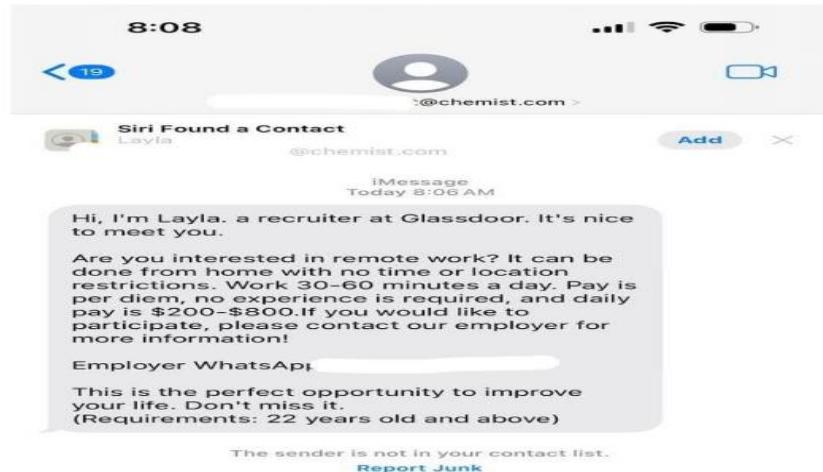
List cybercrime type

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"> Fee Request: Legitimate companies (like Google) never require payment to get a job. Instant High Offer: No rigorous interview process for a high-salary role (₹18 LPA). Sense of Urgency: "Limited seats. Pay now" pressures the victim.
c) Action to Verify	<ol style="list-style-type: none"> DO NOT Pay. Verify on Official Site: Search for the job/ID on the official Google Careers website. 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 Form titled "NALS MCQ" with the subtitle "Cyberbullying Awareness Quiz". The form is published and has a total point value of 34. It contains two questions:

- Which behaviour is considered *indirect* cyberbullying ***
 - Spreading rumours online
 - Sending threats directly
 - posting personal photos
 - Liking someone's photo
- What is the safest way to handle a fake account pretending to be you? ***
 - Argue with them

A sidebar on the right provides editing tools.

Practical 9: Google form Quiz with Timer

The screenshot shows a Google Form titled "Untitled form". At the top, there are tabs for "Questions", "Responses" (with 10 entries), and "Settings". A status bar indicates "Total points: 34". The form contains three questions:

- "Logging out after use" (radio button options: True, False)
- "Sharing someone's picture without their permission can be cyberbullying." (radio button options: True, False)
- "Ignoring cyberbullying always makes it stop." (radio button options: True, False)
- "Cyberbullying can also happen in online classes." (radio button options: True, False)

A sidebar on the right provides editing tools.

The screenshot shows a Google Sheets spreadsheet titled "Untitled form (Responses)". The data is organized into columns:

	Timestamp	Email Address	Score	Which behaviour is considered indirect cyberbullying?	What is the safest way to handle a fake account?	Which of the following increases the risk of being targeted by cyberbullies?
1	11/28/2025 12:07:32		27 / 34	Spreading rumours online	Report and block the account	Using strong passwords
2	11/28/2025 12:08:27		30 / 34	Spreading rumours online	Report and block the account	Keeping social media accounts private
3	11/28/2025 12:15:37	raghuwanishiparth552@gmail.com	9 / 34	Sending threats directly	Report and block the account	Not sharing personal details online
4	11/28/2025 12:18:58	kashyap13muskan@gmail.com	9 / 34	Liking someone's photo	Report and block the account	Not sharing personal details online
5	11/28/2025 12:20:19	megha.bandy@rungta.org	32 / 34	Spreading rumours online	Report and block the account	Keeping social media accounts private
6	11/28/2025 12:24:44	prachi.dahariya@rungta.org	32 / 34	Spreading rumours online	Report and block the account	Keeping social media accounts private
7	11/28/2025 12:29:52	gayatrigangitla17@gmail.com	20 / 34	Spreading rumours online	Argue with them	Not sharing personal details online
8	11/28/2025 12:32:37	meenakshidas2812@gmail.com	21 / 34	Spreading rumours online	Report and block the account	Keeping social media accounts private
9	11/28/2025 12:44:24	mohit.raj@rungta.org	32 / 34	Spreading rumours online	Report and block the account	Keeping social media accounts private
10	11/28/2025 12:45:06	abhinav4077@gmail.com	32 / 34	Sending threats directly	Share the account on your story	Keeping social media accounts private

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-

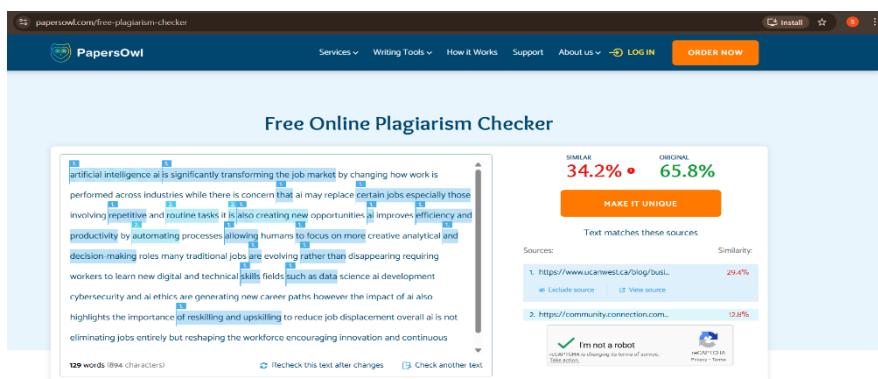
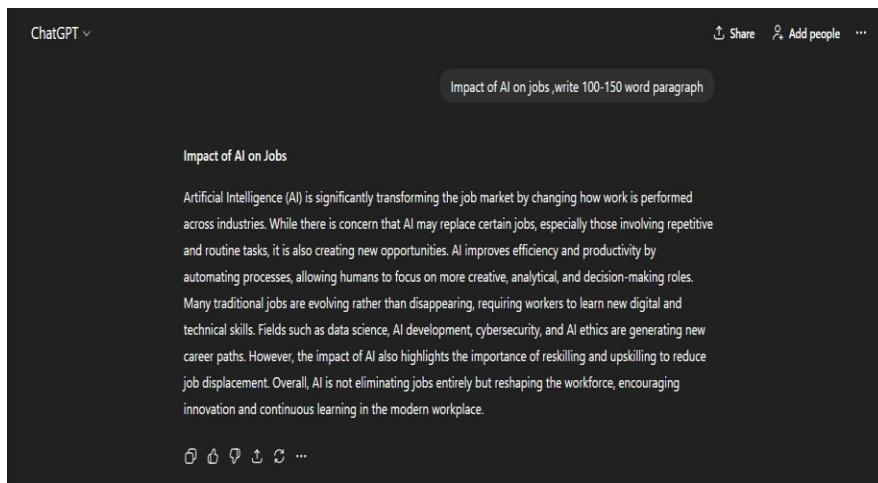
- ChatGPT / Gemini
- Grammarly

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.

OUTPUT:

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)

The screenshot shows a dark-themed ChatGPT interface. At the top, there's a header with "ChatGPT" and a "Free offer" button. To the right are "Share", "Add people", and a three-dot menu icon. Below the header is a search bar containing the query "will AI replace jobs or change them?". The main content area displays the following text:

AI is more likely to change jobs than completely replace them. AI can automate repetitive and routine tasks such as data entry, basic customer support, or simple analysis. This may reduce the need for some roles. However, most jobs involve human skills like creativity, emotional intelligence, critical thinking, and decision-making, which AI cannot fully replace. Instead, AI is transforming how people work. For example, doctors use AI to analyze medical reports faster, teachers use AI tools to create learning materials, and engineers use AI to improve design and testing. New job roles are also emerging, such as AI trainers, data analysts, and AI ethics specialists. In the future, people who learn to work with AI will have better opportunities. So, AI will not take all jobs away—it will change the nature of work and require new skills.

At the bottom of the content area, there are several small icons followed by a three-dot menu.

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-

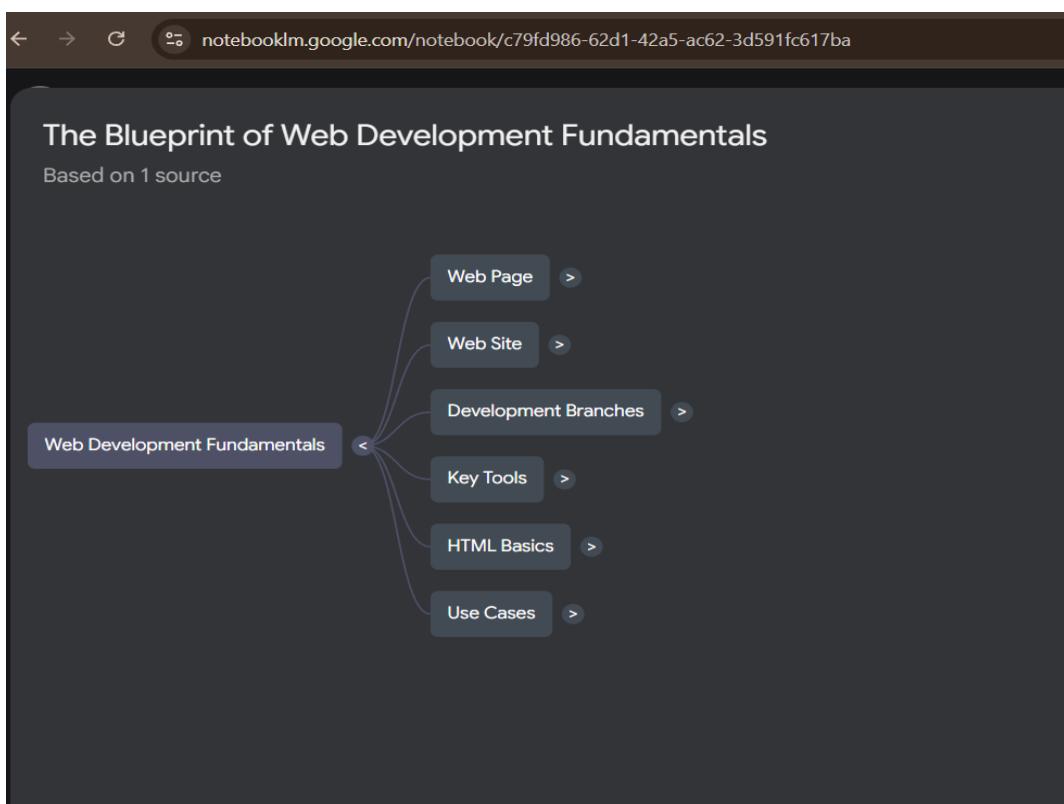
1. Create Notebook LM project – Start a new project in Notebook LM to organize your materials and AI-generated outputs in one workspace.
2. Upload two resources – Add two documents or sources to the project so the AI can analyze and reference them.
3. Generate study guide – Use Notebook LM's tools to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

The screenshot shows the NotebookLM AI revision Notes interface. On the left, there's a sidebar with 'Sources' and a search bar. The main area is titled 'AI revision Notes' and contains a 'Chat' section with a message about web development fundamentals. To the right, there's a 'Web Flashcards' section with a question: 'What is a single document displayed through a web browser that is part of a website?'. A 'See answer' button is visible below the question.

Mind Map:



Practical 13: Excel Student Result Management

Aim-

To analyze student marks using Excel tools.

Objectives

- To apply Excel formulas
- To create charts

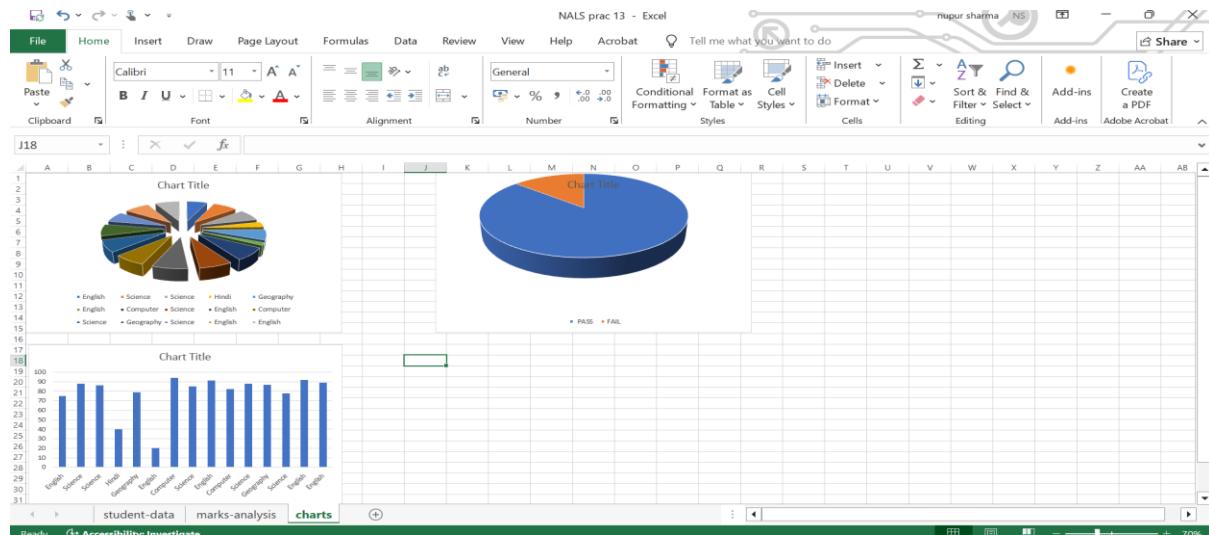
Materials Required

- 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:



Practical 14: Sales Data Workbook

Aim

To analyze sales data using Excel formulas and charts.

Objectives

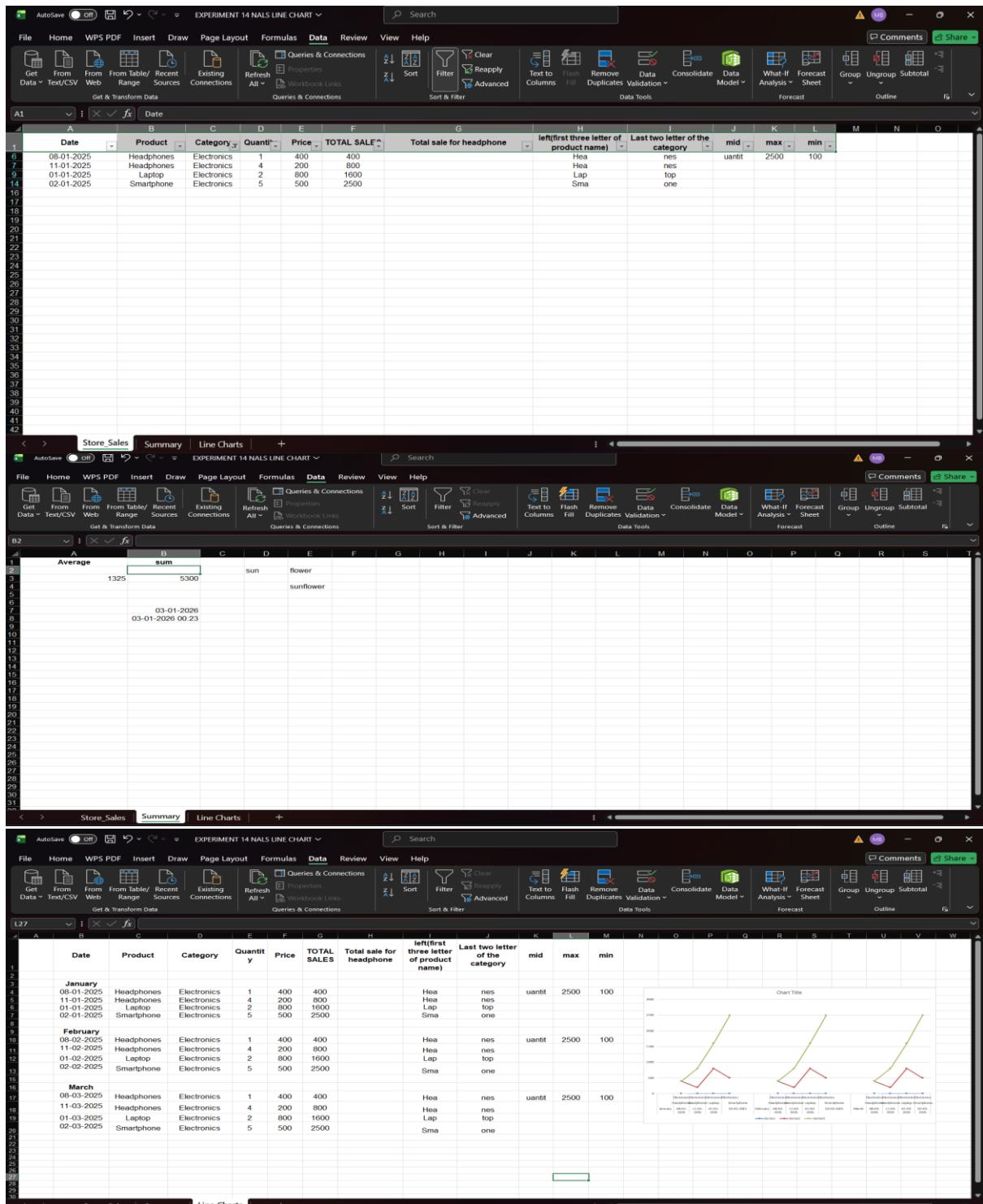
- To use SUMIF formulas
 - To filter categories

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.



Practical 15: Personal Financial Planner

Aim

To prepare a personal financial planner using Excel.

Objectives

- To track expenses
 - To compare budget vs actual

Materials Required

- Excel

Procedure

1. Enter expenses – Record all expense items with their categories, dates, and amounts in the spreadsheet.
 2. Apply Data Validation – Set validation rules to restrict inputs, such as allowing only numbers or predefined categories.
 3. Use SUMIF – Use the SUMIF function to total expenses by category or any specific condition you choose.
 4. Create budget sheet – Design a separate sheet comparing planned budgets to actual spending for better tracking.
 5. Highlight expenses above limit – Apply conditional formatting to automatically mark entries that exceed your budget limit.
 6. Create charts – Generate charts to visually present spending patterns, category breakdowns, or monthly totals.
 7. Adjust print settings – Modify page layout, scaling, and margins to ensure the sheet prints clearly and fits on the page.