

Craig Worsley
Student Number : 2213643

Course - Avoid Online Scams

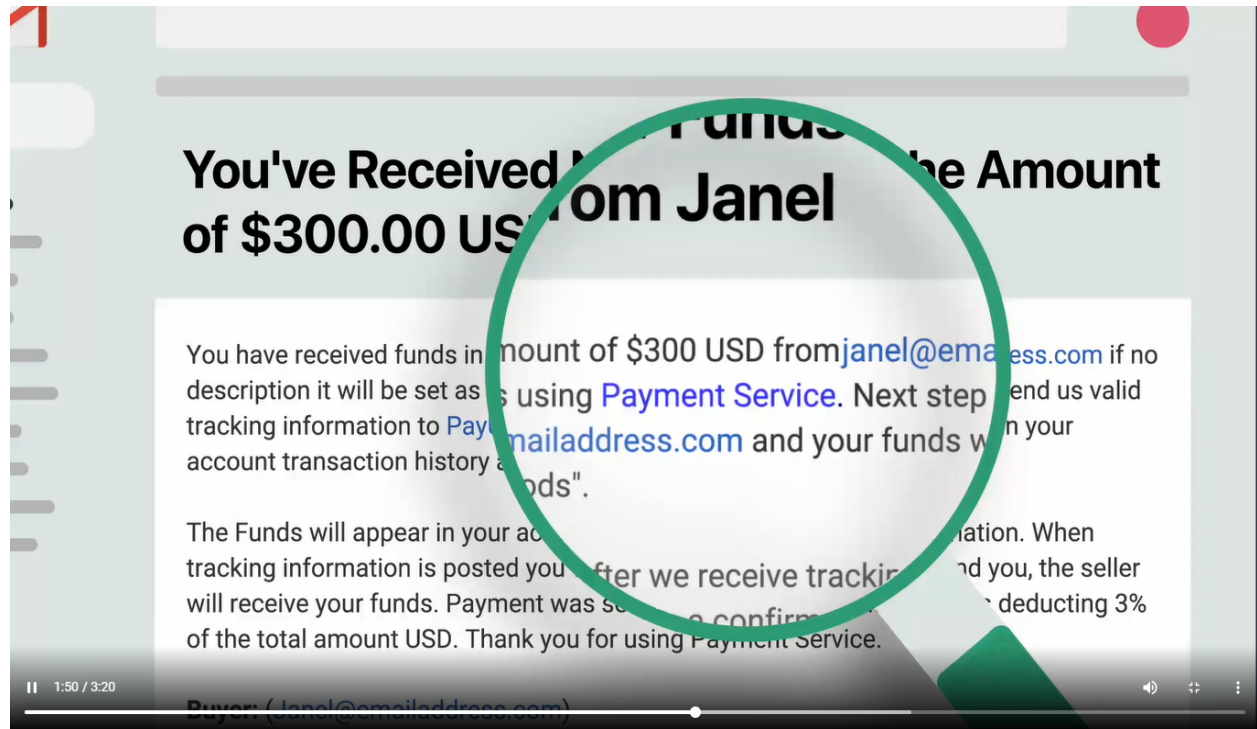
The course is based on an example of a real life transaction where the seller was being coerced to fall victim to fraud.

In this course you will learn how to collaborate by sharing a file between multiple users on google documents, you will also communicate in a team to understand as well as see a fraudulent transaction as it unveils.

In this image the buyer is trying to convince the seller to buy the product outside of the bidding site by using more money as an incentive and rationalizing this by saying they avoid fees from the site.



The seller begins to notice something isn't right after a confirmation email starts to look less and less genuine.



After it was discovered to be a scam it was discussed how to prevent yourself from falling victim to fraud.

If a potential buyer asks to leave a site to buy the product, always be cautious, look for warning signs of a potential scam.

a brief list of these would be;

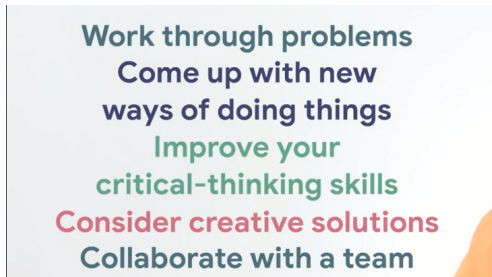
1. Emails are not coming directly from the site's URL.
2. Text does not align correctly.
3. Numbers can be fussy or the wrong colour.
4. Check your banking app directly and never reveal sensitive information over email.
5. Do not click on links in emails, always contact the company directly.

The sharing of this document and allowing editing permissions has been done with my other gmail account. If you would like proof or you would like me to add you in so you can see this please let me know thank you.

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Brainstorm Ideas in a Group

The aim of this lesson is to learn how to work in a group to produce and refine ideas on google drive, using features in drive to link co-workers by sharing documents, spreadsheet, and google drawings to collaborate and reform ideas in real time.



Once the idea is put in the format of your choosing for brainstorming you can edit permissions and share the document with all the team.

In this video, you will:
Mind Mapping
with Google Drawings
Outlining with Google Docs
Brainwriting with Google Sheets

I chose to create a mind map for my upcoming presentation.



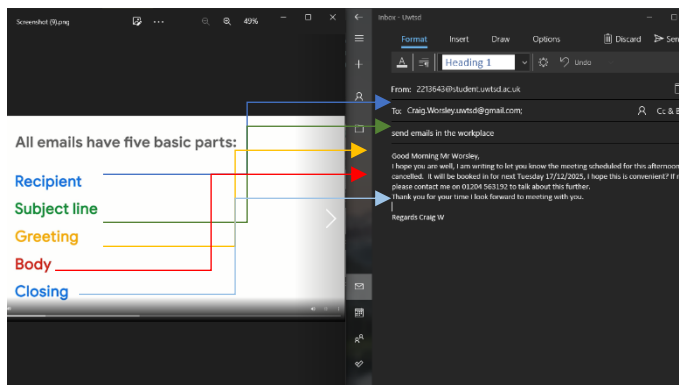
To complete the course you refine the ideas generated, start with the most popular amongst the group.

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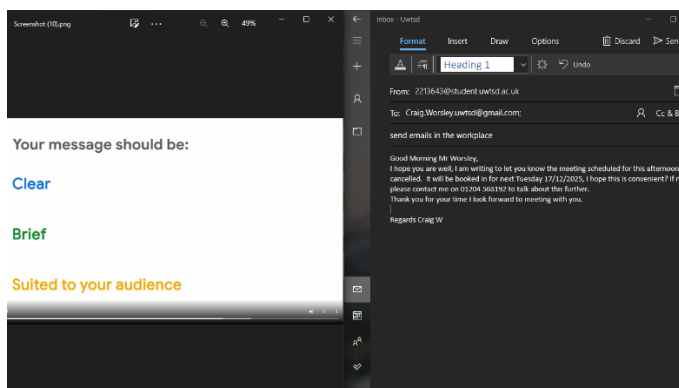
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Course name: Communicating Using Email / Send Emails in The Workplace

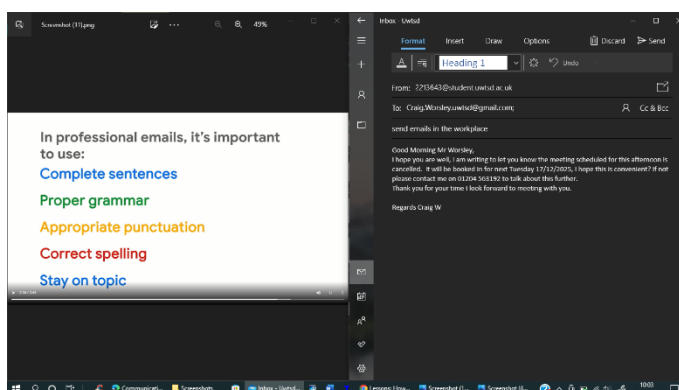
The aim of this course is to learn how to properly format and word an email to present a professional look.



I used the information from the course to organize and lay out an email highlighting the stages.



I also made my email clear, informative and as brief as possible to direct it in the right way for my audience.

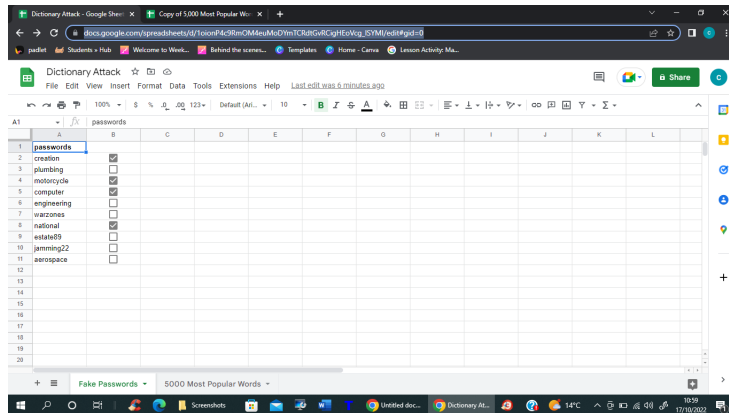


I then checked my punctuation, grammar and spelling to make sure it was correct. I proceeded to read over my work again with any corrections altered to see I stayed on topic and that my sentences were complete.

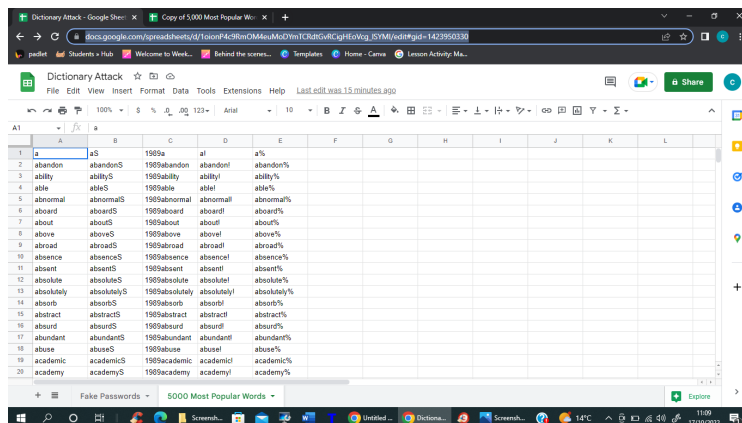
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Course Name : Create And Safeguard Passwords

The outcome of this course is to be able to create suitable passwords that are safe enough not to be guessed and to also be aware that there are a range of tools that can help secure your accounts better.



I created a spreadsheet and filled it in with 10 basic passwords of my choice, then I was asked to create another sheet and use 5000 of the most popular words, then create a formula to make variations of the words to try and guess my passwords.



As you can see I then cross referenced the sheets to see if i correctly guessed my passwords, i may have only gotten a few but it showed me how to create better passwords and safeguard my accounts better.

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Course Name : Make A Promotional Flyer

The objective of this course is to create a flyer to inform a specific audience of your choosing.



I created a flyer to inform my local community of littering and the knock on effects it has. Using word art, images, text boxes, google drawings and the information from the course I created an informative flyer asking for support to avoid losing any woodlands around my area because of neglect.