

A
Practical Assignment
On
New Age Life Skills
Bachelor of Technology in Computer Science
1st SEM



RUNGTA INTERNATIONAL SKILLS UNIVERSITY

SESSION: 2025-26

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(Lecturer)**

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Submitted To:

**RUNGTA INTERNATIONAL SKILLS
UNIVERSITY, CG
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5.	<p>Design a complete Google Form survey and analyze responses.</p> <ul style="list-style-type: none"> a) Create a Google Form titled “Student Attendance Report”. b) Include the following question types: <ul style="list-style-type: none"> a. 5 MCQs b. 1 Rating scale (1–5) c. 1 Short answer d. 1 Checkbox question c) Customize the theme (header image + color). d) Share the form link with 5 friends and collect responses. e) Generate charts from responses and take screenshots of the analysis page. 	11-10-2025	
6.	<p>Demonstrate the creation and management of your digital identity.</p> <ul style="list-style-type: none"> a) Create a social media profile (LinkedIn preferred). b) Add a profile photo, short bio, skills, and education details. c) Create a simple post about “My Learning Journey in Digital Literacy.” 	31-10-2025	

	<p>d) Change your privacy settings to:</p> <ul style="list-style-type: none"> a. Who can see your posts. b. Who can message you 		
7.	<p>Using Google Drive or OneDrive:</p> <ul style="list-style-type: none"> a) Create a new folder named “Unit 3 Practical Work”. b) Upload 3 different files (PDF, image, document). c) Organize them in subfolders: Notes, Images, Assignments. d) Share the main folder with your teacher with View Only permission. 	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.</p> <p>Salary: ₹18 LPA.</p> <p>Pay ₹2,499 as verification fee.</p> <p>Limited seats. Pay now to confirm.”</p> <p><u>ANSWER THE QUESTIONS :-</u></p> <ul style="list-style-type: none"> a) What type of cybercrime is happening here? b) List 3 red flags that show it is a scam? c) What should he do to verify if a job offer is real? 	19-11-2025	
9.	<p>Create a Google Form Quiz with the following requirements:</p> <ul style="list-style-type: none"> a) Convert the form into a Quiz mode with automatic grading. b) Add 5 MCQ questions, each carrying 2 marks. c) Add 1 short answer question that requires manual evaluation. d) Turn ON the setting: <ul style="list-style-type: none"> a. Limit to 1 response b. Shuffle question order c. Release marks after manual review e) Add a timer add-on (like form presenter) and set up a 10-minute time limit. 	24-11-2025	

	f) Finally, send the quiz link and view the response summary.		
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"> a) Run the AI-generated text through Grammarly and any plagiarism-check tool. b) Now manually search online to check if similar sentences exist on blogs or articles. c) Identify 2–3 biased statements in the AI answer, such as: <ul style="list-style-type: none"> i. Over-generalizations ii. One-sided opinions iii. Unproven claims d) Rewrite the entire paragraph in a neutral and balanced way, using AI only for grammar suggestions. e) Submit 3 screenshots: <ul style="list-style-type: none"> i. Plagiarism check result ii. Grammarly suggestion page iii. Original AI paragraph vs your rewritten unbiased version 	29-11-2025	
11.	<p>To compare AI-generated content with student-created content and understand limitations of AI.</p> <ul style="list-style-type: none"> a) Write a 100–150 word paragraph on the topic: “Will AI replace jobs or change them?” (This must be written by the student.) b) Ask any AI tool (ChatGPT/Gemini/Copilot) to write the same topic. c) In your practical copy, create a Comparison Table with the headings: <ul style="list-style-type: none"> I. Human-Generated Content II. AI-Generated Content 	03-12-2025	
12.	Create a new NotebookLM project titled: “My Chapter Revision Notes.”	10-12-2025	

	<p>a) Upload multiple sources (any 2) such as:</p> <ul style="list-style-type: none"> i. PDF notes ii. Web articles iii. Text copied into NotebookLM <p>b) Ask NotebookLM to:</p> <ul style="list-style-type: none"> i. Create a combined study guide using all sources. ii. Generate flashcards for quick revision. iii. Create a concept map or explanation of the topic. <p>c) Manually check for:</p> <ul style="list-style-type: none"> i. Any incorrect facts ii. Repeated information iii. Missing important points <p>d) Attach 3 screenshots from NotebookLM:</p> <ul style="list-style-type: none"> 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"> a. <i>Student_Data</i> b. <i>Marks_Analysis</i> c. <i>Charts</i> <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 & Replace to replace city name “Delhii” with correct “Delhi”.</p> <p>e) Use IF function to calculate Pass/Fail (Pass = total \geq 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>	19-12-2025	

	<p>h) On the <i>Charts</i> sheet, create:</p> <ul style="list-style-type: none"> i. A Bar Chart showing marks of any one subject. ii. A Pie Chart showing percentage of pass vs fail. iii. Apply Conditional Formatting to highlight marks < 40 in red. iv. Convert the table into a formatted Excel Table. 		
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"> I. <i>Store_Sales</i> II. <i>Summary</i> III. <i>Charts</i> <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"> I. First 3 letters of the product name II. Last 2 letters of the category <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 & SUM.</p> <p>i) Create a Line Chart of month-wise total sales in the <i>Charts</i> sheet.</p>	24-12-2025	

	j) Apply sheet protection so data cannot be edited accidentally.		
15.	<p>Create a complete personal financial planner workbook.</p> <p>a) Create and rename sheets as:</p> <ul style="list-style-type: none"> a. <i>Expenses</i> b. <i>Budget</i> c. <i>Charts</i> <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> <p>f) In the <i>Budget</i> sheet, create the monthly budget and compare with actual expenses using: 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"> i. A Pie Chart showing category-wise spending ii. A Bar Chart comparing <i>Budget vs Actual</i> iii. Use Flash Fill to separate date into Day / Month / Year if needed. Also explain its detail iv. Save worksheet in Page Layout view and adjust print area. 	29-12-2025	

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.”

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.
- **2.Enter Personal Information**
Replace the sample text in the template with your **personadetails**, such as:

- Full Name
- Contact Number
- Email Address
- Address (optional)
- LinkedIn or portfolio links (if applicable)
Ensure the information is accurate and formatted consistently.

2. 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).

3. 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.

4. 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.

5. 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.

6. 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.

7. 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.

SIDDHI GUPTA

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- siddhigupta230@gmail.com
- kawardha ,Chattisgarh

EDUCATION

Rungta International Skills University

Bachelor of technology
in computer science
(Artificial Intelligence)

2025 - 2029

SKILLS

- Basic C Programming
- Internet Research skills.
- MS Office
- Good Communication skills
- Quick learner
- Team work and collaboration adaptability.
- Leadership Qualities

LANGUAGE

Hindi	<div style="width: 80%;"></div>
English	<div style="width: 70%;"></div>

ABOUT ME

Motivated B.Tech student eager To build a strong foundation in engineering. Passionate about learning new technologies and developing problem solving skills. Seeking opportunities to gain practical knowledge and contribute to innovative projects while growing as a future professional .

ACHIEVEMENTS & CERTIFICATIONS

- Participated in SIH (1ST Sem) & in science and tech competitions.
- Received academic excellence and merit certificate in school.
- Completed online courses (Coursera, Udemy, NPTEL etc)
- Volunteered in School and college events.

INTERESTS

- Exploring new technologies.
- Designing and creative thinking
- Learning about AI and innovation.

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.

Building a Successful Career Path

- Career as an **AI Specialist**

Submitted by:
Siddhi Gupta (BTech cse (AI))



Who is an AI Specialist?

- An **AI Specialist** designs and develops intelligent systems that can analyze data and make decisions.
- They work on **Machine learning models, neural networks, and automation systems.**
- The goal is to build applications that improve efficiency and accuracy using AI





Roles and Responsibilities

Analyze and preprocess large datasets for training.



Implement solutions for NLP, Computer vision, and predictive analytics.



Evaluate model performance and fine-tune accuracy.



Collaborate with developers, data scientists, and research teams.



Skills and tools Required

Technical Skills:

- Python, TensorFlow, PyTorch, Keras.
- Data science, Machine Learning, Deep Learning.
- SQL Cloud Platforms(AWS, Google Cloud, Azure)

Soft Skills:

- Analytical thinking & logical reasoning.
- Creativity and innovation
- Problem-solving and teamwork.



Career Path & Opportunities

FOUNDATION STAGE (BEGINNER)

- Learn python, statistics and mathematics for AI.
- Understand basic machine learning concepts



INTERMEDIATE STAGE

- Work on small AI projects
- Learn tools like TensorFlow, Keras, and Scikit-learn



Future Scope & Conclusion

FUTURE OF AI

- Rapid growth in Generative AI, automation and ethical AI.



Thank You

DISCOVER, DEVELOP,
SUCCEED



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

Application for Front-End Developer Internship

firdaush.jahan@rungta.org

Application for Front-End Developer Internship

My name is Siddhi Gupta, and I am currently pursuing Btech(cse-AI) at Rungta International skills University. I am writing to express my keen interest in the Front-End Developer internship opportunity at [Company Name].

With a solid foundation in HTML, CSS, JavaScript, and frameworks like React, I am passionate about creating responsive, user-friendly web interfaces. I am eager to contribute to your team and further develop my skills in a dynamic and innovative environment.

Please find my resume attached for your review. I would be grateful for the opportunity to discuss how I can contribute to your development team.

Thank you for considering my application. I look forward to the possibility of speaking with you.

Warm regards,
Siddhi Gupta
Contact-6232493487

Email-siddhi.gupta@rungta.org
Linked IN URL-

www.linkedin.com/in/

siddhi-gupta-610a78383
Vanity URL name

[siddhi_gupta_resume.pdf \(67K\)](#)



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.

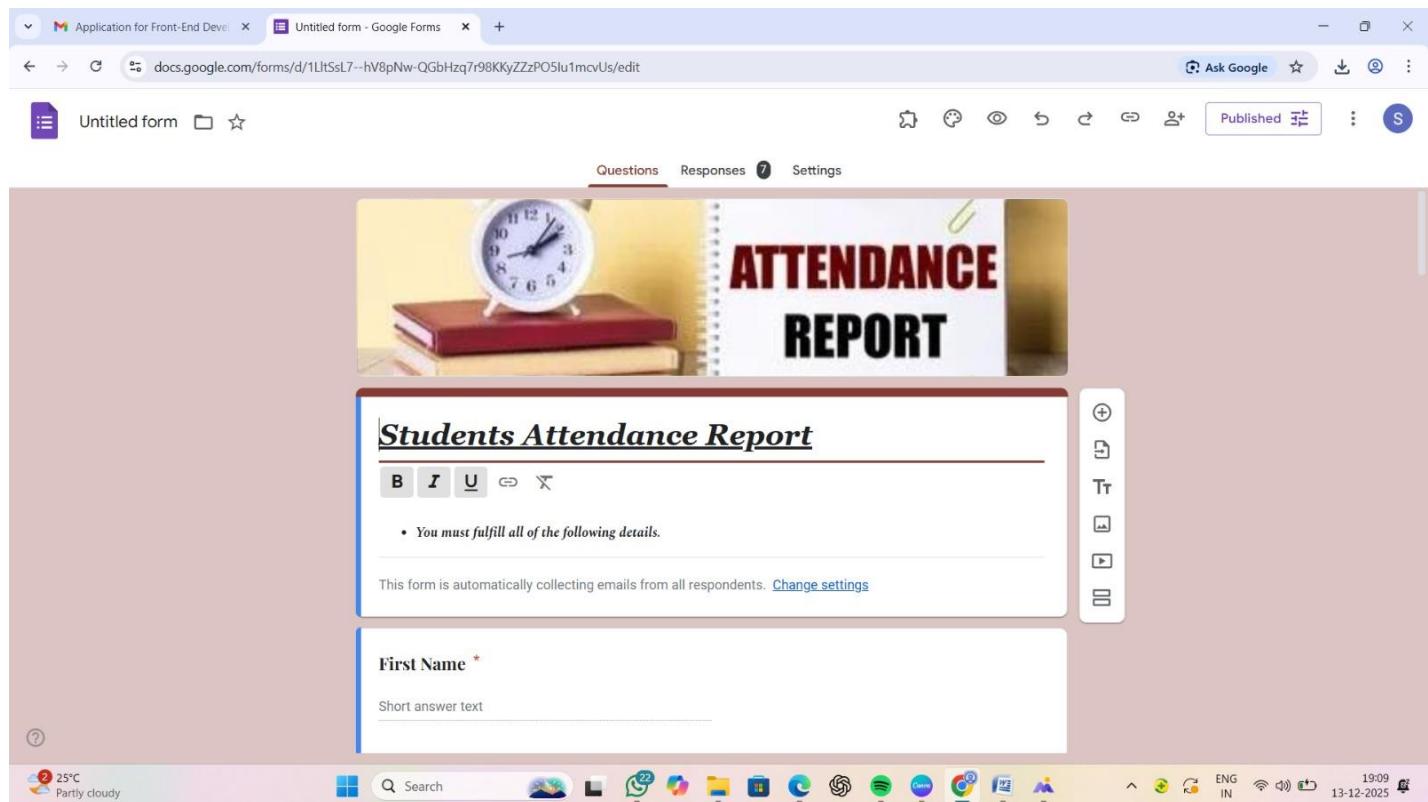
View summary charts

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.



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.

The screenshot shows a LinkedIn profile page for Siddhi Gupta. At the top, there's a navigation bar with icons for Home, My Network (10), Jobs, Messaging (1), Notifications (19), Me, For Business, and Try Premium for ₹0. Below the navigation is a large profile picture of Siddhi Gupta, a young woman with dark hair, wearing a white blazer over a black top. To her right is a red cup of coffee with latte art on a wooden surface next to a laptop. On the left side of the profile area, there's a circular profile picture of Siddhi. Her name, "Siddhi Gupta", is listed with "She/Her" and an "Add verification badge" button. Below her name is her bio: "B.Tech CSE AI- specialized student | Tech explorer and continuous learner | Python & SQL". It also mentions "Greater Raipur Area · Contact info" and "95 connections". There are buttons for "Open to work", "Add profile section", "Enhance profile", and "Resources". To the right of the profile area, there are several sidebar sections: "Profile language" (English), "Public profile & URL" (www.linkedin.com/in/siddhi-gupta-616a78383), a company section for "aramco" with a follow button, and a section titled "Who your viewers also viewed" showing a profile for "Software Developer at Saiket Systems".

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.

The screenshot shows a Google Drive interface with the following details:

- Address Bar:** Unit 3 practical work - Google Drive
- Search Bar:** Search in Drive
- Left Sidebar:** Drive, Home, Activity, Workspaces, My Drive (selected), Unit 3 practical work (selected), Untitled form (File res...), Shared drives, Shared with me, Recent, Starred, Spam, Trash, Storage (12.4 MB used).
- Main Content Area:** My Drive > Unit 3 practical work. A table lists three subfolders:

Name	Owner	Date modified	File size	More Options
Assignment	me	9:41 AM	—	⋮
Image	me	9:40 AM	—	⋮
Note	me	9:40 AM	—	⋮

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.

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.

Identify one real phishing email : A final-year student, Aman, receives a LinkedIn message saying:

"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."

ANSWER THE QUESTIONS :-

a) What type of cybercrime is happening here?

ANS- Job scam .

b) List 3 red flags that show it is a scam?

ANS- 1. Asking for verification fee .

2. Saying for limited seats .

3. the offer came through unknown / unofficial source (because they haven't mentioned Email or contact no.)

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.

The screenshot shows a Google Form titled "NALS MCQ Test". The form has a total of 12 points assigned. It features a decorative header image of a desk with a laptop, sticky notes, pens, and a coffee cup. The main content area contains a question: "1. Which of the following best defines a computer?". Two options are listed: "A device for entertainment" and "An electronic device that processes data". A sidebar on the right lists various add-ons available for the form. The status bar at the bottom shows system information like weather (26°C, mostly sunny), date (12-12-2025), and time (17:03).

This screenshot shows the same Google Form after responses have been submitted. The "Responses" tab is selected, indicating 5 responses have been received. The rest of the interface is identical to the previous screenshot, including the title, points, and sidebar with add-ons.

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.



High plagiarism level

Online and offline learning each offer unique advantages that shape how we grow as learners. Online learning provides flexibility, accessibility, and the freedom to study at our own pace, making it easier to balance education with daily life. Offline learning, on the other hand, creates a structured environment with face-to-face interaction, hands-on activities, and immediate feedback from teachers. Together, these two modes of learning complement each other, helping students build both digital skills and strong interpersonal connections.



Remove plagiarism from your text "[Online and offline learning](#)"

Remove Plagiarism

- ✓ Get 100% plagiarism-free text
- ✓ Keep your original meaning
- ✓ We don't store your texts

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.

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:

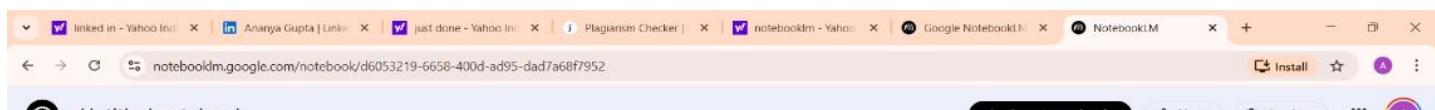
- To generate study guide
- To create flashcards

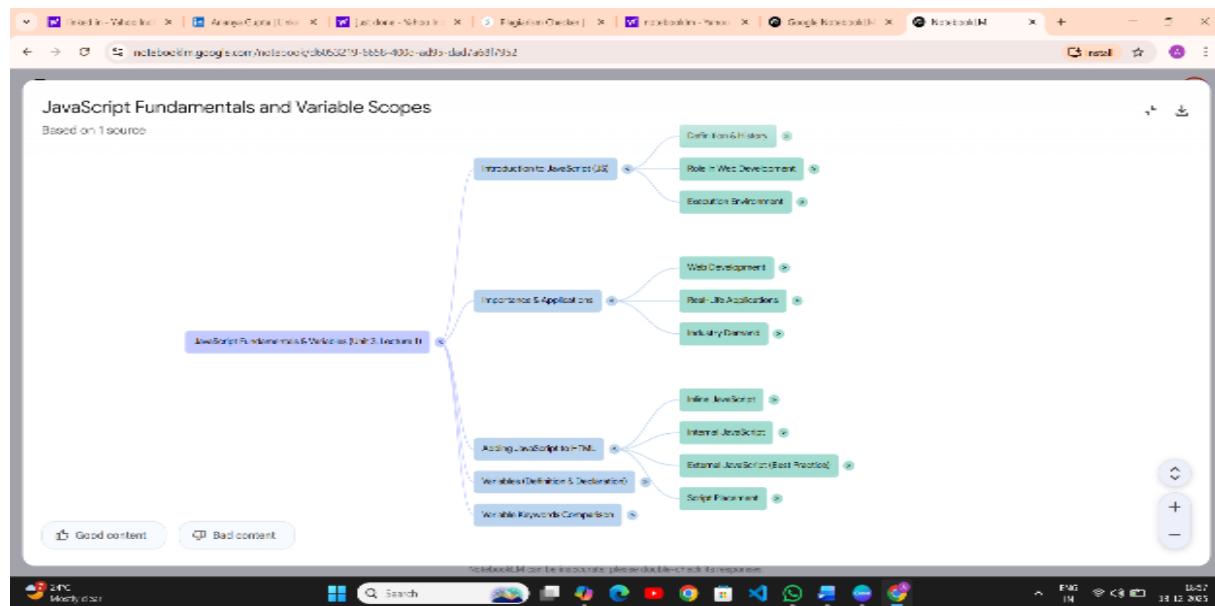
Materials Required:

- 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.





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.

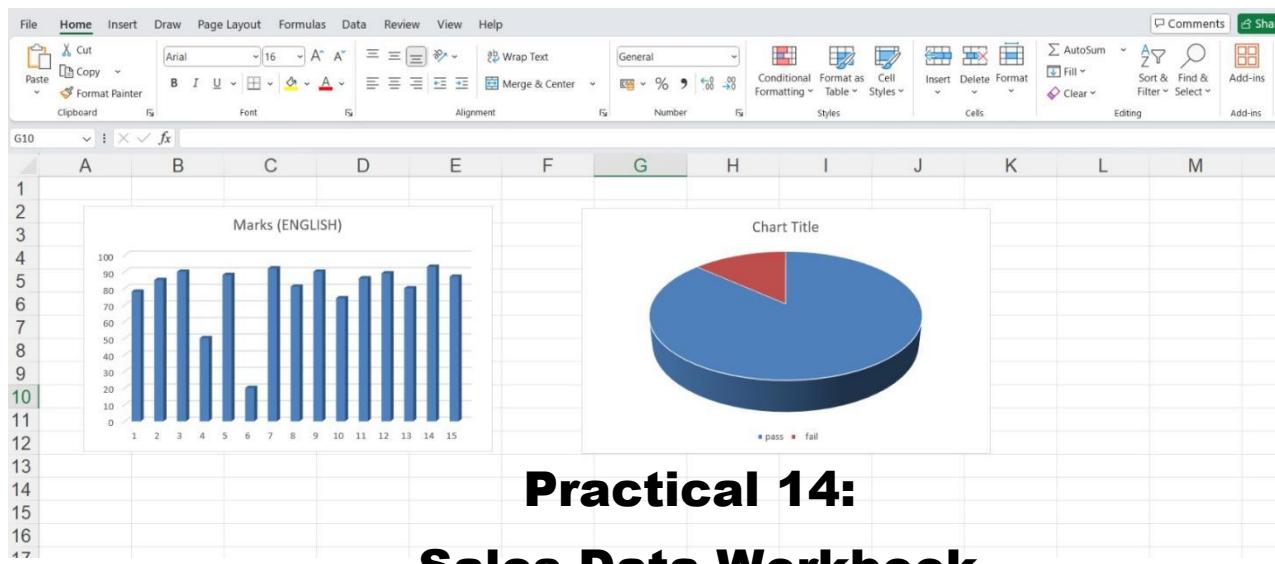
2. Use Flash Fill – Apply Flash Fill to automatically complete patterns such as separating names or formatting data.

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.



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.

The screenshot shows a Microsoft Excel spreadsheet titled "Sheet1". The data consists of 21 rows of expense entries, each with columns for Date, Category, Expense Detail, Amount (₹), and Payment Method. Rows 2 through 21 are highlighted in yellow, indicating they are selected or part of a filtered set. The top ribbon shows the Home tab selected, and the status bar indicates the date as 16°C and the time as 09:56 AM.

	Date	Category	Expense Detail	Amount (₹)	Payment Method
1	03-01-2025	Food	Lunch	250	Cash
2	03-01-2025	Travel	Bus Pass	1200	UPI
3	03-01-2025	Shopping	Clothes	3200	Card
4	04-01-2025	Fees	Exam Fees	1500	UPI
5	05-01-2025	Food	Dinner	400	Cash
6	06-01-2025	Travel	Taxi	2200	Card
7	07-01-2025	Shopping	Shoes	2800	UPI
8	08-01-2025	Food	Snacks	150	Cash
9	09-01-2025	Other	Mobile Recharge	299	UPI
10	10-01-2025	Travel	Train Ticket	1800	Card
11	11-01-2025	Fees	Course Fees	3500	UPI
12	12-01-2025	Shopping	Bag	2100	Card
13	13-01-2025	Food	Breakfast	180	Cash
14	14-01-2025	Other	Internet Bill	999	UPI
15	15-01-2025	Travel	Fuel	2500	Cash
16	16-01-2025	Food	Lunch	300	UPI
17	17-01-2025	Shopping	Accessories	1200	Card
18	18-01-2025	Fees	Library Fees	800	Cash
19	19-01-2025	Other	Medicine	600	Cash
20	20-01-2025	Travel	Cab	2300	UPI
21					

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.