

Sanam Aziz

Student number: 2128612

Course Name: Make a promotional flyer

Aim: Create a promotional flyer for joining the gym

Fitness gym

Shape your body with 50% off gym membership (offer ends 31/12/22)

Come and join Fitness gym and shape your body with also an extra 10% discount for students (conditions will apply). We have 5 personal trainers on site including Sauna and Steam room. For best results why not choose our 1 year membership for just £1999 a month. Please contact 01274 542790 or email Fitnessgym@gmail.co.uk



[Fitness Gym]



I created a Gym membership flyer for people looking to join the gym and lose weight. Also for students whom are also looking for a cheaper gym package they could make use of the 10% discount. This flyer would promote this Gym and attract many members.

Sanam Aziz

Student number: 2128612

Course Name: Sending emails to workplace

Aim: Send an email to anyone in your address book

To

Sanam Aziz (2128612) ×

Bcc

Cc

Class Attendance

Draft saved at 10:59

Hi Sanam I will not be attending the class today due to an appointment at the doctors.

Thank you Sanam



Sanam Aziz (2128612)

To: Sanam Aziz (2128612)

👍

↩

↶

↷

📅

⋮

Fri 09/12/2022 11:02

Hi Sanam I will not be attending the class today due to an appointment at the doctors.

Thank you Sanam

↩ Reply

↷ Forward

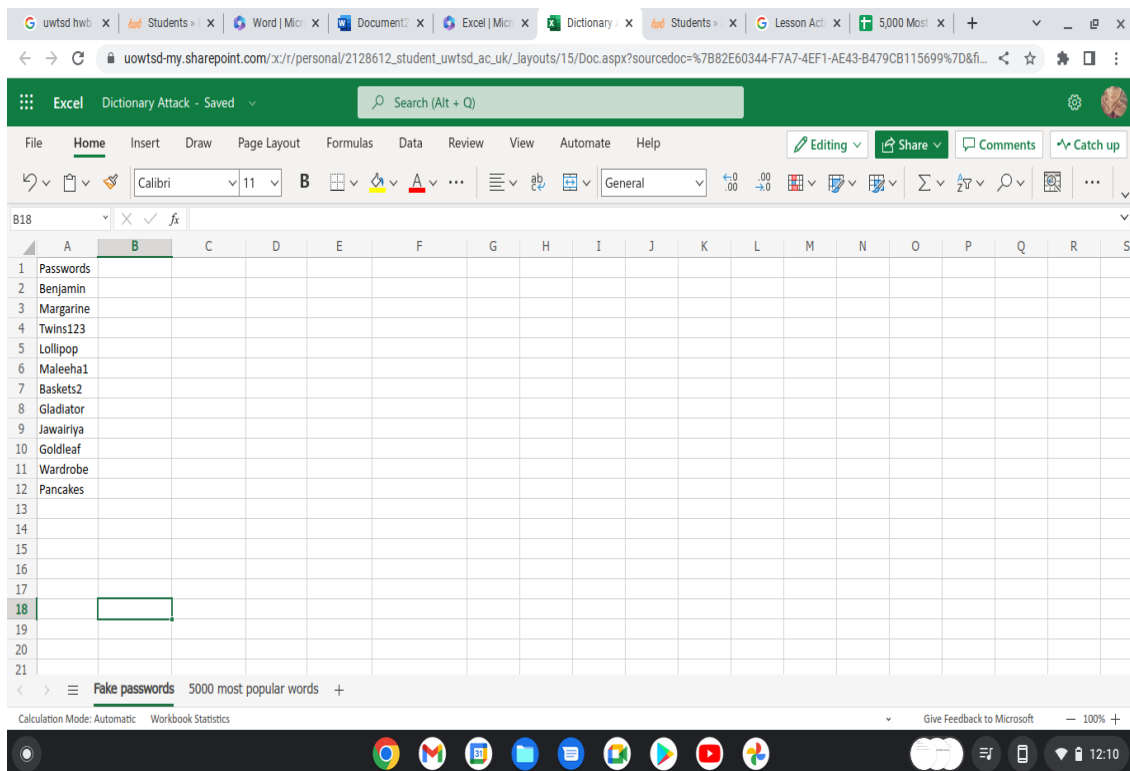
I sent an email to myself to show I can send an email and also checked to see if I had received the email in my inbox

Sanam Aziz

Student number: 2128612

Course name: Create and Safeguards passwords

Aim: To create passwords and how to keep them safe



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	a	as	a1998	87a	a\$	a234									
2	Revision	Revisions	Revision1998	87Revision	Revision\$	Revision234									
3	guidance	guidances	guidance1998	87guidance	guidance\$	guidance234									
4	abnormal	abnormals	abnormal1998	87abnormal	abnormal\$	abnormal234									
5	attract	attracts	attract1998	87attract	attract\$	attract234									
6	teaching	teachings	teaching1998	87teaching	teaching\$	teaching234									
7	banana	bananas	banana1998	87banana	banana\$	banana234									
8	delicious	delicious	delicious1998	87delicious	delicious\$	delicious234									
9	different	differents	different1998	87different	different\$	different234									
10	running	runnings	running1998	87running	running\$	running234									
11	account	accounts	account1998	87account	account\$	account234									
12	samaritan	samaritans	samaritan1998	87samaritan	samaritan\$	samaritan234									
13	jumping	jumps	jumping1998	87jumping	jumping\$	jumping234									
14	character	characters	character1998	87character	character\$	character234									
15	lollipop	lollipops	lollipop1998	87lollipop	lollipop\$	lollipop234									
16	adventure	adventures	adventure1998	87adventure	adventure\$	adventure234									
17	Penelope	Penelopes	Penelope1998	87Penelope	Penelope\$	Penelope234									
18	Document	Documents	Document1998	87Document	Document\$	Document234									
19	clapping	clappings	clapping1998	87clapping	clapping\$	clapping234									
20	disturbance	disturbances	disturbance1998	87disturbance	disturbance\$	disturbance234									
21															

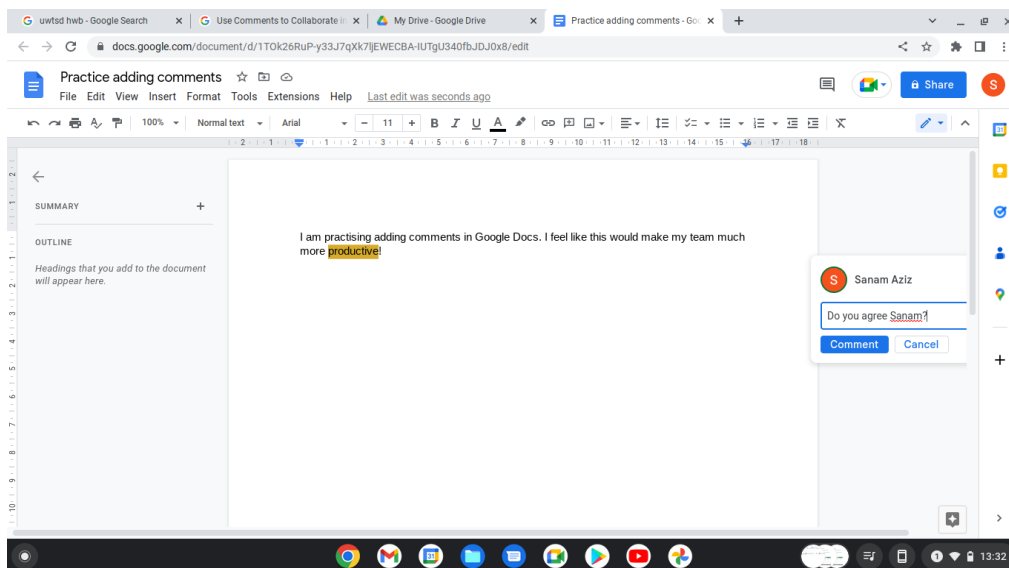
I created different passwords by using 5 concatenate functions so all the passwords are different and do not match. I used the find and replace tool to search for each password and searched in the 5000 popular words to match the passwords. I learned how to prevent hackers guessing passwords.

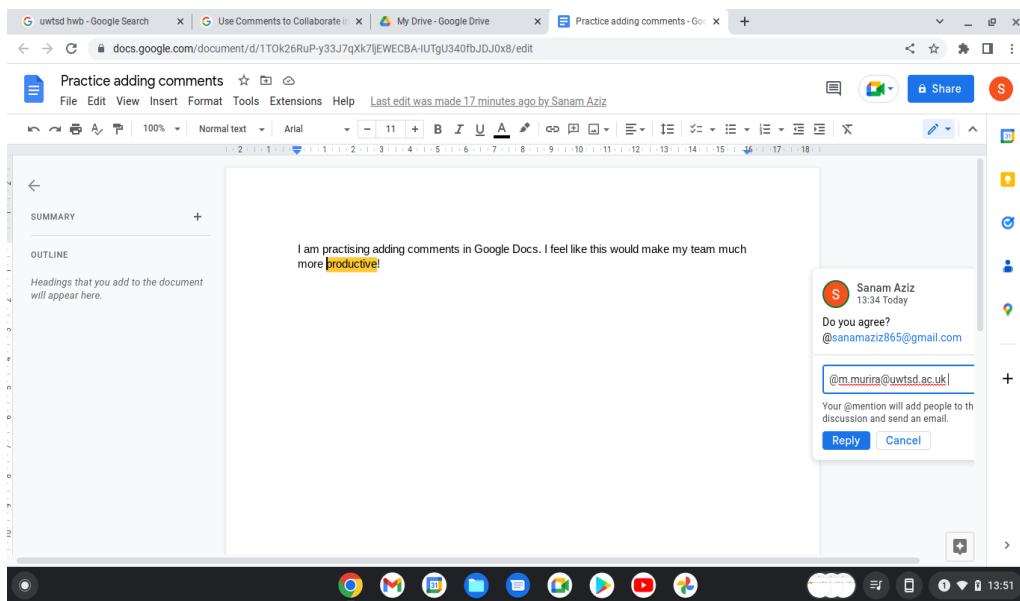
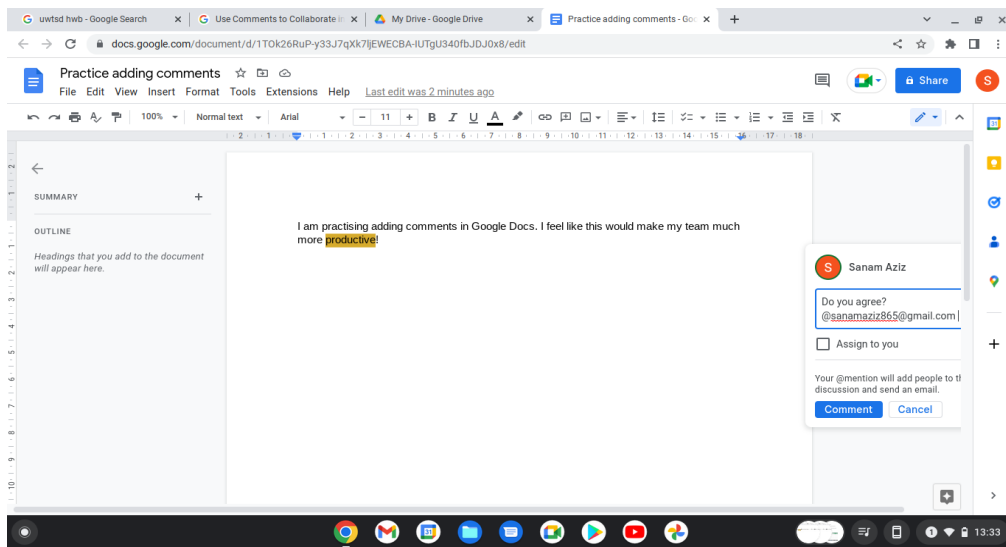
Sanam Aziz

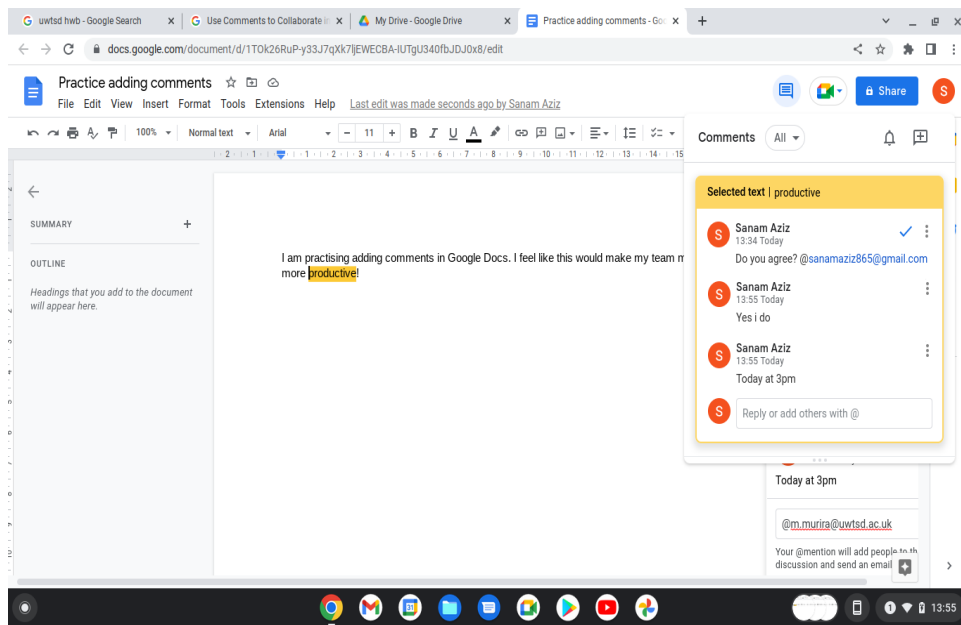
Student number: 2128612

Course name: Connect/Collaborate digital tools

Aim: Use comments to Collaborate in google docs







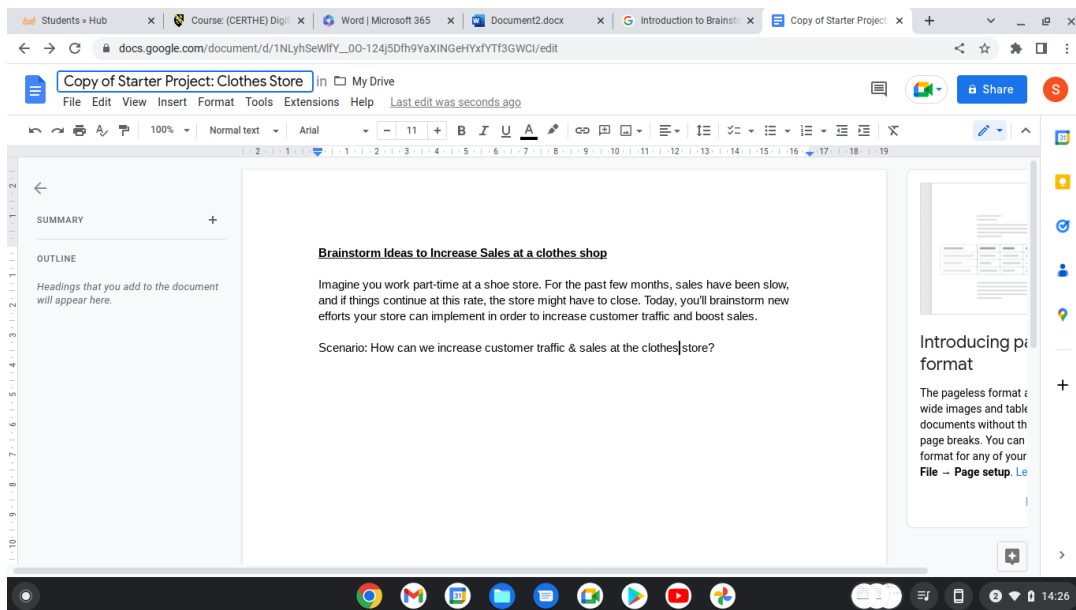
I created comments in google docs to connect with others and learnt it makes your team more efficient and productive. It also helps achieve business objectives and I learnt how to add others to the comments and how to edit and delete chats.

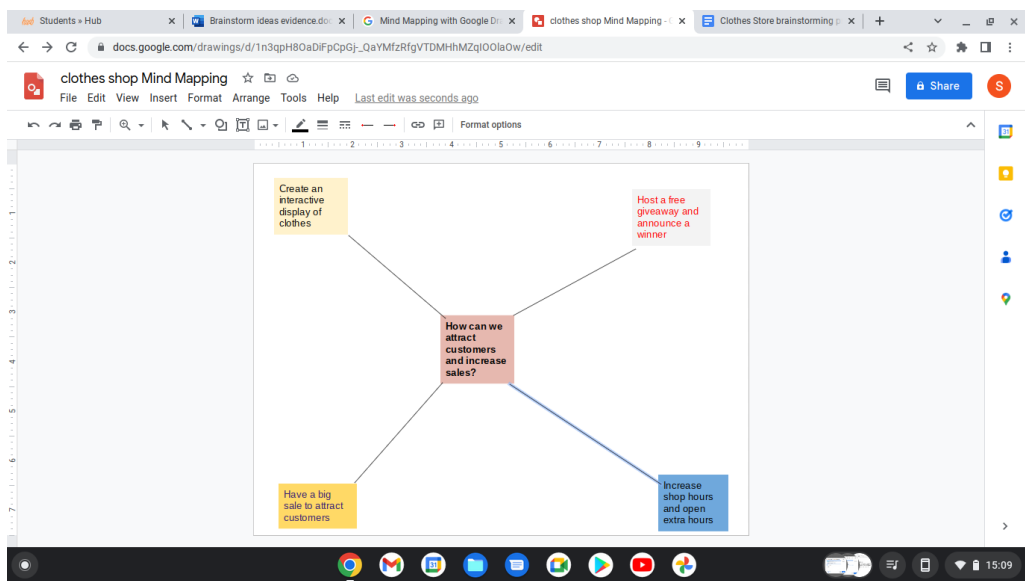
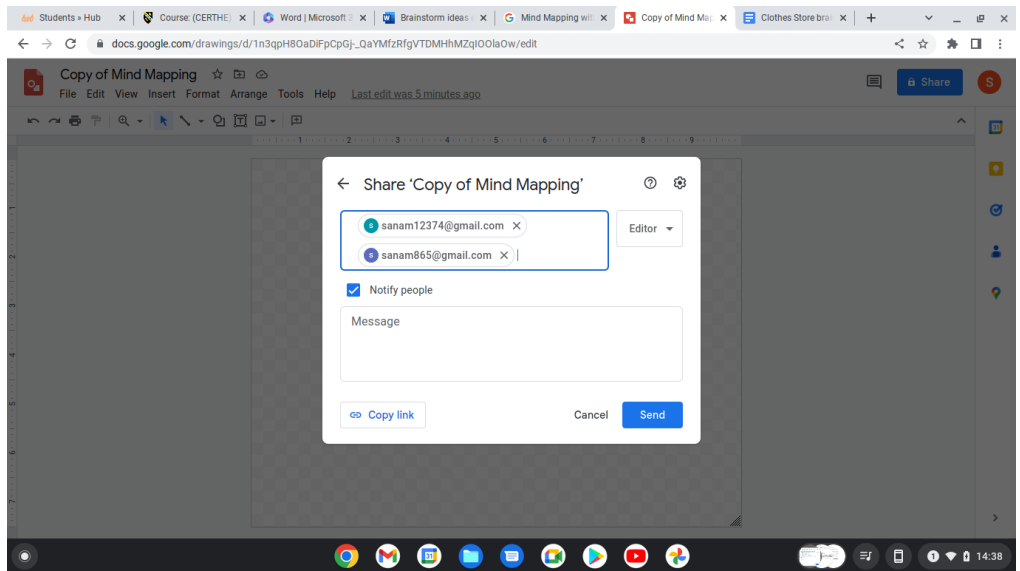
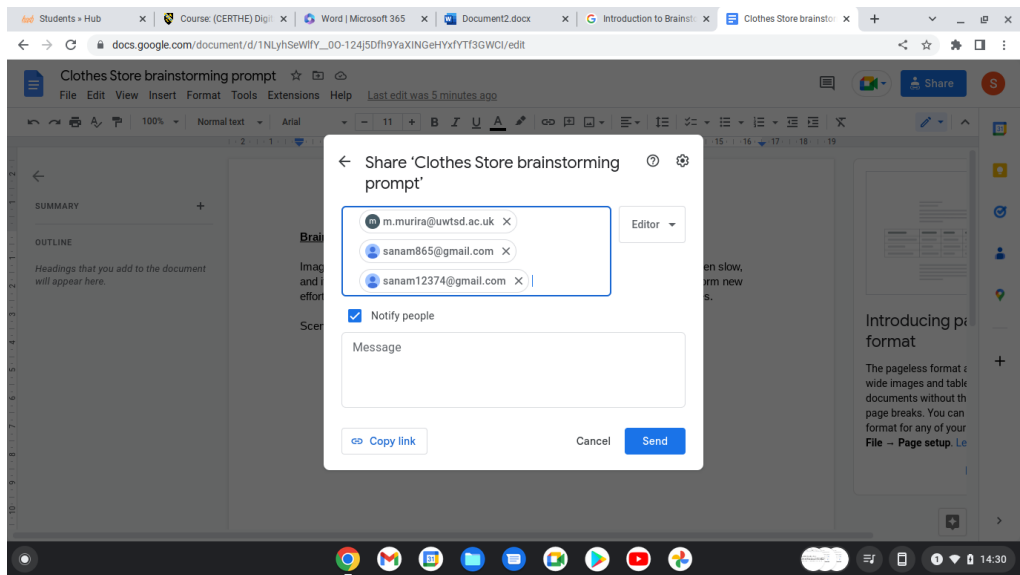
Sanam Aziz

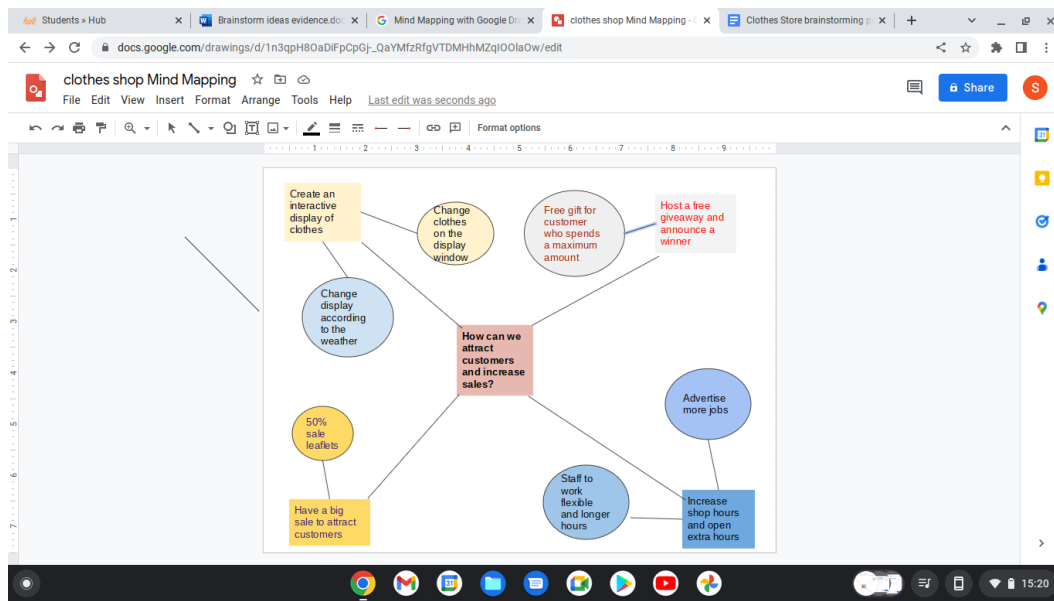
Student number: 2128612

Course name: Brainstorm ideas in a group

Aim: Brainstorm new ideas and create solutions for scenarios we experience.







I created a mind mapping for brainstorming an idea in a group. I added members to the group and learnt with this course that brainstorming improves your critical thinking skills and you can work through problems with new ways of doing things.