

Course  
&  
Test Series



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## Self-Made Assignment - MS Power Point

### Adding Animations on a slide in Power Point

Make presentation using animation option in MS Power Point.

#### Slide 1: Title Slide

- **Title:** Cybersecurity: Protecting Our Digital World
- **Subtitle:** Keeping Our Information Safe
- **Animation:** Use the "Fade" animation for the title and subtitle.

#### Slide 2: What is Cybersecurity?

- **Content:**
  - **Definition:** Cybersecurity means keeping computers and data safe from bad people.
  - **Importance:** It helps protect our personal information, like passwords and bank details.
  - **Goal:** The main goal is to keep our information safe and secure.
- **Animation:** Use "Zoom" for each point to make them appear one by one.

#### Slide 3: Why is Cybersecurity Important?

- **Content:**
  - **Protects Personal Data:**
    - It keeps our private information safe from thieves.
  - **Prevents Financial Loss:**
    - It helps stop money from being stolen online.
  - **Keeps Businesses Running Smoothly:**
    - It ensures that companies can continue their work without problems.
  - **Trust and Reputation:**
    - Companies that protect customer information are trusted more.
- **Animation:** Use "Appear" for each point so they show up one at a time.

#### Slide 4: Common Cyber Threats

- **Content:**
  - **Viruses:**
    - Bad software that can hurt computers. They can spread through emails or downloads.
  - **Phishing:**
    - Tricks that make you give away personal information by pretending to be someone you trust.
  - **Hacking:**
    - When someone breaks into a computer or network without permission to steal or damage information.
  - **Ransomware:**
    - A type of virus that locks your files and asks for money to unlock them.



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- **Animation:** Use "Wipe" for each threat to reveal them one by one.

Slide 5: How to Protect Yourself

- **Content:**
  - **Use Strong Passwords:**
    - Make passwords hard to guess by mixing letters, numbers, and symbols.
  - **Update Software Regularly:**
    - Always keep your apps and operating system updated to fix security holes.
  - **Be Careful with Emails and Links:**
    - Don't click on links in emails you weren't expecting. Check who sent them.
  - **Enable Two-Factor Authentication (2FA):**
    - Use an extra security step, like a text message code, along with your password.
  - **Install Antivirus Software:**
    - Use antivirus programs to find and remove harmful software.
- **Animation:** Use "Fly In" for each tip, making them fly in from the left.

Slide 6: What Businesses Can Do

- **Content:**
  - **Install Firewalls:**
    - Firewalls block unwanted access to a company's network.
  - **Train Employees on Cybersecurity:**
    - Teach workers how to spot threats and stay safe online.
  - **Back Up Data:**
    - Keep copies of important data in safe places to avoid losing it.
  - **Conduct Security Audits:**
    - Regularly check security measures to find and fix weaknesses.
  - **Develop an Incident Response Plan:**
    - Create a plan for what to do if a cyber attack happens.
- **Animation:** Use "Split" for each point to show them clearly.