

# SAFE DOWNLOADING POSTER ASSESSMENT

You are helping a community centre teach people how to download files safely from the internet. Your task is to create a digital poster in Microsoft Word explaining why people download files, different ways files can be downloaded, and how to stay safe when downloading online.

## Step 1 — Create Your Document

Open Microsoft Word and create a new document.

Save the file as:

Safe Downloading Poster

Save inside your:

Week 3 Folder

## Step 2 — Add a Main Title

Create a large title at the top of your poster.

Example:

How to Download Files Safely

Title Formatting:

- Arial font
- Size 26
- Bold
- Dark Blue
- Centre aligned

## Step 3 — Research Online

Use the internet to search for information about:

- downloading files
- downloading safely
- trusted websites
- email attachments
- online safety

You should also search for:

- download icons

- internet safety images
- computer safety images

## **Step 4 — Add Information to Your Poster**

Your poster must include:

Why Do People Download Files?

- worksheets
- documents
- photos
- music
- software
- PDFs

Different Ways to Download:

- websites
- emails
- Google Drive
- OneDrive
- cloud storage

Staying Safe When Downloading:

- only use trusted websites
- avoid suspicious links
- check file names carefully
- do not open unknown attachments
- scan files with antivirus software

## **Step 5 — Insert Images**

Insert at least 1 image from the internet.

Your image should relate to:

- downloading
- online safety
- computers
- internet safety

## **Step 6 — Format Your Poster**

You must:

- use headings
- use bullet points
- change colours
- bold important words
- highlight important information
- use different font sizes
- add a border or coloured shapes

## **Step 7 — Final Check**

Before saving, check that:

- spelling is correct
- punctuation is correct
- images are inserted properly
- text is easy to read
- colours and formatting look professional

## **Step 8 — Save Your Work**

Save your finished poster inside your Week 3 Folder.

Filename:

Safe Downloading Poster

## **Final Checklist**

- I searched online for information

- I inserted an image
- I explained why people download files
- I explained different ways to download
- I added online safety tips
- I used formatting tools
- I saved my work correctly

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