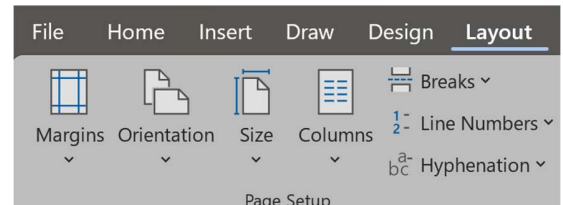


ICT Poster - Staying Safe Online

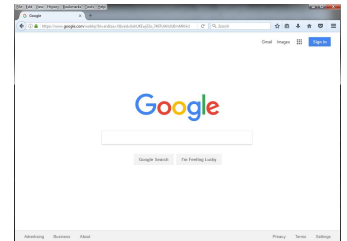
1. Sit comfortably and log onto the computer.
2. **Open** Microsoft Word.
3. Make sure the page orientation is **Portrait**. (Layout → Orientation → Portrait)
4. **Type** your name at the top and press **ENTER** twice.
5. **Type** this short paragraph:



Staying safe online is important. People must protect personal information and use strong passwords.

6. Save the document as: **Your Name Staying Safe Online**

7. **Minimise** Word and open a **web browser**.



8. Research safely and answer these questions:

- Why are strong passwords important?
- What should you do if you receive a suspicious email?
- Why should you protect personal information?

9. Return to your Word document.
10. Add your answers under the paragraph (3–5 key points in your own words).

11. **Apply formatting:**

- Add a TITLE Staying Safe Online at the top (in capital letters).
- Centre the title and make it bold.
- Change key points into bullet points.
- Add a page border (*Design → Page Borders → Choose style → OK*).
- Change background colour (*Design → Page Colour → Choose light colour*).
- Insert one relevant image about online safety.
- Make sure the poster fits on ONE page.

12. Save as: **Your Name Staying Safe Online Final**