

Student Name: MOHAMMED TAHE

Student ID: 2206965

Course: Make a Promotional Flyer

How beautiful to help to build a school for kids?

❖ We want to build a new school for kids but we need your help.

There may way to help, you can come to the school by yourself and help the builders while they building. you can raise amount of money to our bank account, it doesn't matter how much you can raise, even 50P should be enough.



design of the school to be built.

➤ MONDAY 7th May

➤ Time 9am till 4pm. Even if you can come for half an hour we really appreciate it

➤ The is 56 City Road, NP12 2TR, Newport

➤ Our Bank details: Name on the Bank is Roath high school, sort code 147653 and the account number is 65439021.

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Course: Create safeguard password

Dictionary Attack

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11 absent absents absent2022 66A3 absent2008) absentsH T absent123 absent2006

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fake password 5,000 most popular words

I have used 5,000 most popular words to compare all my passwords

Dictionary Attack

File Edit View Insert Format Data Tools Extensions Help Last edit was seconds ago

100% 10 B I U A

1 password TRUE

2 worldcup2022 TRUE

3 mohammed9412 TRUE

4 mf34ydh987 TRUE

5 cardiffcity22 TRUE

6 thewinner TRUE

7 safehome76 TRUE

8 leave547 TRUE

9 samroonhy TRUE

10 thrgreat94 TRUE

fake password 5,000 most popular words

I have compared all this passwords and did not match with any of the 5,000 words

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Course: Avoid Online Scams

There are so many scams online.

Cybercriminals scams have also adapted themselves and created several ways to manipulate users and scamming them. The question is how can we avoid them and who are they?

1/ **Never share any confidential information** with anyone through emails or online forms. Even if the email seems to be from official sources. Thoroughly **verify before providing any sort of data** to the sender.

2/ **Use multi-factor authentication to safeguard** your online account from scams. With multi-factor authentication enabled, even if your account credentials get into the hand of scammers, the account would be safe.

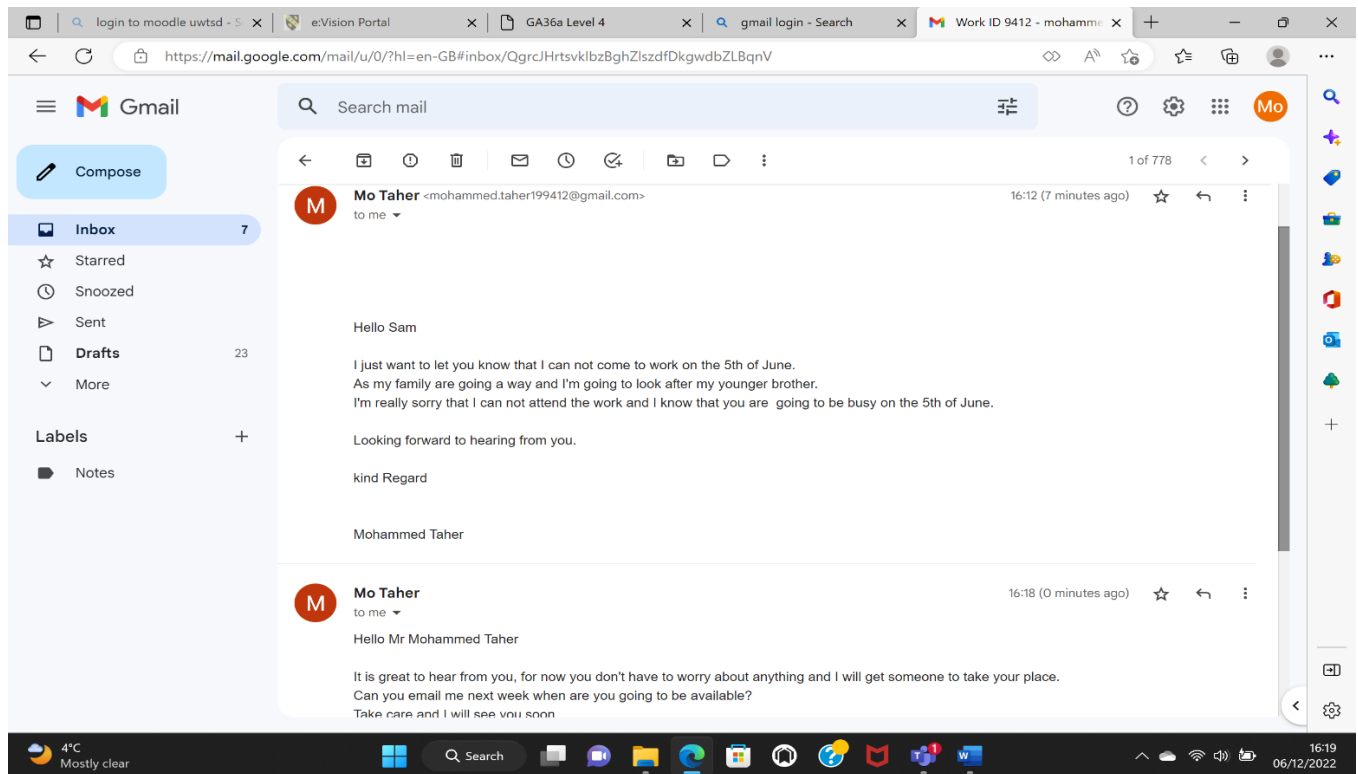
3/ **While shopping online, never get into the trap of huge discounts.** Before buying anything discounted item from eCommerce site, thoroughly verify whether the website is genuine or not. If you can't confirm the reliability of the website, never pay online and **choose cash on delivery**.

4/ **Keep your social media accounts safe.** Carefully configure the privacy setting so that all your personal information is secured. Intruders can use social account to get details and guess the passwords.

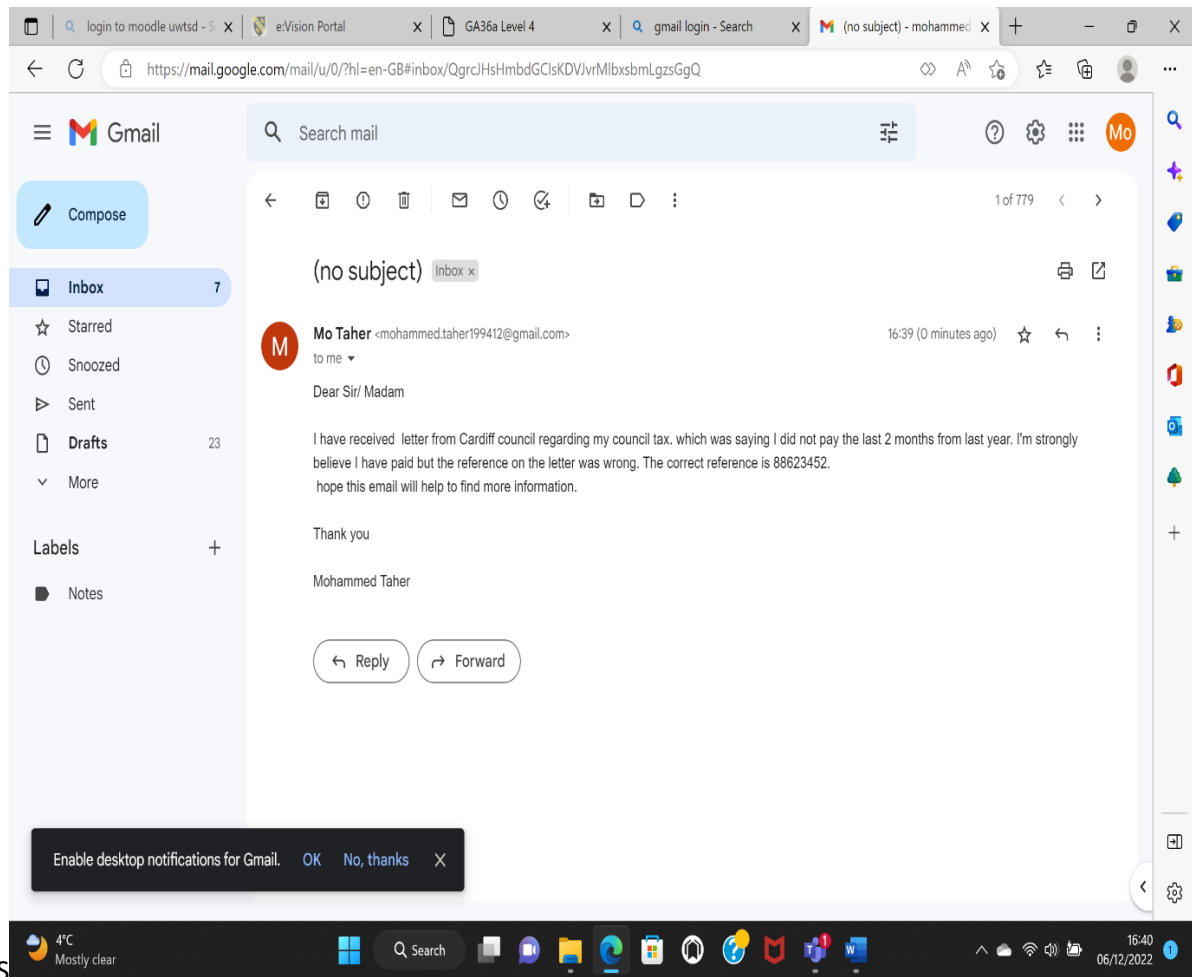
Student Name: MOHAMMED TAHER

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Course Name: Communicating Using Email/ Sending Emails in the workplace.



Screenshot showing I have sent an e-mail to my boss an he replied back to me on the bottom e-mail.



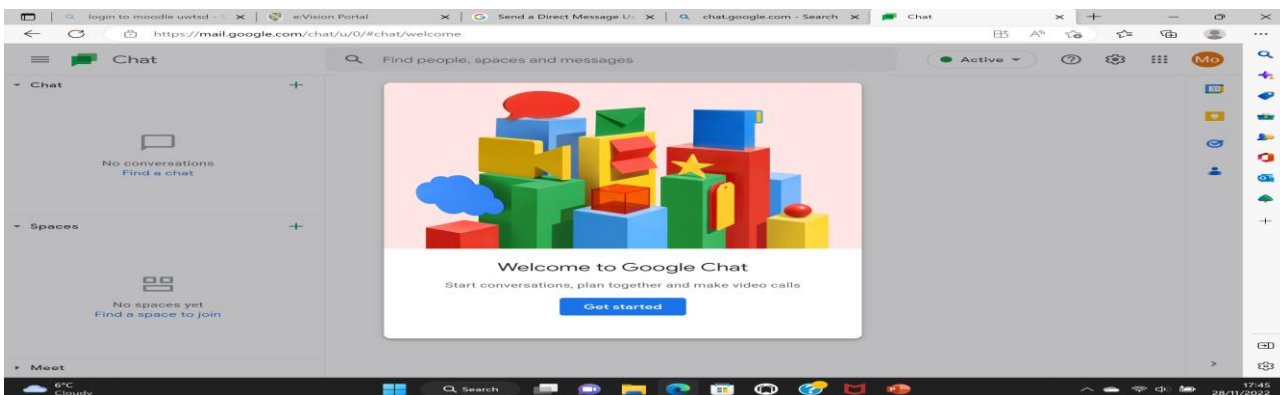
Screenshot showing I have sent an e-mail to unknown person and used dear Sir/ Madam

❖ Connect and collaborate from anywhere with digital tools.

- There are so many ways to connect and collaborate from anywhere with digital tools.
- Despite of the world is bigger but the digital tools made it smaller.

☐ Direct message using google chat.

- Direct message is a private conversation between you and someone else. Chatting is useful when you have a quick question, sending and receiving direct messages makes communication much faster.
- **How to access Chat?**
- To access Chat, you will need a paid Google workplace account and to ask your domain administrator to enable Chat for your team.
- If you do not have a paid Google workplace account, you can try it for free on a trial basis.
- To begin, go to google and type chat.google.com. You can also download the app to your device laptop or mobile. Find someone to chat with and you can use filters or you can make a group team for work.



Useful photo to show how you can download A Chat app

- ☐ **Google Drive:** a free service that enables you to store files online instead of taking up space on your computer. The files you add to Drive can be reached from any smartphone, tablet, or computer connected to the internet. When you are using Google Drive, you can organized your files, access and collaborate on the same files. You can contribute to the project, collect valuable feedback and make your work more successful.

How to use Google Drive

