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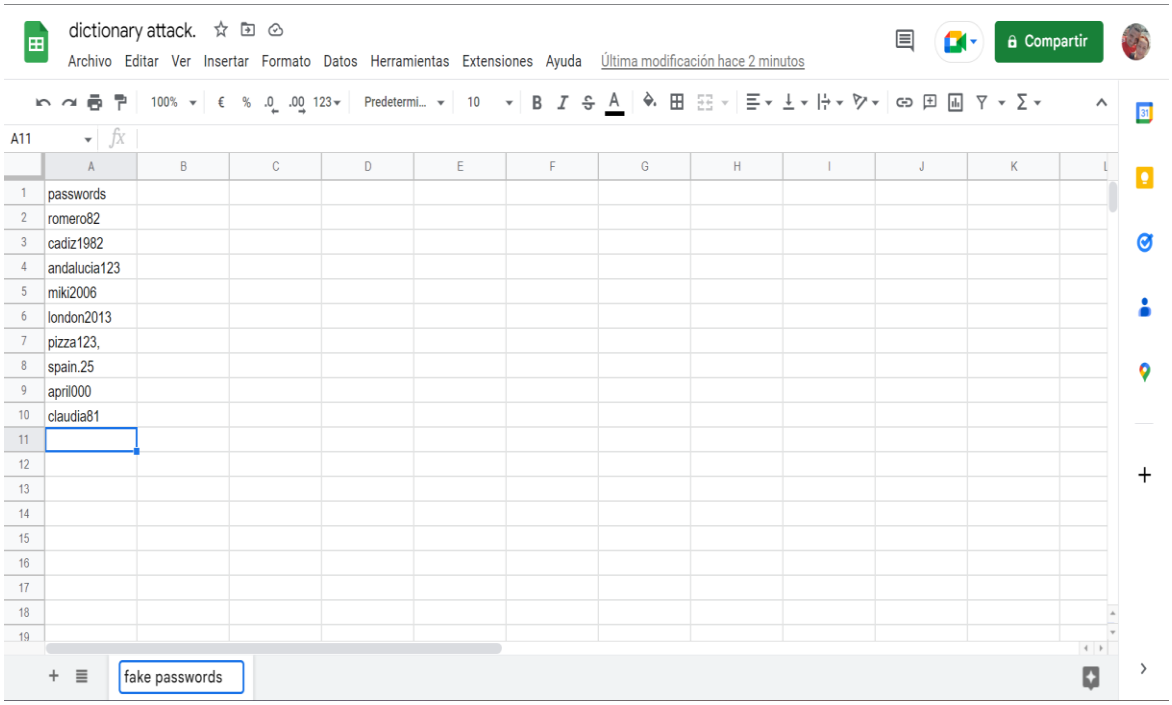
Course name: Digital Tecnologic

- Create and Safeguards passwords

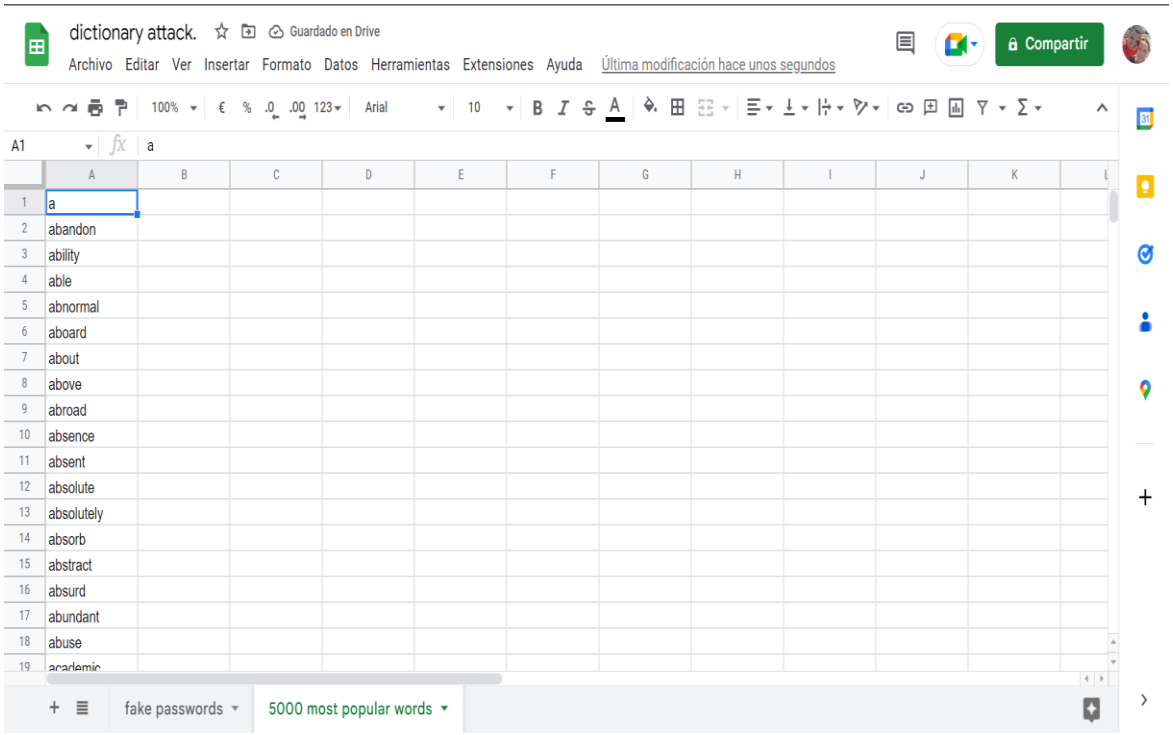
Today I try to explain how to get a safe password but first I will show you how vulnerable are some password, used dictionary attack.

First, in Google drive we open a new spreadsheet with name “dictionary attack”. Rename sheet 1 with the name fake password and create a column called PASSWORDS now just type ten pretend fake passwords minimum 8 characters.



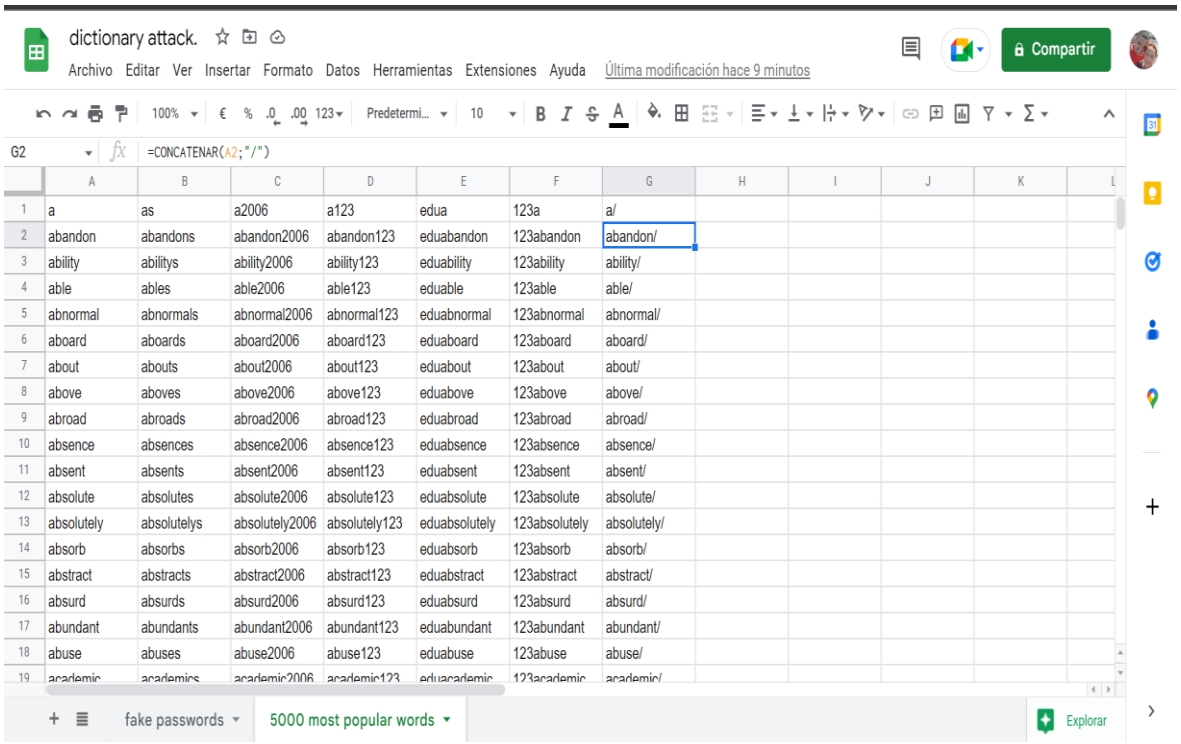
Second, we used a BRUTE FORCE ATTACK is a trial-and-error way for obtain passwords. So, add a new sheet to you dictionary attack spreadsheet, rename the sheet two with name “5000 words most popular” open it and copy and paste 5000 words most popular list.

Third, use the concatenate functions to vary the



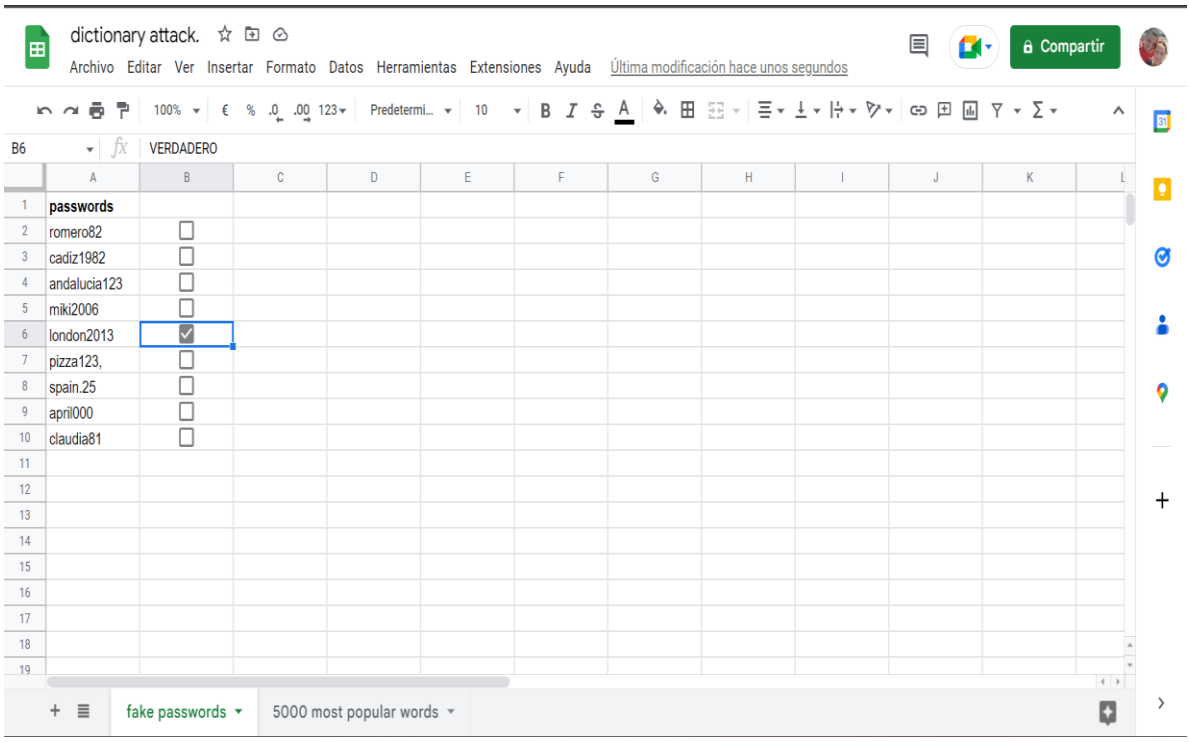
	A
1	a
2	abandon
3	ability
4	able
5	abnormal
6	aboard
7	about
8	above
9	abroad
10	absence
11	absent
12	absolute
13	absolutely
14	absorb
15	abstract
16	absurd
17	abundant
18	abuse
19	academic

beginning and the end of the words in the list in the sheet 5000 words most popular



	A	B	C	D	E	F	G
1	a	as	a2006	a123	edua	123a	a/
2	abandon	abandons	abandon2006	abandon123	eduabandon	123abandon	abandon/
3	ability	abilitys	ability2006	ability123	eduability	123ability	ability/
4	able	ables	able2006	able123	eduable	123able	able/
5	abnormal	abnormals	abnormal2006	abnormal123	eduabnormal	123abnormal	abnormal/
6	aboard	aboards	aboard2006	aboard123	eduaboard	123aboard	aboard/
7	about	abouts	about2006	about123	eduabout	123about	about/
8	above	aboves	above2006	above123	eduabove	123above	above/
9	abroad	abroads	abroad2006	abroad123	eduabroad	123abroad	abroad/
10	absence	absences	absence2006	absence123	eduabsence	123absence	absence/
11	absent	absents	absent2006	absent123	eduabsent	123absent	absent/
12	absolute	absolutes	absolute2006	absolute123	eduabsolute	123absolute	absolute/
13	absolutely	absolutelys	absolutely2006	absolutely123	eduabsolutely	123absolutely	absolutely/
14	absorb	absorbs	absorb2006	absorb123	eduabsorb	123absorb	absorb/
15	abstract	abstracts	abstract2006	abstract123	eduabstract	123abstract	abstract/
16	absurd	absurds	absurd2006	absurd123	eduabsurd	123absurd	absurd/
17	abundant	abundants	abundant2006	abundant123	eduabundant	123abundant	abundant/
18	abuse	abuses	abuse2006	abuse123	eduabuse	123abuse	abuse/
19	academic	academics	academic2006	academic123	eduacademic	123academic	academic/

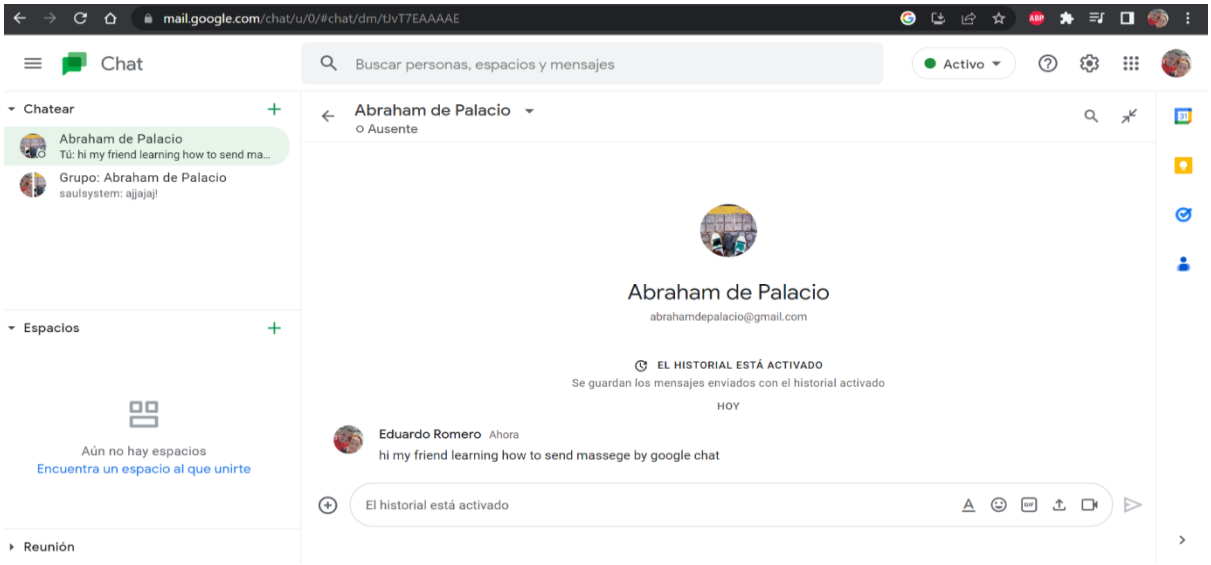
Fourth, use find and replace tool to search for each password, search in 5000 words most popular sheet, insert checklist box next to your passwords in the end check the boxes for each password.



The main point of all this is show you how vulnerable is used personal details in our password and what we can do for keep safe the passwords: 8 characters (mixes uppercase and lowercase letter with symbols and numbers, never writing your password in paper, change regular your password and do not used personal details is better used favourite song, movie, or place.

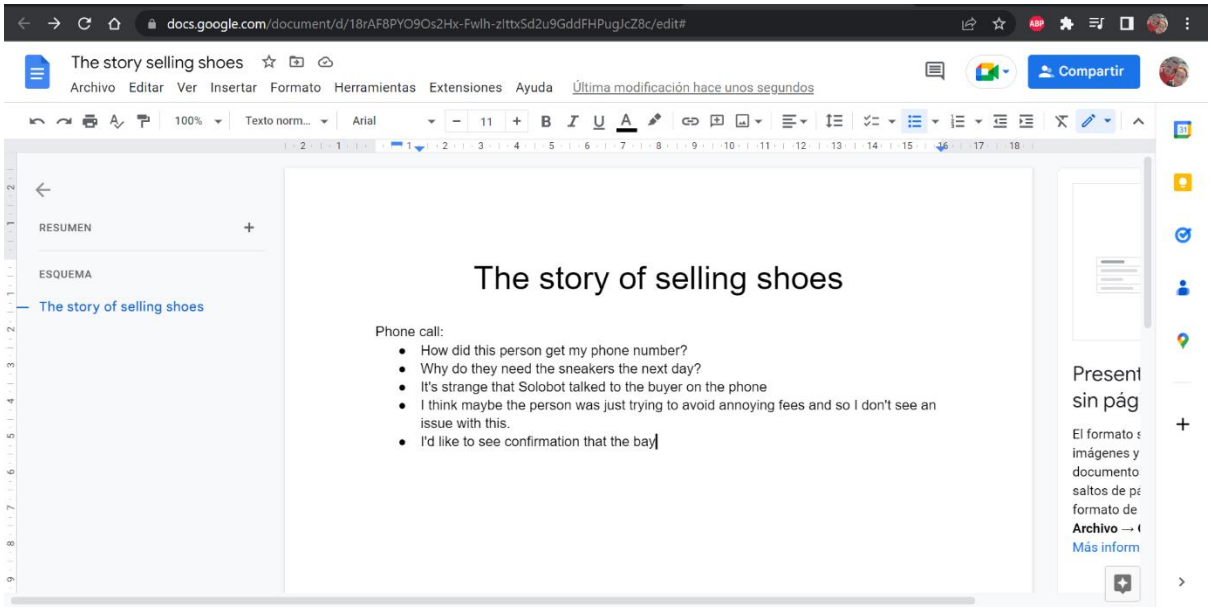
- CONNECT AND COLABORATE FROM ENYWHARE WITH DIGITAL TOOL.

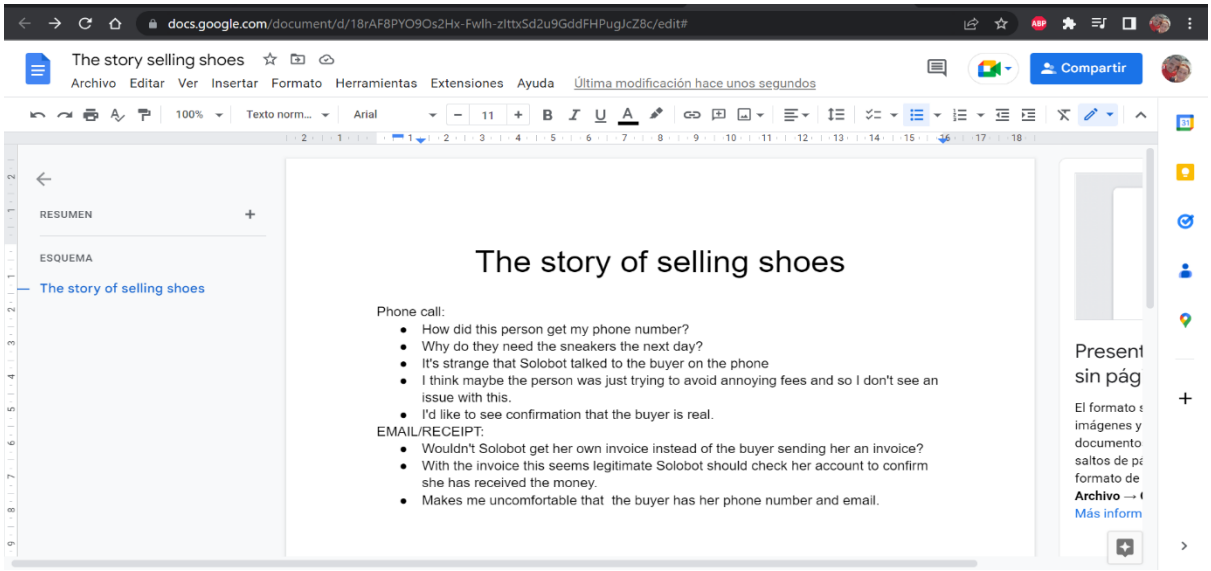
I'll used the option of send a direct message using google chat because I think is the more easy way for contact with someone in a professional way

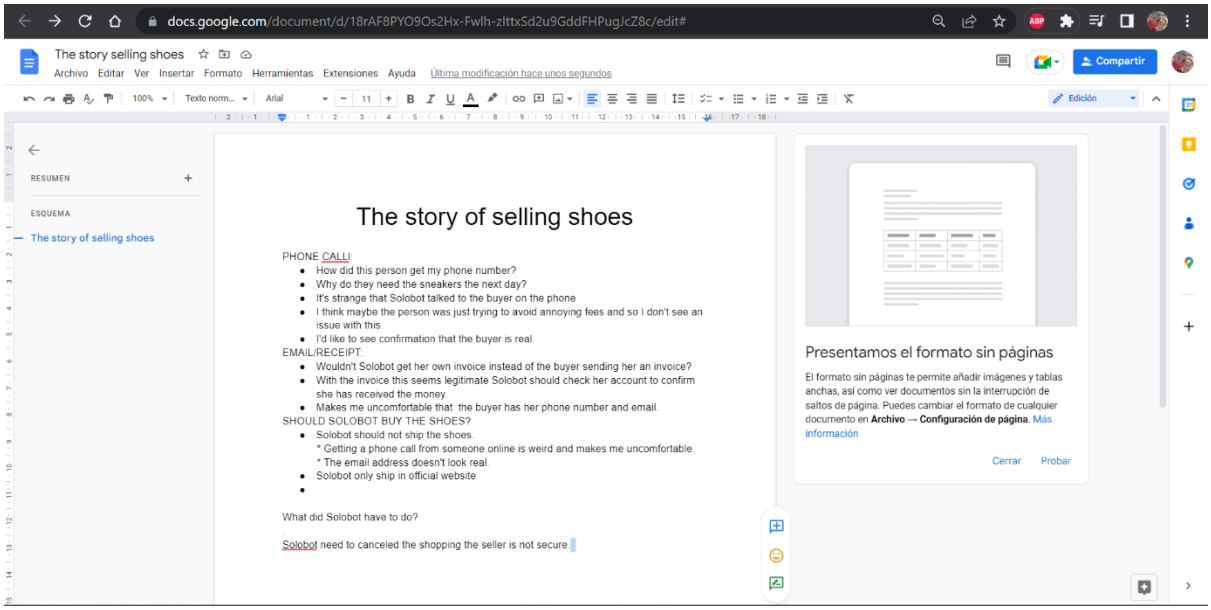


- AVOID ONLINE SCAMS

Avoid online scams and know how to detect is very important for have safe your details, finances, … next a few steps for detecting scams.





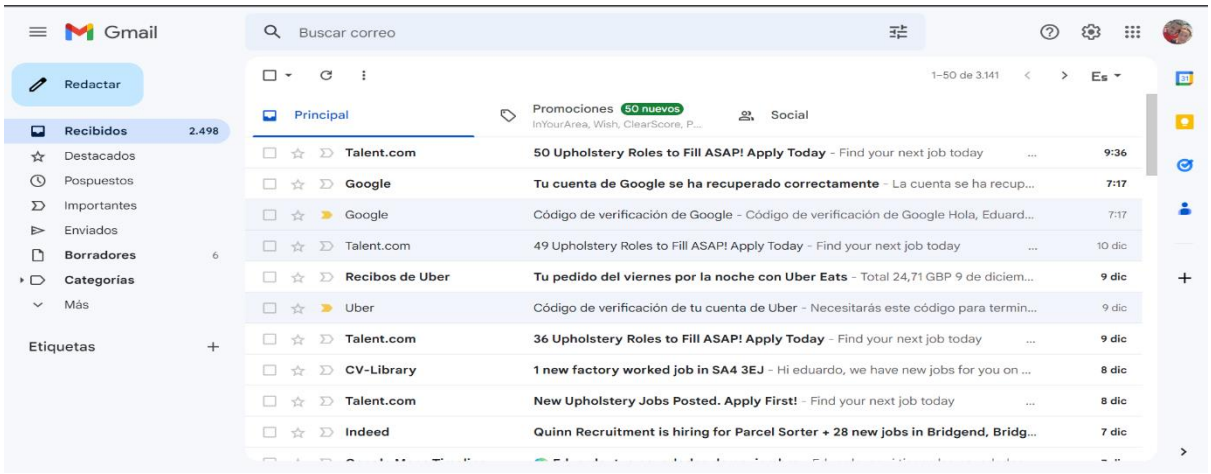

docs.google.com/document/d/18rAF8PYO9Os2Hx-Fwlh-zIttxSd2u9GddFHPugJcZ8c/edit#
The story selling shoes
Archivo Editar Ver Insertar Formato Herramientas Extensiones Ayuda Última modificación hace unos segundos
Compartir
Edición
RESUMEN
ESQUEMA
The story of selling shoes
The story of selling shoes
PHONE CALL:
How did this person get my phone number?
Why do they need the sneakers the next day?
It's strange that Solobot talked to the buyer on the phone
I think maybe the person was just trying to avoid annoying fees and so I don't see an issue with this.
I'd like to see confirmation that the buyer is real.
EMAIL/RECEIPT:
Wouldn't Solobot get her own invoice instead of the buyer sending her an invoice?
With the invoice this seems legitimate Solobot should check her account to confirm she has received the money.
Makes me uncomfortable that the buyer has her phone number and email.
SHOULD SOLOBOT BUY THE SHOES?
Solobot should not ship the shoes.
* Getting a phone call from someone online is weird and makes me uncomfortable.
* The email address doesn't look real.
Solobot only ship in official website
What did Solobot have to do?
Solobot need to canceled the shopping the seller is not secure.
Presentamos el formato sin páginas
El formato sin páginas te permite añadir imágenes y tablas anchas, así como ver documentos sin la interrupción de saltos de página. Puedes cambiar el formato de cualquier documento en Archivo → Configuración de página. Más información
Cerrar
Probar

- SEND EMAILS IN THE WORKPLACE

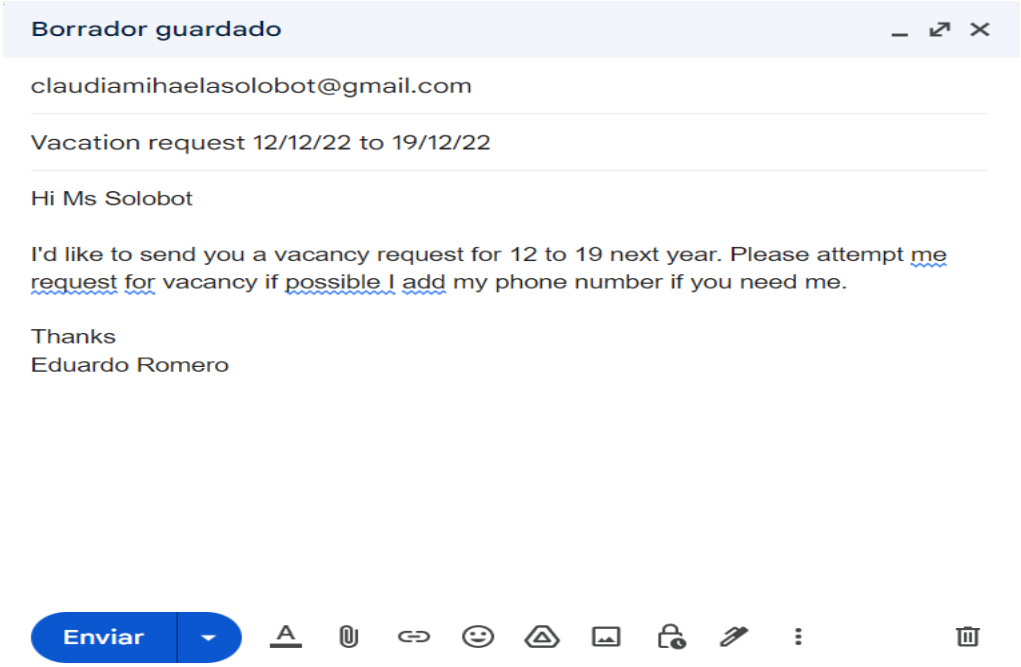
Writing email is a central part of communication in the workplace. Today I'll explain you how to send a email in the workplace.

1 Sing in to the google account

2 Open Gmail



All email has five basic parts: Recipiet, Subject line, Greeting, Body and closing. Use a correct language be streint.



- MAKE A PROMOTIONAL FLYER

MAKE A PROMOTIONAL FLYER BY GOOGLE DRAWERS is a easy way to promotion your business or any sell or work in the end very easy way to spread information.