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Digital Technologies

Pdf evidence

Communicate Using Emails

How does email help me communicate effectively?

Fast and efficient way to send a message as the recipient can be anywhere in the world it can be use in the work place and for everyday use between family or professionals such as job applications or correspondences to teachers etc

How might I use email in my job or to get a job?

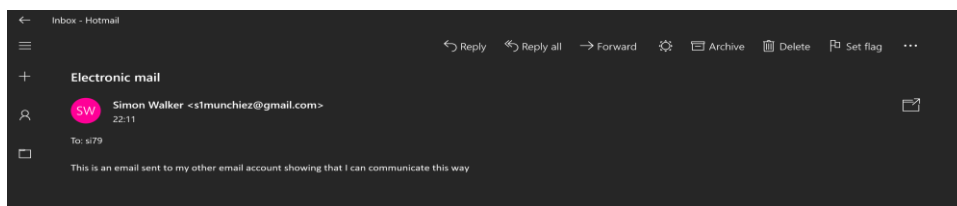
I can use emails to communicate with employers by sending things such as covers letter or c.vs and employees may communicate with information interviews, I can send application forms etc.

What are the most important things to know about using email?

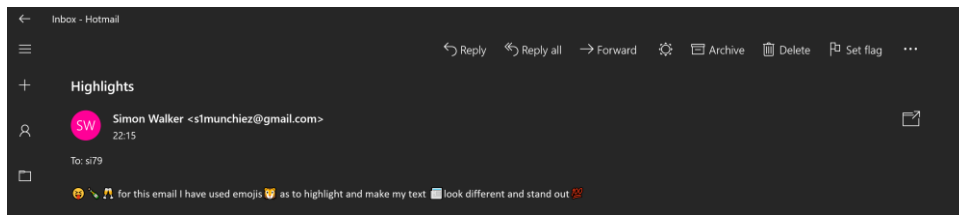
The structure of the email such as the recipients address the subject (what the email is about) the content of the email and

What email features can help make my emails more effective?

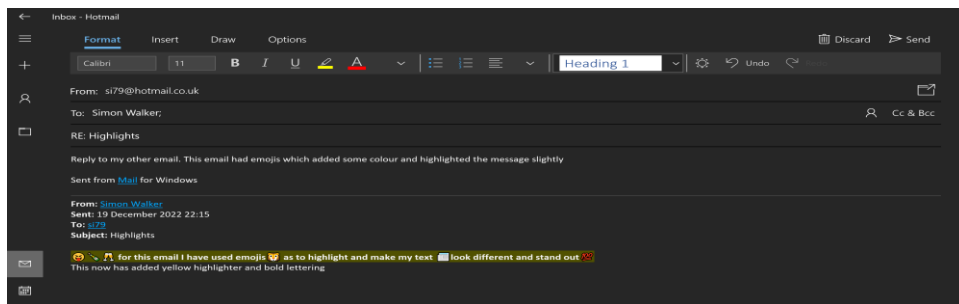
Formatting the style of the text may involve use of features such as Bold, Underline, italicise Wich help make text or symbols stand out, these features can make an email more effective by emphasizing and highlighting certain information within the text.



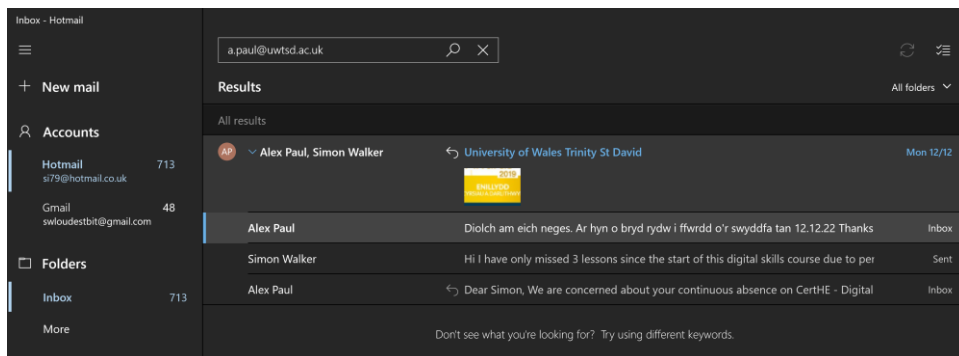
Above is an example of an email sent from my 1 account to the other.



This is an example of another email sent but with added emojis to change the look of the message.



This example in another email sent shows the message with added yellow highlights and emojis.



Above is an example of sending an email in the workplace.

Create and Safeguard Passwords

What are the most common mistakes people make when creating a password?

Using date of births and own names for passwords, or things that are associated with you.

What are some ways that hackers gain access to accounts, files, and devices?

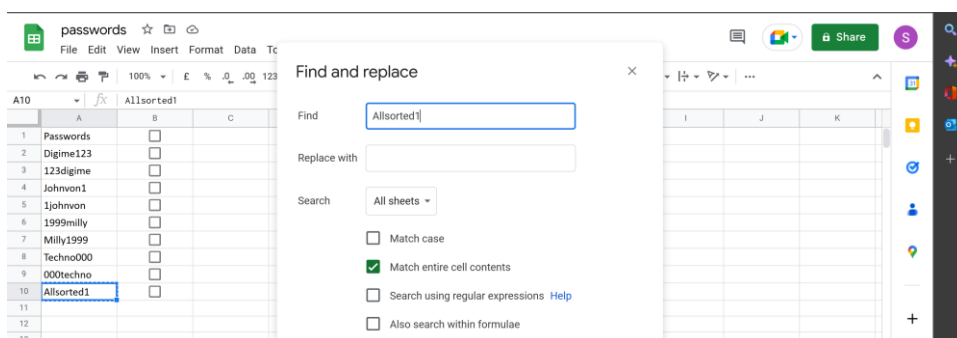
Hackers sometimes perform what they call a dictionary attack on your password which will usually be software that searches through many different variations of a word or name to see if it can find a match.

Why is it important to create and safeguard secure passwords?

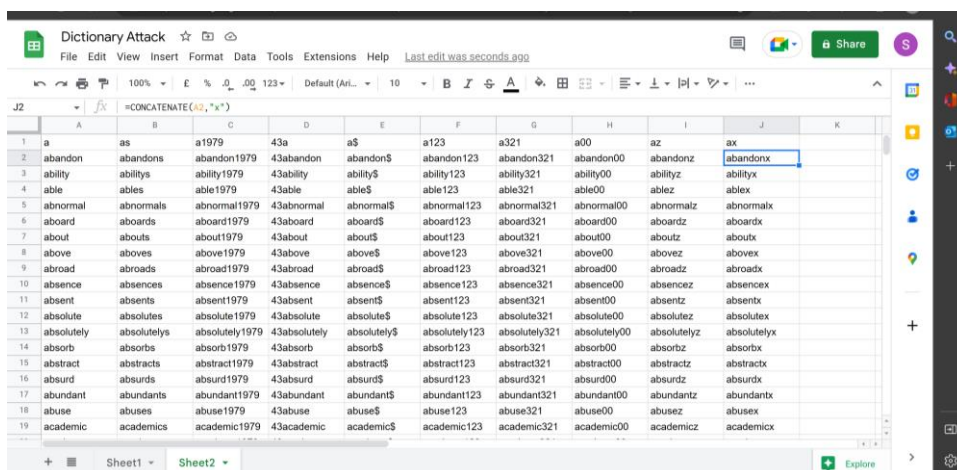
It is important to create and safeguard secure passwords so that you can prevent hackers from gaining access to important and sensitive information.

How can I create passwords that hackers are less likely to guess?

Using upper case letters, special characters and not using obvious words and numbers that have a connection to yourself such as name and birth date.



Above is an example of 10 practice passwords created with tick boxes in case of a match after a dictionary attack.



Above is a screen shot of the spreadsheet showing 5000 most commonly used words which were used to perform a dictionary attack on the practise passwords.

Communicate and Collaborate from Anywhere with Digital Tools

- **How can digital tools help me work successfully with others even when we are in different locations?**

Digital tools such as Microsoft One Drive and Google Docs make it easy for collaborators to work more efficiently

- **Why is sending a direct message an effective way to communicate, and how is it different from sending an email?**

Sending direct messages is a much faster way to communicate with contacts or clients rather than sending an email which may take longer for a response for something that could be answered in seconds.

- **Why is commenting in a shared file an efficient way to collaborate and improve the document?**

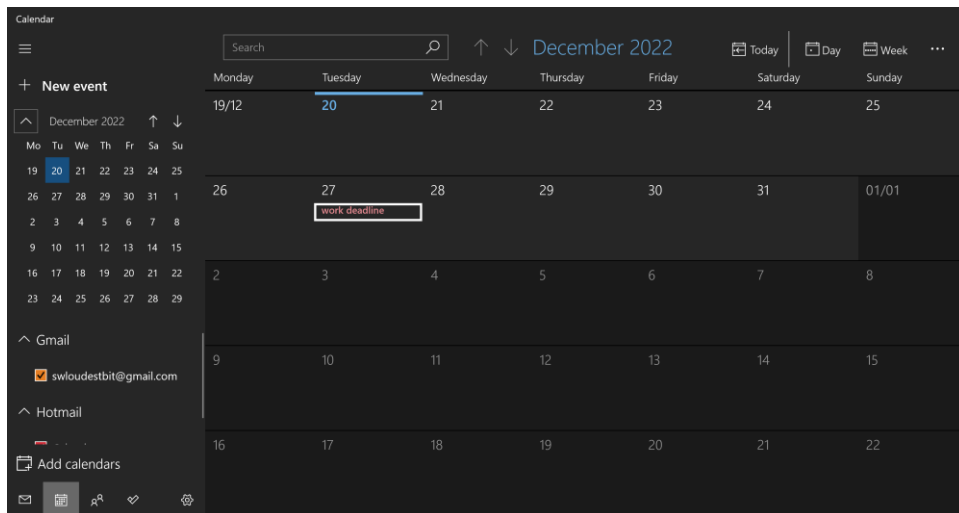
The document can be shared with others in the same building or remotely in separate locations and everyone can collaboratively work on the document simultaneously with no issues.

- **Why are shared folders valuable collaboration tools, and how do they help teams work together more successfully?**

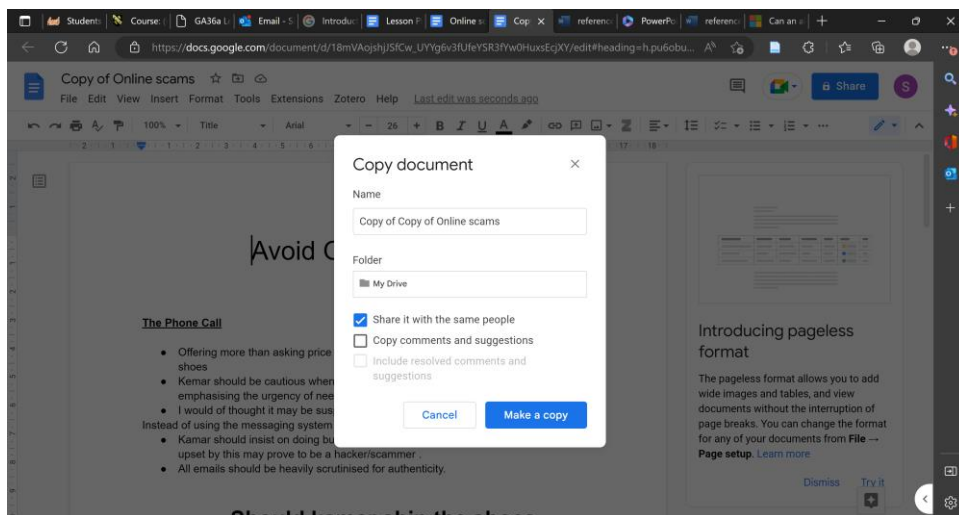
Using collaborative tools allows teams to stay organised and collaborate on work while collecting valuable feedback from individuals involved

- **How does Google Calendar make scheduling more efficient?**

When planning to arrange meetings with clients or colleagues google calendar makes it easy to see colleagues' schedules and arrange meetings based on people's availability



Above is an example of a shared calendar showing the meeting date.



Above is an example of sharing a google document and renaming it.

Avoid Online Scams

Online scams are illegal acts of fraud that wrongfully take property, money or personal information.

What are the warning signs of an online scam?

These may include things such as being approached by emails or text with suspicious link with malware attached , offers that are usually too good to be true

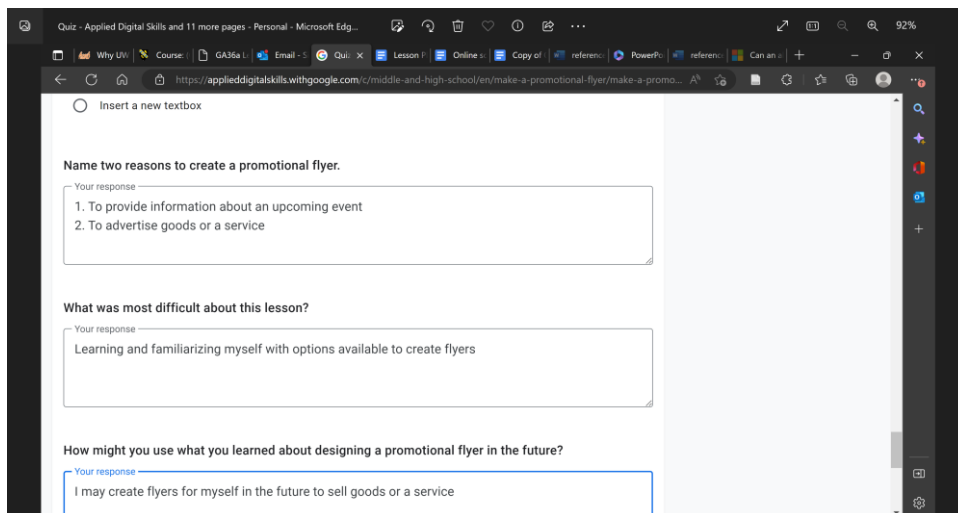
How can I identify and avoid online scams?

They may ask for information in regards to bank details or payments or to send money on the back of a scenario, to avoid this it is best to never give out information or payment to any suspicious activity

What should I do if I encounter an online scam?

If you encounter an online scam you should report it to the site involved and law enforcement.

Make a Promotional Flyer



The screenshot shows a Google Forms quiz titled "Make a Promotional Flyer" within a Microsoft Edge browser window. The browser's address bar shows the URL: <https://applieddigitalskills.withgoogle.com/c/middle-and-high-school/en/make-a-promotional-flyer/make-a-promo...>. The form contains three questions, each with a "Your response" label and a text input area. The first question asks for two reasons to create a promotional flyer, with responses: "1. To provide information about an upcoming event" and "2. To advertise goods or a service". The second question asks what was most difficult about the lesson, with the response: "Learning and familiarizing myself with options available to create flyers". The third question asks how the user might use what they learned about designing a promotional flyer in the future, with the response: "I may create flyers for myself in the future to sell goods or a service". The browser's taskbar at the bottom shows several open applications, including "Why Uti...", "Course...", "GA3Ka L...", "Email - S...", "Quiz...", "Lesson F...", "Online s...", "Copy of...", "referenc...", "PowerP...", "referenc...", and "Can an...". The browser window also shows a search bar, a magnifying glass icon, and a 92% zoom level.

Quiz - Applied Digital Skills and 11 more pages - Personal - Microsoft Edg...

Why Uti... Course... GA3Ka L... Email - S... Quiz... Lesson F... Online s... Copy of... referenc... PowerP... referenc... Can an...

<https://applieddigitalskills.withgoogle.com/c/middle-and-high-school/en/make-a-promotional-flyer/make-a-promo...>

Insert a new textbox

Name two reasons to create a promotional flyer.

Your response

1. To provide information about an upcoming event
2. To advertise goods or a service

What was most difficult about this lesson?

Your response

Learning and familiarizing myself with options available to create flyers

How might you use what you learned about designing a promotional flyer in the future?

Your response

I may create flyers for myself in the future to sell goods or a service

Above is a screen shot from the google question sheet to do with making a promotional flyer.

Below is my example of a promotional flyer.

