Practical-1

Aim: Design a professional resume using templates.

SOUMYA SONI
DATA ANALYST

✉ sonisoumya948@gmail.com | ☏ +91 7089158325 | ⌂ Chhattisgarh, India
https://www.linkedin.com/in/soumya-soni-283b252a5/

PROFILE SUMMERY

Enthusiastic Data Analyst with a foundational understanding of Data Science, including machine learning, statistical analysis, and data visualization. Proficient in Python, SQL, and Excel for data cleaning, analysis, and reporting. Skilled in deriving actionable insights from complex datasets and eager to apply analytical skills to help businesses make data-driven decisions. Strong passion for learning and contributing to real-world data challenges as a dedicated team player

PROFESSIONAL EXPERIENCE

Data Science Trainee,(IPCS GLOBAL RANCHI)   Ranchi,India 01/2025 - Present

- Delivered training sessions on Data Science, Machine Learning, Python, SQL, and Data Analytics, mentoring students from beginner to advanced levels.
- Conducted seminars and workshops in colleges on emerging technologies such as Data Science, AI, Digital Marketing, and Python.
- Provided career counseling and guidance to students on industry trends, career paths, and job opportunities in IT and Data Science.
- Designed and maintained training materials, PPTs, and project guides, while collaborating with academic institutions to promote skill-based programs.

PROJECT

A Comprehensive EDA and BI Report Hotel performance
https://github.com/soumyasoni874/Hotel-Sales-Analysis.git

Conducted an in-depth sales analysis for a coffee shop chain, utilizing EDA and advanced statistical techniques to uncover key insights. Developed and integrated a PowerBI Dashboard for real-time data visualization, enabling data-driven decisions. Enhanced sales forecasting accuracy by 15 percent through rigorous analysis and advanced visualizations. Proficient in Python, PowerBI, SQL, and data visualization tools

Areas of Expertise

Python Programming ,Data Visualization , Predictive Analysis and Data Exploration ,Data Storytelling
Machine Learning Algorithms ,Advanced Statistical Analysis ,Predictive Modeling ,Business Intelligence
Natural Language Processing ,Exploratory Data Analysis ,Data Transformation ,Time Series Analysis
Ensemble Learning

COURSE & CERTIFICATIONS

Certified in Python and Data science   (Aug 2024 -dec 2024)

Diploma in Financial Accounting   (july- dec 2022)

EDUCATION

BCA Bachelor of Computer Applications   CHHATTISGARH , INDIA   2021 -2024

MCA Master's of Computer Applications   CHHATTISGARH , INDIA   2025 -Pursing

SKILLS

- **Programming** : C LANGUAGE C++, . NET, PYTHON , SQL
- **Soft skills** :Communication Skills, Problem-Solving, Critical Thinking, Attention to Detail , Teamwork and Collaboration, Time Management, Adaptibility
- **Data Visualization**: Microsoft Power BI , Microsoft Excel(Power Pivot)

LANGUAGES

- ENGLISH [ADVANCED]
- HINDI [ADVANCED]
- BIHARI[NATIVE]

Practical-2

Aim: Create a Career Oriented Presentation with 7 slides using transitions and animations.

Challenges That Can Hinder Your Growth

Recognize and navigate around obstacles

» Lack of clear direction
» Fear of failure or rejection
» Limited networking or exposure
» Inconsistent skill development
» Unrealistic expectations

Set Goals That Actually Work

A method to make your plans actionable

Specific
Be clear about what you want

Measurable
Track your progress

Achievable
Keep it realistic

Relevant
Align with your long-term plan

Time-bound
Set a deadline

Balance Today and Tomorrow

Think short-term wins and long-term growth

Short-term goals help build momentum while long-term goals keep your trajectory in check. Both are essential for success.

Use the Right Resources

Leverage what's available to you

Online courses, mentorship programs, career coaching, and skills certifications all play a role in elevating your career journey.

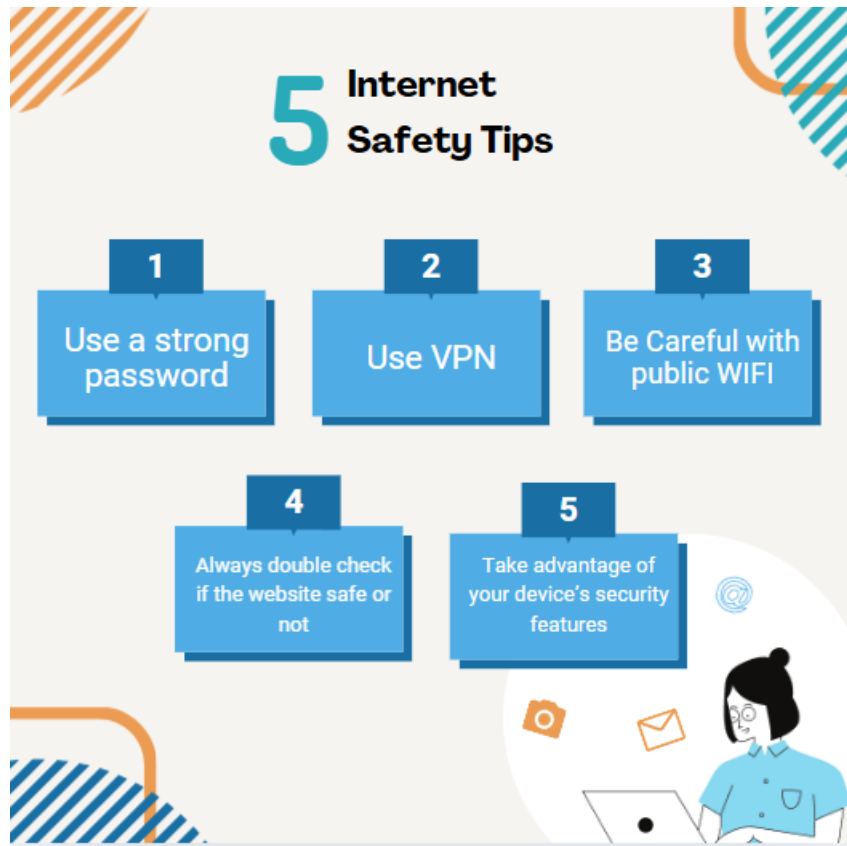# Stay Accountable and Reflect Often

Keep your plan flexible and evolving

Review your goals quarterly. Adjust timelines or direction based on new opportunities and evolving aspirations.

Practical -3

Aim: Create a social media poster for "DIGITAL AWARENESS WEEK" using Canva.

Practical-4

Aim: Compose & send a professional email with an attachment as "you are applying for an internship, send email to HR with your resume attached".

Application for Internship Opportunity

Soumya Soni <sonisoumya948@gmail.com>
to priya.das ▾

1:11 AM (5 minutes ago)

Dear Hiring Manager,

I hope this email finds you well.

I am writing to apply for an internship opportunity at your organization. I am currently pursuing my **Master of Computer Applications (MCA)** and am eager to gain practical industry experience alongside my academic learning.

I have completed my **Bachelor of Computer Applications (BCA)** and also hold a **certification in Data Science**. I am highly motivated to learn, improve my technical skills, and contribute positively to your team through this internship opportunity.

Please find my resume attached for your kind consideration. I would be grateful for the opportunity to discuss my application further.

Thank you for your time and consideration. I look forward to hearing from you.

Warm regards,
Soumya Soni

One attachment · Scanned by Gmail ⓘ   Add to Drive

soumya cv new.pdf

Practical -5

Aim: Design a complete Google Form survey and analyze responses.

- a) Create a Google Form titled "Student Attendance 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.

Student Attendence Report

* Indicates required question

Name *

Your answer

Class *

○ 9th

○ 10th

○ 11th

○ 12th

Section *

☐ A

☐ B

☐ C

☐ D

Class *

○ 9th

○ 10th

○ 11th

○ 12th

Section *

☐ A

☐ B

☐ C

☐ D

Attendence Status

☐ Present

☐ Absent

Reason for Absent

Your answer

Student Respose

1	2	3	4	5
☆	☆	☆	☆	☆

Submit   Clear form

---

5 responses

⊞ Link to Sheets ⋮

Summary   Question   Individual

Name

5 responses

Aman Sinha

O Keerti Rao

Ashpreet Kaur

Ashwin
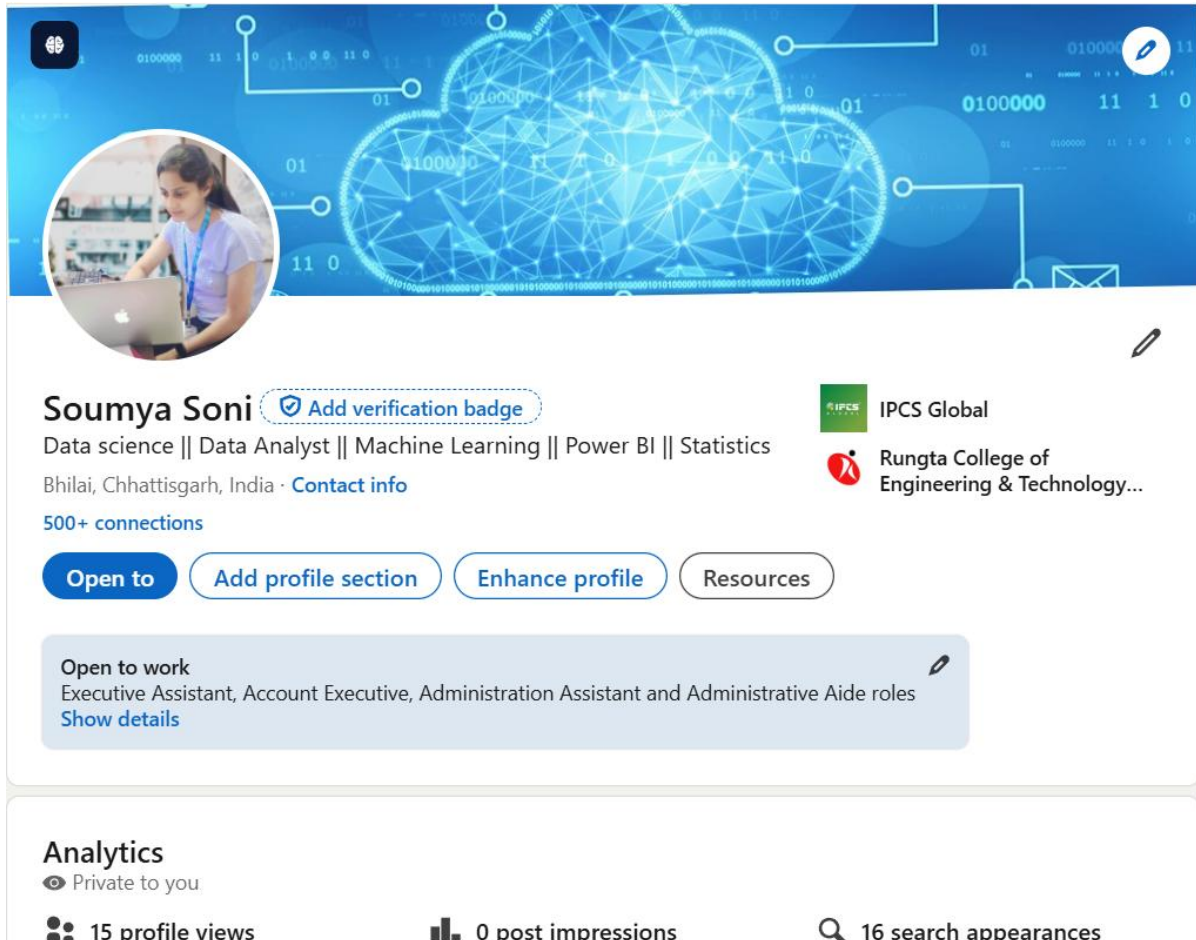
Shatabdi soni

Practical -6

Aim: 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."
d) Change your privacy settings to:

   a. Who can see your posts.
   b. Who can message you

About

I am an experienced and enthusiastic trainer, committed to enhancing individual and team performance through tailored training programs. With over [1 year] of experience, I specialize in delivering impactful learning experiences across [specific industries or areas, e.g., corporate training, soft skills, leadership development, technical training

Activity

743 followers

Create a post

Soumya Soni commented on a post • 5mo

Congrats Chandresh! 🎉

Soumya Soni commented on a post • 10mo

Interesting event

Show all comments →

Experience

Information Technology Engineer
IPCS Global · Full-time
Jan 2025 - Present · 1 yr
On-site

Education

Rungta College of Engineering & Technology Kohka-Kurud Bhilai
Master of Computer Applications - MCA, Artificial Intelligence
Aug 2025 - Apr 2027

◈ Python (Programming Language) and SQL

Projects

Campfly Sales Analysis using Powerbi

The dataset consisted of four interconnected tables, each contributing critical elements to the sales analysis. The "Sales Orders" sheet served as the primary source for transaction data, encompassing details such as order numbers, ...see more

Hotel sales Analysis

This project analyzes the monthly sales performance of a hotel by examining key metrics such as total bookings, cancellations, and non-cancellations. It also includes insights into customer behavior, such as the proportion of ...see more
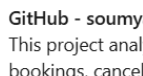
GitHub - soumyasoni874/Hotel-Sales-Analysis
This project analyzes the monthly sales performance of a hotel by examining key metrics such as total bookings, cancellations, and non-cancellations. It also includes insights into customer behavior, such ...

Practical-7

Aim: 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.

Share the main folder with your teacher with View Only permission.
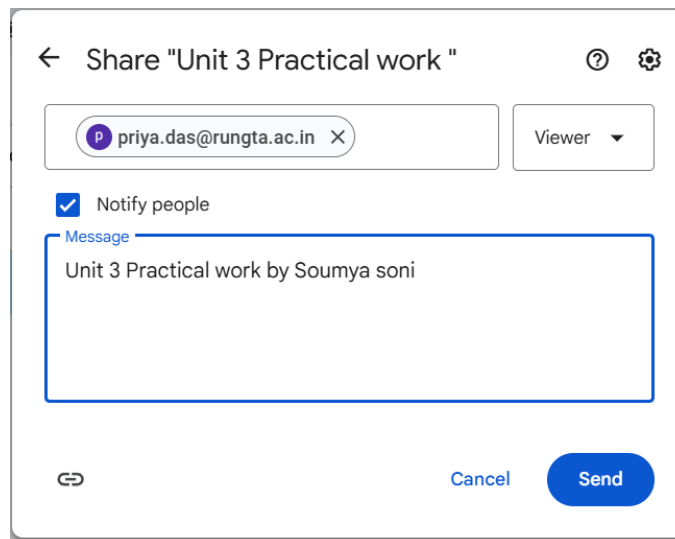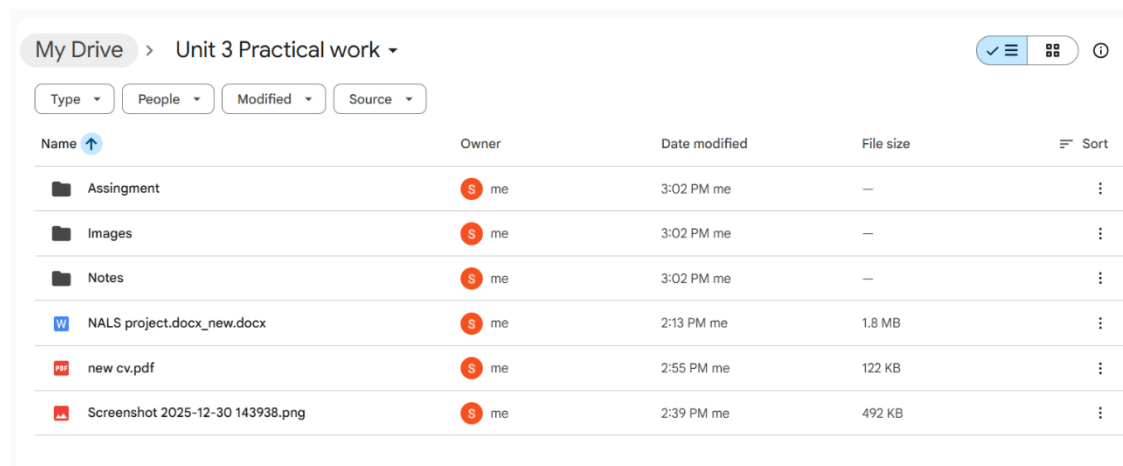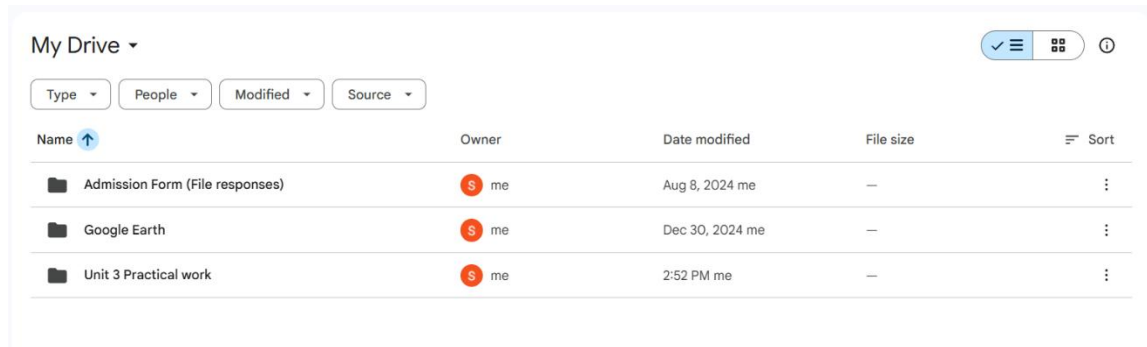
Practical -8

Aim: 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?

a) What type of cybercrime is happening here?

- This is **phishing / online job fraud** (a form of social engineering scam).

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

1. **Asking for money** – Real companies like Google never ask candidates to pay a "verification fee."
2. **Unrealistic offer** – High salary (₹18 LPA) and shortlisting without interviews is suspicious.
3. **Urgency and pressure** – Phrases like "Limited seats" and "Pay now" are meant to rush the victim.

c) What should he do to verify if a job offer is real?

1. Check the **official company website or careers page** for the job listing.
2. Verify the recruiter's **official email/domain** (e.g., @google.com, not personal emails or LinkedIn-only messages).
3. Contact the company through **official channels** or speak to a placement officer/mentor before responding.

This message is a **real example of a phishing job scam** and should be ignored and reported on LinkedIn.

Practical -9

Aim: 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.

Finally, send the quiz link and view the response summary.

General Tech Quiz (Timed)

* Indicates required question

Email

Your answer

---

1. Computer ka full form kya hai?

◯ Common Operating Machine

◯ Commonly Operated Machine

◯ C) Commonly Opereated Machine

◯ D) Complete Operating Machine

---

2. Computer ka dimaag kise kaha jata hai?

◯ Monitor

◯ Keyboard

◯ CPU

◯ Mouse

3. CPU ka full form kya hai? *

- ○ Central Power Unit
- ○ Central Processing Unit
- ○ Control Processing Unit
- ○ Central Program Unit

4. RAM is a type of:

- ○ Software
- ○ Hardware
- ○ Storage
- ○ Input

5. Internet is used for:

- ○ Playing only
- ○ Typeing only
- ○ Communication
- ○ Sleeping

Explain the importence of operating system in 5 seconds

Your answer

Submit   Clear form

Practical -11

Aim: 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

Machine learning is a branch of artificial intelligence that allows computers to learn from data and improve their performance without being explicitly programmed for every task. Instead of following fixed rules, a machine learning system analyzes large amounts of data, identifies patterns, and uses those patterns to make predictions or decisions. For example, when you watch videos on YouTube or movies on Netflix, the system learns from your past choices and suggests content that matches your interests. Similarly, email services use machine learning to detect spam by learning from previously marked spam messages. Machine learning works by first collecting data, then training a model on that data, and finally using the trained model to predict outcomes on new information. It is widely used in many areas such as online shopping recommendations, speech recognition, medical diagnosis, fraud detection, and self-driving cars. Overall, machine learning helps computers become smarter over time by learning from experience.

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Pro suggestion · Free sample

Improve accuracy and clarity

Machine learning is a branch of artificial intelligence that allows computers to learn from data and improve their performance without being explicitly programmed for every task. Instead of following fixed rules, a machine learning system analyzes large amounts of data, identifies patterns, and uses those patterns to make predictions or decisions. For example, when you watch videos on YouTube or movies on Netflix, the system learns from your past choices and suggests content that matches your interests. Similarly, email services use machine learning to detect spam by learning from previously marked spam messages. Machine learning works by first collecting data, then training a model on that data, and finally using the trained model to predict outcomes on new information. It

Accept   Dismiss

Grammarly Proofreader

Writing quality ⓘ   97 / 100

The explanation is clear and accessible, but it may benefit from more concise language and sharper focus.

Filter by category

● Fix critical mistakes   ✓

● Improve accuracy and clarity   1

● Shorten long sentences   1

● Use simpler word choices   1

● Focus each paragraph   1

● Remove minor repetition   1

Machine learning is a branch of artificial intelligence that allows computers to learn from data and improve their performance without being explicitly programmed for every task. Instead of following fixed rules, a machine learning system analyzes large amounts of data, identifies patterns, and uses those patterns to make predictions or decisions. For example, when you watch videos on YouTube or movies on Netflix, the system learns from your past choices and suggests content that matches your interests. Similarly, email services use machine learning to detect spam by learning from previously marked spam messages. Machine learning works by first collecting data, then training a model on that data, and finally using the trained model to predict outcomes on new information. It is widely used in various areas, including online shopping recommendations, speech recognition, medical diagnosis, fraud detection, and autonomous driving. Overall, machine learning enables computers to become smarter over time by learning from their experiences.

Practical -11

Aim: 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

a) Human-Generated Content (Student Paragraph – 100–150 words)

Will AI replace jobs or change them?

Artificial Intelligence is rapidly growing, but it is more likely to change jobs than completely replace them. AI can easily perform repetitive tasks such as data entry, calculations, and basic customer support. This may reduce the need for some jobs, especially those that do not require creativity or human judgment. However, AI also creates new job opportunities in fields like AI development, data analysis, cyber security, and machine maintenance. Many professions will adapt by using AI as a tool to increase efficiency rather than being replaced by it. For example, doctors can use AI for diagnosis support, and teachers can use it for personalized learning. Humans will still be needed for creativity, emotions, ethics, and decision-making. Therefore, AI will transform the nature of jobs and skills, not completely eliminate human employment.

b) AI-Generated Content (Written by an AI Tool)

Artificial Intelligence is transforming the way people work and interact with technology. While some believe AI will replace jobs, it is more accurate to say that AI will change them. AI systems can automate repetitive and time-consuming tasks, allowing humans to focus on more complex and creative work. Certain jobs may decline, but new roles will emerge that require technical skills, problem-solving, and innovation. Industries such as healthcare, education, and manufacturing are already using AI to improve productivity and accuracy. However, human qualities like creativity, emotional intelligence, and ethical thinking cannot be replaced by machines. As a result, AI will reshape the job market by changing skill requirements rather than completely removing the need for human workers.

S. No.	Step / Item	Description
1	Enter original data	Type the original data (e.g., full names) in one column
2	Enter sample output	In the next column, type the desired result for one cell
3	Move to next cell	Press Enter and select the next cell below
4	Use Flash Fill	Press **Ctrl + E** or go to **Data → Flash Fill**
5	Automatic fill	Excel fills remaining cells by detecting the pattern
6	Purpose	Used to split, combine, or format data automatically
7	Requirement	A clear pattern must be present
8	Version support	Available in Excel 2013 and later

S. No.	Step / Item	Description

Practical-12

Aim: Create a new NotebookLM project titled: "My Chapter Revision Notes."

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

AI Flashcards
Based on 11 sources

Press "Space" to flip, "← / →" to navigate

What is the core idea behind artificial intelligence (AI), according to the Atlassian source?

See answer

1 / 75 cards
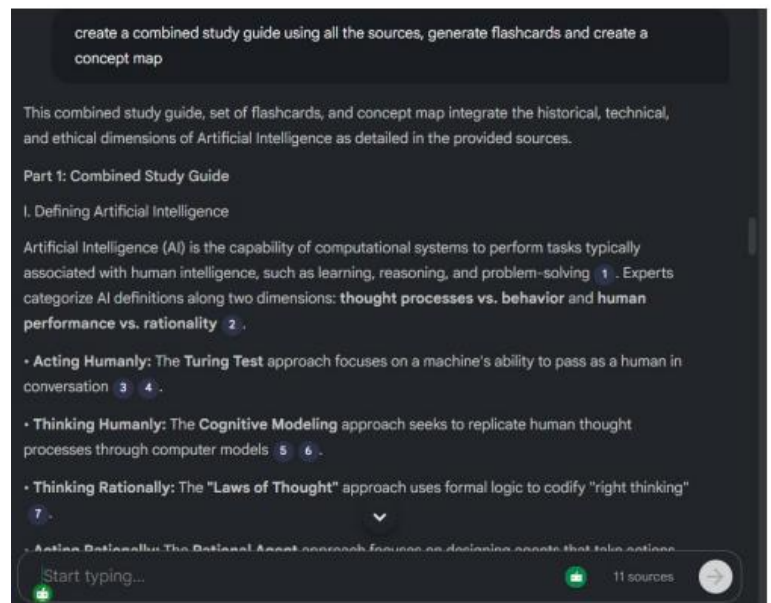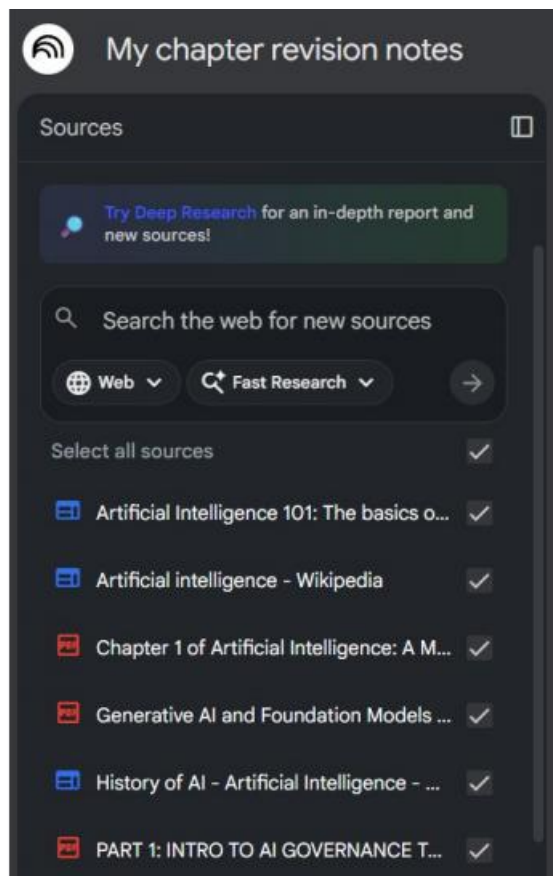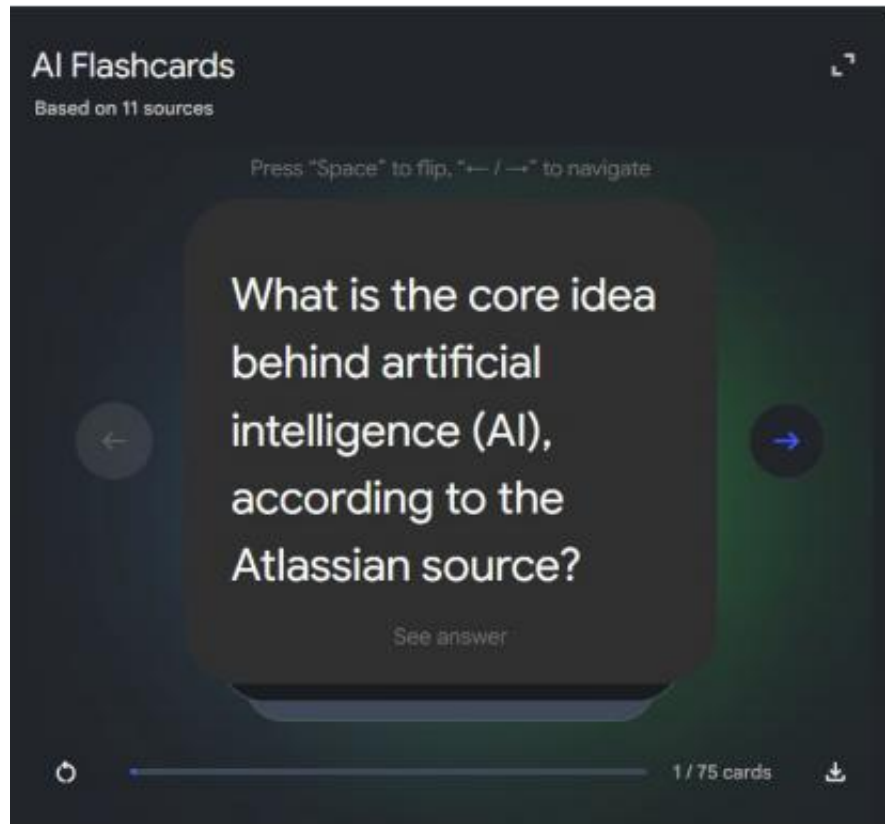
Part 3: Concept Map (Text-Based)

ARTIFICIAL INTELLIGENCE

- I. GOALS 52 53

  ○ Reasoning & Problem Solving (GPS, Logic Theorist)

  ○ Perception (Computer Vision, Speech Recognition)

  ○ Natural Language Processing (GPT, NLP)

  ○ Robotics (Manipulation, Navigation)

- II. TECHNIQUES 27 ...

  ○ **Symbolic (Top-Down)**

    ▪ Expert Systems (MYCIN, XCON)

    ▪ Logic (Prolog, Syllogisms)

  ○ **Sub-Symbolic (Bottom-Up)**

    ▪ Neural Networks (CNNs, RNNs)

Practical-13

**Aim:** 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.

    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.
Convert the table into a formatted Excel Table.

	A	B	C	D	E	F	G	H	I	J	K
	Roll No	First Name	Last Name	Class	City	Subject1	Subject2	Subject3	Result		
	101 Aarav	Sharma		10	Delhi	45	50	60	Pass		8
	102 Vivaan	Singh		10	Mumbai	35	40	30	Pass		
	103 Aditya	Verma		10	Delhi	80	75	85	Pass		
	104 Vihaan	Gupta		10	Pune	20	30	25	Pass		
	105 Arjun	Kumar		10	Delhi	55	60	65	Pass		
	106 Sai	Iyer		10	Chennai	90	92	88	Pass		
	107 Reyansh	Das		10	Delhi	40	35	38	Pass		
	108 Ayan	Mehta		10	Delhi	70	72	75	Pass		
	109 Krishna	Reddy		10	Hyd	30	35	40	Pass		
	110 Ishan	Joshi		10	Pune	60	65	70	Pass		
	111 Shaurya	Malhotra		10	Delhi	50	55	60	Pass		
	112 Atharv	Patil		10	Mumbai	85	80	90	Pass		
	113 Kabir	Khan		10	Delhi	38	39	35	Pass		
	114 Dhruv	Saxena		10	Delhi	75	70	65	Pass		
	115 Ryan	Fernandez		10	Goa	95	90	92	Pass		

A	B	C
Average	Max	Min
57.86666667	95	20
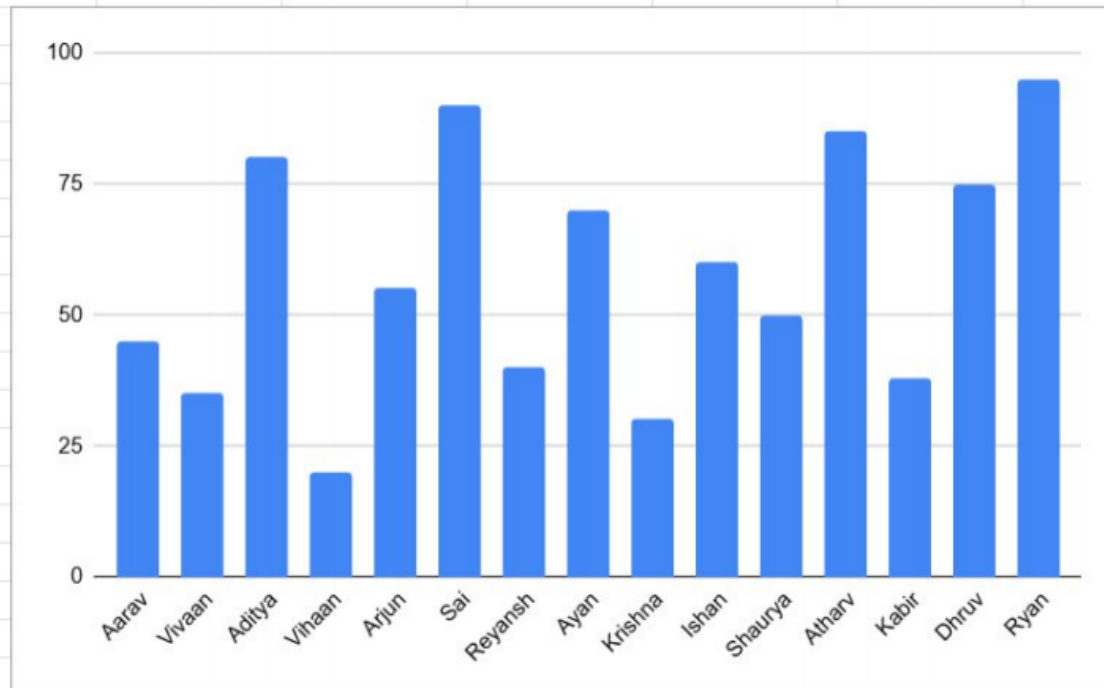
Practical-14

**Aim:** 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.

Apply sheet protection so data cannot be edited accidentally.

	A	B	C	D	E	F	G	H
1	Date	Product	Category	Quantity	Price	Total Sales	Short Name	Cat Code
2	1/15/2024	Headphones	Electronics	2	50	100	Hea	cs
3	3/12/2024	Headphones	Electronics	3	50	150	Hea	cs
6	01/05/2024	Keyboard	Electronics	1	30	30	Key	cs
7	2/10/2024	Laptop	Electronics	1	800	800	Lap	cs
8	3/20/2024	Monitor	Electronics	2	150	300	Mon	cs
9	03/05/2024	Mouse	Electronics	10	15	150	Mou	cs
12								

250
800
30

Month	Total Sales	Average Sales
January	230	57.5
February	940	313.33
March	600	200
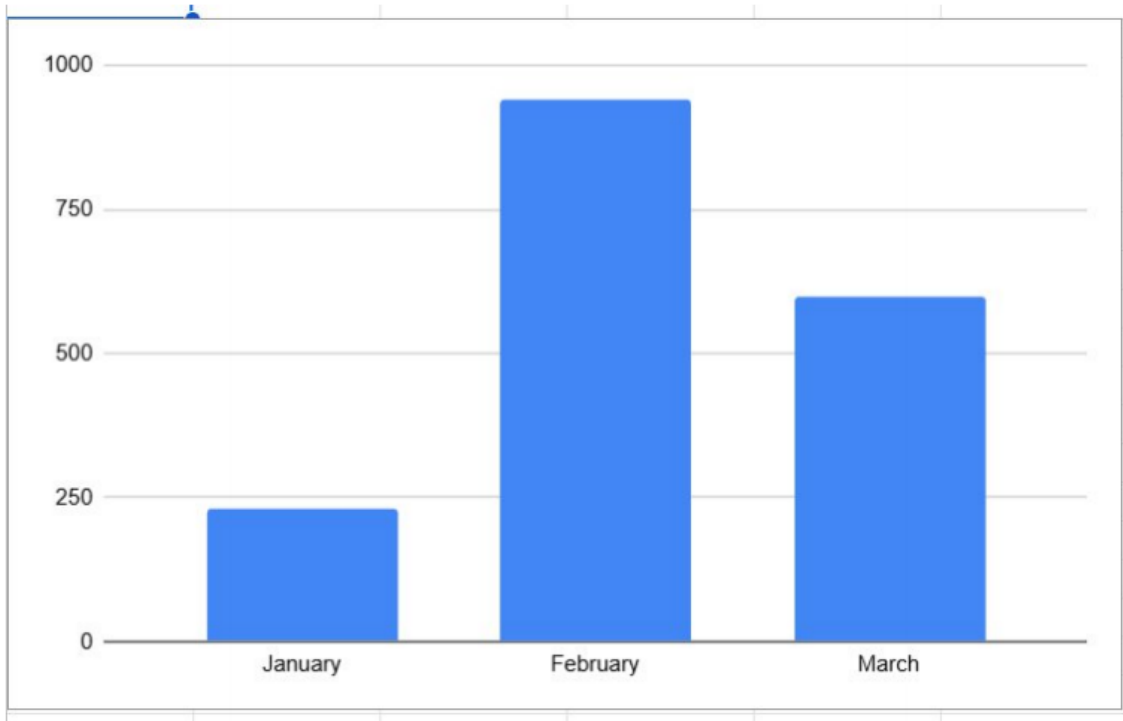
Practical-15

Aim: 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.

Date	Category	Expense Detail	Amount	Payment Method	Day	Month	Year
1/1/2024	Food	Groceries	1500	UPI	1	1	2024
1/2/2024	Travel	Uber	300	Card	2	1	2024
1/5/2024	Shopping	Jeans	2500	Cash	5	1	2024
1/6/2024	Food	Burger King	450	UPI	6	1	2024
1/8/2024	Fees	Gym Fee	1200	Card	8	1	2024
1/10/2024	Other	Mobile Recharge	299	UPI	10	1	2024
1/12/2024	Travel	Metro Card	500	Cash	12	1	2024
1/15/2024	Shopping	Shoes	3200	Card	15	1	2024
1/16/2024	Food	Pizza	800	UPI	16	1	2024
1/18/2024	Travel	Bus Ticket	50	Cash	18	1	2024
1/20/2024	Fees	Course Books	2100	UPI	20	1	2024
1/22/2024	Other	Netflix	649	Card	22	1	2024
1/24/2024	Food	Coffee	250	UPI	24	1	2024
1/25/2024	Shopping	T-Shirt	900	Cash	25	1	2024
1/26/2024	Travel	Train Ticket	1500	UPI	26	1	2024
1/27/2024	Food	Fruits	300	Cash	27	1	2024
1/28/2024	Fees	Exam Fee	500	UPI	28	1	2024
1/29/2024	Other	Gift	1000	Cash	29	1	2024
1/30/2024	Shopping	Watch	2200	Card	30	1	2024
1/31/2024	Food	Snacks	150	UPI	31	1	2024

Category	Budget	Actual	Difference
Food	5000	3450	1550
Travel	3000	2350	650
Fees	4000	3800	200
Shopping	5000	8800	-3800
Other	2000	1948	52

Actual vs. Category

Actual