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:

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."

1. **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.

2. **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.

3. **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).

4. **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.

5. **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.

6. **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.

7. **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.

8. **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**.

Onkar choudhary

About me

Motivated and detail-oriented B Tech Computer Science and Engineering (Artificial intelligence) student with a strong foundation in programming. data analysis, and Al concepts. Seeking an internship or entry-level position to apply my technical knowledge and problem-solving skills in a real-world environment.

• Information

- Mahasamund(C.G)
- 961762XXXX
- onkar@gmail.com

• Education

- Bachelor of Technology (B.Tech) in Computer Science and Engineering (AI)

- Rungta International Skills University

• Technical Skills

- Programming Languages: Python, C/C++.
- Web Technologies: HTML, CSS, JavaScript
- Other Tools: Git, VS Code, Jupyter Notebook

• learning experiences

- Data Structures & Algorithms
- Object-Oriented Programming
- Operating Systems
- Computer Networks
- Working on java,c,c++,html

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.

SOFTWARE DEVELOPER

ABOUT-

A Software developer designs ,builds ,and maintains computer applications and systems.

They create software that solves problems or makes tasks easier.

Software developers are the creative minds behind the apps and programs we use every day.

ROADMAP

- ❑ LEARN PROGRAMMING BASICS
- ➢ START WITH ONE LANGUAGE(C,C++,JAVA, OR PYTHON)
- ❑ MASTER DATA STRUCTURE AND ALGORITHMS
- ➢ BUILD LOGIC AND PROBLEM-SOLVING SKILLS
- ❑ CHOOSE A SPECIALIZATION
- ➢ WEB, MOBILE, AI, OR GAME DEVELOPMENT
- ❑ BUILD REAL PROJECTS
- ➢ CREATE APPS, WEBSITES, OR TOOLS AND UPLOAD TO GITHUB
- ❑ GAIN EXPERIENCE
- ➢ INTERNSHIPS OR OPEN- SOURCE WORK

ROLES AND RESPONSIBILITIES

➢ Analyze user needs and design solutions.

➢ Write clean, efficient, and maintainable code.

➢ Test and debug applications.

➢ Collaborate with designers, analysts, and testers.

➢ Maintain and update existing software.

Developer Icons for PowerPoint

ESSENTIAL SKILLS

▶ PROGRAMMING LANGUAGES
(C, C++, JAVA, PYTHON, JAVASCRIPT)

▶ DATA STRUCTURES AND ALGORITHMS

▶ SOFTWARE TESTING AND DEBUGGING

▶ PROBLEM SOLVING AND ANALYTICAL
THINKING

▶ COMMUNICATION SKILLS

▶ CREATIVITY AND INNOVATION

TYPES OF SOFTWARE DEVELOPERS

▶ FRONT-END DEVELOPER

▶ BACK-END DEVELOPER

▶ FULL-STACK DEVELOPER

▶ MOBILE APP DEVELOPER

▶ GAME DEVELOPER

CAREER OPPORTUNITIES

- SOFTWARE ENGINEER
- WEB DEVELOPER
- MOBILE APP DEVELOPER
- GAME DEVELOPER
- DATA SCIENTIST
- AI/ML ENGINEER
- CLOUD DEVELOPER

FUTURE SCOPE

- GROWING DEMAND DUE TO DIGITAL TRANSFORMATION.
- EMERGING FIELDS : AI,CYBERSECURITY, CLOUD COMPUTING.
- OPPORTUNITY TO WORK GLOBALY AND REMOTELY.
- LIFELONG CAREER GROWTH THROUGH INNOVATIN AND TECHNOLOGY.

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

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
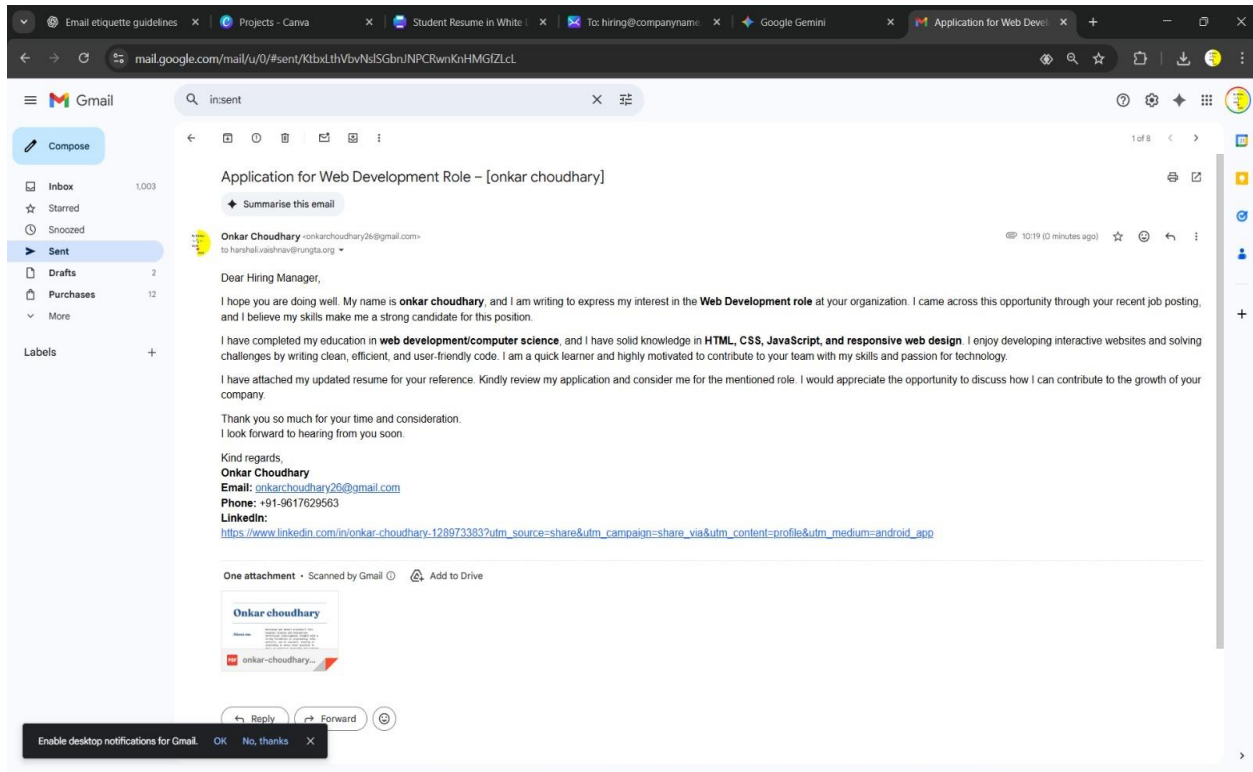Click the **attachment (paperclip)** icon and select your resume file from your device.
Ensure the resume is in PDF format and properly named.

Send email
Review the email for accuracy and ensure attachments are included.
Click **"Send"** to deliver the message to the recipient

~OUTPUT~

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.

~OUTPUT~

STUDENT ATTENDENCE REPORT

B I U ⊝ X̶

This form is used to record and track **daily student attendance** and related details for academic monitoring.

It collects essential information such as the student's full name, roll number, course, semester, and text{section. The form documents the **attendance status** (e.g., Present, Absent) against the total classes conducted and the number of classes attended on a specific date.
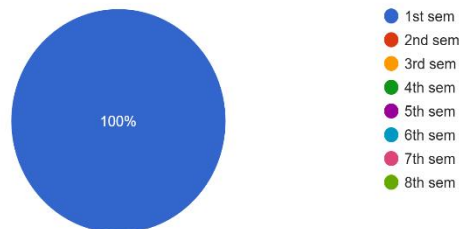
This form is automatically collecting emails from all respondents. Change settings

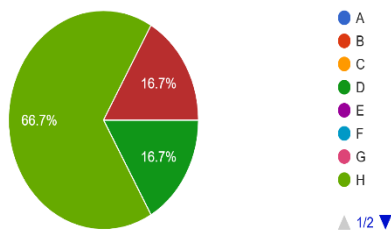STUDENT FULL NAME   Short answer ▼

Short-answer text

SEMESTER
6 responses

100%

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

SECTION
6 responses

66.7%   16.7%   16.7%

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

▲ 1/2 ▼
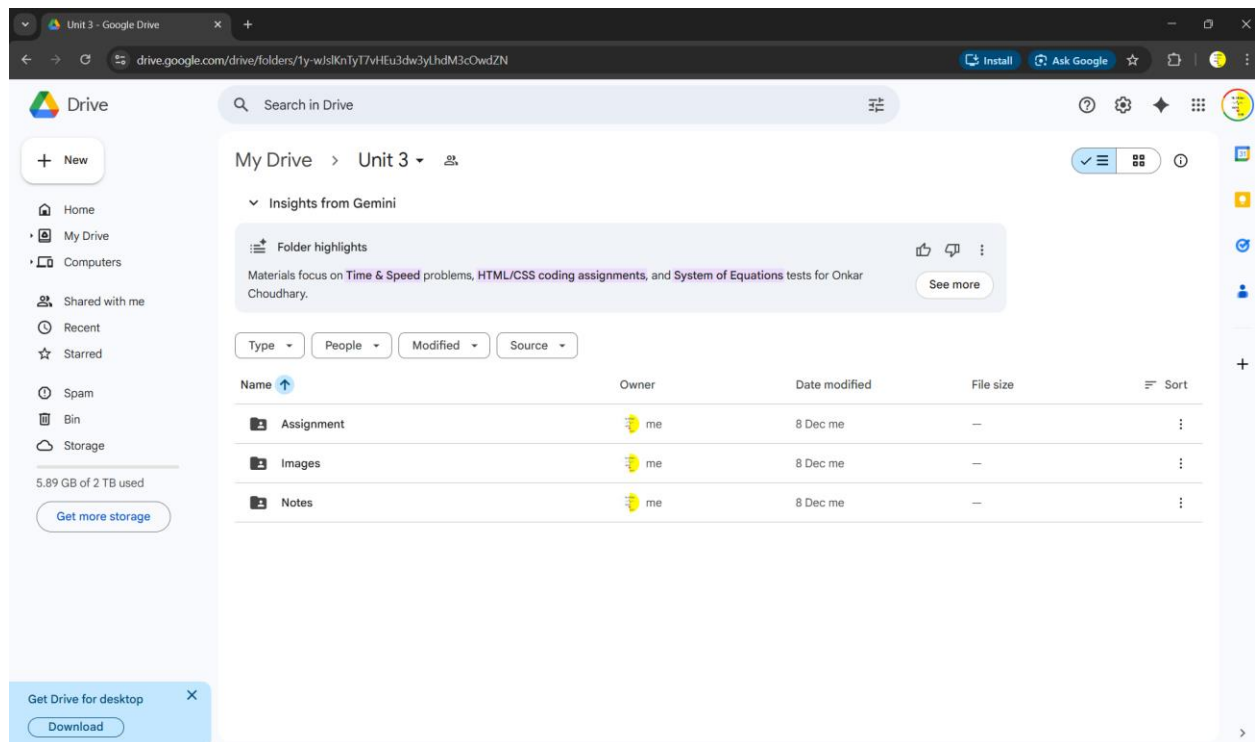
TOTAL NO OF CLASSES ATTENDED TODAY
6 responses

Bar chart values:
- 3: 2 (33.3%)
- 6: 2 (33.3%)
- 9: 1 (16.7%)
- 15: 1 (16.7%)
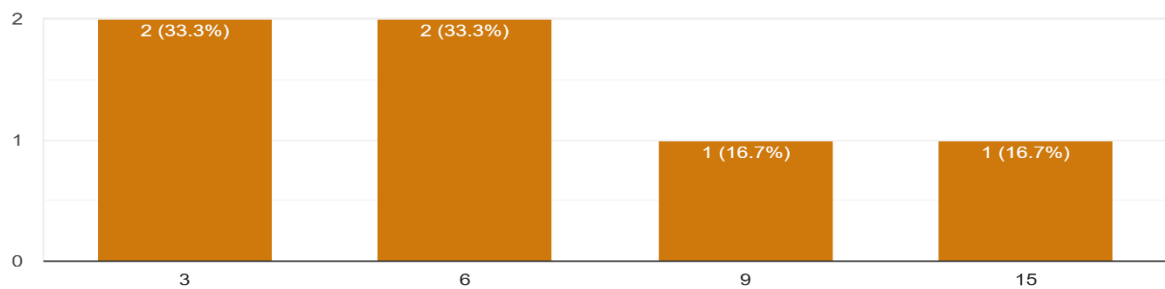
TOTAL NO OF CLASSES CONDUCTED
6 responses

Bar chart values:
- 3: 2 (33.3%)
- 6: 3 (50%)
- 16: 1 (16.7%)
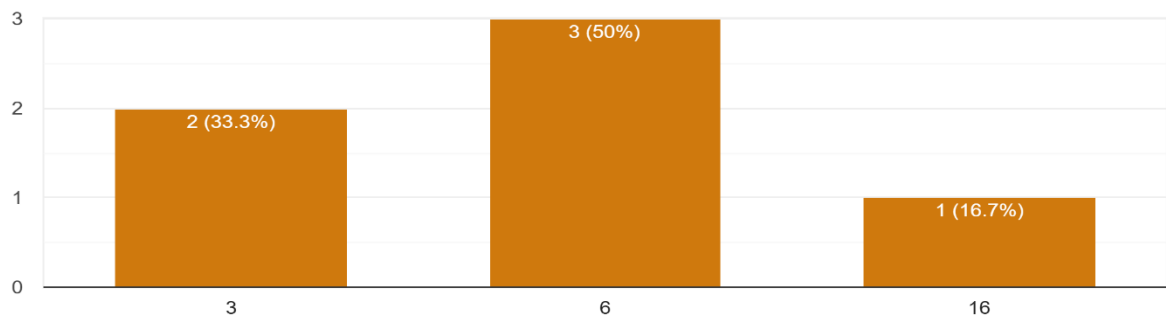
ATTENDANCE STATUS

6 responses

- LESS THAN 75%
- MORE THAN 75%
- LESS THAN 50%

66.7%

33.3%
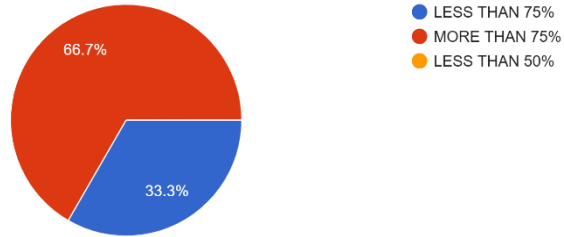
Practical 6: **Create Digital Identity – LinkedIn**

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.

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.
These signs often indicate potential scams or malicious intent.

List cybercrime type
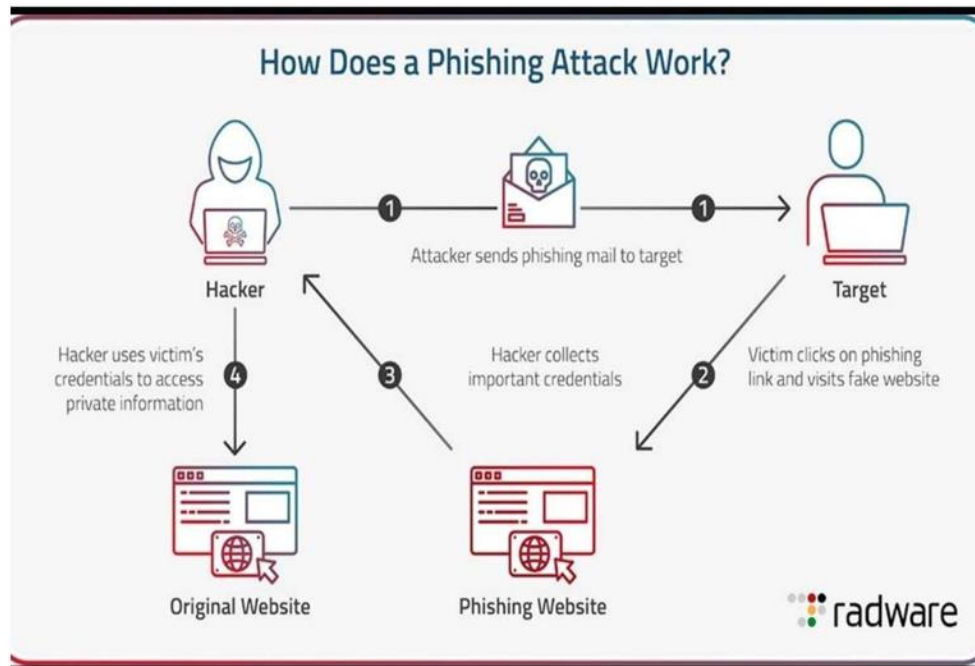Based on the suspicious elements, categorize the message as phishing, fraud, malware attempt, etc.
This helps in understanding the nature and threat level of the cybercrime.

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.

How Does a Phishing Attack Work?

Attacker sends phishing mail to target

Hacker

Target

Hacker uses victim's credentials to access private information

Hacker collects important credentials

Victim clicks on phishing link and visits fake website

Original Website

Phishing Website

radware

Component	Answer
a) Cybercrime Type	Phishing (specifically an Advance Fee / Recruitment Scam).
b) 3 Red Flags	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	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 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~

ChatGPT

Is online learning better than offline learning for college students?"
generate a paragraph in approx 100 to 120 words

Online learning and offline learning both have their advantages, and deciding which is better for college students depends on individual needs and learning styles. Online learning provides flexibility, allowing students to attend classes from anywhere, save travel time, and access recorded lectures for revision. It is especially beneficial for students with part-time jobs or those living far from campus. However, offline learning creates a more interactive environment with face-to-face communication, better discipline, and opportunities to participate in labs, group discussions, and cultural activities. Offline classes also help improve social skills and allow students to build stronger connections with teachers and peers. Therefore, a balanced combination of both methods can offer the best learning experience.

Ask ChatGPT

grammarly

We have found **plagiarism** in your text and have also detected 11 writing issues.

Plagiarism found	!
Grammar	1
Spelling	2
Punctuation	6
Conciseness	✓
Readability	✓
Word choice	2
Additional issues	✓

Get Grammarly Pro

justdone

Try JustDone

✓ **High plagiarism level**

Online learning and offline learning both have their own strengths, but choosing which is better depends on a student's needs and learning style. Online learning offers flexibility, allowing students to attend classes from anywhere, manage time effectively, and access recorded lectures for revision. It

90%
Average plagiarism level

34%
Minor changes

21%
Identical

Double checked by

Originality.ai   Scribbr   GPTZero

Plagiarism
0%

0%
Exact Match

0%
Partial Match

Unique
100%

Online learning and offline learning both have their own strengths, but choosing which is better depends on a student's needs and learning style. Online learning offers flexibility, allowing students to attend classes from anywhere, manage time effectively, and access recorded lectures for revision. It is especially helpful for students who work part-time or live far from college. However, offline learning creates a more interactive environment with face-to-face communication, better discipline, and opportunities to participate in labs, group projects, and cultural activities. Offline classes also reduce distractions and improve focus Overall, online learning is convenient and time-saving, while offline

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

Procedure:
1. 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.

~OUTPUT~

Feature	Human-Written Paragraph	AI-Generated Paragraph
Style	Simple, personal, straightforward	More polished and structured
Tone	Informal and relatable	Formal and academic
Clarity	Clear but basic explanations	Clear with more detailed phrasing
Content	Focuses on everyday usefulness	Highlights broader digital skills and adaptation
Limitations	May lack depth or advanced vocabulary	May sound generic or overly formal

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.