

MD MASUD RANA

PIN: 2206988

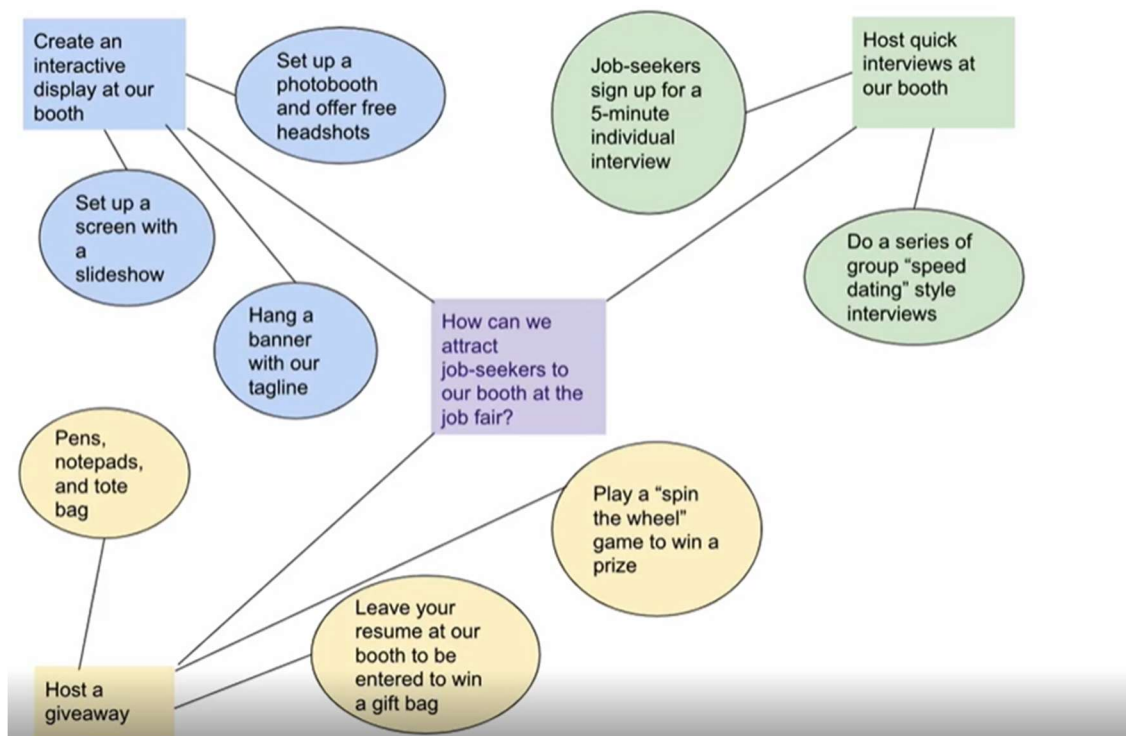
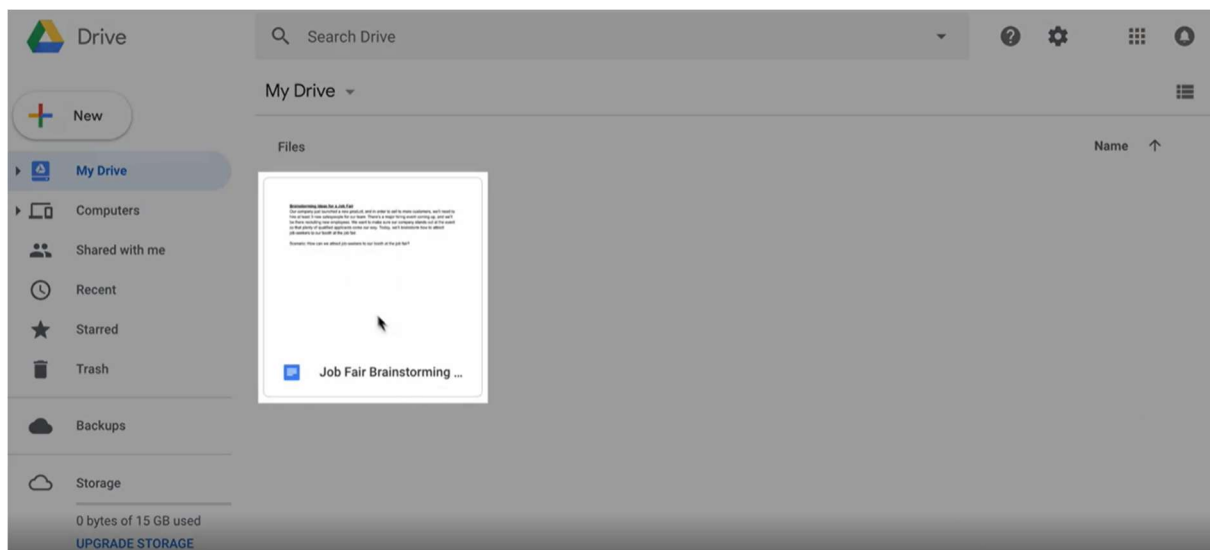
1. Course Name: Brainstorm Ideas in a Group

Aim: How to come with a great idea within Group through digital tools while physical presence not possible

First of all, we created a dedicated Gmail account for the new project.

Then base of the Job Fair Start project, I created a copy and share with every member of the group.

We gave everyone editing access within the group to share their suggestion thorough Google words, Spreadsheet, Drive, Drawings & Meet etc.



Brainwriting: Job Fair Ideas				
File Edit View Insert Format Data Tools Add-ons Help All changes saved in Drive				
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fx How can we attract job-seekers to our booth at the job fair?				
	C	D	E	
1	ect job-seekers to our booth at the job fair?			
2	Dylan	Derreck	Kayla	Alexa
3	Display a banner with our current open positions	Include current openings and key qualities that we're looking for	Pose the qualities as question to make the banner more engaging. Are you	
4	We could rent or bring in a bigger screen so it's easier to see	We could create a video with photos and footage from the office	Put closed captioning on the video in case we don't h	Include footage from
5	Include on the banner that we were voted one of the area's B	Include on the banner how many new hires we're planning to mak	come up with a catchy tagline about hiring and workin	include our company
6				
7				
8				
9				
10				

Google Meet

8:45 PM • Mon, Dec 12

Premium video meetings. Now free for everyone.

We re-engineered the service we built for secure business meetings, Google Meet, to make it free and available for all.

New meeting

Enter a code or link

[Learn more](#) about Google Meet



Unlock premium Meet features

Enjoy longer group video calls, noise elimination, and more with a Google One Premium plan. [Explore plan](#)

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The outcome of the brainstorm in a group is the draft flyer with description and drawings for Job Fair.

2. Connect and Collaborate from Anywhere with Digital Tools

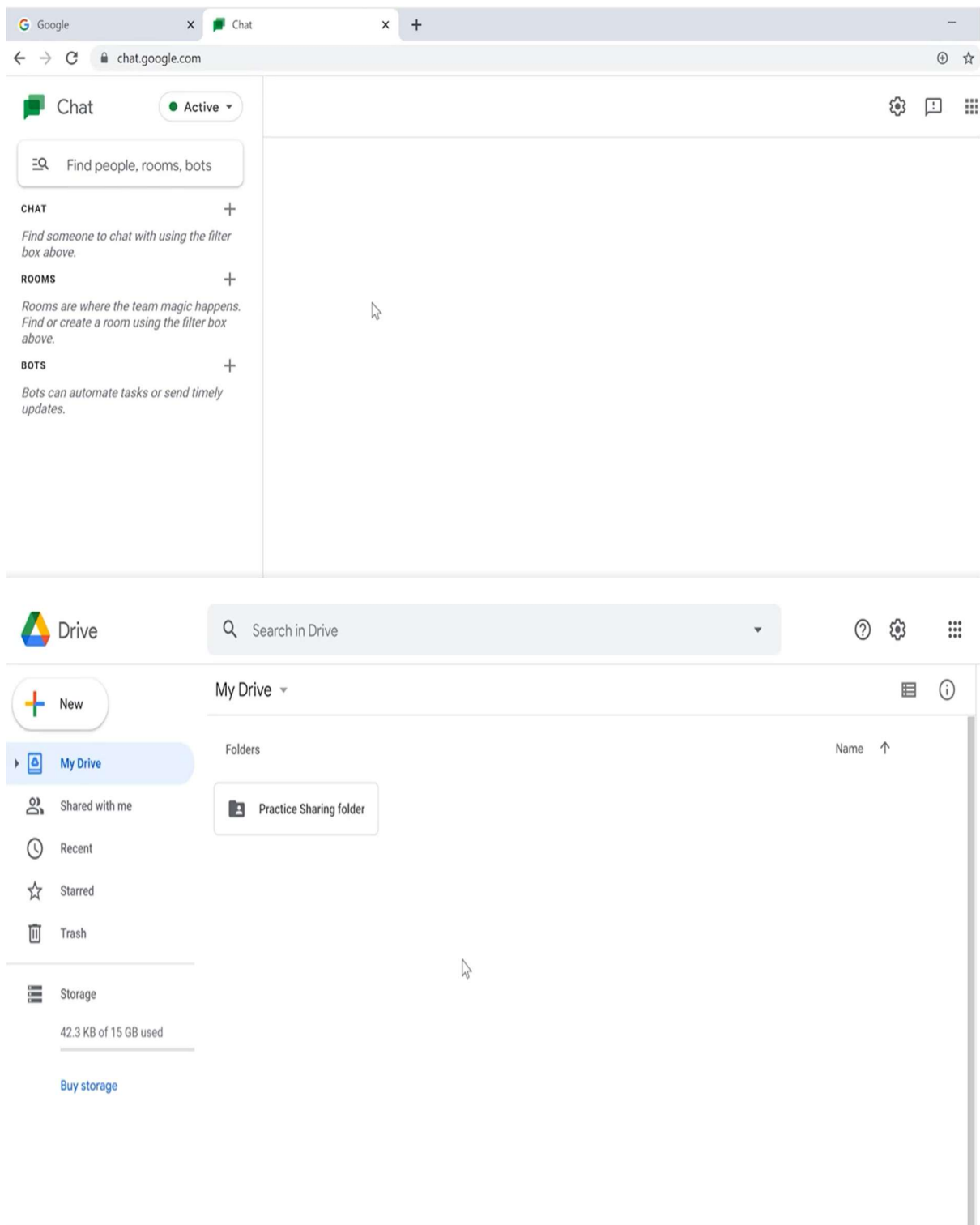
Aim: How to work effectively in online through Digital tools.

We ask everyone to take a lesson of Connect and Collaborate from Anywhere with Digital Tools in Google's Applied digital skills, so everyone can work together in online with any circumstance.

The screenshot shows the Google for Education Applied Digital Skills interface. At the top, it says "Google for Education" and "Applied Digital Skills". Below this, there's a navigation bar with "Browse lessons" and a "My Dashboard" button. The main content area is titled "CONNECT AND COLLABORATE FROM ANYWHERE WITH DIGITAL TOOLS" and "LESSON 1: CONNECT AND COLLABORATE FROM ANYWHERE WITH DIGITAL TOOLS". The lesson title is "1. Introduction to Connect and Collaborate From Anywhere with Digital Tools". Below the title, there's a video player with the text "Choose the digital collaboration skill you would like to learn:" followed by four options: "Direct message someone through Google Chat", "Use comments in Google Docs", "Set up a shared folder in Google Drive", and "Schedule a meeting in Google Calendar". The video player shows a progress bar at 2:00 / 2:26. Below the video player, there's a "TRANSCRIPT" button and a "Next" button. On the right side, there's an "INSTRUCTIONS" box with two steps: "1. Select the digital collaboration skill you would like to learn." and "2. Move on to video that teaches the skill you selected."

After Lesson, we scheduled many meetings in a google calendar

The screenshot shows the Google Calendar interface for November 2020. The calendar view is set to "Month". A meeting titled "Aniyah to teach Matias a new digital skill!!" is scheduled for Monday, November 16. The meeting details show it is a one-time event on Monday, November 16, with no repeat. There is a button to "Add Google Meet video conferencing". The meeting is created by Aniyah Abara, with a default visibility of "Free" and "Do not notify". The calendar also shows other dates and a sidebar with "My calendars" including "Aniyah Abara", "Birthdays", and "Reminders".



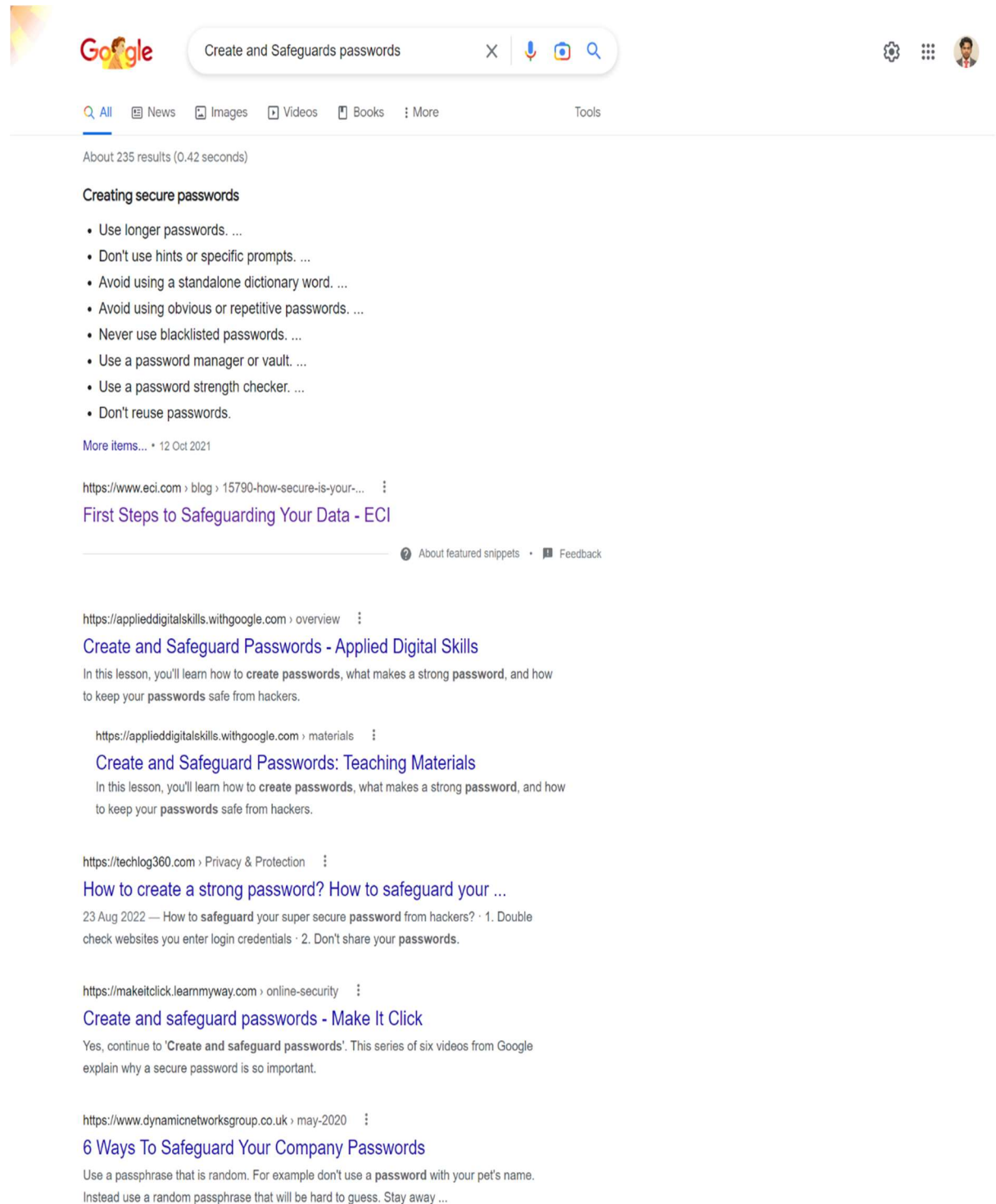
We used the Google chat for instant messaging and Google Drive for sharing the file and folder and add comment in the documents.

After the lesson and learning, we worked very effectively and efficiently through the project and successfully create the Flyer for Job Fair.

3. Create and safeguards Passwords

Aim: How to create strong passwords and safeguard it.

First, we did search in google engine the words “how to create and safeguards passwords” and read through it.



The screenshot shows a Google search results page for the query "Create and Safeguards passwords". The search bar at the top contains the query, and the results show "About 235 results (0.42 seconds)".

The first result is titled "Creating secure passwords" and lists several tips:

- Use longer passwords. ...
- Don't use hints or specific prompts. ...
- Avoid using a standalone dictionary word. ...
- Avoid using obvious or repetitive passwords. ...
- Never use blacklisted passwords. ...
- Use a password manager or vault. ...
- Use a password strength checker. ...
- Don't reuse passwords.

Below the list, there is a link to "More items..." dated "12 Oct 2021".

The second result is from <https://www.eci.com> and is titled "First Steps to Safeguarding Your Data - ECI".

The third result is from <https://applieddigitalskills.withgoogle.com> and is titled "Create and Safeguard Passwords - Applied Digital Skills". The description says: "In this lesson, you'll learn how to create passwords, what makes a strong password, and how to keep your passwords safe from hackers."

The fourth result is from <https://applieddigitalskills.withgoogle.com> and is titled "Create and Safeguard Passwords: Teaching Materials". The description says: "In this lesson, you'll learn how to create passwords, what makes a strong password, and how to keep your passwords safe from hackers."

The fifth result is from <https://techlog360.com> and is titled "How to create a strong password? How to safeguard your ...". The description says: "23 Aug 2022 — How to safeguard your super secure password from hackers? · 1. Double check websites you enter login credentials · 2. Don't share your passwords."

The sixth result is from <https://makeitclick.learnmyway.com> and is titled "Create and safeguard passwords - Make It Click". The description says: "Yes, continue to 'Create and safeguard passwords'. This series of six videos from Google explain why a secure password is so important."

The seventh result is from <https://www.dynamicnetworksgroup.co.uk> and is titled "6 Ways To Safeguard Your Company Passwords". The description says: "Use a passphrase that is random. For example don't use a password with your pet's name. Instead use a random passphrase that will be hard to guess. Stay away ..."

Then we showed other member of the group and what to look like easy passwords and mention about the Fake Passwords and different password hacking method.

Dictionary Attack ☆ 📁 ☁

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100% \$ % .00 123 Default (Ari... 10 B I & A

	A	B	C	D	E	F	G	H	I	J	K
1	Passwords										
2	Cisco123										
3	Lionking										
4	Liverpool										
5	England123										
6	Watertable										
7	Switch432										
8	Digital123										
9	Roadworthy										
10	Swansea123										
11	London123										
12											
13											
14											
15											
16											
17											
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+ Fake Passwords 10000 Most popular passwords Secure Password

Dictionary Attack ☆ 📁 ☁

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100% \$ % .00 123 Default (Ari... 10 B I & A

F2 =CONCAT(A2,"123")

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	a	as	a1995	66a	a\$	a123								
2	abandon	abandons	abandon1995	66abandon	abandon\$	abandon123								
3	ability	abilitys	ability1995	66ability	ability\$	ability123								
4	able	ables	able1995	66able	able\$	able123								
5	abnormal	abnormals	abnormal1995	66abnormal	abnormal\$	abnormal123								
6	aboard	aboard	aboard1995	66aboard	aboard\$	aboard123								
7	about	abouts	about1995	66about	about\$	about123								
8	above	aboves	above1995	66above	above\$	above123								
9	abroad	abroads	abroad1995	66abroad	abroad\$	abroad123								
10	absence	absences	absence1995	66absence	absence\$	absence123								
11	absent	absents	absent1995	66absent	absent\$	absent123								
12	absolute	absolutes	absolute1995	66absolute	absolute\$	absolute123								
13	absolutely	absolutelys	absolutely1995	66absolutely	absolutely\$	absolutely123								
14	absorb	absorbs	absorb1995	66absorb	absorb\$	absorb123								
15	abstract	abstracts	abstract1995	66abstract	abstract\$	abstract123								
16	absurd	absurds	absurd1995	66absurd	absurd\$	absurd123								
17	abundant	abundants	abundant1995	66abundant	abundant\$	abundant123								
18	abuse	abuses	abuse1995	66abuse	abuse\$	abuse123								
19	academic	academics	academic1995	66academic	academic\$	academic123								
20	academy	academys	academy1995	66academy	academy\$	academy123								
21	accelerate	accelerates	accelerate1995	66accelerate	accelerate\$	accelerate123								
22	accent	accents	accent1995	66accent	accent\$	accent123								
23	accept	accepts	accept1995	66accept	accept\$	accept123								
24	acceptable	acceptables	acceptable1995	66acceptable	acceptable\$	acceptable123								
25	acceptance	acceptances	acceptance1995	66acceptance	acceptance\$	acceptance123								
26	access	accesss	access1995	66access	access\$	access123								
27	accessible	accessibles	accessible1995	66accessible	accessible\$	accessible123								
28	accident	accidents	accident1995	66accident	accident\$	accident123								

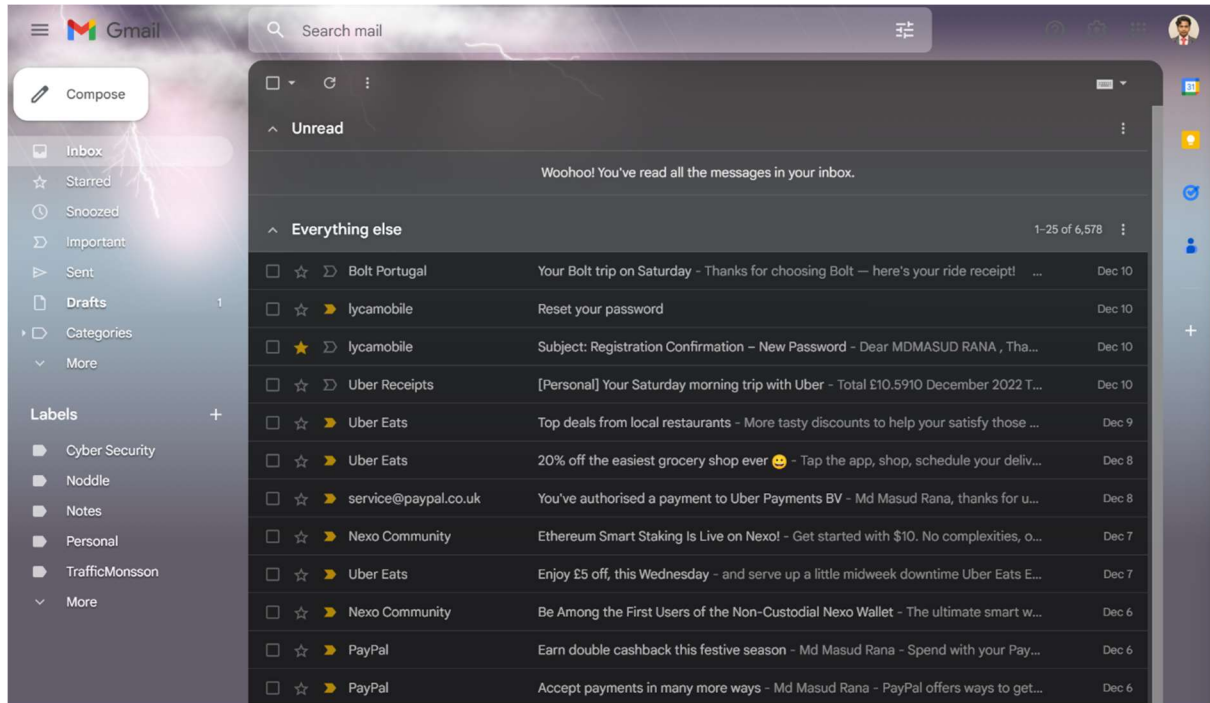
+ Fake Passwords 5000 Most Popular words Secure Password Explore

The Learning outcome is that we not only can created a strong password for us but know how to restore it within group safely.

4. Send Emails in the workplace

Aim: How to communicate respectfully and professionally through email in workplace.

Step 1: Sign in to google account and open Gmail account.

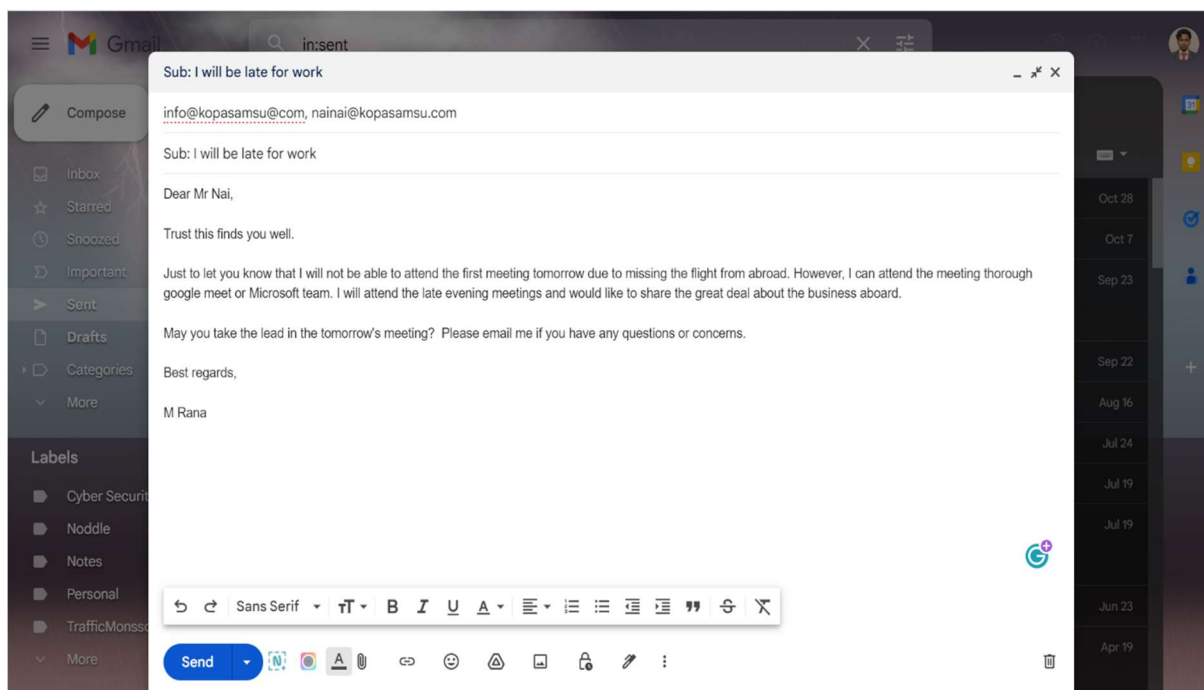


Step 2. Click compose and it will open a new window.

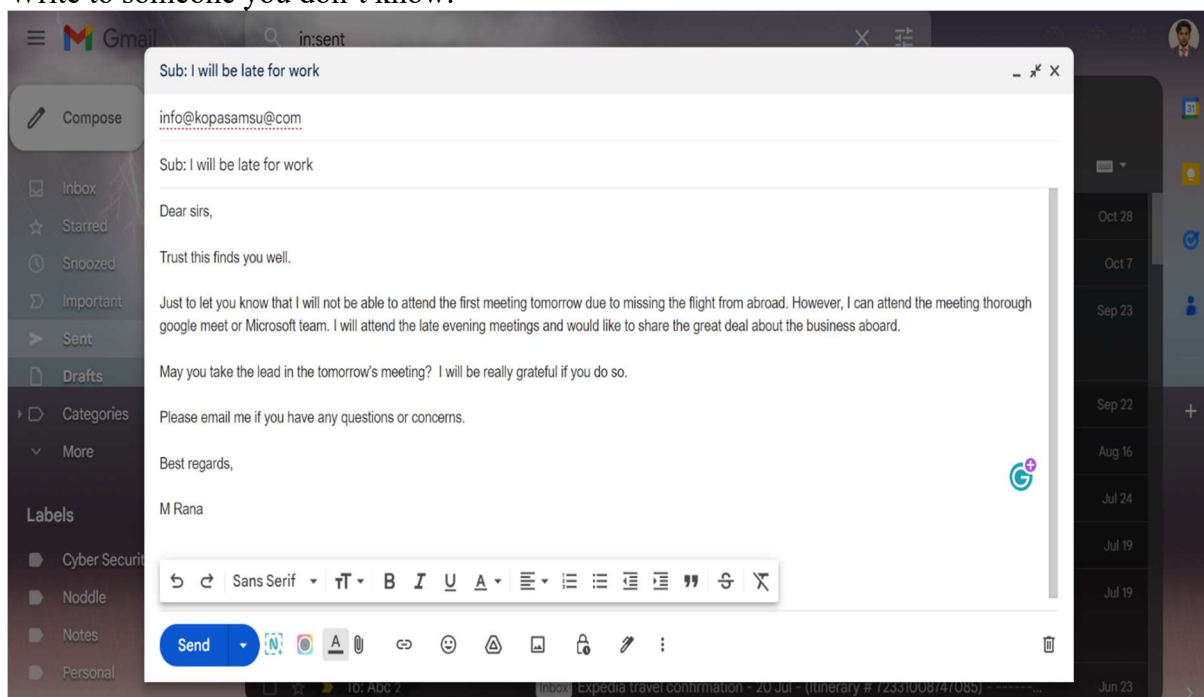


Step 3. Review parts of an email:

All email has 5 Basic elements: Recipient, Subject line, Greeting, Body & Closing etc.



Write to someone you don't know:



Beside this, we should remember when not to use an email like giving bad news, filling a complaint about a co-worker, and asking for raise.

Email increases the productivity and reduce the misunderstanding between the employees.

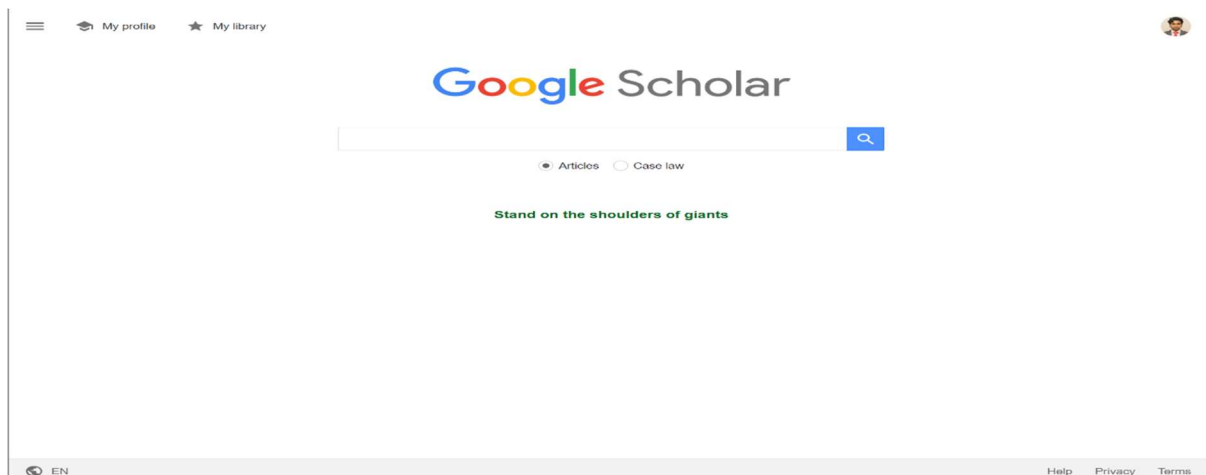
5. Make a promotional flyer

Aim: Create a promotional Flyer for Job Fair

We used the all the digital tools including google and Microsoft to reach the outcome from beginning to outcome.

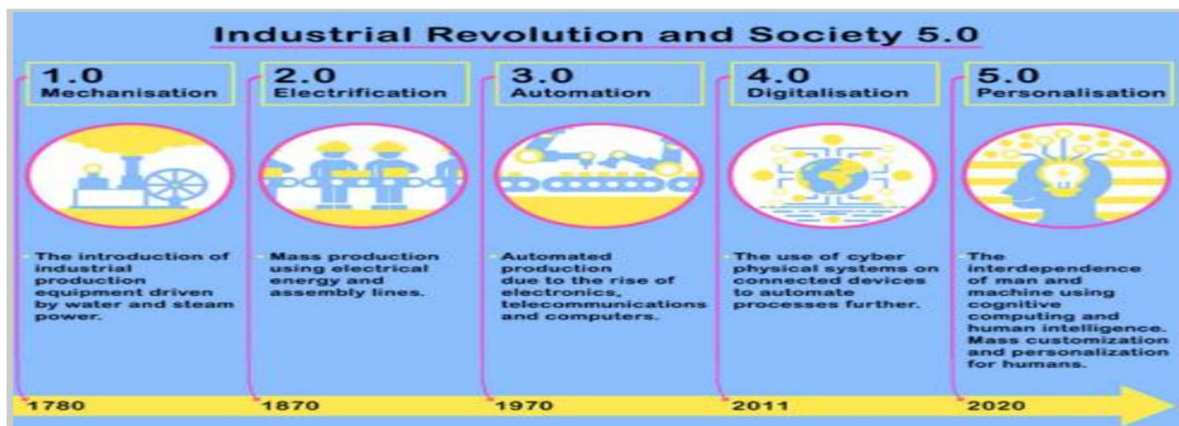
References:

1. [Regenesys Business School \(2022\)](#) The Fifth Industrial Revolution (5IR) and how it will change the business landscape. Available at:
<https://www.regenesys.net/reginsights/the-fifth-industrial-revolution-5ir/>
-The fifth industrial revolution (5IR) can be boiled down to the combination of man and machinery in the workplace. However, this is far too simplified and does not even begin to explain the scale and complexity of the change. This has the potential to initiate a new socio-economic and create endless opportunities for humankind and for a better world.
2. [Is COVID-19 pushing us to the Fifth Industrial Revolution \(Society 5.0\) \(2020\).](#)
Available at: <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7931290/>
-Covid is the big factor what make quicker to Fifth Revolution from fourth Revolutions. After covid, working from home, life-work balance and carbon footprint milestone seems more achievable through digital skills.
3. [WEF_Future_of_Jobs_2020.](#) (n.d.). <https://www3.weforum.org/>.
https://www3.weforum.org/docs/WEF_Future_of_Jobs_2020.pdf
- The past two years have seen a clear acceleration in the adoption of new technologies Among the companies surveyed. Figure 18 presents a selection of technologies organized according to companies' likelihood to adopt them by 2025. Cloud computing, big data and e-commerce remain high priorities, following a trend

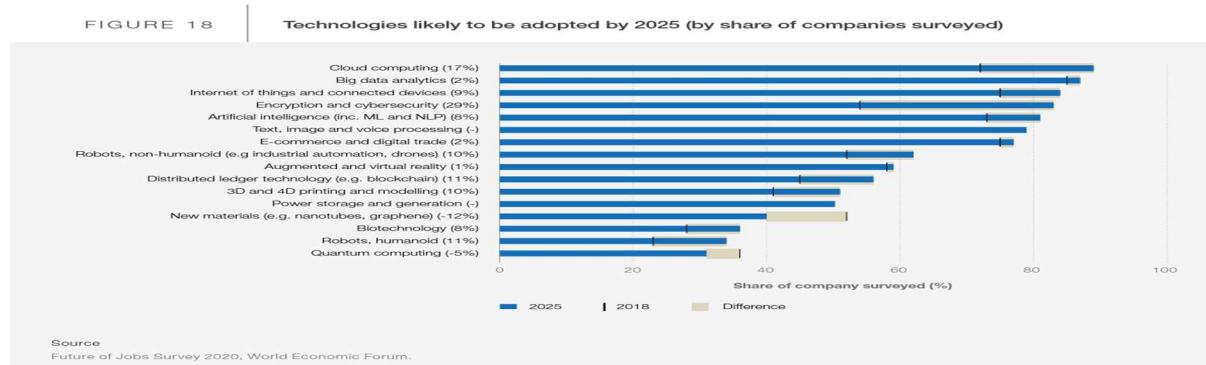


We used all our resource including Internal data, external data from online, google search engine, cyber security specialist and trainer.

ARE YOU READY FOR THE FIFTH INDUSTRIAL REVOLUTION?



Ref: Regenesys Business School (2022) The Fifth Industrial Revolution & www.ncbi.nlm.nih.gov



Get Ahead in your career with an Apprenticeship in the below sector:

Cyber Security

2022 is a highly formative year for the cybersecurity profession. We estimate the size of the global cybersecurity workforce at 4.7 million people. To adequately protect cross-industrial enterprises from increasingly complex modern threats, organizations are trying to fill the worldwide gap of 3.4 million cybersecurity workers; REF: *Cybersecurity Workforce Study* (2022). The average Salary for Cyber Security Jobs is £62,500; REF: CS salaries on CWJobs. (2022). The Global Cybersecurity market is expected to be worth USD 266.2 billion by 2027: REF: MarketsandMarkets (2022) Cyber Security Market Share, Size, Trends - [2022 - 2027].

Also, we are offering funded Digital skills training to unemployed people in your area. Funding is limited so apply early to avoid disappointment.

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We created flyer to promote Cyber Security jobs prospects and training for Ideal candidates.