

**A**  
**Lab Records of**  
**New Age Life Skills(NALS)**  
Computer Science and Engineering- Sem 1



**RUNGTA INTERNATIONAL SKILLS UNIVERSITY**

SESSION: 2025-26

Submitted to-

FIRDAUSH JAHAN

Submitted by-

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RUNGTA INTERNATIONAL SKILLS UNIVERSITY, CG  
SCHOOL OF COMPUTER SCIENCE AND TECHNOLOGY

## NEW AGE LIFE SKILLS – PRACTICAL MANUAL

### 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.

#### **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**.



# VISHJEET KUMAR

Bhilai, Chhattisgarh | vishjeet1230@gmail.com



<https://www.linkedin.com/in/vishjeet-kumar-45a844391?>

## WORK EXPERIENCE

COMPUTER SCIENCE ENGINEERING (AI)  
2025 - 2029

Data analysis  
Presenting business opportunities to new clients

## DRIVEN PROFESSIONAL SEEKING CHALLENGE

- I am a highly passionate and career-oriented individual seeking challenging opportunities.

## SKILL

- HTML
- CSS
- JAVA SCRIPT
- Programming c
- Git & GitHub
- Responsive UI.

## EDUCATION

2025 - 2029  
RUNGTA UNIVERSITY  
B-TECH (CSE)

## CONTACT

- vishjeet1230@gmail.com
- Ph no. - 9835707183

## CERTIFICATIONS

- Fronted development (self learned)
- Git & Version control (Practice projects)

## Hobbies & Intrests

- Coding, Badminton, Cricket, Online game

## STRENHHTH

- Creative Problem Solver, Fast learner, Hardworking, Analytical Thinking

## 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.

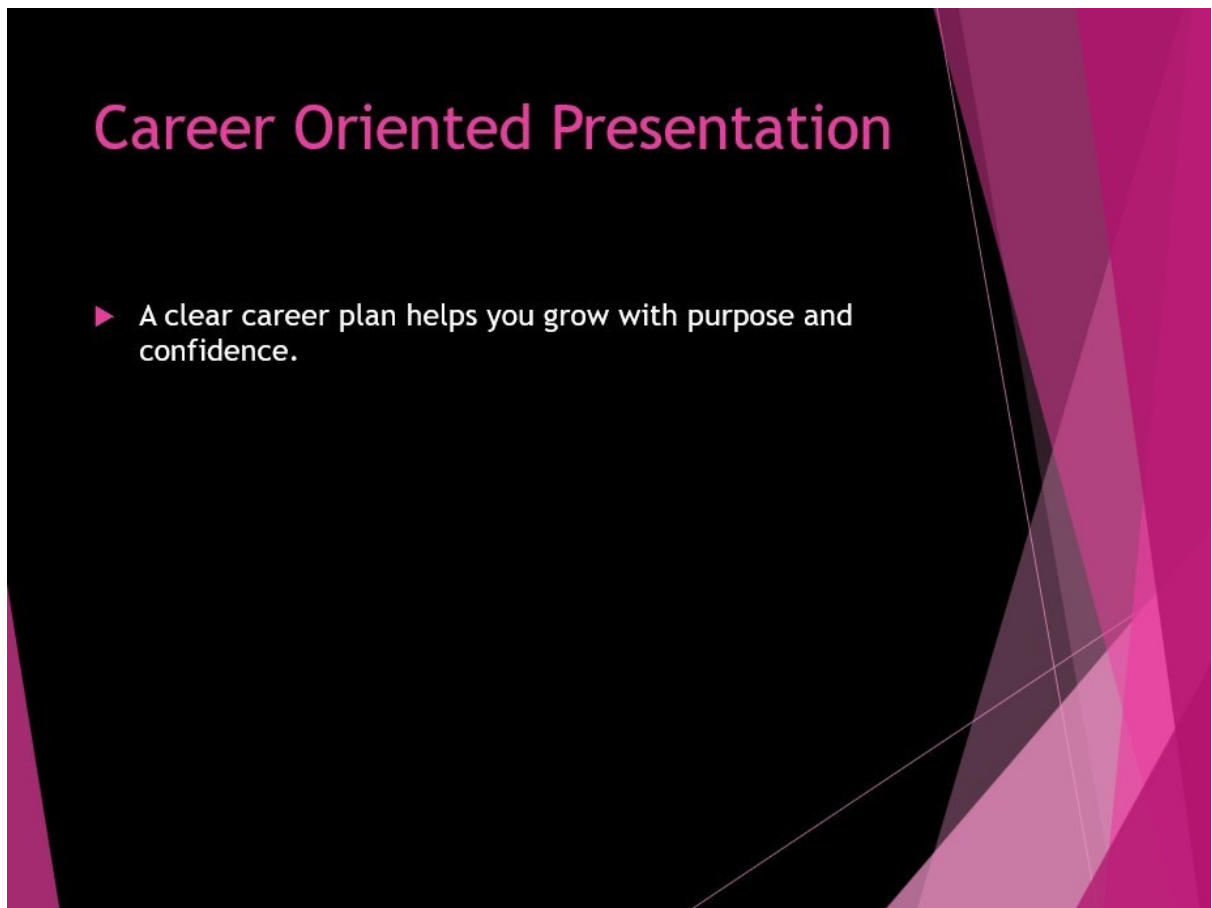
#### **Apply a theme**

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.

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



# 1. Introduction to Career Planning

- ▶ Understand your skills, interests, and personality types.

# 2. Identifying Your Strengths

- ▶ Specific, Measurable, Achievable, Relevant, Time-bound goals.



### 3. Setting SMART Career Goals

- ▶ Develop technical, soft, and domain-focused skills.

### 4. Building Skills for Growth

- ▶ Create a strong resume, LinkedIn profile, and project portfolio.

## 5. Resume & Portfolio Development

- ▶ Practice common questions, body language, and communication.

## 6. Interview Preparation

- ▶ Stay consistent, keep learning, and adapt to new opportunities.

## 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

3. Create a social media poster for “DIGITAL AWARENESS WEEK” using Canva.



## 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

4. Compose & send a professional email with an attachment as “you are applying for an internship, send email to HR with your resume attached”.

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## Application for internship as front-end Developer



me 21:02

to firdaush.jahan ▾



Dear HR,

I'm reaching out to apply for the Frontend Developer Internship at Rungta International Skills University. I have a solid foundation in HTML, CSS, JavaScript, and React.js, and I'm keen to gain hands-on experience in developing responsive and modern web applications.

I'm enthusiastic about learning from your team and contributing to real-world projects. I've attached my resume for your consideration and would appreciate the opportunity to discuss how I can add value.

Thank you for your time.

Best regards,

Vishjeet Kumar

Phone no- 9835707183

Email- [vishjeet.kumar@rungta.org](mailto:vishjeet.kumar@rungta.org)

Linkedin link [https://www.linkedin.com/in/vishjeet-kumar-45a844391?utm\\_source=share&utm\\_campaign=share\\_via&utm\\_content=profile&utm\\_medium=ios\\_app](https://www.linkedin.com/in/vishjeet-kumar-45a844391?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=ios_app)

## 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**

Save them for use in reports or practical records. Capture screenshots of the form, responses, and charts for documentation.

5. Design a complete Google Form survey and analyse 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 + colour).
  - d) Share the form link with 5 friends and collect responses.
  - e) Generate charts from responses and take screenshots of the analysis page.

The screenshot shows a Google Form titled "Student Attendance Report". The form has a blue header bar. Below the title, there is a section for "Form description" which states: "This form is automatically collecting emails from all respondents. [Change settings](#)". Below this, there are three question fields, each with a "Short-answer text" input type. The first field is labeled "First Name:", the second is labeled "Last Name:", and the third is labeled "ERP ID:". Each field has a small "More" icon (three dots) to its right.

**Student Attendance Report**

Form description

This form is automatically collecting emails from all respondents. [Change settings](#)

First Name: ⋮

Short-answer text

Last Name: ⋮

Short-answer text

ERP ID: ⋮

Short-answer text



section:

☐ M

☐ L

☐ K

☐ P

Attendance % of NALS

Short-answer text

Attendance % of CDC

Short-answer text

Attendance % of PFC

Short-answer text

Attendance % of Web Tech


Short-answer text

Write your overall attendance %

Short-answer text

Post the screenshot of your overall % from Digicampus \*

 Add File

 [View folder](#)

## 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.

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



**Vishjeet Kumar** [Add verification badge](#)

Student at Rungta Institute of University

Mumbai, Maharashtra, India · [Contact info](#)



Open to

Add profile section

Enhance profile

Resources

## 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

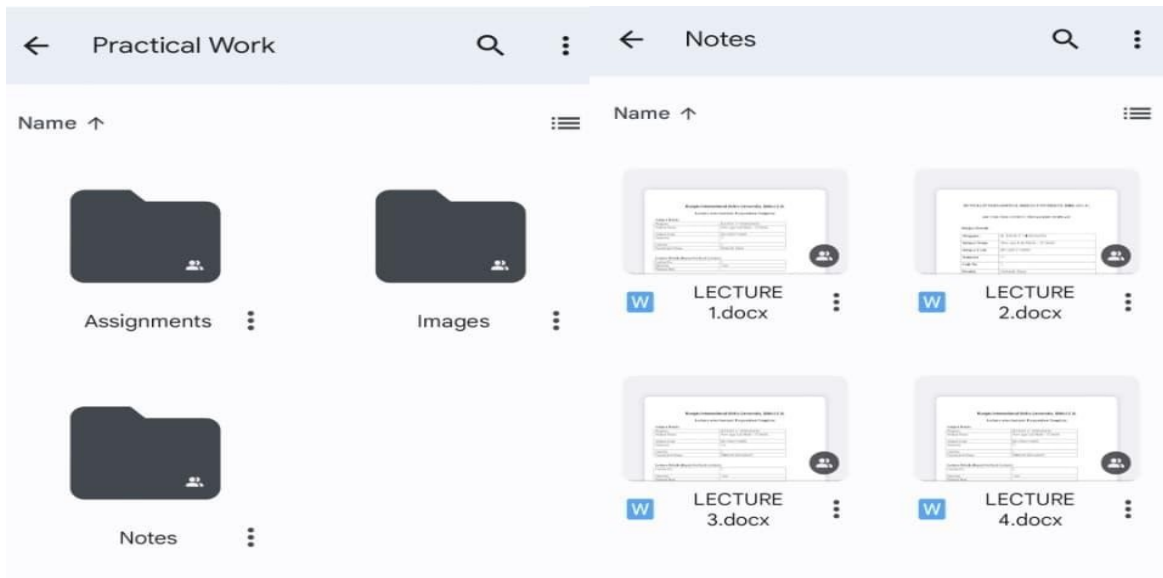
- Google Drive / OneDrive account

### 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.

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.



## Practical 8: Identify Phishing Attack

### Aim

To identify phishing attempts through digital messages.

### Objectives

- To detect cybercrime
- To recognize scam elements

### Materials Required

- Provided phishing example

### Procedure

#### **Read message text**

Carefully go through the entire message to understand its content and intent.

Make note of any unusual requests or unfamiliar senders.

#### **Identify suspicious elements**

Look for spelling errors, urgent demands, unknown links, or too-good-to-be-true offers.

These signs often indicate potential scams or malicious intent.

#### **List cybercrime type**

Based on the suspicious elements, categorize the message as phishing, fraud, malware attempt, etc.

This helps in understanding the nature and threat level of the cybercrime.

#### **Write verification steps**

Suggest ways to confirm authenticity, such as checking the sender's email, contacting the official source, or scanning links.

These steps help prevent falling victim to cyberattacks.

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?

ANS: This is a phishing scam and job fraud (online recruitment scam). The attacker is pretending to be Google to steal money.

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

1. **Asking for money (₹2,499 verification fee)** –

No genuine company, especially Google, ever charges money for hiring.

2. **Too-good-to-be-true offer** –

₹18 LPA for a fresher without any interview is unrealistic.

3. **Urgency pressure (“Limited seats. Pay now”)** –

Scammers use urgency to force quick decisions.

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

1. **Check the sender’s email/domain** — Genuine Google mail ends with **@google.com**.
2. **Visit the official Google Careers website** ([careers.google.com](https://careers.google.com)) to confirm if such a role exists.
3. **Contact Google HR through official channels** or LinkedIn profile that is verified.
4. **Search the message online** (“Google job verification fee scam”).
5. **Ask seniors/teachers** before making any payment.

## 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.



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.

**NALS BASE QUIZ**

MCQ TEST

This form is automatically collecting emails from all respondents. [Change settings](#)

1. Which device is an input device? \*

- ☐ Scanner
- ☐ Moniter
- ☐ Speaker
- ☐ Printer

2. Which OS is open-source? \*

- ☐ Windows
- ☐ Linux
- ☐ MacOS
- ☐ iOS

3. The main purpose of an Operating System is to: \*

- ☐ Display images
- ☐ Manage hardware and software
- ☐ Play music
- ☐ Delete files

- ☐ MS Word
- ☐ PowerPoint
- ☐ Excel

5. Which feature is used to make text bold? \*

- ☐ Ctrl + U
- ☐ Ctrl + B
- ☐ Ctrl + I
- ☐ Ctrl + T

6. Which feature is used to make text bold? \*

Short-answer text

Questions Responses 7 Settings

Total points: 12

✓ Scores

Release scores

Email	Score / 12	Score released
abhay.raj@runhta.org	0	Dec 9 11:45 AM
yash.kumar.kohle@runhta.org	0	Dec 9 11:45 AM
shreya.kumari1@runhta.org	0	Dec 9 11:45 AM
yashna.mahilang@runhta.org	0	Dec 9 11:45 AM
divyakumari.chandan.singh@runhta.org	0	Dec 9 11:45 AM
anmol.dubey@runhta.org	0	Dec 9 11:58 AM
divyakumari.chandan.singh@runhta.org (1)	0	Dec 9 12:03 PM

## 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.

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.

 [Plagiarism Checker](#) [AI Humanizer](#) [AI Detector](#) [AI Tools](#) [Pricing](#) [Log In](#) [Try JustDone](#)

## Plagiarism Checker by JustDone

Easily spot and correct plagiarism to make sure that your work is one-of-a-kind.

High plagiarism level

Is Online Learning Better Than Offline Learning for College Students? Online learning has grown rapidly in recent years, and many college students find it flexible and convenient. It allows learners to study at their own pace, access recorded lectures anytime, and manage classes alongside internships, part-time jobs, or personal commitments. It also offers a wide range of digital resources and global learning opportunities that offline learning sometimes lacks. However, offline learning provides a more interactive environment. Students can directly engage with teachers, participate in discussions, and enjoy campus life, which helps build communication and social skills. Hands-on courses like labs, workshops, and group activities are more effective in physical classrooms. Overall, both methods have strengths, but

**79%**  
Average plagiarism level

37%  
Minor changes

16%  
Identical

Double checked by

Remove plagiarism from your text *"Online vs. offline learning"*

Remove Plagiarism

Get 100% plagiarism-free text

## Grammar & Spell Checked

Is Online Learning Better Than Offline Learning for College Students?

Online learning has grown rapidly in recent years, and many college students find it flexible and convenient. It allows learners to study at their own pace, access recorded lectures anytime, and manage classes alongside internships, part-time jobs, or personal commitments. It also offers a wide range of digital resources and global learning opportunities that offline learning sometimes lacks.

However, offline learning provides a more interactive environment. Students can directly engage with teachers, participate in discussions, and enjoy campus life, which helps build communication and social skills. Hands-on courses like labs, workshops, and group activities are more effective in physical classrooms.

Overall, both methods have strengths, but the best choice depends on the student's needs. A blended approach-combining online and offline learning-often works best.

949 Characters

133 Words

Paraphrase Result

Statistics

Humanize Version:-

Is Online Learning Better than Offline Learning for College Students?

In recent years, online education has seen tremendous growth. College students find it flexible and convenient. Students can learn whenever they want through recorded classes. Also, they can manage classes with their internship, jobs, and personal tasks easily. Moreover, its digital inclusiveness offers numerous resources and opportunities for global learning, unlike offline learning excluding a handful.

But, offline learning offers a more interactive environment. When students can meet and talk with their teacher face to face, it helps conduct classroom discussions effectively. In-person courses conducted in physical classrooms are proven to be more effective.

## 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.

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.

ChatGPT ▾

 Free offer ×

will ai replace job or change them give paragraph in 100-150 words

Here is a 100–150 word paragraph:

Artificial Intelligence is not likely to completely replace most jobs, but it will definitely change how we work. AI can automate repetitive tasks, analyze data faster, and improve decision-making, which means many routine roles may become less common. However, this also creates new opportunities in fields like AI development, data analysis, cybersecurity, and digital services. Instead of removing jobs, AI will shift the focus toward skills such as creativity, problem-solving, communication, and technical knowledge. Employees will need to learn new tools and adapt to changing work environments. Overall, AI will act more as a collaborator that enhances human abilities rather than a force that eliminates all jobs.

     ...

c) In your practical copy, create a Comparison Table with the headings: I. Human-Generated Content II. AI-Generated Content

Aspect	Human-Generated Content	AI-Generated Content
Creativity	More emotional and personal	Creative but pattern-based
Originality	Unique perspective	May feel similar or generic
Accuracy	Depends on writer's knowledge	Usually accurate but can be wrong
Speed	Slower, takes time	Very fast
Tone	Natural and expressive	Consistent but less emotional
Use	Best for stories, opinions	Best for quick info and drafts

## 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.



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

## i. Study guide

The screenshot shows a web application titled "JavaScript Control Flow and Conditional Statements". The interface is divided into three main sections: Sources, Chat, and Studio > Report.

- Sources:** Contains a search bar, a "Try Deep Research" button, and a list of sources. One source, "web lecture.docx", is selected.
- Chat:** Displays a chat window with a message from the AI: "The provided document outlines a lecture plan for a B.TECH (SoCE) course on Web Development Fundamentals at Rungta International Skills University, focusing specifically on JavaScript Control Flow. The instructional material, prepared by Prof. Ishita Gupta, is designed to teach students how to use conditional statements to govern program execution, ensuring they can apply concepts like if, if-else, and switch statements to create programs that make decisions based on runtime conditions." Below the chat window is a text input field with the placeholder "Start typing..." and a "1 source" indicator.
- Studio > Report:** Displays a report titled "Study Guide: JavaScript Control Flow and Conditional Statements" based on 1 source. The report includes a "Short-Answer Quiz" with 7 questions. The first question is: "What is 'control flow' in programming, and how does it differ from sequential execution?" The second question is: "Explain the primary purpose of the if statement in JavaScript." The third question is: "How does an if-else statement extend the functionality of a simple if statement?" The fourth question is: "When is it appropriate to use an if-else if-else ladder structure?" The fifth question is: "Describe what a nested if statement is and provide a scenario where it would be useful." The sixth question is: "What is the main function of the switch statement, and how is it a readable alternative to other conditional structures?" The seventh question is: "What is the role of the break statement within a switch block?" Below the quiz are buttons for "Good report" and "Bad report".

At the bottom of the interface, there is a disclaimer: "NotebookLM can be inaccurate; please double-check its responses."

## ii. Flashcards: -

The screenshot shows a web application titled "Flow Flashcards" based on 1 source. The interface is designed for a flashcard review session.

- Flashcard:** A central black card with white text that reads: "What is the definition of 'control flow' in programming?". Below the card is a "See answer" button.
- Navigation:** The card is flanked by two circular buttons with left and right arrows. Above the card, a instruction reads: "Press 'Space' to flip, '←' / '→' to navigate".
- Progress and Controls:** At the bottom of the interface, there is a "Restart" button, a progress indicator showing "1 / 40 cards", and a "Download" button.
- Feedback:** At the bottom left, there are buttons for "Good content" and "Bad content".

At the bottom of the interface, there is a disclaimer: "NotebookLM can be inaccurate; please double-check its responses."

### iii. Mind Map: -

