A
Practical Assignment
On
New Age Life Skills

Bachelor of Technology in Computer Science
1st SEM

RUNGTA INTERNATIONAL SKILLS UNIVERSITY

SESSION: 2025-26

Submitted By:-
Ms. Firdaush Jahan   **Student name**
(Lecturer)   **Ref No.**

Submitted To:

RUNGTA INTERNATIONAL SKILLS UNIVERSITY,CG
SCHOOL OF INFORMATION TECHNOLOGY

INDEX

S.No	Name Of Practical	Submisson 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.
	a) Create a Google Form titled "Student Attendence Report".
	b) Include the following question types:
	    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.	Demonstrate the creation and management of your digital identity. 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	

	d) Change your privacy settings to:
	
	   a. Who can see your posts.
	
	   b. Who can message you		

7.	Using Google Drive or OneDrive:
	   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.	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?
	   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.	Create a Google Form Quiz with the following requirements:
	
	   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:
	      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.	Ask ChatGPT OR Google Gemini to generate a 100–120 word paragraph on: "Is online learning better than offline learning for college students?"
	
	   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:
	      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:
	      i. Plagiarism check result
	      ii. Grammarly suggestion page
	      iii. Original AI paragraph vs your rewritten unbiased version
		29-11-2025	

11.	To compare AI-generated content with student-created content and understand limitations of AI.
	
	   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:
	      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**	

	a) Upload multiple sources (any 2) such as:
	    i. PDF notes
	    ii. Web articles
	    iii. Text copied into NotebookLM
	b) Ask NotebookLM to:
	    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.
	c) Manually check for:
	    i. Any incorrect facts
	    ii. Repeated information
	    iii. Missing important points
	d) Attach 3 screenshots from NotebookLM:
	    i. Combined study guide
	    ii. Flashcards
	    iii. Concept map / explanation		

13.	Create a complete Student Result Management workbook.
	
	a) Create a new workbook with 3 sheets renamed as:
	
	    a. *Student_Data*
	
	    b. *Marks_Analysis*
	
	    c. *Charts*
	
	b) In *Student_Data*, enter a list of 15 students with: Name, Roll No, Class, City, Subject1, Subject2, Subject3.
	
	c) Use Flash Fill to split "Full Name" into "First Name" and "Last Name".
	
	d) Use Find & Replace to replace city name "Delhii" with correct "Delhi".
	
	e) Use IF function to calculate Pass/Fail (Pass = total ≥ 120).
	
	f) Use COUNTIF to find how many students belong to "Delhi".
	
	g) Use AVERAGE, MAX, MIN to analyze marks in the *Marks_Analysis* sheet.
		19-12-2025	

	h) On the *Charts* sheet, create:
	
	    i. A Bar Chart showing marks of any one subject.
	
	    ii. A Pie Chart showing percentage of pass vs fail.
	
	i) Apply Conditional Formatting to highlight marks < 40 in red.
	
	j) Convert the table into a formatted Excel Table.		

14.	Build a workbook for managing and analyzing sales data of a small store.
	
	a) Create a workbook with sheets:
	
	    I. *Store_Sales*
	
	    II. *Summary*
	
	    III. *Charts*
	
	b) Import a CSV sales file (or create a sample table) containing:
	Date, Product, Category, Quantity, Price, Total Sales.
	
	c) Use Sort (A→Z, Z→A) to organize products by name and category.
	
	d) Apply Filter to view only "Electronics" category.
	
	e) Use SUMIF to find total sales for a selected product (e.g., "Headphones").
	
	f) Use LEFT, RIGHT, MID to extract:
	
	    I. First 3 letters of the product name
	
	    II. Last 2 letters of the category
	
	g) Find the highest and lowest sales value using MAX/MIN.
	
	h) Prepare a monthly sales summary in the *Summary* sheet using AVERAGE & SUM.
	
	i) Create a Line Chart of month-wise total sales in the *Charts* sheet.
		24-12-2025	

	j) Apply sheet protection so data cannot be edited accidentally.		

15.	Create a complete personal financial planner workbook.
	
	a) Create and rename sheets as:
	
	    a. *Expenses*
	
	    b. *Budget*
	
	    c. *Charts*
	
	b) Enter at least 20 rows of expense data:
	Date, Category, Expense Detail, Amount, Payment Method.
	
	c) Use Data Validation dropdown to create a category list (Food, Travel, Fees, Shopping, Other).
	
	d) Use Remove Duplicates on the Category column if repeated incorrectly.
	
	e) Use SUMIF to calculate total spending for each category.
	
	f) In the *Budget* sheet, create the monthly budget and compare with actual expenses using:
	
	    Difference = Budget – Actual (formula required)
	
	g) Highlight expenses above ₹2000 using Conditional Formatting.
	
	h) Create:
	
	    i. A Pie Chart showing category-wise spending
	
	    ii. A Bar Chart comparing *Budget vs Actual*
	
	    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	