

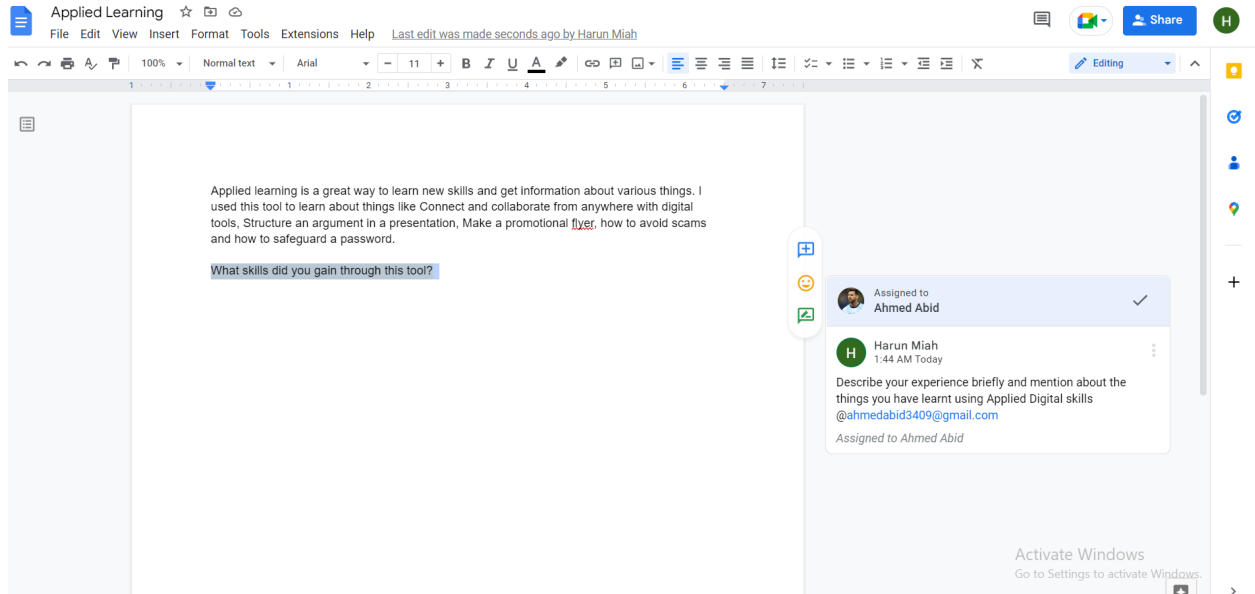
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|                                                                     |          |
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## i) Connect and collaborate from anywhere with digital tools

Answer:



The task was to connect and collaborate from anywhere with digital tools. I choose the docs to collaborate with others. In the task I have created a doc and wrote something and commented and assigned a task to one of my friends to share his thoughts through a comment on docs.

### III. Make a promotional flyer

**WANT A MORE BEAUTIFUL  
NEIGHBORHOOD?  
IT STARTS WITH YOU**

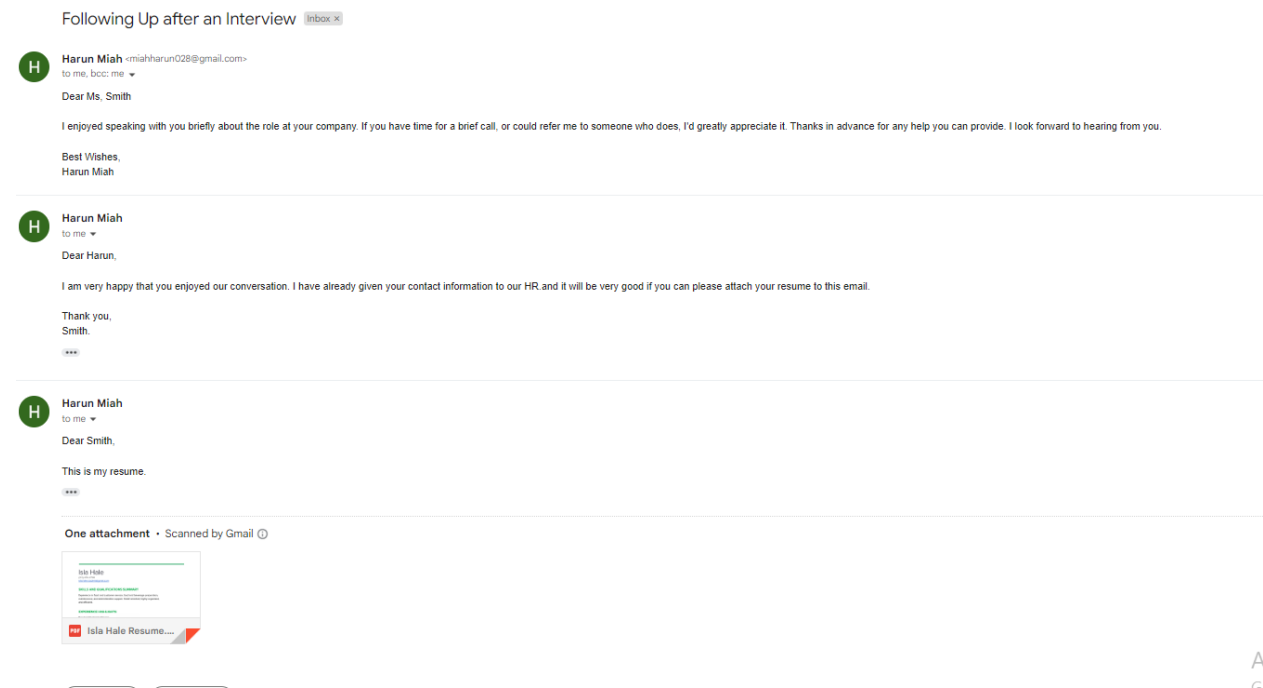


*Let's do our part to pick up litter and plant  
flowers from School Neighborhood.*

**WE NEED YOU**

- Saturday 20 December from 8 am to 12 pm noon
  - Stay for the whole time or just a part of it
    - Meet at the Westwood High School
    - If possible, bring gardening gloves

## IV: Communicating Using Email / Send Emails in the workplace



Here I have emailed someone on the subject following up after an interview (for practice mailed to me). After that i have replied to that mail and also have added files to learn more about emails.

## V. Avoid Online Scams

### The Story of Selling Shoes

#### Phone call and suspicions:

- Is it a real buyer?
- The buyer did not answer how she did Kamar's number
- What would have she done if Kamar was not selling those shoes if those were such urgent?
- Rushing things and speaking on phones make people anxious and give people less time to think and that is what she really did there.

#### Email and Transcript:

- Kamar should be checking the payment very first even before the mail checking
- She again looked suspicious because of the rushiness she is showing
- Kamar should have looked at the other emails he had received from those companies before
- Kamar should have asked the buyer how did she get his email

#### Should Kamar Ship the Shoes:

- Kamar should not ship his shoes
  - She did not answer how she got his number
  - She tried to fool him using a fake email
  - She tried to rush things very much

Decision: Kamar should not ship the shoes

Additional Notes:

- Asking for personal information on phone will not be done
- Emails that look authentic may not be authentic if looked carefully
- While receiving payment, direct checking is better rather than email checking

## VI: Create and Safeguards passwords

Dictionary Attack ☆ 📁 🌐

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100% \$ % .0\_ .00 123 Default (Arl... 10 B I A

|    | A              | B                                   | C | D | E | F | G | H | I | J | K | L | M | N |
|----|----------------|-------------------------------------|---|---|---|---|---|---|---|---|---|---|---|---|
| 1  | Passwords      |                                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 2  | harunmiah1     | <input type="checkbox"/>            |   |   |   |   |   |   |   |   |   |   |   |   |
| 3  | harunmiah2     | <input type="checkbox"/>            |   |   |   |   |   |   |   |   |   |   |   |   |
| 4  | abcdef12       | <input type="checkbox"/>            |   |   |   |   |   |   |   |   |   |   |   |   |
| 5  | oceans         | <input checked="" type="checkbox"/> |   |   |   |   |   |   |   |   |   |   |   |   |
| 6  | fifaWorldCup22 | <input type="checkbox"/>            |   |   |   |   |   |   |   |   |   |   |   |   |
| 7  | lionelmessi    | <input type="checkbox"/>            |   |   |   |   |   |   |   |   |   |   |   |   |
| 8  | mountains      | <input checked="" type="checkbox"/> |   |   |   |   |   |   |   |   |   |   |   |   |
| 9  | shlp234567     | <input type="checkbox"/>            |   |   |   |   |   |   |   |   |   |   |   |   |
| 10 | helloiamHarun  | <input type="checkbox"/>            |   |   |   |   |   |   |   |   |   |   |   |   |
| 11 | ilovefootball  | <input type="checkbox"/>            |   |   |   |   |   |   |   |   |   |   |   |   |
| 12 |                |                                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 13 |                |                                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 14 |                |                                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 15 |                |                                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 16 |                |                                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 17 |                |                                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 18 |                |                                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 19 |                |                                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 20 |                |                                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 21 |                |                                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 22 |                |                                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 23 |                |                                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 24 |                |                                     |   |   |   |   |   |   |   |   |   |   |   |   |
| 25 |                |                                     |   |   |   |   |   |   |   |   |   |   |   |   |

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+ Fake Passwords 5000 Most Popular Words

Dictionary Attack ☆ 📁 🌐

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100% \$ % .0\_ .00 123 Default (Arl... 10 B I A

B3016 =CONCAT(A3016,"s")

|    | A          | B           | C              | D            | E            | F                | G | H | I | J | K | L | M | N |
|----|------------|-------------|----------------|--------------|--------------|------------------|---|---|---|---|---|---|---|---|
| 1  | a          | as          | a2000          | 62a          | af           | amessi           |   |   |   |   |   |   |   |   |
| 2  | abandon    | abandons    | abandon2000    | 62abandon    | abandonf     | abandonmessi     |   |   |   |   |   |   |   |   |
| 3  | ability    | abilitys    | ability2000    | 62ability    | abilityf     | abilitymessi     |   |   |   |   |   |   |   |   |
| 4  | able       | ables       | able2000       | 62able       | ablef        | ablemessi        |   |   |   |   |   |   |   |   |
| 5  | abnormal   | abnormals   | abnormal2000   | 62abnormal   | abnormalf    | abnormalmessi    |   |   |   |   |   |   |   |   |
| 6  | aboard     | aboards     | aboard2000     | 62aboard     | aboardf      | aboardmessi      |   |   |   |   |   |   |   |   |
| 7  | about      | abouts      | about2000      | 62about      | aboutf       | aboutmessi       |   |   |   |   |   |   |   |   |
| 8  | above      | aboves      | above2000      | 62above      | abovelf      | abovemessi       |   |   |   |   |   |   |   |   |
| 9  | abroad     | abroads     | abroad2000     | 62abroad     | abroadf      | abroadmessi      |   |   |   |   |   |   |   |   |
| 10 | absence    | absences    | absence2000    | 62absence    | absencelf    | absencemessi     |   |   |   |   |   |   |   |   |
| 11 | absent     | absents     | absent2000     | 62absent     | absentf      | absentmessi      |   |   |   |   |   |   |   |   |
| 12 | absolute   | absolutes   | absolute2000   | 62absolute   | absolutelf   | absolutemessi    |   |   |   |   |   |   |   |   |
| 13 | absolutely | absolutelys | absolutely2000 | 62absolutely | absolutelyf  | absolutelymessi  |   |   |   |   |   |   |   |   |
| 14 | absorb     | absorbs     | absorb2000     | 62absorb     | absorbf      | absorbmessi      |   |   |   |   |   |   |   |   |
| 15 | abstract   | abstracts   | abstract2000   | 62abstract   | abstractf    | abstractmessi    |   |   |   |   |   |   |   |   |
| 16 | absurd     | absurds     | absurd2000     | 62absurd     | absurdf      | absurdmessi      |   |   |   |   |   |   |   |   |
| 17 | abundant   | abundants   | abundant2000   | 62abundant   | abundantf    | abundantmessi    |   |   |   |   |   |   |   |   |
| 18 | abuse      | abuses      | abuse2000      | 62abuse      | abusef       | abusemessi       |   |   |   |   |   |   |   |   |
| 19 | academic   | academics   | academic2000   | 62academic   | academicf    | academicmessi    |   |   |   |   |   |   |   |   |
| 20 | academy    | academys    | academy2000    | 62academy    | academyl     | academymessi     |   |   |   |   |   |   |   |   |
| 21 | accelerate | accelerates | accelerate2000 | 62accelerate | acceleratelf | acceleratemessi  |   |   |   |   |   |   |   |   |
| 22 | accent     | accents     | accent2000     | 62accent     | accentf      | accentmessi      |   |   |   |   |   |   |   |   |
| 23 | accept     | accepts     | accept2000     | 62accept     | acceptf      | acceptmessi      |   |   |   |   |   |   |   |   |
| 24 | acceptable | acceptables | acceptable2000 | 62acceptable | acceptablelf | acceptabllemessi |   |   |   |   |   |   |   |   |
| 25 | acceptance | acceptances | acceptance2000 | 62acceptance | acceptancel  | acceptancemessi  |   |   |   |   |   |   |   |   |

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+ Fake Passwords 5000 Most Popular Words

Here I have created a list of 10 passwords and have tried to find those passwords from 5000 most popular words and added a few suffixes and prefixes with them and then checked the passwords which were found in those 5000 most popular words.