

Worksheet 4 – Mary Ward Online Safety Guide

Scenario

You work for Mary Ward Centre.

The manager has asked you to create an online safety information sheet for learners.

The information below contains mistakes.

Type the information and correct the mistakes.

Save As

Mary_Ward_Online_Safety_Guide

Heading

Type:

Mary Ward Online Safety Guide

Make the heading:

- Bold
 - Size 16
 - Centre aligned
-

Paragraph 1

using strong passwords helps keep your personal information safe online passwords should contain letters numbers and symbols

Paragraph 2

never share your password with other people if you think someone knows your password you should change it immediately

Paragraph 3

be careful when opening emails from people you do not know some emails may contain scams or harmful links

Paragraph 4

always check that websites are secure before entering personal information look for the padlock symbol in the address bar

Insert Symbols

Using Insert → Symbol, add:

✓ Safe

⚠ Warning

✉ Email

🔒 Security

Turn Your Document into a Poster

Use the skills you have learned:

Add a Page Border

Choose a suitable page border.

Add a Page Colour

Choose a light page colour.

Insert an Image

Search online for:

Online Safety

or

Internet Safety

Insert a suitable image.

Improve the Heading

- Change the colour
- Make it larger
- Keep it centred

Highlight Important Words

Examples:

Passwords

Emails

Safe

Security

Save Your Work

Save as:

Mary_Ward_Online_Safety_Poster

Extension Challenge – Healthy Living Poster

Only attempt this activity if you have completed all previous worksheets.

Create a document called:

Healthy_Living_Poster

Create a poster about healthy living.

Include:

- A heading
- Four short paragraphs about healthy living
- Symbols (✓ ★ 📞 ❤️)
- An image
- A page border
- A page colour

Save your work when complete.