

# Pre-assess Security Exercise

## Secure 8: pre-assessment exercise

If you can't remember from class discussions, try refreshing your memory with class notes and search online.

Type up your responses to the following in a Microsoft Word document.

1. Name 3 precautions that should be taken whilst working with e-mail.
2. Name 3 things to remember whilst using social media and chat.
3. Name 3 precautions that should be taken whilst purchasing goods or services online.
4. Describe how to scan folders / files / drives on your computer for viruses.
5. How can you generally keep a computer safer? (At least 3 different things to remember)
6. Provide tips as to the better and safer passwords to use as well as passwords best to avoid.  
What makes a password difficult to guess and what is a poor password?  
For example, never use your name or your pets name.
7. Describe how to password protect a Microsoft Word 2010 document. (Explain in your own words and ensure you try it out ... but make a copy of the original document first just in case you make a mistake or forget the password).
8. Give 3 reasons to backup data and 3 ways to backup data.

Save your Word document with all the answers naming the file: secure8