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Cyber Safety

New Skills

1. *Insert WordArt*
2. *Format WordArt*
3. *Use AutoShapes/Shapes*
4. *Apply gradient background*

Design Strategies

1. *Before you begin, use the Present It! Planning Layout Form to sketch the content, layout, and design of the presentation you will be creating.*
2. *Use the Present It! PowerPoint Presentation Tips provided in the Introduction as a guide while working on this activity.*
3. *The colors you choose for the gradient background should complement the color you have chosen for the text.*
4. *Unless otherwise noted, the layout, design, type size(s), and style(s) for this activity will be left for you to decide.*



Activity Overview



1 hour

Cyber safety, also referred to as digital safety, Internet safety, and online safety, refers to the precautions you take when using the Internet to ensure that you, your personal information, and your computer remain safe. In this activity, you will use PowerPoint to educate your audience on cyber safety.

Instructions

1. Using Microsoft PowerPoint, create a NEW blank presentation.
2. Save the presentation as CYBERSAFETY.
3. Edit slide 1



a. Using separate text boxes, key the text as shown.



- b. Place text box 2 in the bottom right corner.
- c. Apply a two-color gradient background to all slides.
- d. Format text box 1 using WordArt. Choose colors that coordinate well with the background of the slide and apply it to all slides.
- e. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Cyber Safety
2	Presented by: <i>[Insert your name.]</i> <i>[Insert the activity number and title.]</i> <i>[Insert the current date.]</i>

Cyber Safety

4. Insert slide 2

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Insert a graphic image that best illustrates the content of this slide.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **Cyber Safety Concerns**

2 **Computer Safety – how to protect your computer against hackers, viruses, spam, and bugs.**

3 **Identity Theft – how to keep your personal information (address, birth date, social security number, etc.) safe from identity thieves.**

4 **Cyber Bullying – how to protect yourself from harassment and embarrassment on social networking sites.**

5. Insert slide 3

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Using the AutoShapes/Shapes tool, insert an arrow to the left of each risk in the list.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **Computer Safety Risks**

2 **If left unprotected, your computer could fall victim to:**
Viruses or worms
Email spam and viruses
Hackers who “hi-jack” your computer files
Pop-up ads
File and software infections

6. Insert slide 4

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Using the AutoShapes/Shapes tool, insert an arrow to the left of each tip in the list.
- c.** Place text box 3 to the right of text box 2.
- d.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- e.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1 **Computer Safety Tips**

2 **NEVER:**
Click on pop-up ads
Open emails unless you know the sender
Open email attachments until scanned for viruses
Install downloadable freeware or software unless you trust the source

3 **ALWAYS:**
Perform regular backups of your files
Use anti-virus software to thoroughly scan your computer if you suspect something is wrong
Use Internet security software and a firewall

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7. Insert slide 5

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Using the AutoShapes/Shapes tool, insert an arrow to the left of each risk in the list.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Identity Theft Risks
2	Your credit card information can be stolen. A phone or wireless service may be set up in your name without permission. Money may be electronically moved from your bank account. Your social security number or driver's license may be used for illegal purposes. Fraudulent tax returns may be filed in your name. Your reputation could be ruined online due to a false profile being set up in your name.

8. Insert slide 6

-  **a.** Using separate text boxes, key the text as shown.
-  **b.** Using the AutoShapes/Shapes tool, insert an arrow to the left of each tip in the list.
- c.** Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.
- d.** Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.

1	Identity Theft Safety Tips
2	Choose a password that you will remember and include a combination of uppercase and lowercase letters, numbers, and symbols. Avoid obvious passwords, such as your birth date, pet name, license plate number, etc. Don't share usernames and passwords with anyone. Only use sites that post their privacy policy. Avoid filling out questionnaires forwarded to you. If your identity is stolen, contact your credit card company or bank immediately. Review your financial and credit card statements carefully and frequently.

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9. Insert slide 7



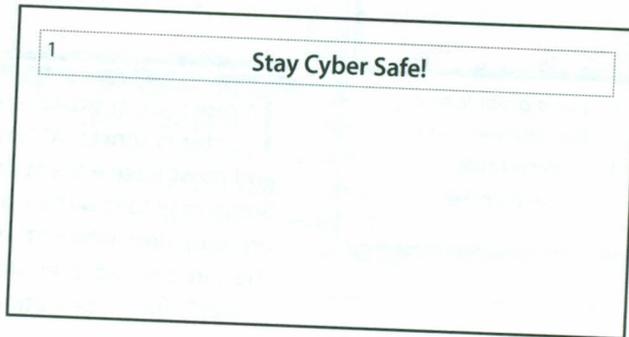
a. Using a text box, key the text as shown.



b. Insert a graphic image that best illustrates the content of the slide.

c. Add additional text, graphics, and/or elements that will help enhance the content and appearance of this slide.

d. Format the size, style, and placement of the text and elements (if applicable) so that this slide projects a professional appearance.



10. Resave the presentation.

11. Run the slide show and proofread your work carefully for accuracy, design, and format.

12. Print a copy of the presentation as handouts using 3 or 6 slides per page if required by your instructor.

13. If required, present this presentation to your instructor and/or your class.