1

Finance is so behind with their figures this month. They're in the process of upgrading the accounting software and backing up all their files. It's taking ages to do but in the future all the data can be encrypted and made more secure.

2

After we had a cyberattack at our company, they introduced the policy of creating a new password every 12 weeks. To make the password stronger, it has to be eight characters including at least one number and one capital letter. It can be annoying trying to remember your new password all the time, but it's probably for the best.

3

I often open attachments and share documents for my job. Sometimes I don't know the person they came from, so it's important to run regular scans on my computer in case of viruses.

LIVEWORKSHEETS