LALA JAGAT NARAYAN EDUCATION COLLEGE, JALALABAD (W)

Practical File of ICT

(Information Communication Technology)

Session 2023-2025

Submitted To:
Mr. Aman Jhamb
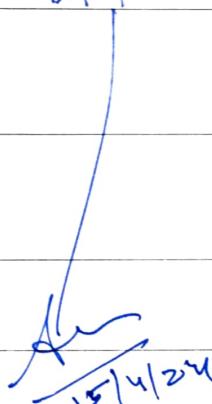
Submitted By:
Kajal Rani
B.Ed. (2nd Sem.)
Uni. Roll No. 23061957
College Roll No. 23172

INDEX

Sr. No.	Topic	Date	Sign.
1	Preparation of Resume		
2	Preparation of Result Sheet Using Spreading Sheet		
4	Preparation of Two Teaching Subjects (S.St/English)		
3	Develop an Educational Blog		
5.	Create Email id		

RESUME

CURRICULUM VITAE

KAJAL RANI

Cont. +91 86997-23699

email id: kajalrani312002@gmail.com

OBJECTIVES

To work with an organization that can utilize my skills and aptitude in a right and proper way by which I can become a part of their success and bring a change in the students that is the need of today dynamic environment.

ACADEMIC QUALIFICATION

- 10th from P.S.E.B, Mohali in 2018 with 74.31%
- 12th from P.S.E.B, Mohali in 2020 with 92%
- Graduation (B.A.) from Panjab University, CHD in 2023 with 74.54%
- B.Ed.(S.St/English) from Panjab University, CHD (2nd Sem. Pursuing)

• COMPUTER SKILLS

- Basic Knowledge of Computer.

HOBBIES AND INTEREST

- Reading Books
- Teaching

STRENGTHS

- Self Confidence
- Hard Working
- Punctuality
- Honesty

PERSONAL DETAILS

Name	:	Kajal Rani
Father's Name	:	Sh. Gurjeet Singh
Mother's Name	:	Smt. Amarjeet Kaur
Nationality	:	Indian
Sex	:	Female
Marital Status	:	Unmarried
Category	:	SC
Date of Birth	:	03.01.2002
Language Proficiency:		English, Hindi & Punjabi
Permanent Address :		Vill. Balel Ke Uttar, P.O. Amir Khas
		Tehsil Jalalabad (W)-152024, Distt. Fazilka

DECLARATION

I hereby confirm that the above provided information is true to best of my knowledge and belief.

Place :

Date :

(KAJAL RANI)

RESULT OF STUDENTS

Result Sheet of Class 7th (A)

Punjab School Education Board

S. No.	Name of Student	Father Name	Maths	Punjabi	Hindi	S.St	English	Science	Obt. Marks	Total	Result
1	Pawan Kumar	Ishwar Chand	54	55	61	55	42	45	312	600	52
2	Kirandeep Kaur	Gurpreet Singh	67	77	57	62	39	40	342	600	57
3	Pawan Kumar	Ishwar Chand	54	55	61	55	42	45	312	600	52
4	Satpal Singh	Bhagwan Singh	50	69	64	60	50	59	352	600	58.667
5	Pawan Kumar	Ishwar Chand	54	55	61	55	42	45	312	600	52
6	Satpal Singh	Bhagwan Singh	50	69	64	60	50	59	352	600	58.667
7	Lovish	Preetam Chand	41	57	54	54	40	60	306	600	51
8	Pawan Kumar	Ishwar Chand	43	69	70	50	40	53	325	600	54.167
9	Satpal Singh	Bhagwan Singh	50	75	80	51	51	62	369	600	61.5
10	Lovish	Preetam Chand	47	63	63	54	49	60	336	600	56
11	Gurmeet Singh	Dheeraj Singh	33	55	60	62	45	61	316	600	52.667
12	Maninder Singh	Sham Singh	53	70	35	60	33	54	305	600	50.833
13	Lovepreet Kaur	Balwinder Singh	57	62	44	63	57	58	341	600	56.833
14	Kirandeep Kaur	Gurpreet Singh	67	77	57	62	39	40	342	600	57
15	Pawan Kumar	Ishwar Chand	54	55	61	55	42	45	312	600	52
16	Satpal Singh	Bhagwan Singh	50	69	64	60	50	59	352	600	58.667
17	Lovish	Preetam Chand	41	57	54	54	40	60	306	600	51
18	Lovish	Preetam Chand	47	63	63	54	49	60	336	600	56
19	Gurmeet Singh	Dheeraj Singh	33	55	60	62	45	61	316	600	52.667
20	Maninder Singh	Sham Singh	53	70	35	60	33	54	305	600	50.833

21	Lovepreet Kaur	Balwinder Singh	57	62	44	63	57	58	341	600	56.833
22	Lovish	Preetam Chand	47	63	63	54	49	60	336	600	56
23	Gurmeet Singh	Dheeraj Singh	33	55	60	62	45	61	316	600	52.667
24	Maninder Singh	Sham Singh	53	70	35	60	33	54	305	600	50.833
25	Lovepreet Kaur	Balwinder Singh	57	62	44	63	57	58	341	600	56.833
26	Kirandeep Kaur	Gurpreet Singh	67	77	57	62	39	40	342	600	57
27	Pawan Kumar	Ishwar Chand	54	55	61	55	42	45	312	600	52
28	Kirandeep Kaur	Gurpreet Singh	67	77	57	62	39	40	342	600	57
29	Pawan Kumar	Ishwar Chand	54	55	61	55	42	45	312	600	52
30	Satpal Singh	Bhagwan Singh	50	69	64	60	50	59	352	600	58.667
31	Lovish	Preetam Chand	41	57	54	54	40	60	306	600	51
32	Pawan Kumar	Ishwar Chand	43	69	70	50	40	53	325	600	54.167
33	Satpal Singh	Bhagwan Singh	50	75	80	51	51	62	369	600	61.5
34	Lovish	Preetam Chand	47	63	63	54	49	60	336	600	56
35	Gurmeet Singh	Dheeraj Singh	33	55	60	62	45	61	316	600	52.667
36	Maninder Singh	Sham Singh	53	70	35	60	33	54	305	600	50.833
37	Lovepreet Kaur	Balwinder Singh	57	62	44	63	57	58	341	600	56.833
38	Kirandeep Kaur	Gurpreet Singh	67	77	57	62	39	40	342	600	57
39	Pawan Kumar	Ishwar Chand	54	55	61	55	42	45	312	600	52
40	Satpal Singh	Bhagwan Singh	50	69	64	60	50	59	352	600	58.667
41	Satpal Singh	Bhagwan Singh	50	69	64	60	50	59	352	600	58.667
42	Lovish	Preetam Chand	41	57	54	54	40	60	306	600	51
43	Pawan Kumar	Ishwar Chand	43	69	70	50	40	53	325	600	54.167

44	Satpal Singh	Bhagwan Singh	50	75	80	51	51	62	369	600	61.5
45	Lovish	Preetam Chand	47	63	63	54	49	60	336	600	56
46	Gurmeet Singh	Dheeraj Singh	33	55	60	62	45	61	316	600	52.667
47	Maninder Singh	Sham Singh	53	70	35	60	33	54	305	600	50.833
48	Lovepreet Kaur	Balwinder Singh	57	62	44	63	57	58	341	600	56.833
49	Pawan Kumar	Ishwar Chand	54	55	61	55	42	45	312	600	52
50	Satpal Singh	Bhagwan Singh	50	69	64	60	50	59	352	600	58.667
51	Lovish	Preetam Chand	41	57	54	54	40	60	306	600	51
52	Pawan Kumar	Ishwar Chand	43	69	70	50	40	53	325	600	54.167
53	Satpal Singh	Bhagwan Singh	50	75	80	51	51	62	369	600	61.5
54	Lovish	Preetam Chand	47	63	63	54	49	60	336	600	56
55	Kirandeep Kaur	Gurpreet Singh	67	77	57	62	39	40	342	600	57
56	Pawan Kumar	Ishwar Chand	54	55	61	55	42	45	312	600	52
57	Satpal Singh	Bhagwan Singh	50	69	64	60	50	59	352	600	58.667
58	Lovish	Preetam Chand	41	57	54	54	40	60	306	600	51
59	Lovepreet Kaur	Balwinder Singh	57	62	44	63	57	58	341	600	56.833
60	Kirandeep Kaur	Gurpreet Singh	67	77	57	62	39	40	342	600	57
61	Pawan Kumar	Ishwar Chand	54	55	61	55	42	45	312	600	52
62	Satpal Singh	Bhagwan Singh	50	69	64	60	50	59	352	600	58.667
63	Lovish	Preetam Chand	41	57	54	54	40	60	306	600	51
64	Lovish	Preetam Chand	41	57	54	54	40	60	306	600	51
65	Lovish	Preetam Chand	47	63	63	54	49	60	336	600	56
66	Satpal Singh	Bhagwan Singh	50	69	64	60	50	59	352	600	58.667

67	Lovish	Preetam Chand	41	57	54	54	40	60	306	600	51
68	Lovish	Preetam Chand	47	63	63	54	49	60	336	600	56
69	Gurmeet Singh	Dheeraj Singh	33	55	60	62	45	61	316	600	52.667
70	Maninder Singh	Sham Singh	53	70	35	60	33	54	305	600	50.833
71	Lovepreet Kaur	Balwinder Singh	57	62	44	63	57	58	341	600	56.833
72	Kirandeep Kaur	Gurpreet Singh	67	77	57	62	39	40	342	600	57
73	Pawan Kumar	Ishwar Chand	54	55	61	55	42	45	312	600	52
74	Satpal Singh	Bhagwan Singh	50	69	64	60	50	59	352	600	58.667
75	Lovish	Preetam Chand	41	57	54	54	40	60	306	600	51
76	Lovepreet Kaur	Balwinder Singh	57	62	44	63	57	58	341	600	56.833
77	Kirandeep Kaur	Gurpreet Singh	67	77	57	62	39	40	342	600	57
78	Pawan Kumar	Ishwar Chand	54	55	61	55	42	45	312	600	52
79	Satpal Singh	Bhagwan Singh	50	69	64	60	50	59	352	600	58.667
80	Lovish	Preetam Chand	41	57	54	54	40	60	306	600	51
81	Lovish	Preetam Chand	41	57	54	54	40	60	306	600	51
82	Lovish	Preetam Chand	47	63	63	54	49	60	336	600	56
83	Gurmeet Singh	Dheeraj Singh	33	55	60	62	45	61	316	600	52.667
84	Maninder Singh	Sham Singh	53	70	35	60	33	54	305	600	50.833
85	Lovepreet Kaur	Balwinder Singh	57	62	44	63	57	58	341	600	56.833
86	Kirandeep Kaur	Gurpreet Singh	67	77	57	62	39	40	342	600	57
87	Pawan Kumar	Ishwar Chand	54	55	61	55	42	45	312	600	52
88	Satpal Singh	Bhagwan Singh	50	69	64	60	50	59	352	600	58.667
89	Lovish	Preetam Chand	41	57	54	54	40	60	306	600	51

90	Lovepreet Kaur	Balwinder Singh	57	62	44	63	57	58	341	600	56.833
91	Kirandeep Kaur	Gurpreet Singh	67	77	57	62	39	40	342	600	57
92	Pawan Kumar	Ishwar Chand	54	55	61	55	42	45	312	600	52
93	Satpal Singh	Bhagwan Singh	50	69	64	60	50	59	352	600	58.667
94	Lovish	Preetam Chand	41	57	54	54	40	60	306	600	51
95	Lovish	Preetam Chand	41	57	54	54	40	60	306	600	51
96	Lovish	Preetam Chand	47	63	63	54	49	60	336	600	56
97	Lovepreet Kaur	Balwinder Singh	57	62	44	63	57	58	341	600	56.833
98	Kirandeep Kaur	Gurpreet Singh	67	77	57	62	39	40	342	600	57
99	Pawan Kumar	Ishwar Chand	54	55	61	55	42	45	312	600	52
100	Jagar Singh	Prabh Singh	33	55	60	62	45	61	316	600	52.667

The Solar System

RICHA

The Inner Planets

- Mercury
- Venus
- Earth
- Mars
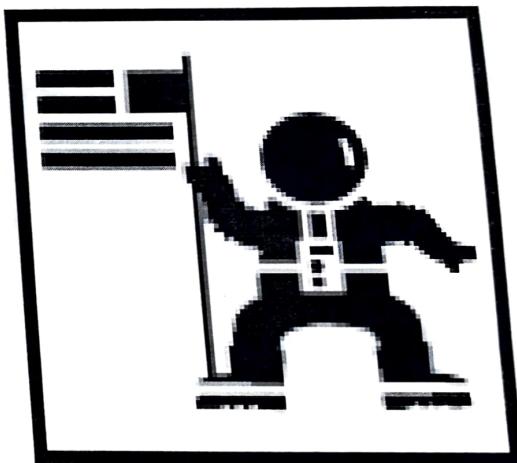
The Outer Planets

- Jupiter
- Saturn
- Uranus
- Neptune
- Pluto
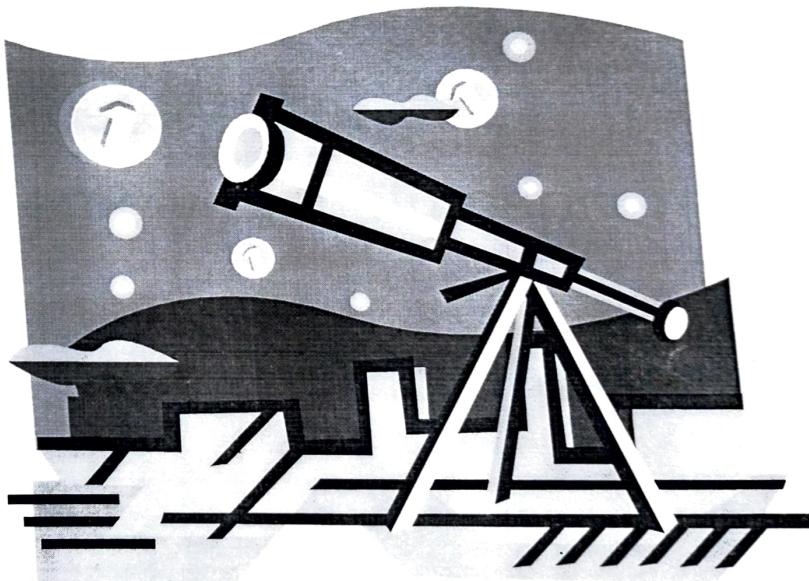
Mercury

- Mercury is the closest planet to the sun.
- It is very hot.
- It has a liquid outer core.
- It has an extremely thin atmosphere

NASA/Science Source/Photo
Researchers, Inc.

Earth

- Earth is the planet where we live.
- It is the only planet with life.
- It is made up of mostly water
- It has gravity.

Pluto

- Pluto is the farthest planet from the sun.
- It is very small.
- It is very cold there.
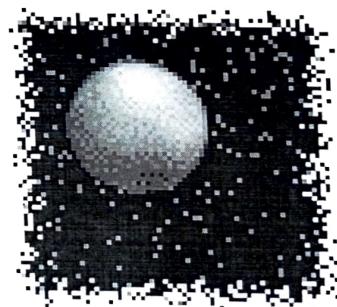
References

- Microsoft Encarta Encyclopedia 2001
- Microsoft Office clipart

The End

SUBJECT: ENGLISH
TOPIC: NOUN

Definition of Noun

"Noun is a naming word. It names a person, place, animal or thing."

Example:-

Peacock

Ice Cream

Its Kinds

*Common Noun

*Collective Noun

*Proper Noun

*Abstract Noun

*Material Noun

COMMON NOUN

It stands for all things or person's of 'one kind' or 'same class'. It does not start with a capital letter when used in the middle of a sentence.

Example:-   Child

School
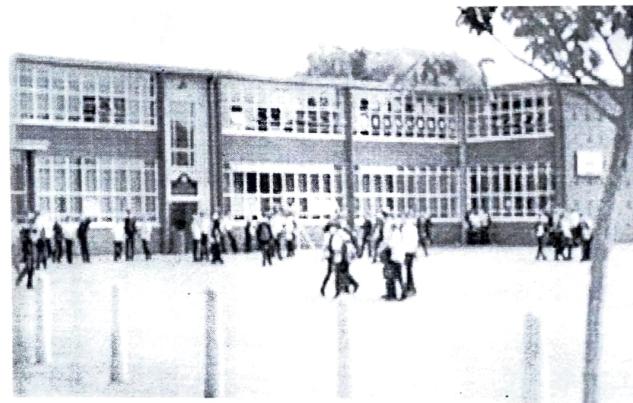
COLLECTIVE NOUN

It stands for a 'group of similar things, persons or places'. It too, does not start with a capital letter when used in the middle of a sentence

Example:-

Team

Herd

PROPER NOUN

It stand for a 'particular person, place or thing'. It begins with a capital letter both in the beginning and middle of a sentence

Example:-
Ganga

Quran
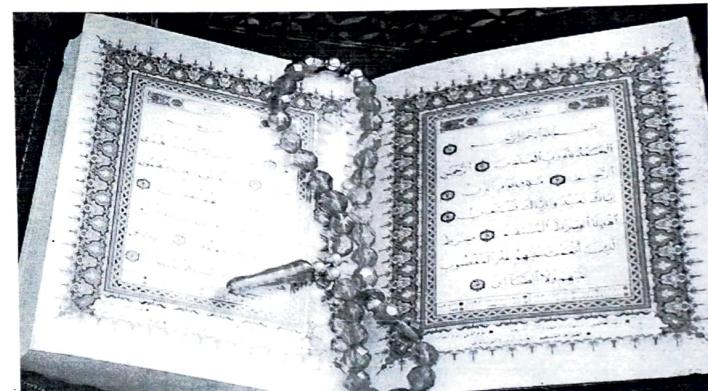
ABSTRACT NOUN

It stands for a 'quality', 'state' or 'concept' of the person or thing. Unlike other kinds of nouns, it cannot be seen or touched but only felt.

Example:-

Care

Heat

MATERIAL NOUN

It stands for 'things' (non-living) like' material', 'substance' or 'ingredient' for making things.

Example:-

Chair

Bottle

water

THE END

Educational

Blog

EDUCATIONAL BLOG

An Edublog is a blog with an educational purpose. It can be authored by a learner, teacher, researcher or an administrator. The use of blog has become popular in education insitutions including public schools and colleges. Blogs are a useful tool for sharing information and tips among co-workers, providing information for students etc.

Steps of creating a Blog:

- **Open Blogger in your internet browser.** Type https://www.blogger.com into the address bar, and press ↵ Enter or ⏎ Return on your keyboard.

- **Click the CREATE YOUR BLOG button.** This is an orange button in the middle of the page. It will prompt you to sign in with your Google account.

- **Sign in with your Google account.** You will need to use your Google account to sign in and use Blogger.Enter your Google email or phone number.
- Click **Next**.
- Enter your account password.
- Click **Next**.
- If you don't have a Google account, click the blue **Create account** link at the bottom of the sign-in form.

- **Enter a title for your blog in the "Title" field.** When you sign in, you'll be prompted to create your new blog in a pop-up window. Click the text field next to "Title" at the top of the pop-up, and enter a blog name here.
- **Enter a URL address for your blog in the "Address" field.** Click the text field next to "Address" below "Title," and type the URL address you want to use for your blog.As you type, available URL addresses will show up on a drop-down list. You can click an address here to select it.
- You will see a white checkmark icon in a blue square next to the Address field. It means this address is available, and you can use it for your blog.
- If you see a "!" icon in a red square, you will have to change your URL address.
- **Select a theme for your blog page.** Scroll down the blog themes in the "Theme" box, and click the one you want to use.
- Click the Create Blog button. It will create your blog and take you to blog:s admin page.

EMAIL

How to Create a New Gmail Account

How long have you been using Hotmail? Or Outlook? Are you tired of the limitations of these accounts, and do you need more functionality from your email client? Gmail has been around since 2004, but not everyone has made the move yet – people don't like change. But there are many reasons you should consider moving to Gmail. It's no wonder 1.5 billion users have chosen to use Gmail as their primary email client.

Benefits of a Gmail Account

1. It's free.
2. It has excellent spam filters and keeps your inbox cleaner than any other email client.
3. It has a very generous storage space allowance, 10+ GB of email storage space.
4. You can change your theme and the way your inbox works (i.e.there's more flexibility than with any other email client).
5. Countless plugins and extensions are available and free to use. These can help you customize your workflow and how you use email.
6. You have the power of Google search functionality right inside your inbox.
7. Easily Accessible – your account can be accessed anywhere where there is internet access.
8. It's reliable and rarely crashes.

How to Set Up Your New Gmail Account

Step 1. First things first, you need to head over to gmail.com.
Step 2. Click on the button that says "Create Account."

Google

Sign in

Continue to Gmail

Forgot email?

Not your computer? Use Guest mode to sign in privately
Learn more

Create account
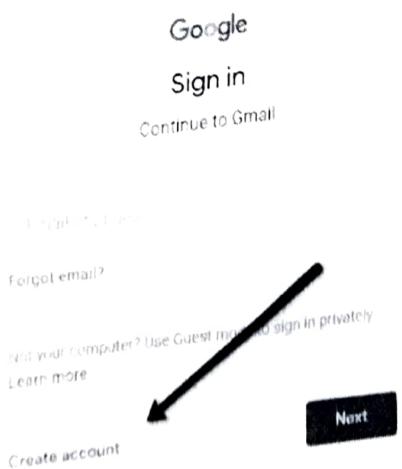
Next

Step 3. After that, the sign-up form will appear. You'll need to fill in all the details it requests: first name, last name, a new username, and a new password.

Step 4. Next, you'll be asked to enter a phone number to verify your account. This is because Google uses a two-step verification process to boost security. You can find out more about two-step verification <u>here</u>.

Go gle

Verifying your phone number
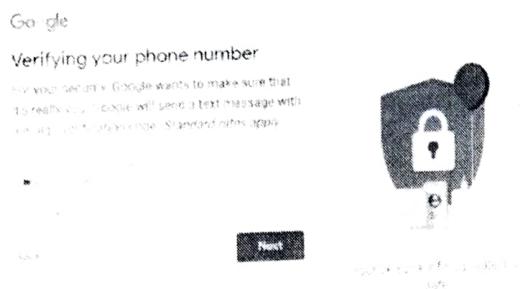
Step 5. You should now receive a text message with a verification code from Google. If this hasn't been delivered within a few minutes, you can use the automated call system instead.
Step 6. Once you've verified your account, you will see a form that asks for some personal information. This includes a recovery email, your birthday, and your gender. If you're not comfortable giving these or want to find out why Google is asking for this information, there is plenty of information on offer during the sign up.

Go gle

Welcome to Google
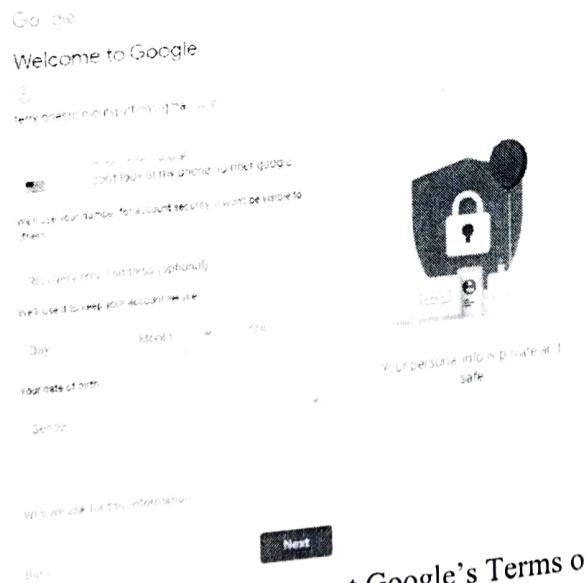
Step 7. You now need to accept Google's Terms of Service and their Privacy Policy – it's highly recommended that you review both of these in detail before clicking **"I Agree."**
Step 8. You should now have your new Gmail account.

How to Open Your New Gmail Account
Step 1. Return to the main Google screen and click the Gmail link.

Step 2. Once you sign in you'll be brought through the Gmail introductory steps. After the last introductory screen, a popup appears announcing that your new Gmail account is ready to use.
Step 3. Enjoy your new email account and look at ways to level up your Gmail account to get the most from it.

What to Do If Your Username Is Taken

Adding in Periods

Unfortunately, Gmail doesn't distinguish between variations like brad.pitt, bradpitt and br.ad.pi.tt – they are all the same as far as Gmail is concerned.

What you need to do is take parts of your name and be creative with the periods.
Think:

- bradley.pitt@gmail.com
- will.pitt@gmail.com

Getting Creative

If you have a common name – like John Smith – you need to be even more creative when coming up with a Gmail username that will make sense to your recipients.

- Do you have a middle name you can use?
- Do you have a nickname? Although keep that one professional, please!

Register Your Own Domain

If you are using Gmail for business, then this is the ideal thing to do – especially if you have (or are setting up) a website.

Sign up for G Suite. You can do that here.

It's relatively cheap and will help you send emails that look that bit more polished and professional.

Level up your Gmail account

With so many benefits, you can see why swapping your Outlook or Hotmail account to Gmail might be a wise move. One of the major benefits of having a Gmail account is the free add-ons or extensions you can add to supercharge your account. Right Inbox is an email productivity extension that brings your emailing to the next level. Right Inbox gives your Gmail added functionality with the following features:

Email Tracking: Find out who reads and clicks your emails, how many times, and when. Real-time insights on who reads your emails and who's ignoring you.

Compose

Inbox
Starred
Snoozed
Important
Sent

Product Ring

6   Elon Musk

3 opens   3 click   1 location   2 devices

elon@spacex.com
22m · Opened email

rightinbox.com
48m · Clicked link

elon@spacex.com
2h · Opened email

rightinbox.com
3 days · Clicked link

elon@spacex.com
3 days · Opened email

rightinbox.com
6 days · Clicked link

Squarespace Circle

Release Notes

ToDo   Rocket Rev

TdQu5q0Vx

e's blockchai

er Email Upc

account logi

und home'

out whats tr

Overview At

New_MS Ho

lying aircraft

Squarespace Relea

Email Follow-Ups: Set up follow-ups that automatically send if your prospect doesn't reply. You can forget to follow up, because Right Inbox won't.

Verbatim

DVD-R

DVD

4.7 GB

16X