

**A**  
**Practical Assignment**  
**On**  
**New Age Life Skills**  
**Bachelor of Technology in Computer Science**  
**1<sup>st</sup> SEM**



**RUNGTA INTERNATIONAL SKILLS UNIVERSITY**

**SESSION: 2025-26**

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(Lecturer)**

**Submitted By:-  
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Ref No.**

**Submitted To:**

**RUNGTA INTERNATIONAL SKILLS  
UNIVERSITY,CG  
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S.No	Name Of Practical	Submission Date	Remark
1.	Design a professional resume using templates.	22-09-2025	
2.	Create a Career Oriented Presentation with 7 slides using transitions and animations.	29-09-2025	
3.	Create a social media poster for "DIGITAL AWARENESS WEEK" using canva.	01-10-2025	
4.	Compose & send a professional email with an attachment as "you are applying for an internship, send email to HR with your resume attached".	06-10-2025	
5.	Design a complete Google Form survey and analyze responses. <ul style="list-style-type: none"> <li>a) Create a Google Form titled "Student Attendance Report".</li> <li>b) Include the following question types:               <ul style="list-style-type: none"> <li>a. 5 MCQs</li> <li>b. 1 Rating scale (1-5)</li> <li>c. 1 Short answer</li> <li>d. 1 Checkbox question</li> </ul> </li> <li>c) Customize the theme (header image + color).</li> <li>d) Share the form link with 5 friends and collect responses.</li> <li>e) Generate charts from responses and take screenshots of the analysis page.</li> </ul>	11-10-2025	
6.	Demonstrate the creation and management of your digital identity. <ul style="list-style-type: none"> <li>a) Create a social media profile (LinkedIn preferred).</li> <li>b) Add a profile photo, short bio, skills, and education details.</li> <li>c) Create a simple post about "My Learning Journey in Digital Literacy."</li> <li>d) Change your privacy settings to:</li> </ul>	31-10-2025	

	<p>a. Who can see your posts.</p> <p>b. Who can message you</p>		
7.	<p>Using Google Drive or OneDrive:</p> <ul style="list-style-type: none"> <li>a) Create a new folder named "Unit 3 Practical Work".</li> <li>b) Upload 3 different files (PDF, image, document).</li> <li>c) Organize them in subfolders: Notes, Images, Assignments.</li> <li>d) Share the main folder with your teacher with View Only permission.</li> </ul>	13-11-2025	
8.	<p>Identify one real phishing email : A final-year student, Aman, receives a LinkedIn message saying:</p> <p>"You are shortlisted for a Remote Software Developer role at Google. Salary: ₹18 LPA. Pay ₹2,499 as verification fee. Limited seats. Pay now to confirm."</p> <p><b>ANSWER THE QUESTIONS :-</b></p> <ul style="list-style-type: none"> <li>a) What type of cybercrime is happening here?</li> <li>b) List 3 red flags that show it is a scam?</li> <li>c) What should he do to verify if a job offer is real?</li> </ul>	19-11-2025	
9.	<p>Create a Google Form Quiz with the following requirements:</p> <ul style="list-style-type: none"> <li>a) Convert the form into a Quiz mode with automatic grading.</li> <li>b) Add 5 MCQ questions, each carrying 2 marks.</li> <li>c) Add 1 short answer question that requires manual evaluation.</li> <li>d) Turn ON the setting: <ul style="list-style-type: none"> <li>a. <i>Limit to 1 response</i></li> <li>b. <i>Shuffle question order</i></li> <li>c. <i>Release marks after manual review</i></li> </ul> </li> <li>e) Add a timer add-on (like form presenter) and set up a 10-minute time limit.</li> <li>f) Finally, send the quiz link and view the response summary.</li> </ul>	24-11-2025	
10.	<p>Ask ChatGPT OR Google Gemini to generate a 100–120 word paragraph on:</p> <p>"Is online learning better than offline learning for college students?"</p> <ul style="list-style-type: none"> <li>a) Run the AI-generated text through Grammarly and any plagiarism-check tool.</li> <li>b) Now manually search online to check if similar sentences exist on blogs or articles.</li> </ul>	29-11-2025	

	<p>c) Identify 2–3 biased statements in the AI answer, such as:</p> <ul style="list-style-type: none"> <li>i. Over-generalizations</li> <li>ii. One-sided opinions</li> <li>iii. Unproven claims</li> </ul> <p>d) Rewrite the entire paragraph in a neutral and balanced way, using AI only for grammar suggestions.</p> <p>e) Submit 3 screenshots:</p> <ul style="list-style-type: none"> <li>i. Plagiarism check result</li> <li>ii. Grammarly suggestion page</li> <li>iii. Original AI paragraph vs your rewritten unbiased version</li> </ul>		
11.	<p>To compare AI-generated content with student-created content and understand limitations of AI.</p> <p>a) Write a 100–150 word paragraph on the topic: “Will AI replace jobs or change them?” (This must be written by the student.)</p> <p>b) Ask any AI tool (ChatGPT/Gemini/Copilot) to write the same topic.</p> <p>c) In your practical copy, create a Comparison Table with the headings:</p> <ul style="list-style-type: none"> <li>I. Human-Generated Content</li> <li>II. AI-Generated Content</li> </ul>	03-12-2025	
12.	<p>Create a new NotebookLM project titled: “My Chapter Revision Notes.”</p> <p>a) Upload multiple sources (any 2) such as:</p> <ul style="list-style-type: none"> <li>i. PDF notes</li> <li>ii. Web articles</li> <li>iii. Text copied into NotebookLM</li> </ul> <p>b) Ask NotebookLM to:</p> <ul style="list-style-type: none"> <li>i. Create a combined study guide using all sources.</li> <li>ii. Generate flashcards for quick revision.</li> <li>iii. Create a concept map or explanation of the topic.</li> </ul> <p>c) Manually check for:</p> <ul style="list-style-type: none"> <li>i. Any incorrect facts</li> <li>ii. Repeated information</li> <li>iii. Missing important points</li> </ul>	10-12-2025	

	d) Attach 3 screenshots from NotebookLM: i. Combined study guide ii. Flashcards iii. Concept map / explanation		
13.	<p>Create a complete Student Result Management workbook.</p> <p>a) Create a new workbook with 3 sheets renamed as:</p> <ul style="list-style-type: none"> <li>a. <i>Student_Data</i></li> <li>b. <i>Marks_Analysis</i></li> <li>c. <i>Charts</i></li> </ul> <p>b) In <i>Student_Data</i>, enter a list of 15 students with: Name, Roll No, Class, City, Subject1, Subject2, Subject3.</p> <p>c) Use Flash Fill to split "Full Name" into "First Name" and "Last Name".</p> <p>d) Use Find &amp; Replace to replace city name "Delhi" with correct "Delhi".</p> <p>e) Use IF function to calculate Pass/Fail (Pass = total <math>\geq</math> 120).</p> <p>f) Use COUNTIF to find how many students belong to "Delhi".</p> <p>g) Use AVERAGE, MAX, MIN to analyze marks in the <i>Marks_Analysis</i> sheet.</p> <p>h) On the <i>Charts</i> sheet, create:</p> <ul style="list-style-type: none"> <li>i. A Bar Chart showing marks of any one subject.</li> <li>ii. A Pie Chart showing percentage of pass vs fail.</li> </ul> <p>i) Apply Conditional Formatting to highlight marks <math>&lt; 40</math> in red.</p> <p>j) Convert the table into a formatted Excel Table.</p>	19-12-2025	
14.	<p>Build a workbook for managing and analyzing sales data of a small store.</p> <p>a) Create a workbook with sheets:</p> <ul style="list-style-type: none"> <li>I. <i>Store_Sales</i></li> <li>II. <i>Summary</i></li> </ul>	24-12-2025	

	<p style="text-align: center;"><b>III. Charts</b></p> <p>b) Import a CSV sales file (or create a sample table) containing: Date, Product, Category, Quantity, Price, Total Sales.</p> <p>c) Use Sort (A→Z, Z→A) to organize products by name and category.</p> <p>d) Apply Filter to view only “Electronics” category.</p> <p>e) Use SUMIF to find total sales for a selected product (e.g., “Headphones”).</p> <p>f) Use LEFT, RIGHT, MID to extract:</p> <ul style="list-style-type: none"> <li>I. First 3 letters of the product name</li> <li>II. Last 2 letters of the category</li> </ul> <p>g) Find the highest and lowest sales value using MAX/MIN.</p> <p>h) Prepare a monthly sales summary in the <i>Summary</i> sheet using AVERAGE &amp; SUM.</p> <p>i) Create a Line Chart of month-wise total sales in the <i>Charts</i> sheet.</p> <p>j) Apply sheet protection so data cannot be edited accidentally.</p>		
15.	<p>Create a complete personal financial planner workbook.</p> <p>a) Create and rename sheets as:</p> <ul style="list-style-type: none"> <li>a. <i>Expenses</i></li> <li>b. <i>Budget</i></li> <li>c. <i>Charts</i></li> </ul> <p>b) Enter at least 20 rows of expense data: Date, Category, Expense Detail, Amount, Payment Method.</p> <p>c) Use Data Validation dropdown to create a category list (Food, Travel, Fees, Shopping, Other).</p> <p>d) Use Remove Duplicates on the Category column if repeated incorrectly.</p> <p>e) Use SUMIF to calculate total spending for each category.</p>	29-12-2025	

	<p>f) In the <i>Budget</i> sheet, create the monthly budget and compare with actual expenses using:</p> <p style="padding-left: 40px;">Difference = Budget – Actual (formula required)</p> <p>g) Highlight expenses above ₹2000 using Conditional Formatting.</p> <p>h) Create:</p> <ul style="list-style-type: none"> <li>i. A Pie Chart showing category-wise spending</li> <li>ii. A Bar Chart comparing <i>Budget vs Actual</i></li> <li>iii. Use Flash Fill to separate date into Day / Month / Year if needed. Also explain its detail</li> <li>iv. Save worksheet in Page Layout view and adjust print area.</li> </ul>	
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# **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.

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# Pulkit Aryan Singh

 pulkitaryaninfo@gmail.com  Bilaspur, Chhattisgarh

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## ABOUT ME

I'm a compassionate and dedicated computer science student at runta international skills university, seeking to apply my time management and organizational skills to the part time data entry role at google. i have honed my technological skills as a b.tech computer science student. i'm looking to support my studies through a part time role.

## EDUCATION

*Kendriya Vidyalaya Bilaspur, Rungta International Skills University*

*Bilaspur, Chhattisgarh*

## SKILLS

- html
- javascript
- microsoft excel
- github
- css
- python
- sql
- canva

## CERTIFICATIONS

- Certified website developer
- professional(CSDP)
- Python Programming Certification

## ACCOMPLISHMENTS

Developed a shopping website using HTML, CSS, JAVASCRIPT

## INTERESTS

- video gaming
  - football
-

## **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.

## Data analyst

- *A data analyst is a professional who collects, processes, and analyzes data to identify trends and provide insights that help organizations make informed decisions. They bridge the gap between raw data and strategic action by interpreting data and communicating their findings to stakeholders to solve business problems*

## Road map:

- *To become a data analyst, you must develop a combination of technical, analytical, and communication skills and gain practical experience through projects. While a bachelor's degree is common, it is not always required, and many successful analysts have leveraged bootcamps, online courses, and personal projects to build their careers.*

## Step 1: Build your fundamental skills

### **Master Microsoft Excel**

*This classic spreadsheet tool is a foundational skill used in nearly every business for data management and reporting.*

- **Key skills:** Learn formulas (VLOOKUP, INDEX/MATCH), pivot tables, and data cleaning techniques.

### **Learn statistics**

*A solid grasp of statistics is crucial for designing and validating your analysis.*

- **Key concepts:** Understand descriptive statistics (mean, median, mode) and basic inferential statistics (hypothesis testing).

## Master Structured Query Language (SQL)

*SQL is the industry standard for interacting with databases to extract, manage, and manipulate large datasets.*

- **Key skills:** Learn how to write basic queries (SELECT, WHERE), join tables, and use window functions.
- **Practice:** Use free platforms like Mode Analytics or public datasets on Kaggle to practice your SQL skills.

## Step 2: Choose and learn programming and visualization tools

### **Pick a programming language**

*Choosing between Python and R depends on your career focus, though both are powerful for data analysis.*

- *Python: A general-purpose language that is easy to learn and widely used for automation, dashboards, and machine learning integration. Learn key libraries like pandas and NumPy.*
- *R: Built specifically for statistical analysis and popular in academic and research-heavy roles. Learn libraries like dplyr and ggplot2.*

## Learn data visualization

*Effectively communicating your findings to stakeholders, many of whom are non-technical, is a core responsibility of a data analyst.*

- *Key skills: Focus on creating clear, simple charts and reports.*
- *Tools to learn: Master a business intelligence tool like Tableau or Microsoft Power BI to build interactive dashboards.*

## ***Step 3: Gain practical experience and build a portfolio***

### ***Complete practical projects***

*Applying your skills to real-world problems is essential for proving your ability to deliver results.*

- *Ideas for projects:*
- *Beginner: Perform sales trend analysis or analyze customer survey data.*
- *Intermediate: Conduct customer churn analysis or perform A/B testing on a website.*
- *Datasets: Find free, publicly available datasets on sites like Kaggle, Data.gov, or the UCI Machine Learning Repository.*
- *Focus on uniqueness: Avoid overused datasets and choose projects that align with your personal interests to stand out.*

## ***Build a portfolio***

*Your portfolio is a showcase of your best work that demonstrates your problem-solving abilities and practical knowledge.*

- *Platform: Host your portfolio on a personal website or use platforms like GitHub, Kaggle, or Tableau Public.*
- *Document your work: For each project, include the problem statement, your approach (including code and visualizations), and the insights or impact of your findings.*

## Step 4: Refine your soft skills and land a job

### **Develop soft skills**

*Beyond the technical requirements, strong soft skills are what set analysts apart.*

- *Key skills: Cultivate analytical thinking, problem-solving, communication, attention to detail, and industry-specific domain knowledge.*
- *Networking: Join online communities and attend events to connect with other data professionals.*

## Apply for entry-level positions

- *Target internships: Internships are an excellent way to gain real-world experience and get your foot in the door.*
- *Tailor applications: Customize your resume and cover letter for each job, highlighting relevant projects from your portfolio.*
- *Prepare for interviews: Practice for both technical interviews (e.g., writing SQL queries) and behavioral interviews.*

## Step 5: Continue learning and advancing your career

*The field of data analytics is constantly evolving, so continuous learning is necessary for staying competitive.*

- *Earn certifications: Pursue relevant certifications from providers like IBM, Microsoft, or Google.*
- *Expand your toolkit: Learn about emerging technologies like generative AI and big data tools (e.g., Apache Spark).*
- *Career progression: Consider paths toward becoming a Senior Data Analyst, Data Analytics Manager, or specializing in related fields like Business Intelligence or Data Science.*

## Future scope

*The future for data analysts is robust and dynamic, characterized by growing demand across diverse industries, a shift toward more strategic roles, and the necessity to adapt to new technologies like AI. While AI and automation will streamline repetitive tasks, they will not replace data analysts, but rather empower them to focus on higher-level problem-solving and strategic insights.*

## ***Key trends shaping the future for data analysts***

### ***Automation of routine tasks***

*AI-powered tools are automating time-consuming and manual tasks such as data cleaning, preparation, and simple reporting. This frees up analysts to spend more time on high-impact work, like interpreting nuances in the data, guiding business strategy, and ensuring the ethical use of data.*

### ***Focus on advanced and prescriptive analytics***

*The role of the analyst is evolving from simply describing what happened to explaining why it happened and recommending what should be done next. This shift demands a deeper understanding of predictive and prescriptive analytics, as well as the business context to provide actionable recommendations.*

### ***Increased integration with AI and machine learning***

*Analysts will increasingly collaborate with AI, not compete with it. This involves using augmented analytics platforms and machine learning models to identify complex patterns and anomalies that might be missed by manual methods. Future analysts will need to understand how AI models work, where they can fail, and how to validate their outputs.*

### ***Emphasis on data governance and ethics***

*With the increase in automated data collection, ethical considerations and data privacy regulations (like GDPR) are becoming more critical. The future of the role will include responsibilities like monitoring AI outputs for biases and ensuring all data practices are transparent and compliant.*

### **Democratization of data analysis**

*As data visualization tools become more intuitive, a broader range of non-specialists will be able to perform basic analysis and create their own dashboards. This will shift the analyst's role to that of a trainer or facilitator, ensuring data integrity while empowering others to make data-informed decisions*

### **In-demand future skills**

*To thrive in this evolving landscape, data analysts must cultivate both advanced technical and critical soft skills.*

#### *Technical Skills:*

- *AI/ML Literacy: Understand how to leverage AI tools and interpret results.*
- *Cloud Computing: Familiarity with cloud-based analytics platforms like AWS, Azure, and Google Cloud is becoming essential.*
- *Advanced SQL and Programming: Proficient knowledge of SQL, Python, or R remains crucial for complex data manipulation and statistical analysis.*
- *Big Data Technologies: Experience with frameworks like Apache Spark or Hadoop will be valuable for handling massive datasets.*

### **Soft Skills:**

- **Data Storytelling:** The ability to translate complex data into compelling narratives is vital for communicating insights to non-technical stakeholders.
- **Business Acumen:** A deep understanding of your industry and business context allows you to provide more relevant and impactful recommendations.
- **Critical Thinking and Problem-Solving:** As routine tasks are automated, the ability to frame the right business questions and challenge assumptions will be more important than ever.
- **Adaptability and Collaboration:** The data landscape is constantly changing, requiring a flexible mindset and the ability to work effectively with cross-functional teams.

### **Industries with strong demand**

- Data analysts are needed across nearly every sector, with some showing particularly strong growth.
- **Healthcare:** Optimizing patient care, managing resources, and predicting disease outbreaks.
- **Finance and Banking:** Fraud detection, risk management, and strategic investment decisions.
- **E-commerce and Retail:** Personalizing customer experiences, optimizing pricing and inventory, and refining marketing strategies.
- **Technology and IT Services:** Driving product development and improving internal operations.
- **Manufacturing:** Optimizing production processes, enhancing logistics, and minimizing waste.

# **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**

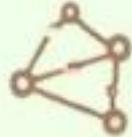
Go to the "Elements" tab to add icons, shapes, and relevant graphics. Position them creatively to enhance the visual appeal and message of the poster.

## **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



**Empower Yourself  
with Knowledge**

## **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

New Message

- ↗ ✎

To [harshali.vaishnavi@rungta.org](mailto:harshali.vaishnavi@rungta.org) X

Subject Application for Data Analyst Position - Pulkit Singh

Dear Harshali Vaishnavi,

I am writing to express my interest in the Data Analyst opening at your company. With a strong foundation in data analysis, SQL, Python, and data visualization, I am confident in my ability to contribute effectively to your team. My LinkedIn profile demonstrates my commitment to learning and applying these skills. I am eager to bring my analytical mindset to this role, and I please ask you to consider my application.

I have attached my resume for your review and thank you for the opportunity to discuss how my qualifications match your needs.

Sincerely,  
Pulkit Singh

 pulkit\_singh\_resume.pdf X

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## **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:**

The screenshot shows a Google Form titled "Student attendance report". The form has a header banner with a blue and green abstract background. Below the banner, the title "Student attendance report" is displayed in a purple header bar. The main content area contains three questions:

- Enter your name \***: A short answer text input field.
- Enter your phone no. \***: A short answer text input field.
- ERP Id \***: A short answer text input field.

At the top of the form, there are tabs for "Questions", "Responses" (with a count of 0), and "Settings". On the right side, there is a toolbar with various icons for managing the form. The status bar at the bottom indicates the form is "Published" and shows other navigation options.



Untitled form



Published



Questions Responses 1 Settings

1 response

Link to Sheets

Summary

Question

Individual

Who has responded?

Email

ranjeet050k@gmail.com

Enter your name

1 response

Ranjeet kumar

Enter your phone no.

1 response

37738388

ERP Id

1 response

117520

Course name

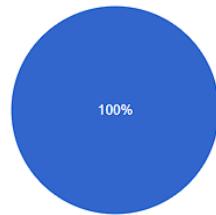
1 response

Btech cse

College year

Copy chart

1 response

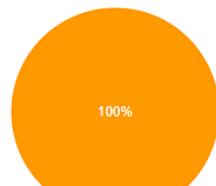


- 1st
- 2nd
- 3rd
- 4th

Section

Copy chart

1 response



- G
- H
- I
- J



## **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.

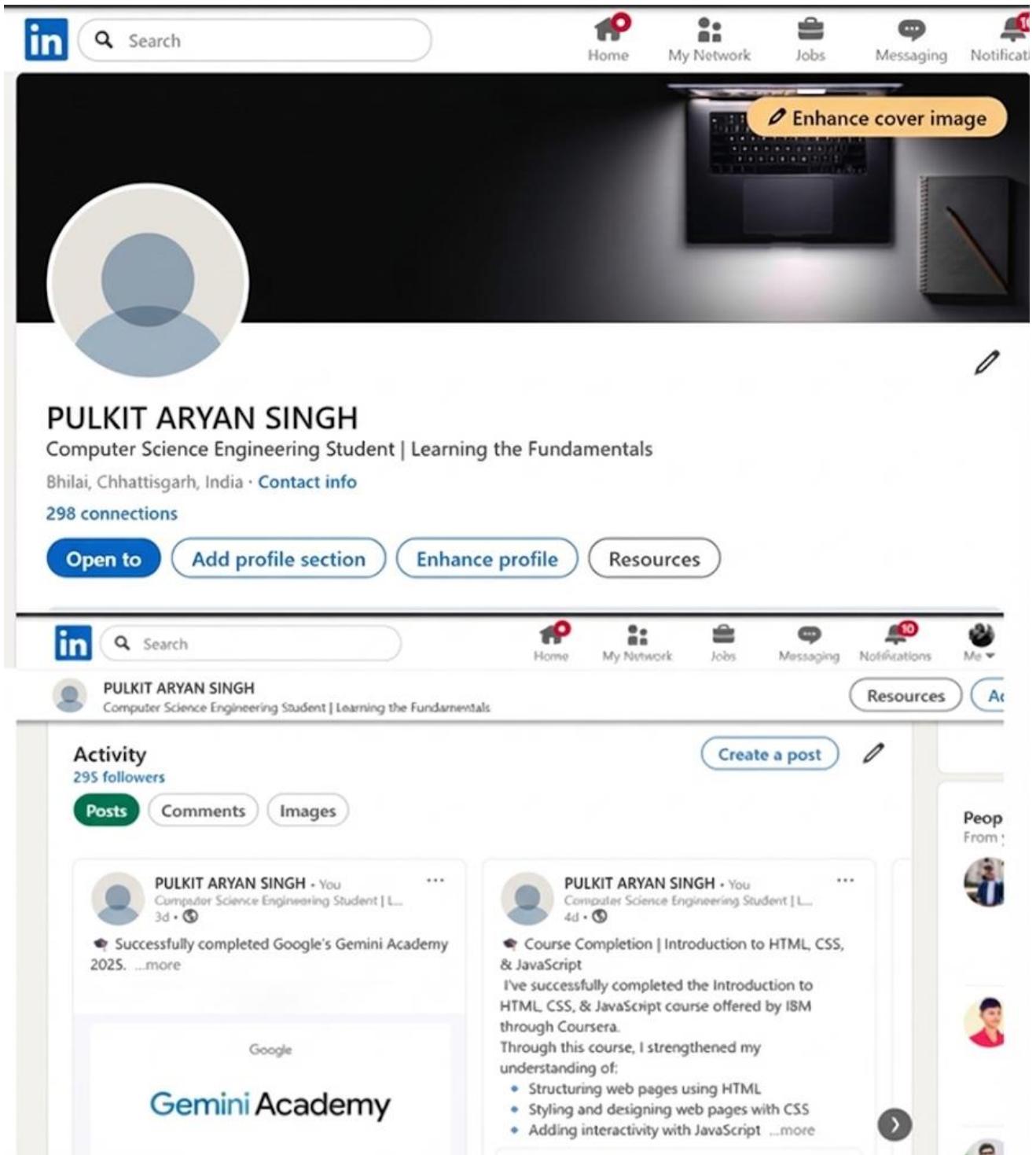
## **Create a simple post**

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 two screenshots of a LinkedIn profile and activity feed for a user named PULKIT ARYAN SINGH.

**Profile Overview:**

- Profile Picture:** A placeholder blue circular icon.
- Name:** PULKIT ARYAN SINGH
- Job Title:** Computer Science Engineering Student | Learning the Fundamentals
- Location:** Bhilai, Chhattisgarh, India
- Connections:** 298 connections
- Actions:** Open to, Add profile section, Enhance profile, Resources

**Activity Feed:**

- Recent Posts:**
  - PULKIT ARYAN SINGH • You  
Computer Science Engineering Student | L...  
3d • 3d ago  
Successfully completed Google's Gemini Academy 2025. ...more
  - PULKIT ARYAN SINGH • You  
Computer Science Engineering Student | L...  
4d • 4d ago  
Course Completion | Introduction to HTML, CSS, & JavaScript  
I've successfully completed the Introduction to HTML, CSS, & JavaScript course offered by ISM 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
- People:** A sidebar showing recent activity from people like "People From" and "Ac".

## **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.

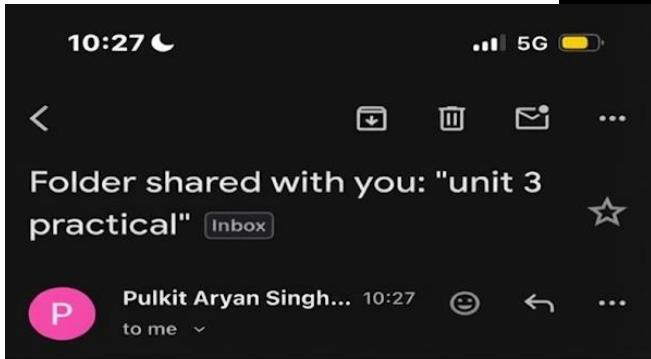
This helps keep your work organized and easy to locate.

**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



Pulkit Aryan Singh shared a folder

P

Pulkit Aryan Singh  
(pulkit.aryan.singh@rungta.org) has invited you to **view** the following shared folder:

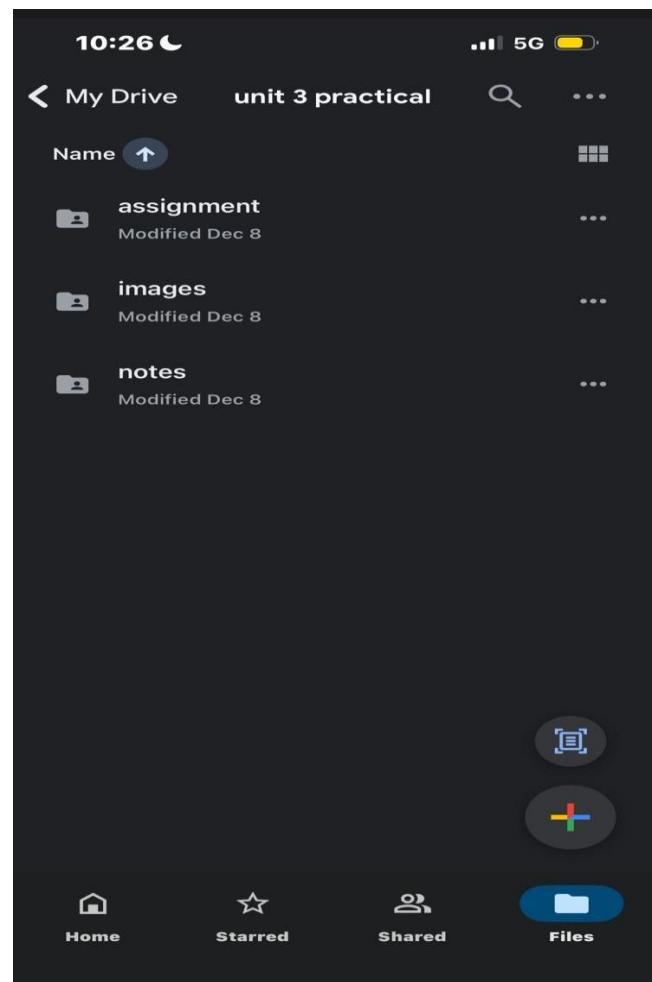
[unit 3 practical](#)

[Open](#)

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

[Reply](#)

[Forward](#)



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

## **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:**

The screenshot shows a Google Forms quiz titled "NALS MCQ". The quiz is a "Cyberbullying Awareness Quiz" with a total of 34 points available. The first question asks, "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 asks, "What is the safest way to handle a fake account pretending to be you?" with two options: "Argue with them" and "Block them and report the account". The sidebar on the right contains icons for adding questions, files, and settings.

Untitled form - Google Forms

docs.google.com/forms/d/1N5Cd4WgITCSWZ042i6DrNg7dhtVF17qZk6ETEq5x2y8/edit

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.\*

Untitled form (Responses)

docs.google.com/spreadsheets/d/1tNvzzBg1BFc2x-07stsExcDOAq4Bwul2JB\_lOQZ1g/edit?resourcekey=&gid=1850510406#gid=1850510406

Share

File Edit View Insert Format Data Tools Help

F11

Form Responses 1

	A	B	C	D	E	F
1	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 cyberbullying?
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 accounts public
4	11/28/2025 12:15:37	raghuwanishiparth552@gmail.com	9 / 34	Sending threats directly	Report and block the account	Not sharing personal details
5	11/28/2025 12:18:58	kashyap13muskan@gmail.com	9 / 34	Liking someone's photo	Report and block the account	Not sharing personal details
6	11/28/2025 12:20:19	megha.bard@runpta.org	32 / 34	Spreading rumours online	Report and block the account	Keeping social media accounts public
7	11/28/2025 12:24:44	prachi.dahariya@runpta.org	32 / 34	Spreading rumours online	Report and block the account	Keeping social media accounts public
8	11/28/2025 12:29:52	gayatrigangitla17@gmail.com	20 / 34	Spreading rumours online	Argue with them	Not sharing personal details
9	11/28/2025 12:32:37	meenakshidas2812@gmail.com	21 / 34	Spreading rumours online	Report and block the account	Keeping social media accounts public
10	11/28/2025 12:44:24	mohit.raj@runpta.org	32 / 34	Spreading rumours online	Report and block the account	Keeping social media accounts public
11	11/28/2025 12:45:06	abhirav4077@gmail.com	32 / 34	Sending threats directly	Share the account on your story	Keeping social media accounts public
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.

## OUTPUT:

### Practical 10: AI Text Bias and Plagiarism

ChatGPT

Impact of AI on jobs ,write 100-150 word paragraph

Impact of AI on Jobs

Artificial Intelligence (AI) is significantly transforming the job market by changing how work is performed across industries. While there is concern that AI may replace certain jobs, especially those involving repetitive and routine tasks, it is also creating new opportunities. AI improves efficiency and productivity by automating processes, allowing humans to focus on more creative, analytical, and decision-making roles. Many traditional jobs are evolving rather than disappearing, requiring workers to learn new digital and technical skills. Fields such as data science, AI development, cybersecurity, and AI ethics are generating new career paths. However, the impact of AI also highlights the importance of reskilling and upskilling to reduce job displacement. Overall, AI is not eliminating jobs entirely but reshaping the workforce, encouraging innovation and continuous learning in the modern workplace.

...

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Free Online Plagiarism Checker

SIMILAR: 34.2% • ORIGINAL: 65.8%

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Text matches these sources

Sources: 1. <https://www.ucamwest.ca/blog/buil...> 29.4%  
2. <https://community.connection.com...> 10.6%

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reCAPTCHA is changing its terms of service. Take action.

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MAKE IT UNIQUE

No text matches sources found

No text matches sources found

I'm not a robot

reCAPTCHA is changing its terms of service. Take action.

## 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: a person, a document, a gear, an upward arrow, a downward arrow, and a three-dot ellipsis.

### 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

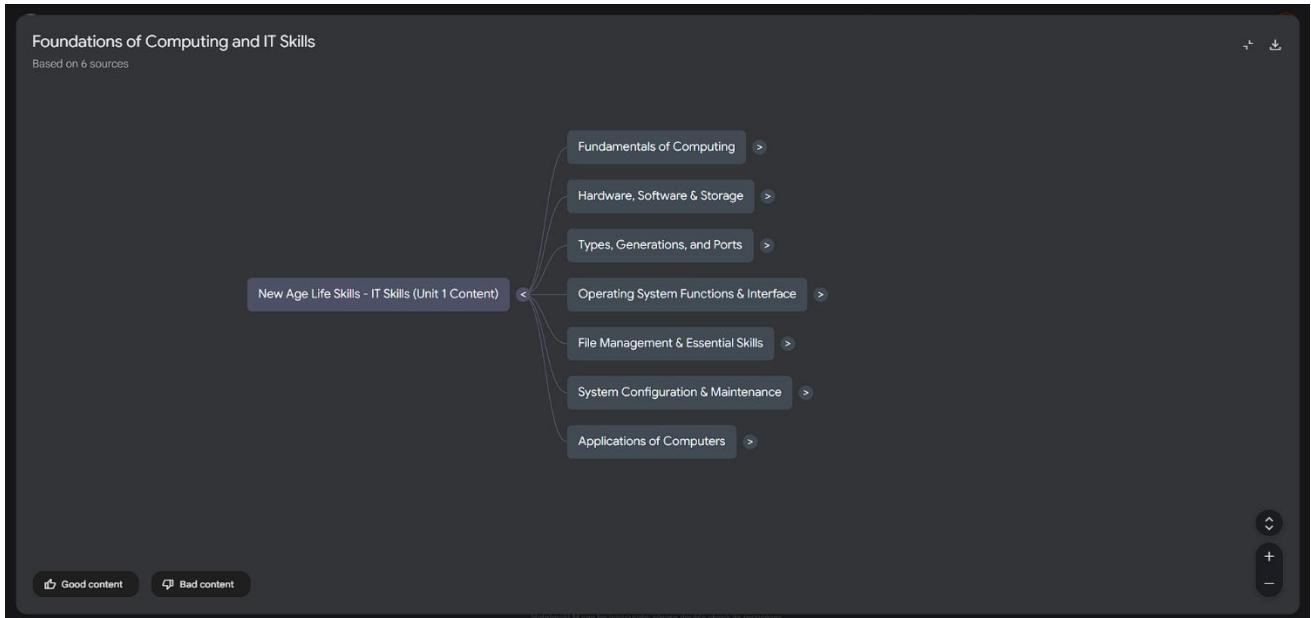
Procedure-

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:**

The screenshot shows a dark-themed digital study interface. On the left, a sidebar titled "Sources" displays a list of imported documents from "NALS Unit1\_lect5.docx", "NALS\_UNIT 1\_LEC6.docx", and "NALS\_Unit1\_Lec 3-1.docx". The main content area features a large title "Fundamentals of IT Skills and Computer Systems" with a sub-section "Computer Flashcards". A central text box discusses the evolution of computing and technical fundamentals. To the right, a "Computer Flashcards" section is shown, consisting of a stack of cards with the question "What is the basic definition of a computer?".

## 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:

NALS prac 13 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat Table Tools Table Design Tell me what you want to do Share

Clipboard Font Alignment Number Conditional Formatting Styles Cells Editing Add-ins Create a PDF

Arial 14 A<sup>+</sup><sub>-</sub>

Name Roll No Class City Subj1 Marks1 Subj2 Marks2 Subj3 Marks3 Total Marks FIRST NAME LAST NAME Pass/fail Count PASS FAIL

1. Name Roll No Class City Subj1 Marks1 Subj2 Marks2 Subj3 Marks3 Total Marks FIRST NAME LAST NAME Pass/fail Count PASS FAIL

2. Rahul Verma 1 9 Delhi Math 78 Science 82 English 75 235 Rahul Verma PASS 3 13 2

3. Neha Sharma 2 9 Jaipur English 85 History 80 Science 88 253 Neha Sharma PASS

4. Aman Khan 3 9 Lucknow Math 90 Computer 82 Science 86 268 Aman Khan PASS

5. Pooja Patel 4 9 Surat Math 50 English 10 Hindi 40 100 Pooja Patel FAIL

6. Suresh Das 5 9 Delhi Science 88 Math 84 Geography 79 251 Suresh Das PASS

7. Ankit Singh 6 9 Patna Math 60 Science 10 English 20 90 Ankit Singh FAIL

8. Riya Gupta 7 9 Noida English 92 Science 89 Computer 94 275 Riya Gupta PASS

9. Mohit Jain 8 9 Indore Math 81 English 77 Science 85 243 Mohit Jain PASS

10. Sneha Iyer 9 9 Chennai Science 90 Math 88 English 91 269 Sneha Iyer PASS

11. Karan Malhotra 10 9 Chandigarh Math 74 Science 79 Computer 82 235 Karan Malhotra PASS

12. Aditi Rao 11 9 Bengaluru English 86 History 83 Science 88 257 Aditi Rao PASS

13. Nikhil Pawar 12 9 Pune Math 89 Science 91 Geography 87 267 Nikhil Pawar PASS

14. Simran Kaur 13 9 Delhi English 80 Punjabi 85 Science 78 243 Simran Kaur PASS

15. Arjun Mehta 14 9 Mumbai Math 93 Science 90 English 92 275 Arjun Mehta PASS

16. Kavya Nair 15 9 Kochi Science 87 Math 84 English 89 260 Kavya Nair PASS

17.

student-data marks-analysis charts

Ready Accessibility: Investigate 60%

NALS prac 13 - Excel

File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat Table Tools Table Design Tell me what you want to do Share

Clipboard Font Alignment Number Conditional Formatting Styles Cells Editing Add-ins Create a PDF

Calibri 11 A<sup>+</sup><sub>-</sub>

Name Roll No Class City Subj1 Mark s1 Subj2 Mark s2 Subj3 Mark s3 Average MAX MIN

1. Name Roll No Class City Subj1 Mark s1 Subj2 Mark s2 Subj3 Mark s3 Average MAX MIN

2. Rahul Verma 1 9 Delhi Math 78 Science 82 English 75 78.3333 82 75

3. Neha Sharma 2 9 Jaipur English 85 History 80 Science 88 84.3333 88 80

4. Aman Khan 3 9 Lucknow Math 90 Computer 92 Science 86 89.3333 92 86

5. Pooja Patel 4 9 Surat Math 50 English 10 Hindi 40 33.3333 50 10

6. Suresh Das 5 9 Delhi Science 88 Math 84 Geography 79 83.6667 88 79

7. Ankit Singh 6 9 Patna Math 60 Science 10 English 20 30 60 10

8. Riya Gupta 7 9 Noida English 92 Science 89 Computer 94 91.6667 94 89

9. Mohit Jain 8 9 Indore Math 81 English 77 Science 85 81 85 77

10. Sneha Iyer 9 9 Chennai Science 90 Math 88 English 91 89.6667 91 88

11. Karan Malhotra 10 9 Chandigarh Math 74 Science 79 Computer 82 78.3333 82 74

12. Aditi Rao 11 9 Bengaluru English 86 History 83 Science 88 85.6667 88 83

13. Nikhil Pawar 12 9 Pune Math 89 Science 91 Geography 87 89 91 87

14. Simran Kaur 13 9 Delhi English 80 Punjabi 85 Science 78 81 85 78

15. Arjun Mehta 14 9 Mumbai Math 93 Science 90 English 92 91.6667 93 90

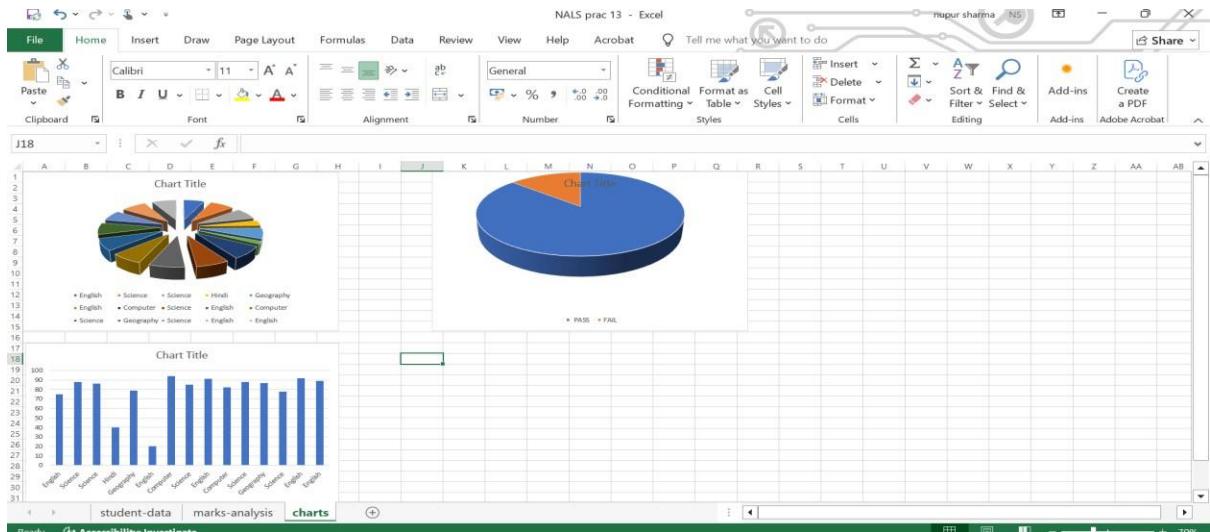
16. Kavya Nair 15 9 Kochi Science 87 Math 84 English 89 86.6667 89 84

17.

student-data marks-analysis charts

Select destination and click ENTER or choose Paste

60%



## **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.

## **Output:**

	I	J	K	L	M	N	
Product Name	Last Two Letter of Category	Middle Letter of Category	Max Total Sales	Min Total Sales	Total Sales	Average	Sum
1							
6	cs	lectronic	2500	400	1325	5300	
7	cs						
9	cs						
14	cs						
16							
17							
18							
19					720	3600	
20							
21							
22							
23							
24							
25							
26					1272	6360	
27							
28							
29							

	A	B	C
1	MONTH	Average Total Sales	Sum Of Total Sales
2	January	1325	5300
3	February	720	3600
4	March	1272	6360
5			
6			

