INFORMATION TECHNOLOGY
& CYBERSECURITY

Second Edition
/ Saeng Yord

CH1: Introduction to Information Technology

CH2: Basic Windows 10

CH3: Microsoft Word

CH4: Microsoft PowerPoint

CH5: Microsoft Excel

CH6: Social Media

CH7: Devices Setup and Maintenance

CH8: Cybersecurity

CHAPTER 1:

Introduction to Information Technology

1.1 Introduction to Information Technology

● What is IT?

IT (Information Technology) is the use of devices (such as computer and mobile phone) to store and exchange information.

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● What is information?

Information is data that has meaning. It can be in the form of text, picture, sound, or video.

Text   **Picture**   **Sound**   **Video**

....

● Why do we need to study Information Technology?

Information technologies are very important in our daily life. We rely more on a lot of devices such as mobile phone, TV, and computer for our communication, education, and work. Our daily lives today would be very difficult without the use of technologies.

Moreover, the development of telecommunication and access to technology in Burma is rapidly changing and challenging in the past two decades. Burma went from approximately 1,000 mobile-phone connections countrywide in year 2000 to 64.24 million mobile-phone connections in 2020. This not only introduces new social structure and behaviors, it also has direct impacts on education, economy, civil society, media, and Burma's overall development. People's behaviors are changing. Burma is changing, and the world is changing. As social justice activists, we need to learn about IT in order to solve current and upcoming problems in the future.

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● Did you know?

1. The world's population is about 7.8 billion in 2020. Out of this, more than 3 billion people already have at least a smart phone. This means about 3 out of 8 people already have a smart phone.

2. In order to get 50 million users, TV had to wait 38 years, radio 13 years, and Facebook 2 years. It only took Angry Brids 1 month to get 50 million users!

3. Only 8% of the world's money is real money, the rest is on computers.

4. There are total 22 million internet users in Burma on January 2020.

5. Computer language only consists 0 and 1.

6. The average spent on mobile phone cost per person in Burma is 8,968 kyat (male 9,254 kyat and female 8,683 kyat) in 2016. This is about 3 days of work (3,600 kyat per day)!

1.2 Getting Ready for IT Class

● **Sitting in front of a computer** (1.2.1)

18-28 in. (45-70 cm.)
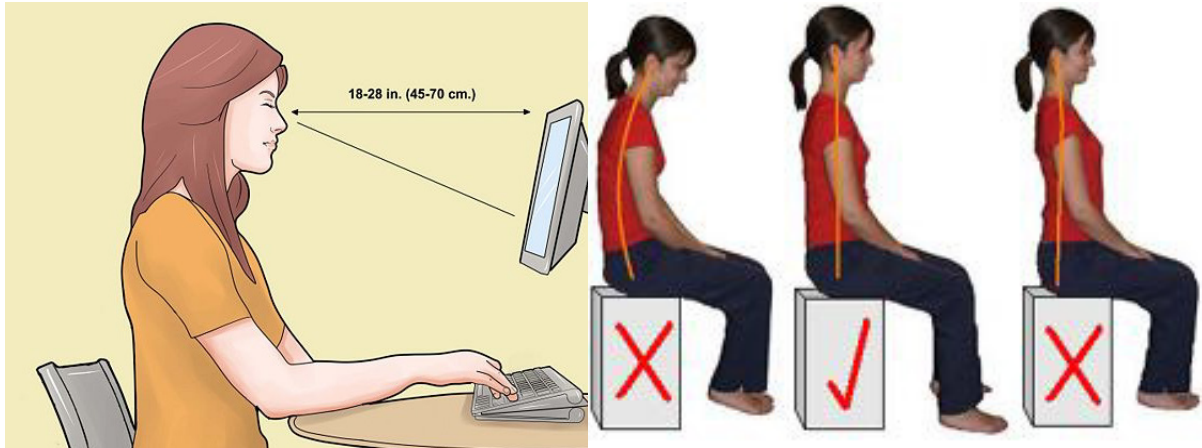
● **Taking notes** (1.2.2)

Creating a new document in Microsoft Words

1.   Open Microsoft Word
2.   Go to File
3.   Click on New
4.   Click on Blank Page

Creating a new document in Microsoft Word

Open MS Word   >   File   >   New   >   Blank Page

Creating a new document in Microsoft Word

Open MS Word   /   File   /   New   /   Blank Page

● **Turning Computer On/Off** (1.2.3)

Turning computer on

Shutting computer down

Acrobat Reader DC
Adobe Acrobat DC
Sleep
Shut down   3
Restart
Adobe Illustrator CC 2017   2
Adobe InDesign CC 2017
1
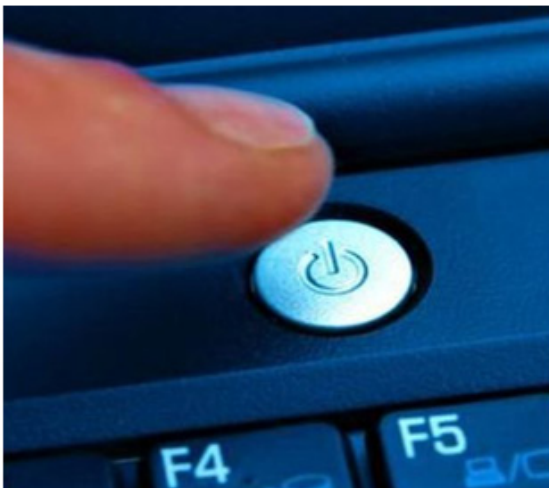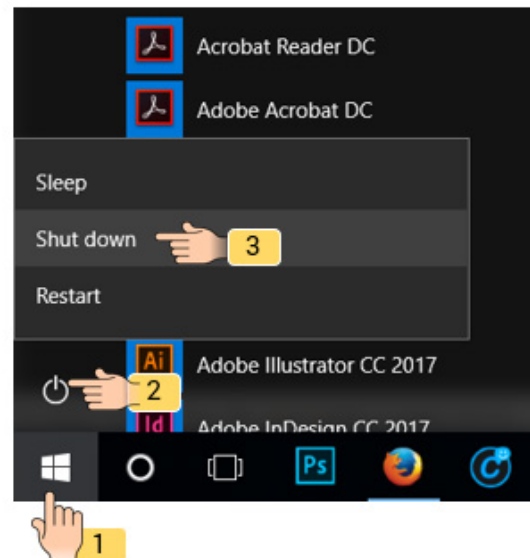
1.3 Typing

● **Placing (putting) hands and fingers on a computer keyboard** (1.3.1)

....
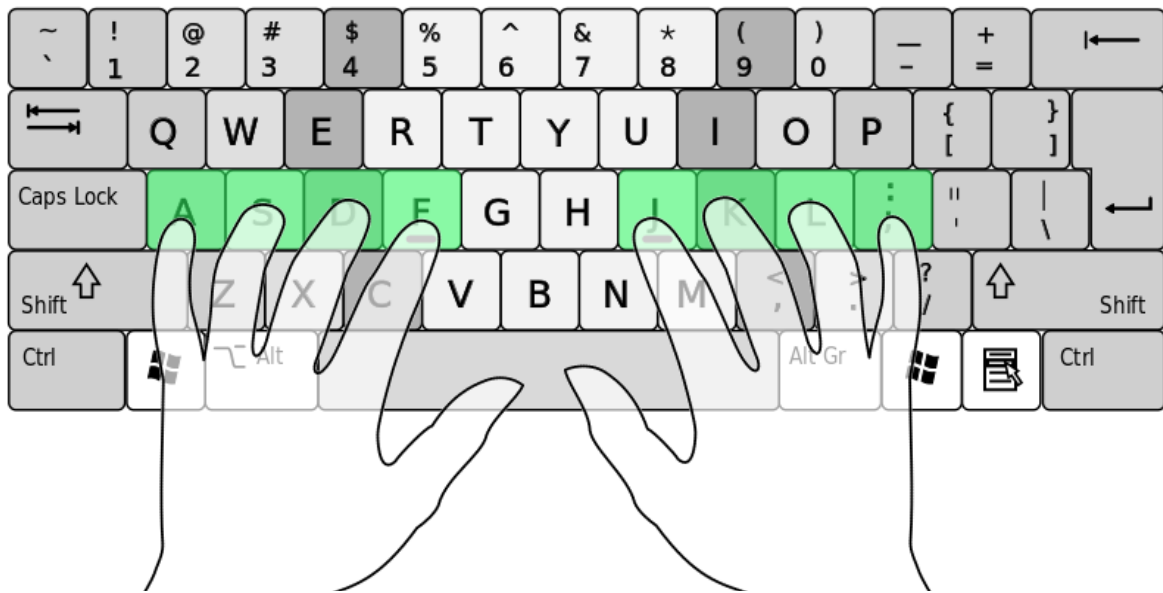
● **Using Mouse** (1.3.2)

Holding Mouse

Left Click   Right Click   Scroll

● Basic Keyboard Naming (1.3.3)

Delete

Escape

Shift

Control Windows Alter Spacebar Enter Arrow key

● Changing keyboard layout (language) (1.3.4)

ENG English (United States)
US US keyboard
2 Select a keyboard

ENG English (United States)
PangLong - Sit and Read keyb...

ไทย Thai
Thai Kedmanee keyboard

Burmese
Myanmar (Visual order) keybo...

Language preferences

ENG 4:34 PM
US 1/17/2021

1 Click language
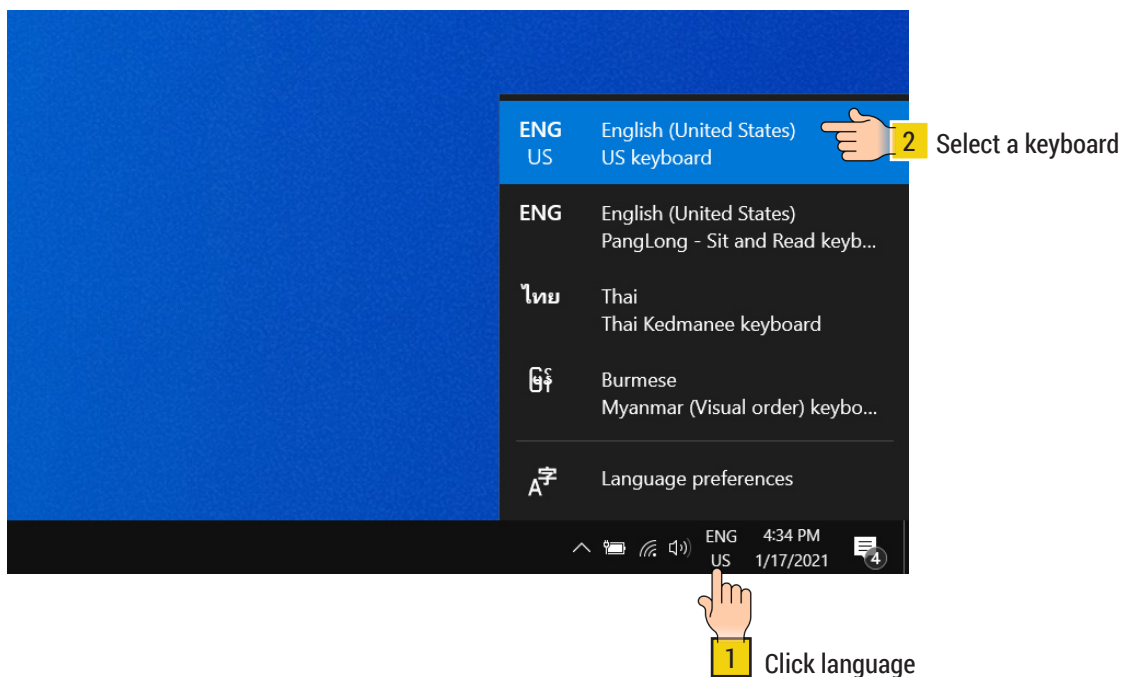
Press ⊞ *+ Spacebar to quickly change keyboard layout*

TRY IT! *Practice typing with RapidTyping*

Download: rapidtyping.com

● Burmese Keyboard Layout (Zawgyi Unicode) (1.3.5)

Zawgyi Myanmar Unicode Keyboard Layout Map - Version 0.4/ Nov 30, 2005

Dead-key အဖြစ်သုံးထားသော Tilde (သို့) Shift+Tilde key (နံပါတ် – ၁ ဝဲဘက်) ကိုရိုက်ရုံနှင့် မည်သည့်စာလုံးမျှပေါ်လာမည် မဟုတ်ပဲ အခြားကီးတစ်ခုဆက်ရိုက်မှသာ လက်ကွက်ပုံတွင် ပြထားသည့် အပြာရောင် စာလုံးများပေါ်မည်။ (Shift ကဲ့သို့တွဲရိုက်ရခြင်းမဟုတ်) ဥပမာ – Tilde ရိုက်ပြီး y ရိုက်လျှင် "ျ" ပေါ်မည်။ Shift+Tilde ရိုက်ပြီး y ရိုက်လျှင် "ှ" ပေါ်မည်။
www.zawgyi.net | www.alpha.com.mm | www.planet.com.mm တို့တွင် ဖိုင်များရယူနိုင်သည်။
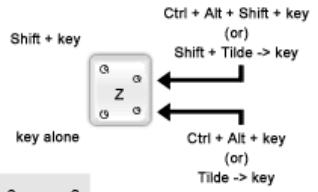
Zawgyi Myanmar Unicode System ကို Zawgyi.net နှင့် Alpha Info-Tech (Mandalay) တို့ပူးပေါင်းထုတ်ဝေသည်

....

● Shan Keyboard Layout (Pang Long) (1.3.6)

Download Keyboard လေး; Font လဲ့တို့; http://www.sitandread.com/unicode

1.4 Introduction to Computer Study

● What is a "computer"? (1.4.1)

A computer is an electronic device for storing and processing data. It can take or show data it in the form of text, picture, sound, video, and others.
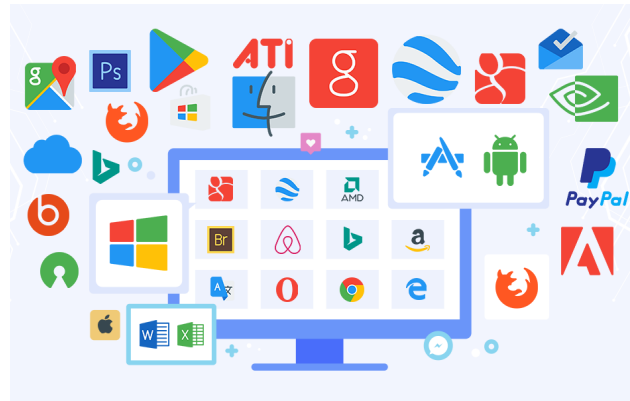

● Hardware vs. software (1.4.2)

Before we talk about different types of computers, let's talk about two things all computers have in common: hardware and software.

Hardware is any part of your computer that has a physical structure, such as the keyboard or mouse.

Software is any program, such as Microsoft Word, web browsers, or games that you use on a computer.
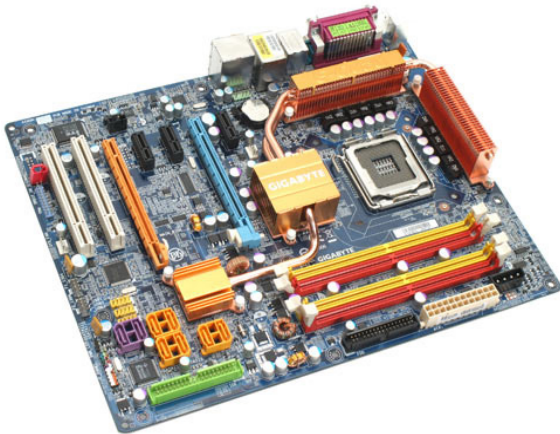
● What are the different types of computers? (1.4.3)

When most people hear the word computer, they think of a personal computer such as a desktop or laptop. However, computers come in many shapes and sizes, and they perform many different functions in our daily lives. When you withdraw cash from an ATM, scan groceries at the store, or use a calculator, you're using a type of computer.

Desktop Computer

Many people use desktop computers at work, home, and school. Desktop computers are designed to be placed on a desk, and they're typically made up of a few different parts, including the computer case, monitor, keyboard, and mouse.

Laptop Computer

The second type of computer you may be familiar with is a laptop computer, commonly called a laptop. Laptops are battery-powered computers that are more portable than desktops, allowing you to use them almost anywhere.

Tablet Computer

Tablet computers—or tablets—are hand-held computers that are even more portable than laptops. Instead of a keyboard and mouse, tablets use a touch-sensitive screen for typing and navigation. The iPad is an example of a tablet.

Server

A server is a computer that serves up information to other computers on a network. For example, whenever you use the Internet, you're looking at something that's stored on a server. Many businesses also use local file servers to store and share files internally.

Smartphones

Many cell phones can do a lot of things computers can do, including browsing the Internet and playing games. They are often called smart phones.

Wearable Technology

Wearable technology is a general term for a group of devices—including fitness trackers and smart watches that are designed to be worn throughout the day. These devices are often called wearables for short.

Game Consoles

A game console is a specialized type of computer that is used for playing video games on your TV.

TVs

TVs now include applications—or apps—that let you access various types of online content. For example, you can stream video from the Internet directly onto your TV.

1.5 Buttons and Ports on a Computer

● Front of the computer case (1.5.1)

Take a look at the front and back of your computer case and count the number of buttons, ports, and slots you see. Now look at your monitor and count any you find there. You probably counted at least 10, and maybe a lot more.

Each computer is different, so the buttons, ports, and sockets will vary from computer to computer. However, there are certain ones you can expect to find on most desktop computers. Learning how these ports are used will help whenever you need to connect something to your computer, like a new printer, keyboard, or mouse.

CD-ROM

Power

USB

Audio

● Back of the computer case (1.5.2)

The back of a computer case has connection ports that are made to fit specific devices. The placement will vary from computer to computer, and many companies have their own special connectors for specific devices. Some of the ports may be color coded to help you determine which port is used with a particular device.

Power

Audio

Enternet

USB

Monitor

PS/2 Keyboard & Mouse
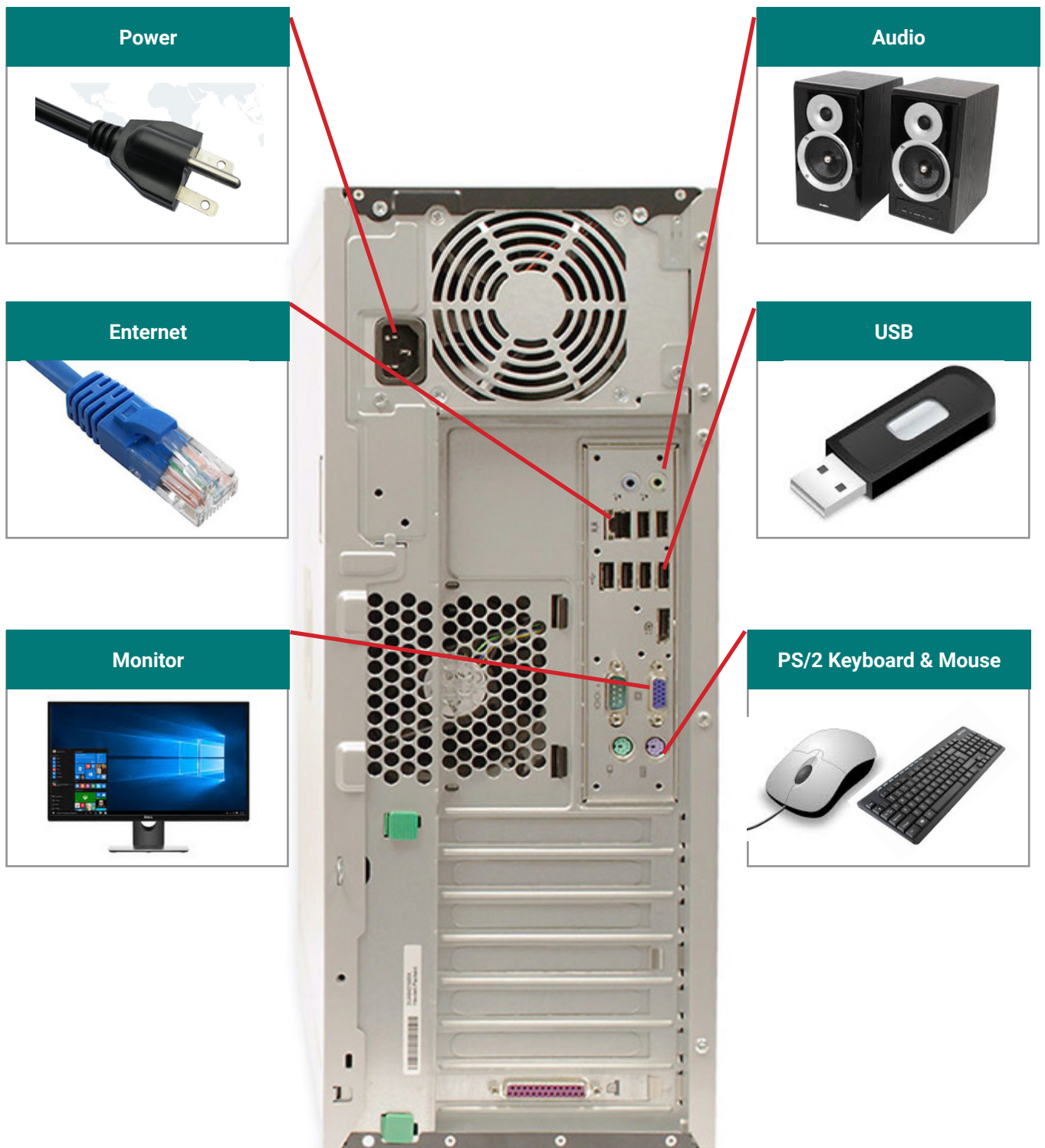
CHAPTER 2:

Basic Windows 10

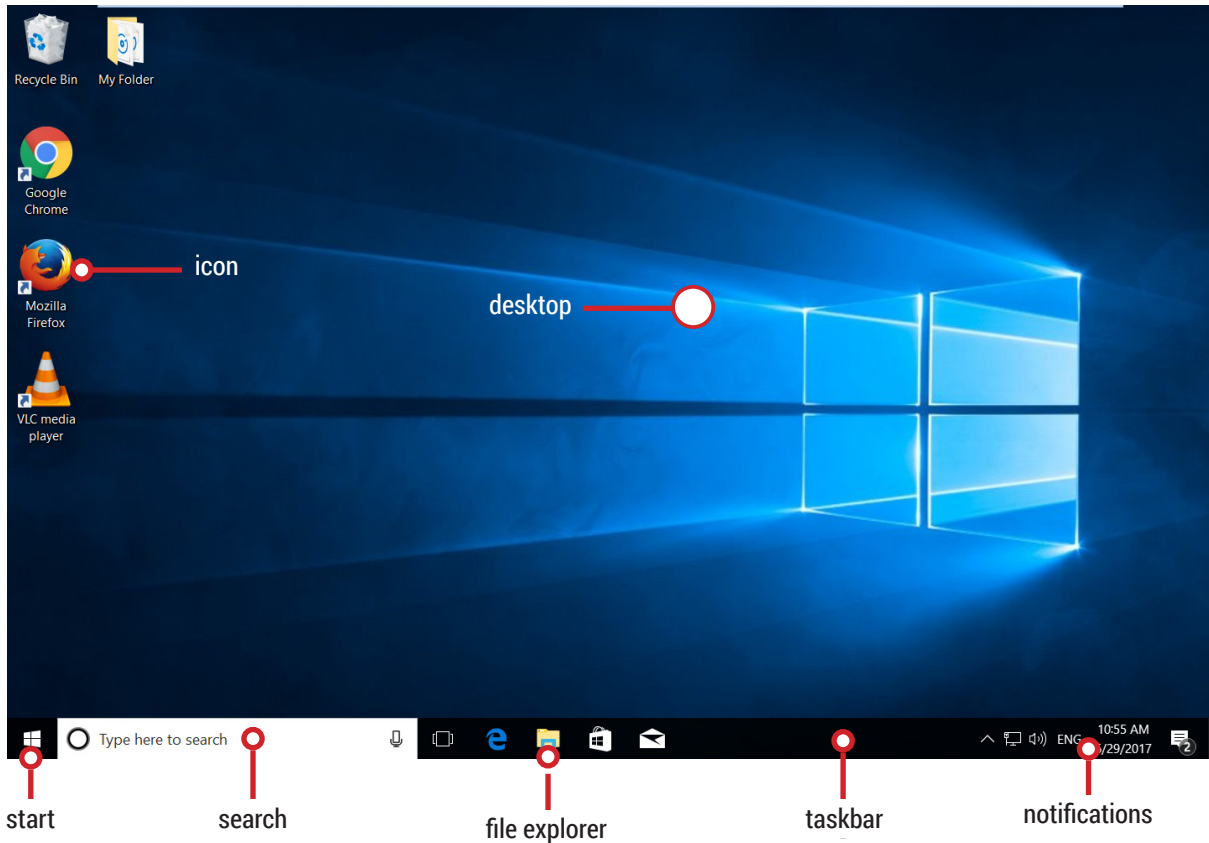# 2.1 Getting Started with Windows 10

● **Getting familiar with Windows Desktop** (2.1.1)

You can think of the desktop as the main workspace for your computer. From here, you can view and manage your files, open applications, access the Internet, and many more.

● **Opening folders and files** (2.1.2)

Step: *Double-click* (quickly click two times) on the icon (picture) to open a folder or a file
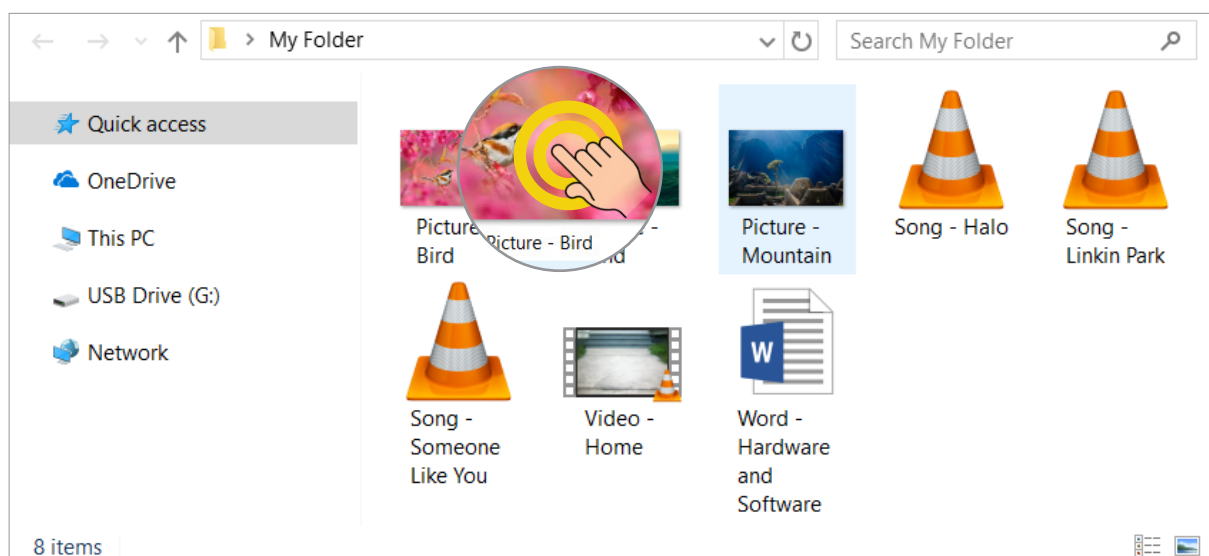
● Minimizing / maximizing / closing file or program (2.1.3)

minimize (hide) program

maximize (make it full screen)

close program
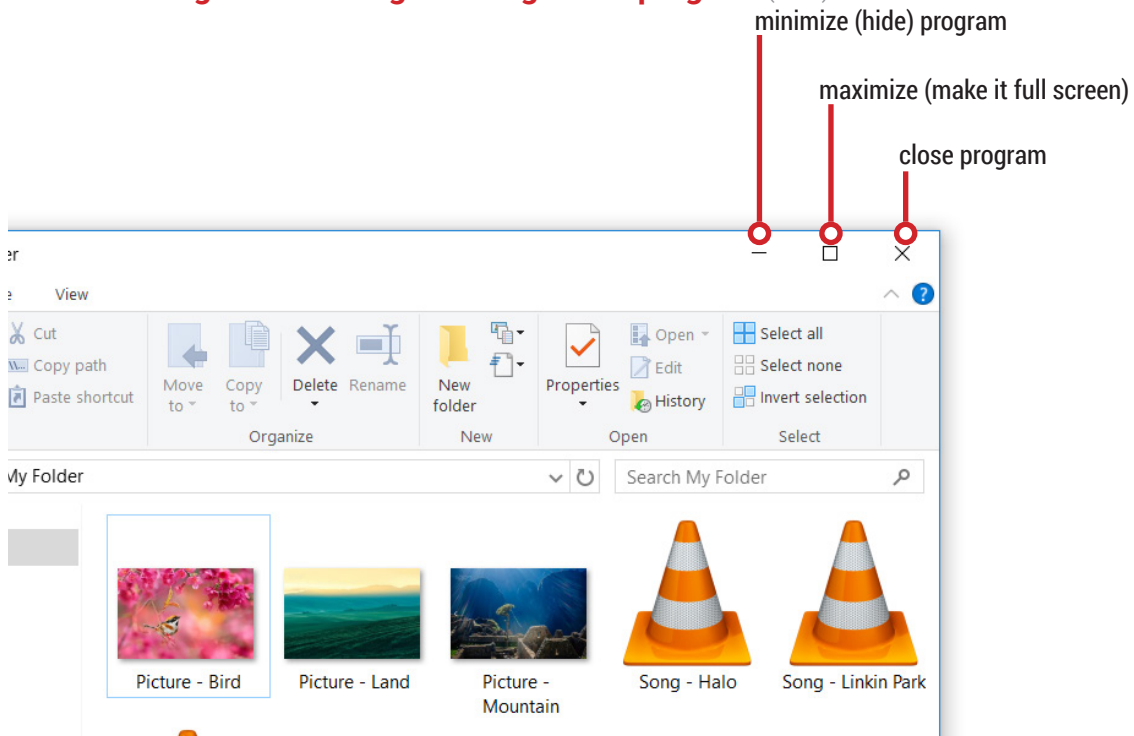
● Opening a program (2.1.4)

There are many ways to open a program on the computer. The three common ways of opening a program are:

Double-click

1

2 Click

2 Click
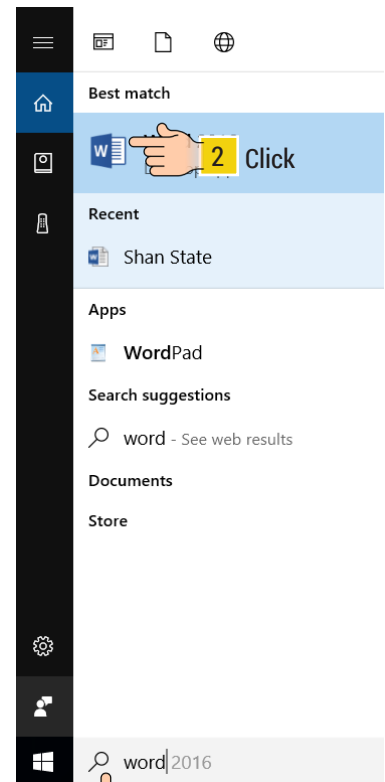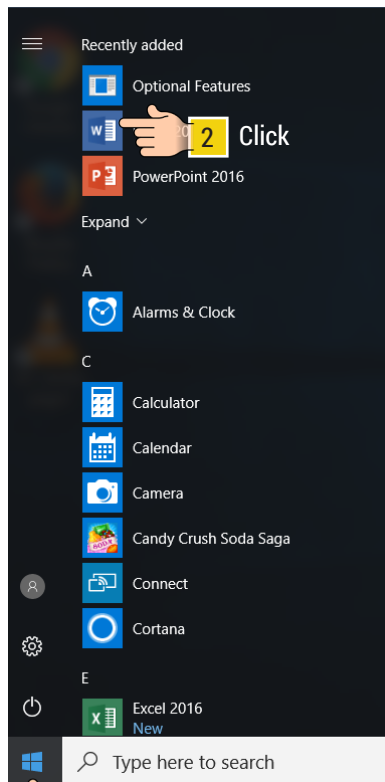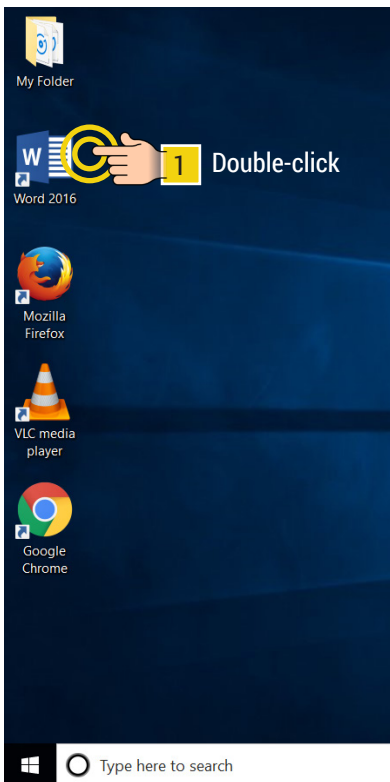
1 Go to Start menu

1 Write program name in search

2.2 Data Management

● How does computer store data and information? (2.2.1)
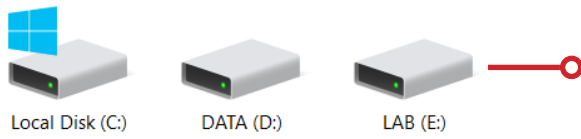
Two main kinds of drive are system drive (with Windows logo on it) and normal drive (such as D: E: F:) which you usually store your data in it.

It is recommended to store important informaiton on non-system drive such as Drive D:
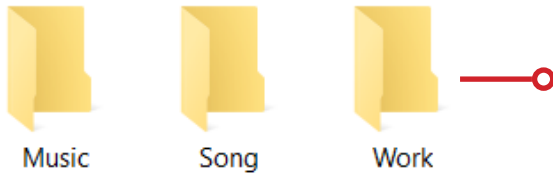
A folder is a container that you store your files (or even more folders) in it.
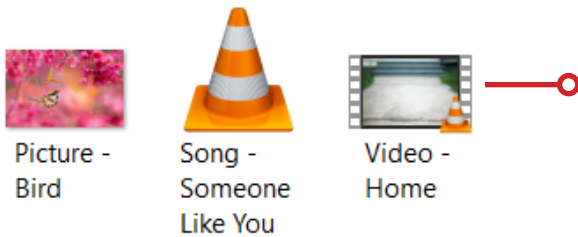
Different types of files store different types of information. They can be a music, text, video, or picture file.

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● Working with File Explorer (2.2.3)

2 Click

1 Click

● Creating a new folder (2.2.4)

Steps: *Right-click* > New > Folder

Refresh	
Customize this folder...	
Paste	
Paste shortcut	
Undo Delete	Ctrl+Z
Git GUI Here	
Git Bash Here	
Share with	>
New	>
Properties	

Folder
Shortcut
Contact
Microsoft Word Docu

1 Click

● Renaming a folder (2.2.5)

Steps: *Right-click* on folder > Rename >
Write a new name

New folder

1 *Right-click*

Add to archive...
Add to "New folder.rar"
Compress and email...
Compress to "New folder.rar" and email
Send to   >
Cut
Copy
Create shortcut
Delete
Rename   2 Click
Properties
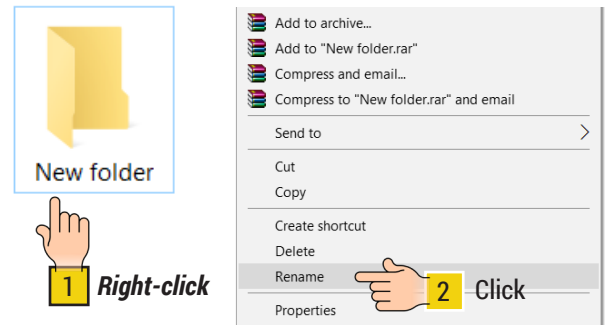
● Copying a file or folder (2.2.6)

Steps: *Right-click* on file or folder > Copy
(or select them and press Ctrl + C on keyboard)

Word

1 *Right-click*

Compress and email...
Compress to "Word.rar" and email
Restore previous versions
Send to
Cut
Copy   2 Click
Create shortcut
Delete
Rename
Properties

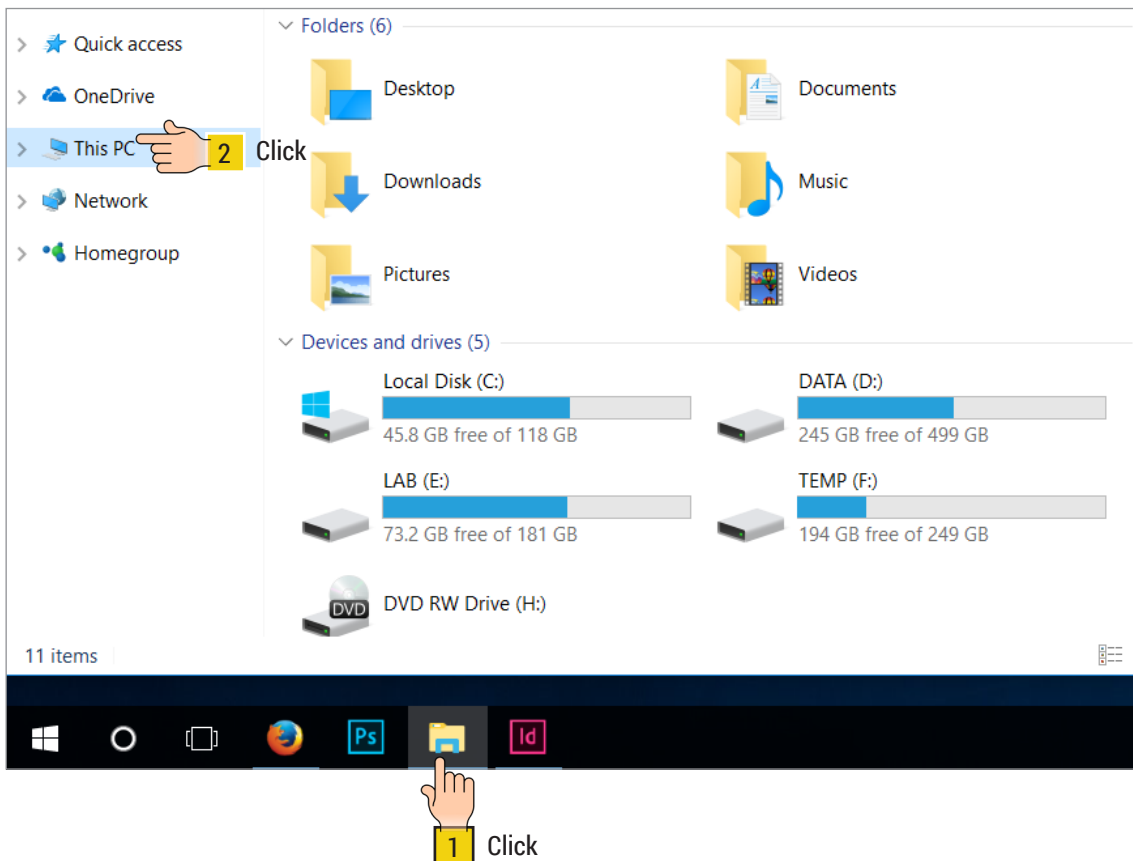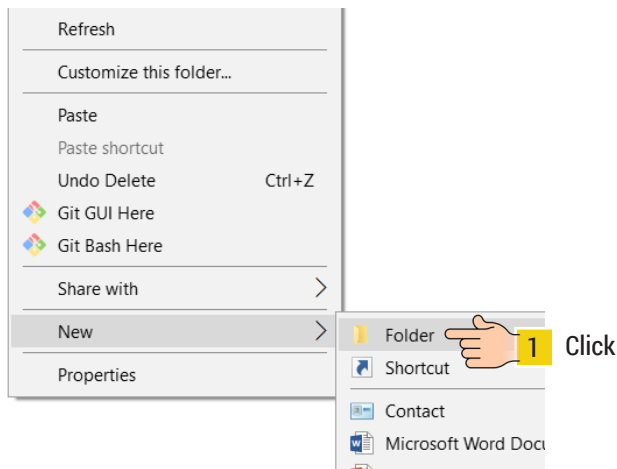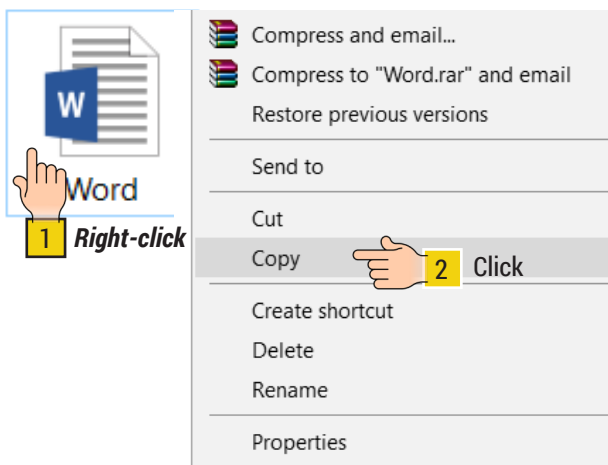## ● Pasting (putting) a file or folder (2.2.7)

Steps: After you have copied item, go to the place
you want to put your file or folder in >
Right-click > Paste (or press Ctrl + V on keyboard)

View   >
Sort by   >
Group by   >
Refresh
Customize this folder...
Paste   1 Click
Paste shortcut
Undo Rename   Ctrl+Z
Git GUI Here
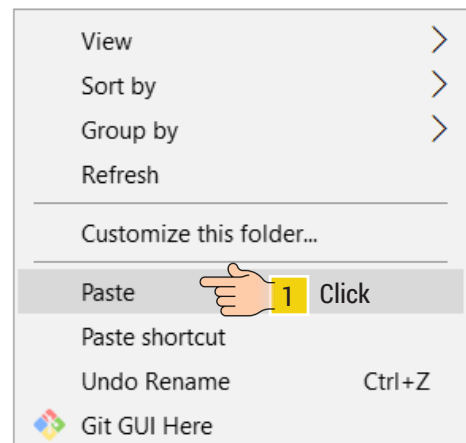
● Cutting a file or folder (2.2.8)

Steps: *Right-click* on file or folder > Cut
(or select them and press Ctrl + X on keyboard)

Word

1 *Right-click*

Send to
Cut   2 Click
Copy
Create shortcut
Delete
Rename
Properties
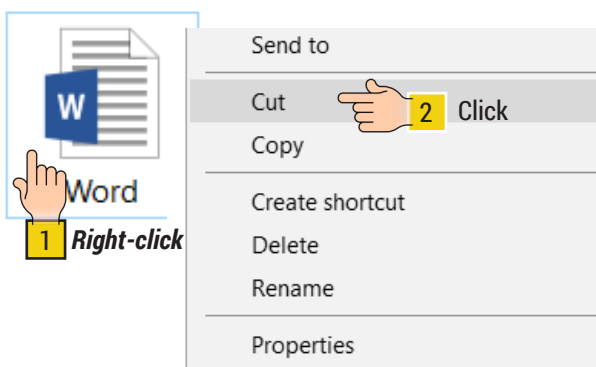
● Deleting a file or folder (2.2.9)

Steps: *Right-click* on file or folder > Delete
(or select them and Delete on keyboard)

Word

1 *Right-click*

Send to
Cut
Copy
Create shortcut
Delete   2 Click
Rename
Properties
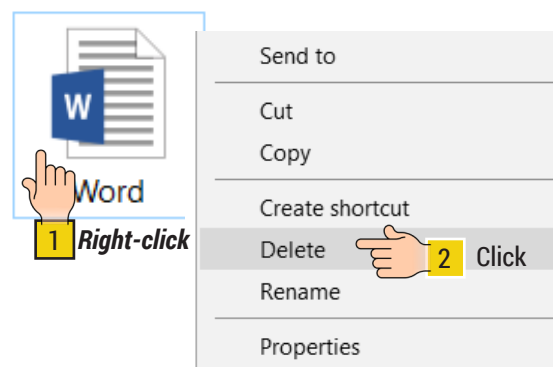
2.3 Finding Information on the Internet

write down website name or item that you want to find here   or from here

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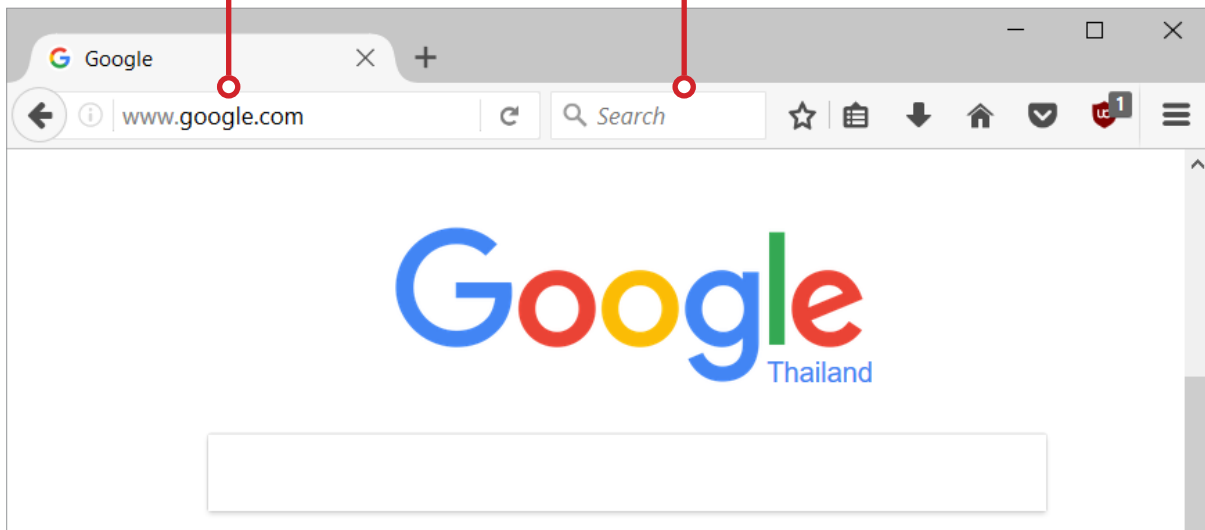
● **Searching for information** (2.3.1)

Click Images to find pictures

Click the blue link to go to website

● **Advanced information searching** (2.3.2)

Dictionary	what is computer
Find PDF file	pdf: Human Rights
Find PowerPoint file	pptx: Water Management
Find Word file	docx: Essay Writing
Calculator	number x number
Currency (money)	1 USD to Kyat

Some Popular Websites:	
News	irrawaddy.org
	mizzima.com
Education	ted.com
	sssny.org
Social Media	youtube.com
	facebook.com

● Downloading a picture (2.3.3)

Step 1: *Right-click* on the image > Save Image As
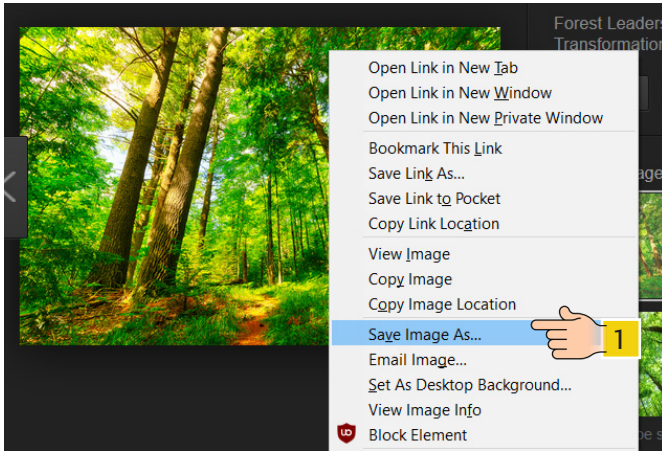
Step 2: Choose a place (such as Desktop) > Save
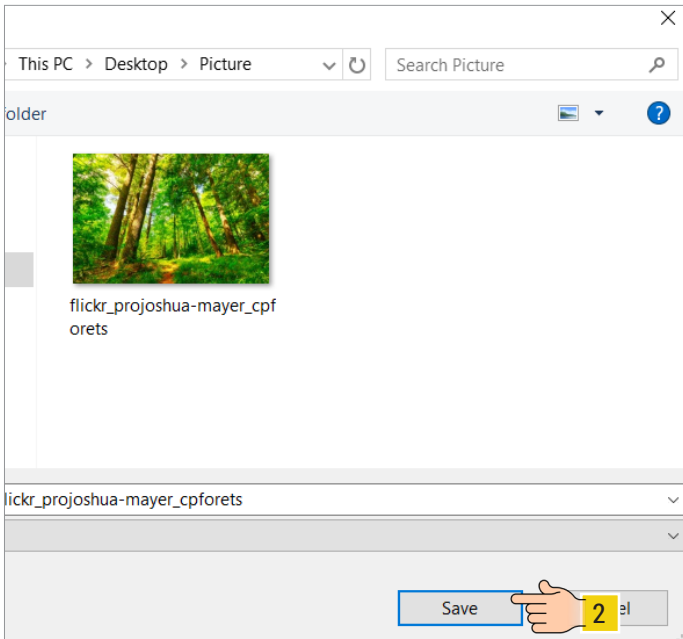
● Downloading a YouTube video (2.3.4)

Step 1: Go to YouTube video > Copy the website address
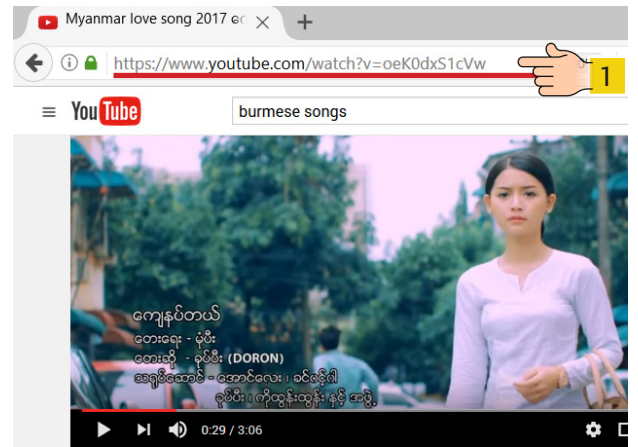
Step 2: Go to en.savefrom.net > paste put video link in the field > click arrow icon (not Install) > Download

● Download a PDF file (2.3.5)

Steps: Open PDF file from website > Click Download icon
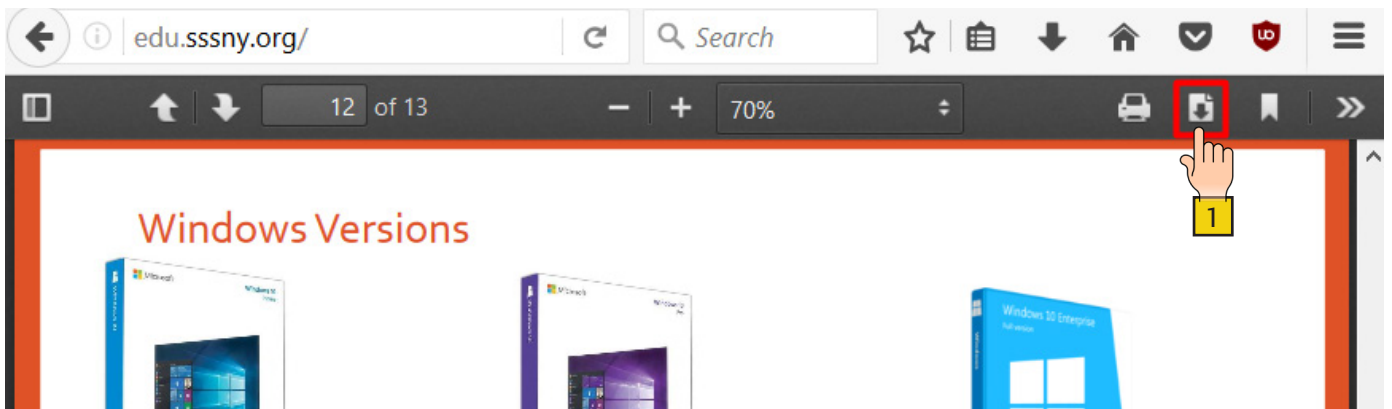
TRY IT! *Find and download 3 high resolution pictures from pixabay.com*

TRY IT! *Find and download a PDF file for "Universal Declaration of Human Rights"*

2.4 Windows Customization and Settings

● Changing Desktop background (2.4.1)

Steps: *Right-click* on Desktop > Personalize > Choose or browse a picture for the background

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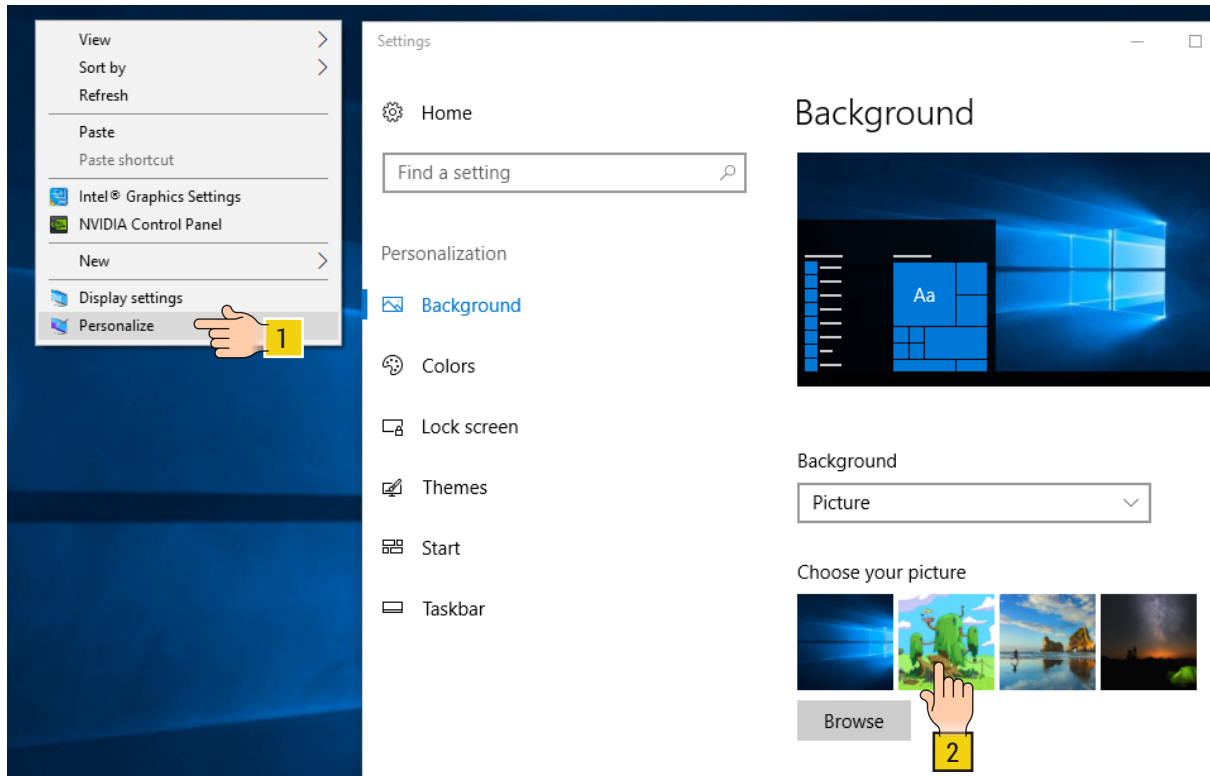
● Changing Windows Color (2.4.2)

Steps: *Right-click* on Desktop > Personalize > Colors > Choose a color from the list
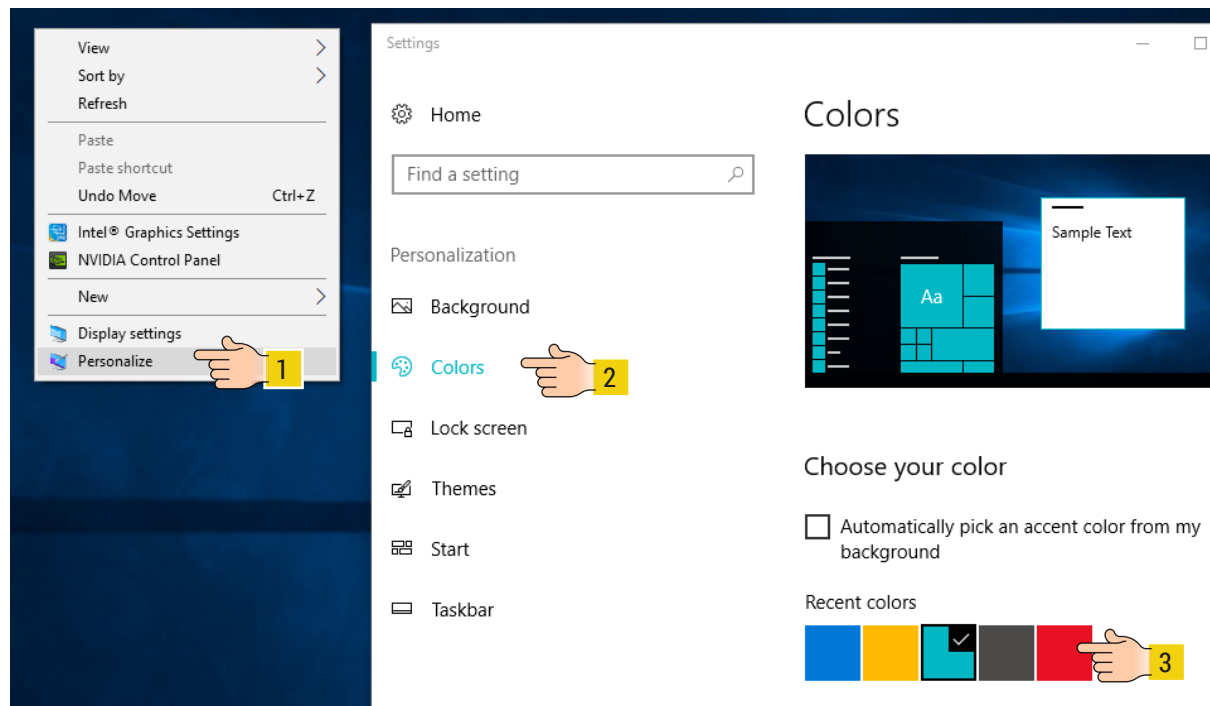
● **Changing system date and time** (2.4.3)

Steps: **Right-click** on Date and Time on the taskbar > Adjust date/time > **turn on** Set time automatically and Set time zone automatically (this will automatically put the correct date and time for your computer if it is connected to the internet)

(OR) **Right-click** on Date and time on the taskbar > Adjust date/time > **turn off** Set time automatically and Set time one automatically > make change to the correct date and time

● **Changing power and sleep time** (2.4.4)

Steps: **Right-click** on Desktop > Display settings > Power & Sleep > Choose Screen and Sleep time

ℹ This means the computer screen will go black after 30 minutes if you are not using it, and the computer will sleep (similar to shutdown but you can quickly turn it on anytime) after 1 hour of not using it.

CHAPTER 3:

Microsoft Word

3.1 Creating and Managing Documents

● Creating a new document (3.1.1)

Steps: Open Microsoft Word > Blank document
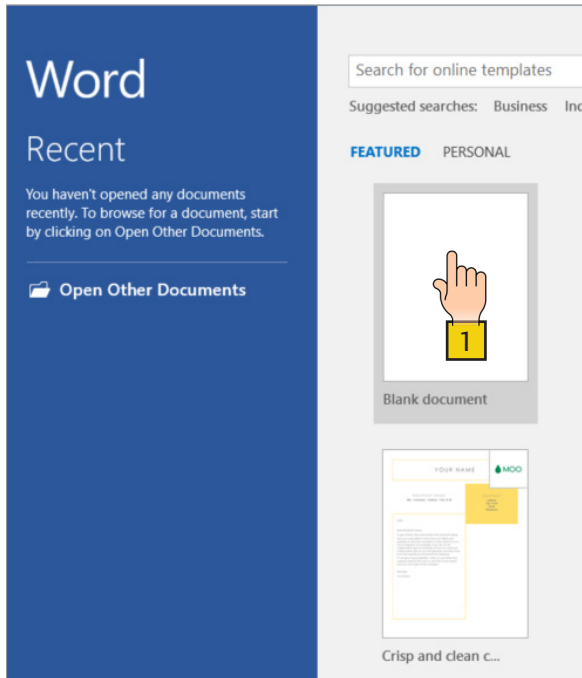
● Changing paper size (3.1.2)

Steps: Go to Layout > Size
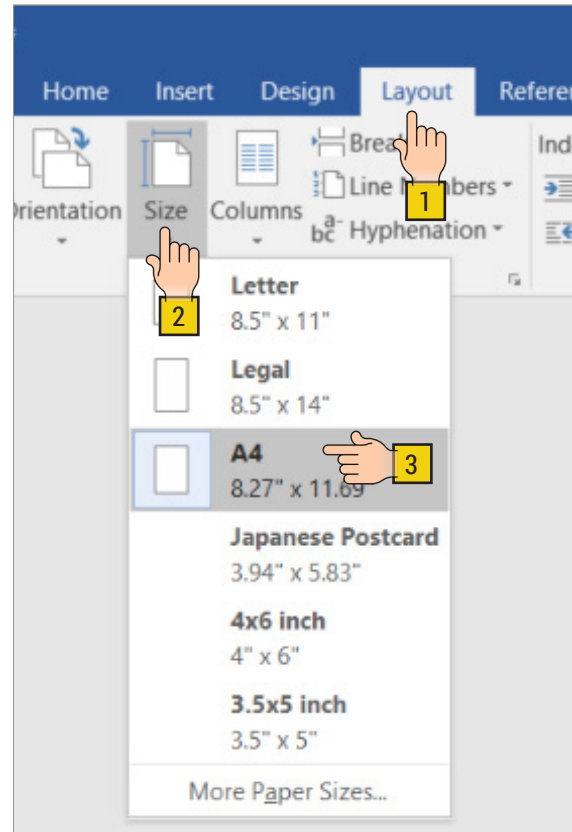
● Changing paper orientation (3.1.3)

Steps: Go to Layout > Orientation
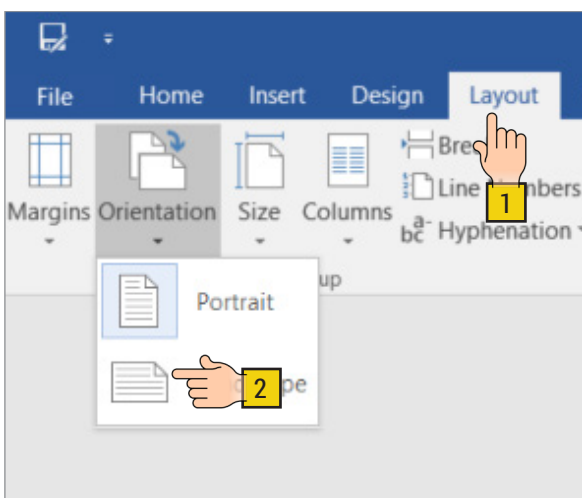
● Changing paper margin (3.1.4)

Steps: Go to Layout > Margins
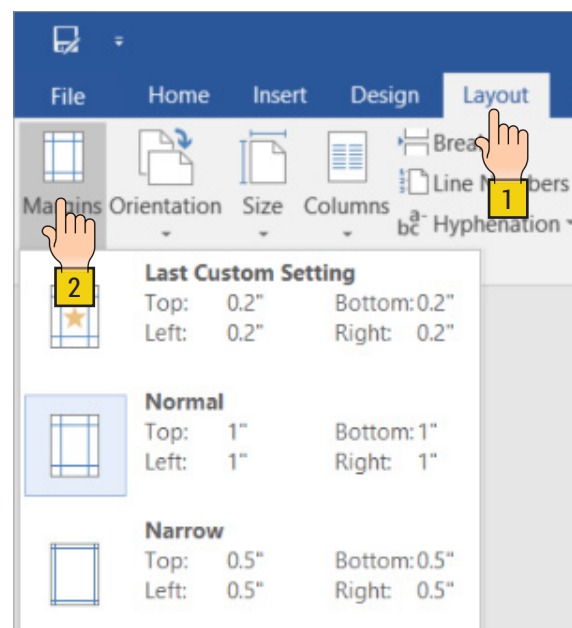
3.2 Working with Text

● Creating a new document (3.2.1)

Steps: Select text > Home > Choose a font name
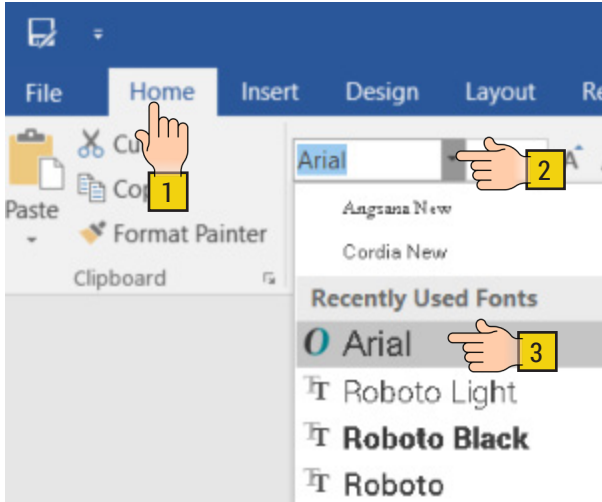
● Changing font size (3.2.2)

Steps: Select text > Home > Choose a font size
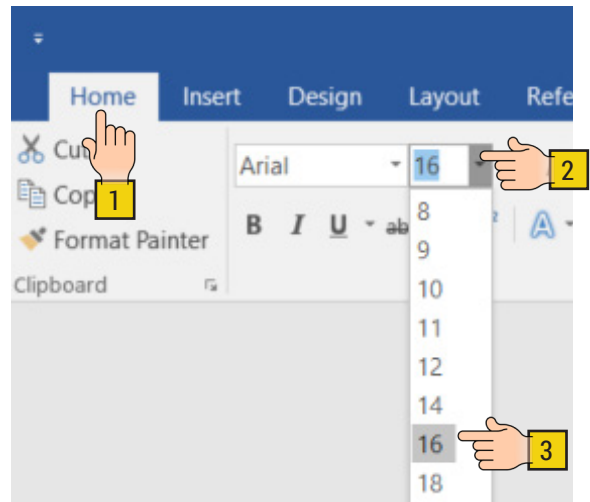
● Changing font and paragraph style (3.2.3)

- Apple
- Banana
- Orange

1. Apple
2. Banana
3. Orange
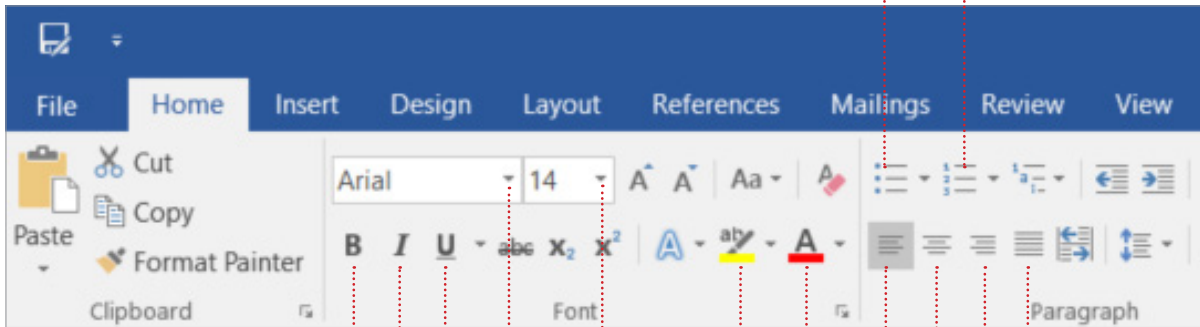
Hello, how are you?

Hello, how are you?

Hello, how are you?

Happy Mother's Day

Today is a nice day.

Hellow
Hello
Hello

AAA

saturated fat in our diets. This means cutting back on full fat dairy foods, red meat and

improve our health, especially heart health, we needed to reduce the

improve our health, especially heart health, we needed to reduce the

improve our health, especially heart health, we needed to reduce the

TRY IT! *Creating a simple meeting minutes*

Border School Meeting Minutes

Date: 01 March 2021

Time: 8:30 AM – 1:00 PM

Location: Border School, Shan State, Burma

Attending: Myo Myo, Tom, Khun Tun, Harn, Doi

Apologies: Tom, Malee

Minute taker: Linda

1. School Update
- Due to constant raining, many students got sick and were not able to attend school.
- Teachers and students in Class B will visit to Taunggyi Zoo to learn about animal life.
- There will be a midterm exam on 15 – 20 November 2021.

2. Education Project
- School will offer 3 trainings in 2021
    1. Taunggyi
    2. Lashio
    3. Mandalay
- Mike Linna will be the project coordinator
- We will accept 450 total students

3. Library Project
- School plans to build 2 libraries in June (in Village A and Village B), and the exact location is to be confirmed before September 2021.
- The library will have both Burmese and English books.
- The total money needed for building two libraries is 2 million Kyat.

4. Others
- John Doe will take work leave from 21 – 28 of September 2021.
- The next meeting will be **on 01 September 2021**.

3.3 Working with Picture

● **Inserting (adding) a picture from computer** (3.3.1)

Steps: Insert > Pictures > Choose a picture from computer > click Insert

● **Inserting (adding) picture from internet** (3.3.3)

Steps: Insert > Online Pictures > find the picture that you want > choose a picture from the list > click Insert
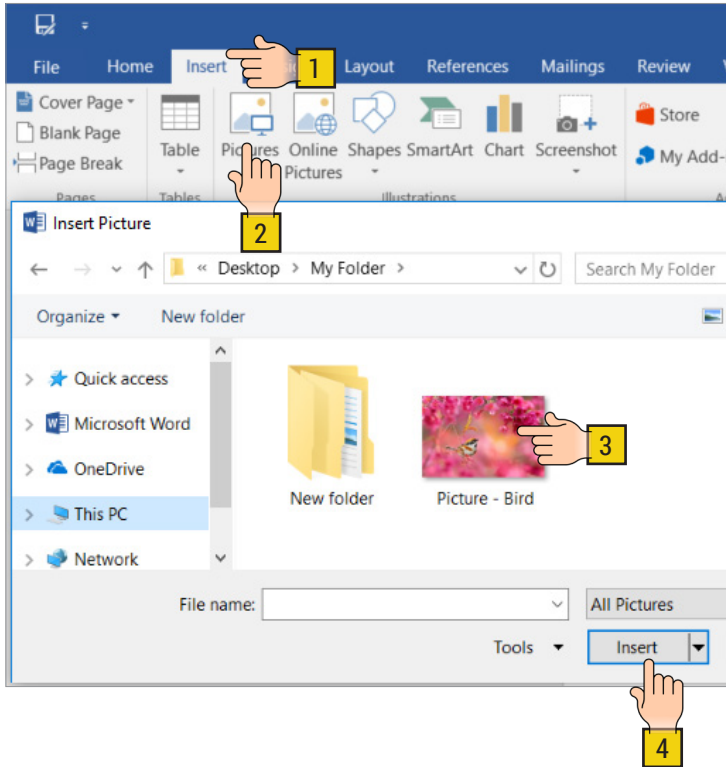
● **Resizing and rotating a picture** (3.3.2)

Steps: Click once on the picture > drag one of the corners to resize it

● **Rotating a picture**

Steps: Click once on the picture > Drag the rotation icon to rotate the picture
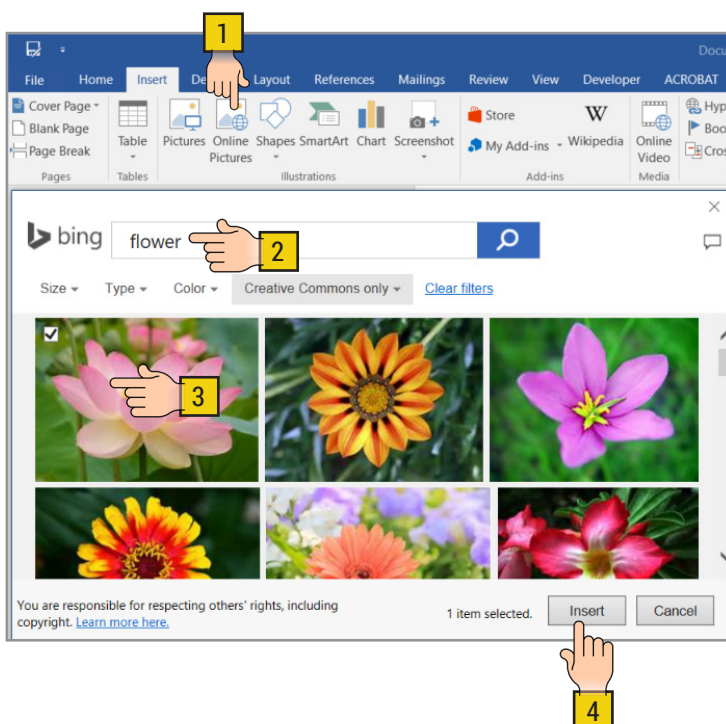
● **Changing a picture position** (3.3.4)

Moving picture sometime can be difficult in Microsoft Word, so you should do the following steps after you insert picture

Steps: Click on **Layout Options** icon > Choose picture to be in front or behind the text
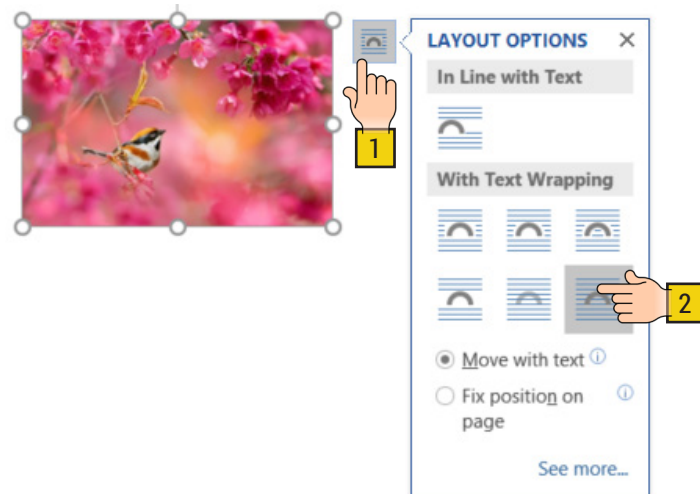
● Formatting a picture (3.3.5)

Steps: Select the picture (click one time on it) > Format > apply different picture styles as following:

Picture border

Picture effects

Picture styles
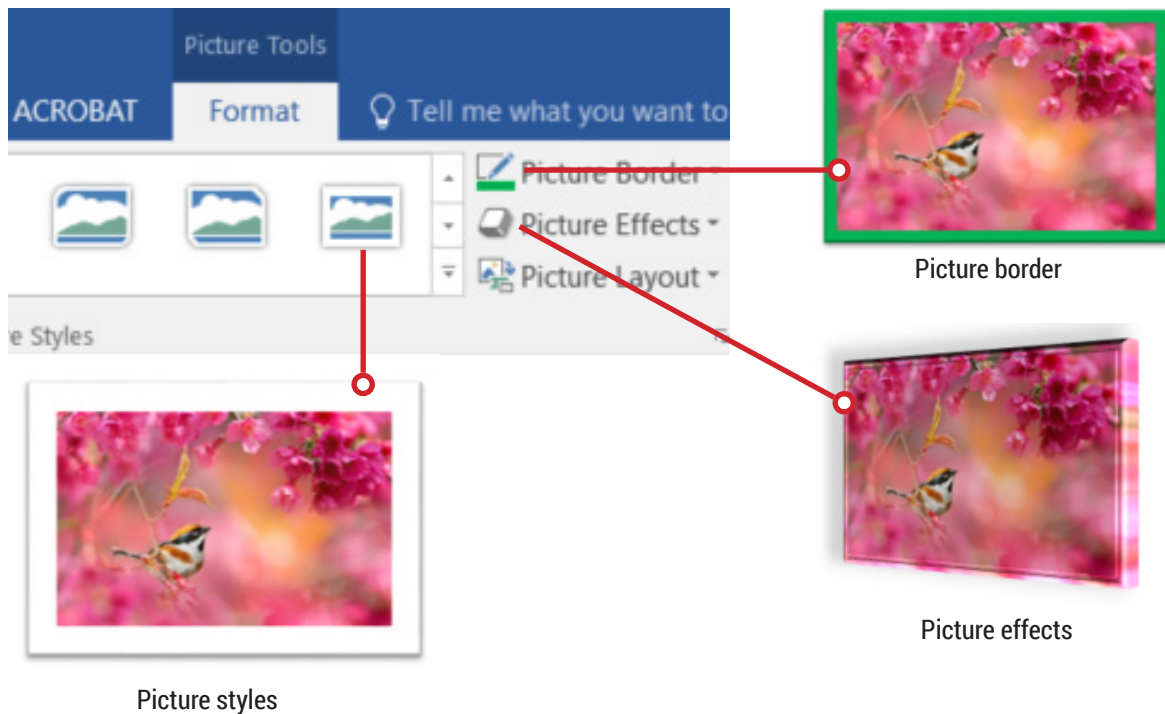
● Cropping (cutting) a picture (3.3.6)

Steps: Select the picture (click one time on it) > Format > Crop > drag one of the corners to crop the picture

4 Click on any blank area to complete cropping
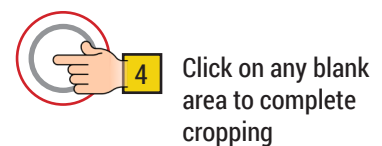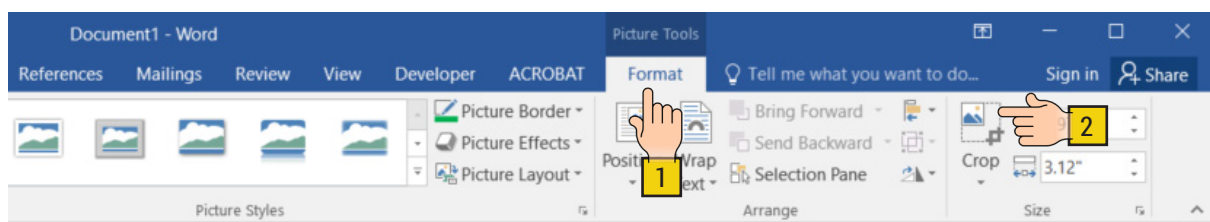
Burmese Food Receipts

Mohinga
A bowl of rice noodles covered in a fish-based soup and sprinkled with deep fried fritters. Mohinga is a breakfast of champions!

Flat-bread
The bread is a form of Burmese Indian style naan, pulled straight out of a clay pot cooking device.

Laphet Thohk
A salad made from pickled tea leaves. It is unique, a adoring combination of soft, crunchy, crispy, and saucy.

Tofu
A satiny polenta, tofu is made from soaked yellow lentils or a chickpea flour called besan.

Noodle
Mix together with boiled noodle, chicken curry, tomato paste, peanuts and spring onion and eat!

Mala Hin
Glorious vegetables in a spicy bean paste. Bring a glass of water before you eat!

3.4 Working with Shapes

● Inserting Shapes (3.4.1)

Steps: Go to Home > Shapes > Choose a shape >
          Draw the shape
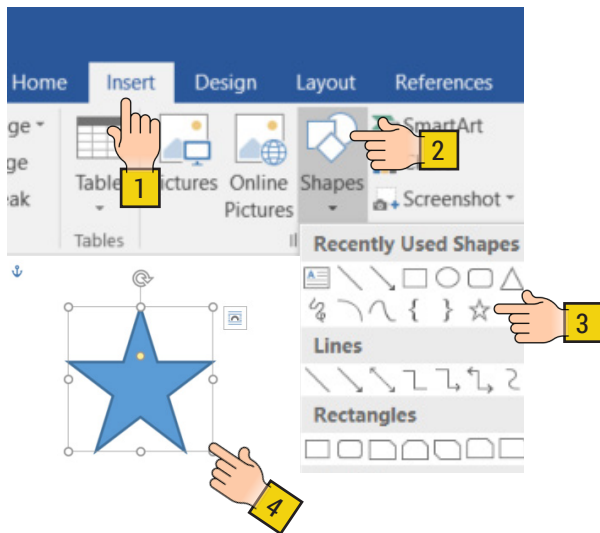
● Changing shape color and border (3.4.2)

Steps: *Right-click* on the shape > click Fill to
          change shape color

          (OR) click Outline to change border color
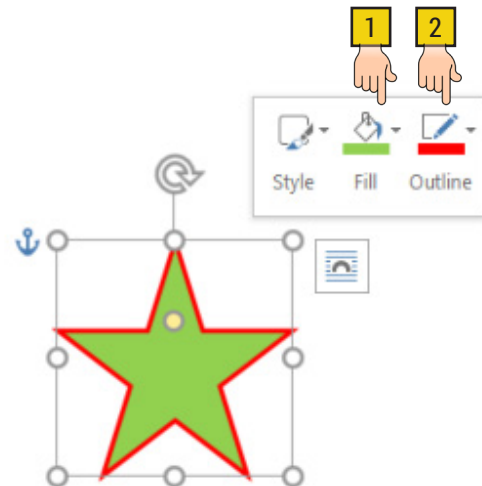
● Moving a shape to front or back (3.4.3)

Steps: *Right-click* on shape > Send to Back > Choose Send to Back or Send Backward
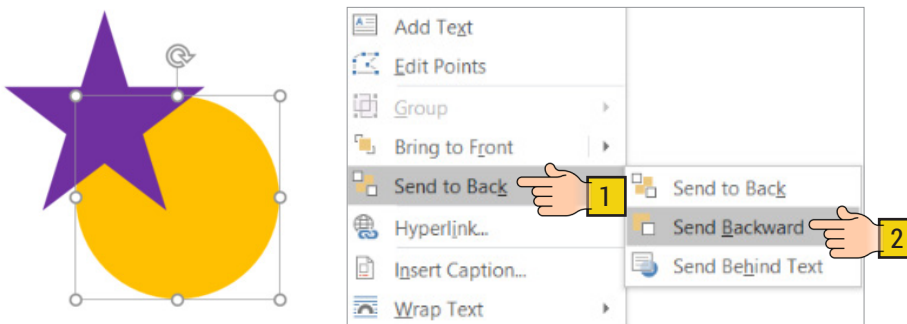
Send to Back means put the shape behind all others

Send Backward means move the shape one step to the back

Steps: *Right-click* on shape > Bring to Front > Choose Bring to Front or Bring Forward
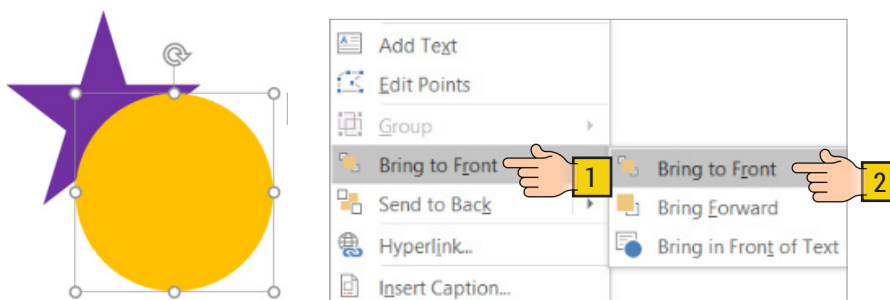
Bring to Front means put the shape in front of all others

Bring Forward means move the shape one step the front

TRY IT! *Creating a simple poster*

MYANMAR

CHILD

EDUCATION   RIGHTS

Only 20% of children in Myanmar go to school. We need to stand up and ask for children's rights to education! All children are born equal and thus equal education opportunity!

MEDF |
Myanmar Education
Development Foundation

TRY IT! *Creating a resume*

Your **Name**

ADDRESS: 1234 Main St - Lashio, Shan State, Burma 123456
PHONE: 123 456 789 E-MAIL: youremail@gmail.com

EXPERIENCE

Youth Development Organization
(Accountant, 2012 – 2013)
Keep a record of organization's daily expenses. Submit finance report to donor quarterly.

Border Research Program
(Volunteer, 2010 – 2012)
Help United Nation (UN) to collect healthcare data from villagers on Burma – Chinese border.

Fruit Seller
(2008 – 2009)
Try to earn money for family income and personal education by selling fruits in the market.

SKILLS

Windows 10	(Basic)	**Microsoft Word**	(Intermediate)
Accounting	(Advance)	**Teaching**	(Advance)

EDUCATION

Keng Kham Primary School
Wan Sai Village, Keng Kham, Shan State, Burma
Date: 2015 - 2016

Social Justice Education Program
The School for Shan State Nationalities Youth (SSSNY), Chiang Mai, Thailand
Date: May 2016 – December 2016

LANGUAGES

Burmese	(Advance)	**Kachin**	(Advance)
Shan	(Advance)	**English**	(Intermediate)

3.5 Working with Tables

● Creating new document (3.5.1)

Steps: Go to Insert > Table > Choose number of rows and columns
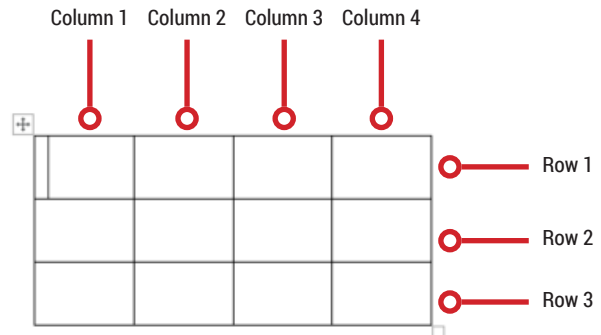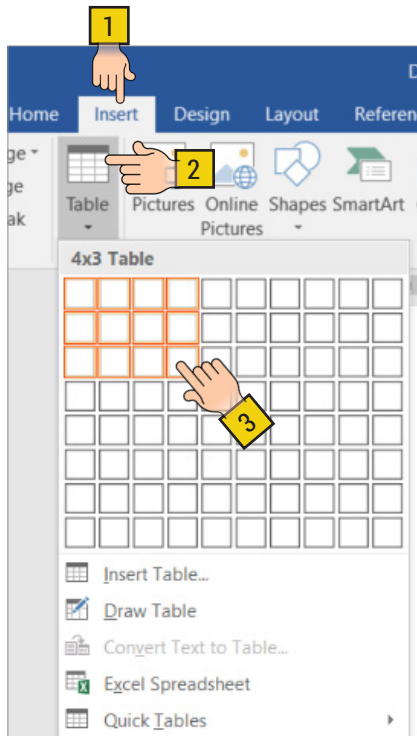
(OR)

Steps: Insert > Table > Insert Table ... > write number of rows and columns > OK
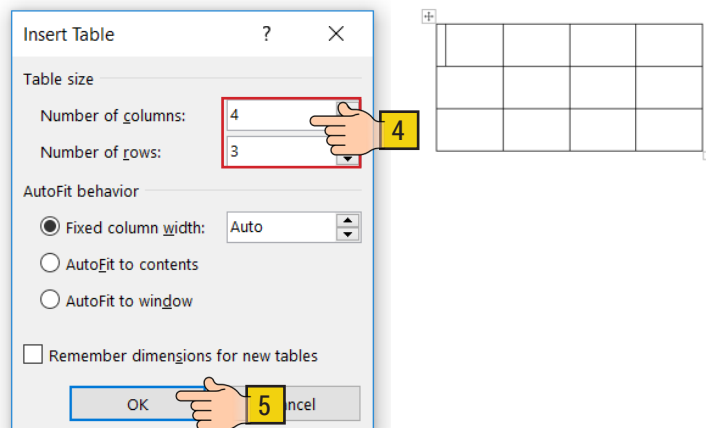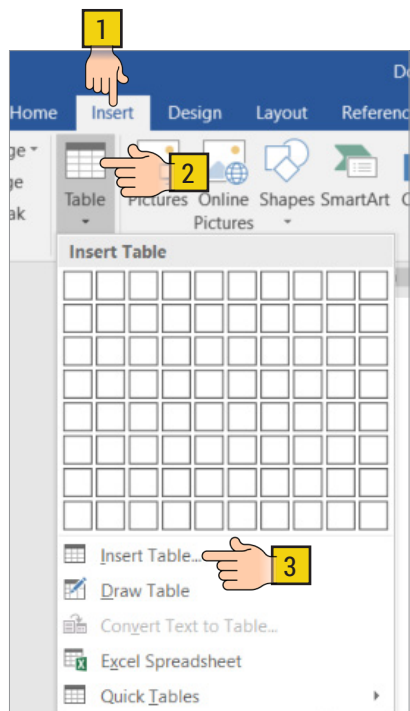
● Changing table size (3.5.2)

Step: Drag one of the corners to change table (OR) drag the vertical or horizontal line to adjust the column and row size

#	Name	Age	Sex
1	Smith	19	M
2	Linda	20	F

● Adding cell color (3.5.4)

Steps: Select cell (row or column) > *Right-click* > Choose a color
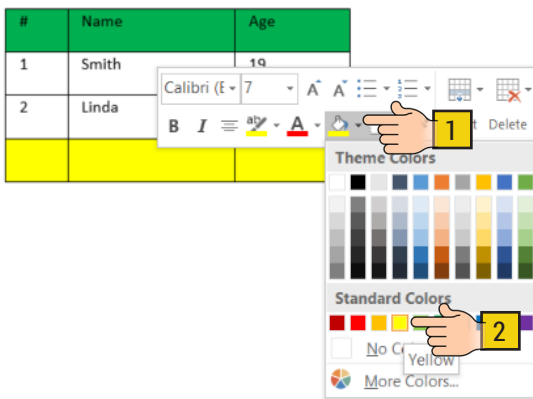
● Changing table style (3.5.6)

Steps: Click the **+ icon** to select all table > Design > Choose a style from the list
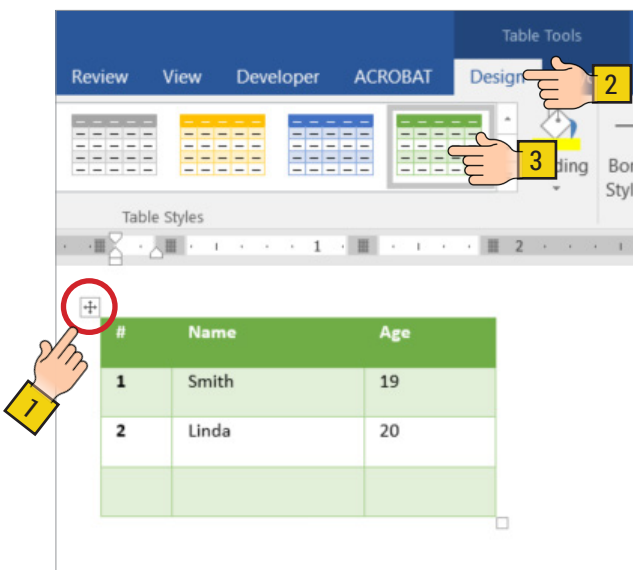
● Adding new rows and columns (3.5.3)

Steps: Move pointer to the left or right corner of an row or column > click the **plus (+)** sign

Adding a new row

#	Name	Age	Sex
1	Smith	19	M
2	Linda	20	F

Adding a new column

#	Name	Age	
1	Smith	19	
2	Linda	20	
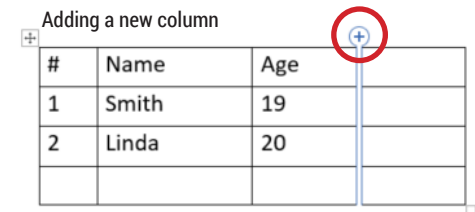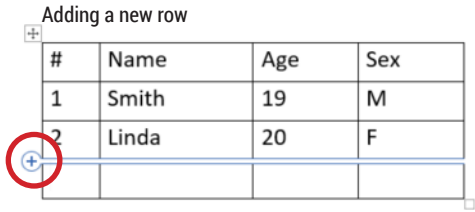
● Deleting row / column / table (3.5.5)

Steps: *Right-click* on a cell > choose one item to delete cell, column, row, or table (everything)
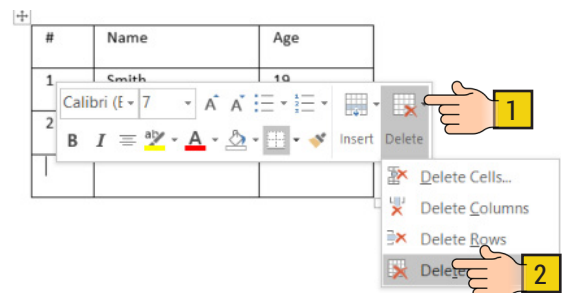
● Merging (combining) cells (3.5.7)

Steps: Select cells > *Right-click* > Merge Cells
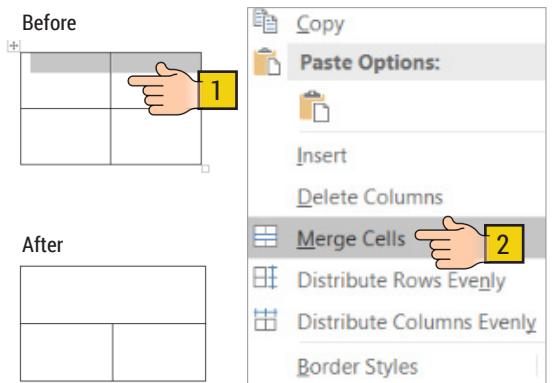
TRY IT! *Creating a calendar*

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12 Queen's Birthday	13	14	15 ● Full Moon Day
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

TRY IT! *Creating a school transcript*
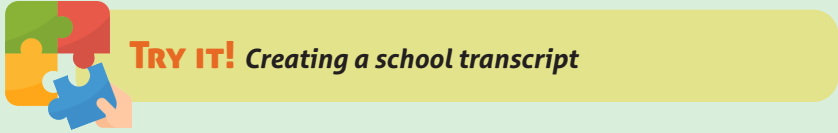
Myanmar High School   ## OFFICIAL COPY

Office of the Register   **STUDENT NAME HERE**   DOB: 04/20/2020

Website: website.com   Completion Date: 04/08/2020   #1005

Title	Units Attempted	Units Earned	Grade	Grades Point
*** ACADEMIC EQUIVALECY TRANSCRIPT ***				
	0.5	0.5	A	2.0
Basic Math	0.5	0.5	A+	2.0
Algebra I	0.5	0.5	A-	2.0
Algebra II	0.5	0.5	A	2.0
Geometry I	0.5	0.5	A	2.0
Geometry II				
SECTION TOTALS (MATHEMATICS)	4.5	4.5		18.0
Astronomy Basic	0.5	0.5	C	1.0
Beginning Chemistry	0.5	0.5	C	1.0
Biology I	0.5	0.5	D	0.5
Chemistry I	0.5	0.5	C	1.0
Earth Science	0.5	0.5	D	0.5
Geography	0.5	0.5	C	1.0
Basic Physics	0.5	0.5	C-	1.0
SECTION TOTALS (SCIENCE)	3.5	3.5		6.0
Civics	0.5	0.5	C	1.0
Current Affairs	0.5	0.5	C	1.0
General Psychology	0.5	0.5	B-	1.5
History I	0.5	0.5	C	1.0
History II	0.5	0.5	B-	1.5
Introduction to Sociology	0.5	0.5	B-	1.5
Political Science	0.5	0.5	C	1.0
World Literature	0.5	0.5	B-	1.5
SECTION TOTALS (SOCIAL STUDIES)	4.0	4.0		10.0

Memoranda & Footnotes:
CG > Change of grade
CR > Credit for Course Study
IR > Incomplete removed
IC > Incomplete charged
RC > Repeated class
TC > Transfer credit

CERTIFICATED TO BE A
CORRECT TRANSCRIPT
OF RECORD.

STUDENT IN GOOD
STANDING UNLESS
OTHERWISE INCDICAGED.

Official

Transcript

CHAPTER 4:

Microsoft PowerPoint

4.1 Creating and Managing PowerPoint

● Creating a new PowerPoint (4.1.1)

Steps: Open PowerPoint > Blank Presentation
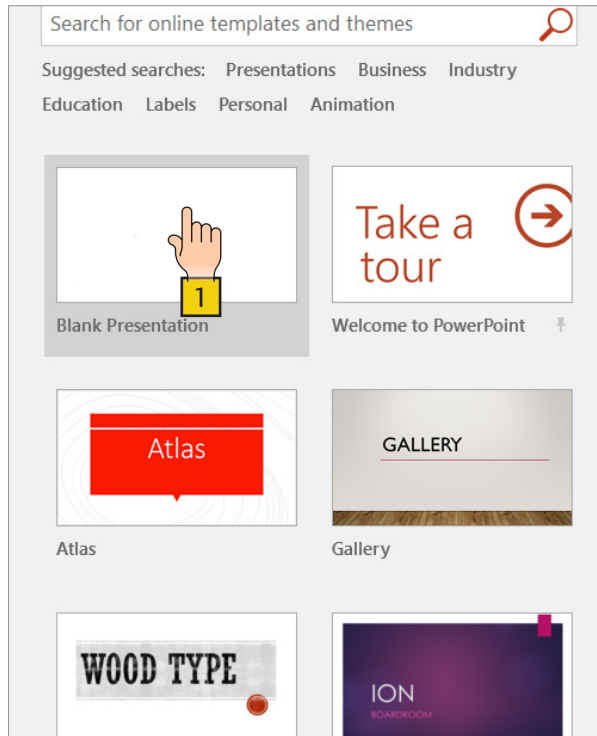
● Changing slide (screen) size (4.1.2)

Steps: Design > Slide Size > Choose a slide size
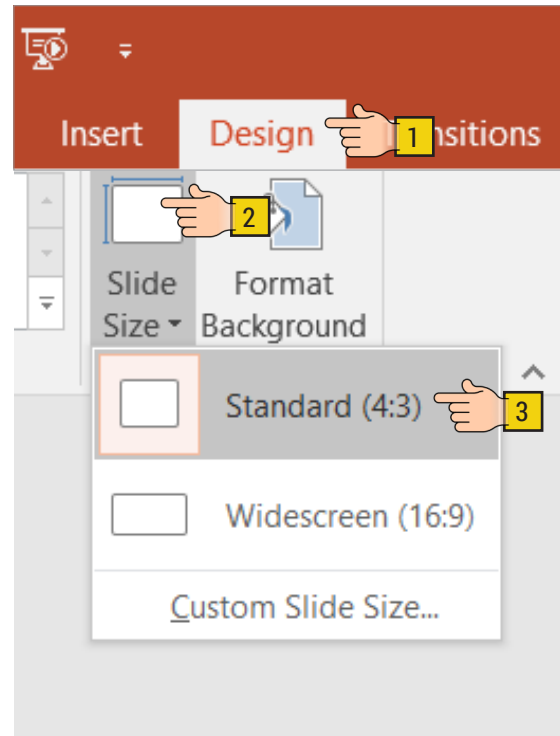
● Changing PowerPoint theme (style) (4.1.3)

Steps: Design > Choose a style
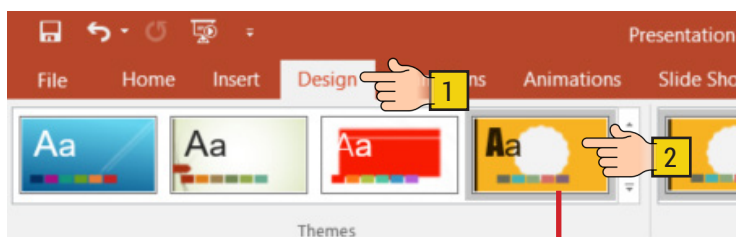
● Adding a new slide (4.1.4)

Steps: Home > New Slide
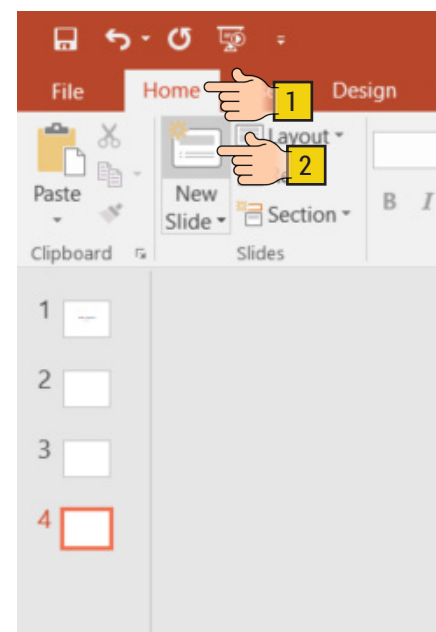
4.2 Working with Text

● **Changing font and paragraph style** (4.2.1)

Hello
Hello
Hello

AAᴀ

- Apple
- Banana
- Orange

1. Apple
2. Banana
3. Orange

Hello, how are you?

Hello, how are you?

<u>Hello, how are you?</u>

Today is a nice day.

saturated fat in our diets. This means cutting back on full fat dairy foods, red meat and

improve our health, especially heart health, we needed to reduce the

improve our health, especially heart health, we needed to reduce the

improve our health, especially heart health, we needed to reduce the

● **Inserting a new Textbox** (4.2.2)

Steps: Insert > Shapes > Click on text box icon > Draw the texbox on the screen

TRY IT! *Creating text slides*

Project Presentation

- Project Overview

- Project Activities

- Project Timeline

- Successes and Challenges

- Project Budget

- Project Evaluation

NOTHING IS IMPOSSIBLE

THE WORDS ITSELF SAYS

I AM POSSIBLE!

AUDREY HEPBURN

4.3 Working with Pictures

● **Inserting (adding) a picture from computer** (4.3.1)

Steps: Insert > Pictures > Choose a picture from computer > click Insert

● **Inserting (adding) a picture from internet** (4.3.4)

Steps: Insert > Online Pictures > find picture > select a picture from the list > click Insert
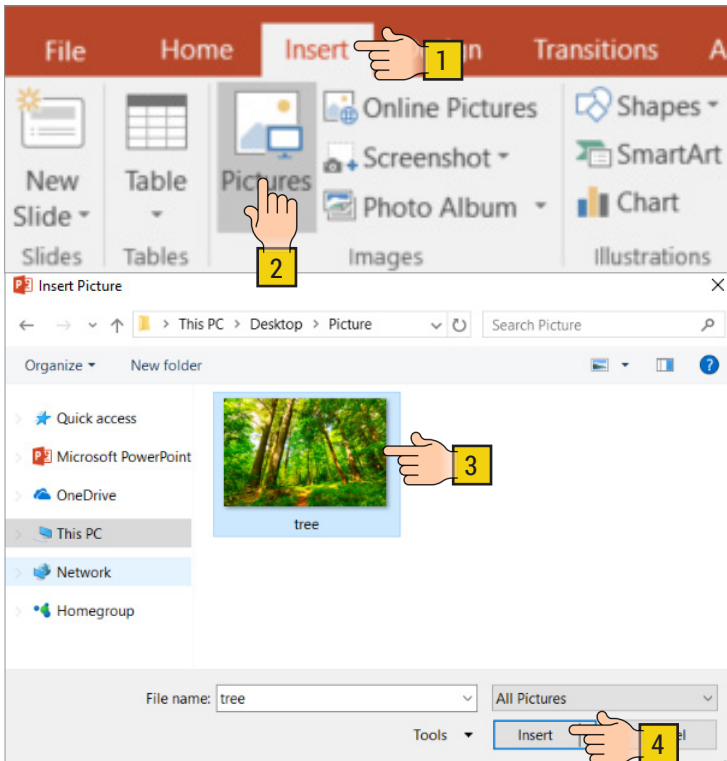
● **Resizing and rotating a picture** (4.3.2)

Steps: *Click once* on the picture > drag one of the corners to resize it

● **Rotating a picture** (4.3.3)

Steps: *Click once* on the picture > Drag the *rotate icon* to roate the picture
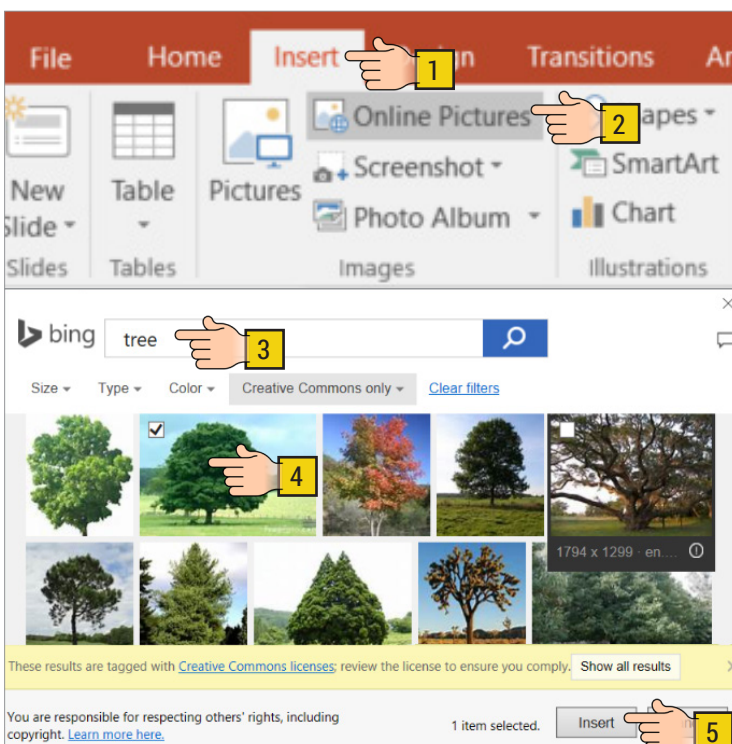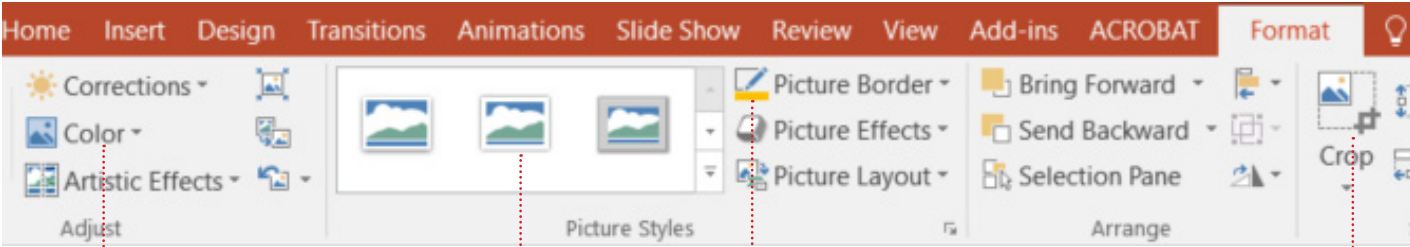
● **Changing a picture** (4.3.5)

Steps: *Right-click* on picture > Change Picture ... > Choose a picture from computer or from the internet
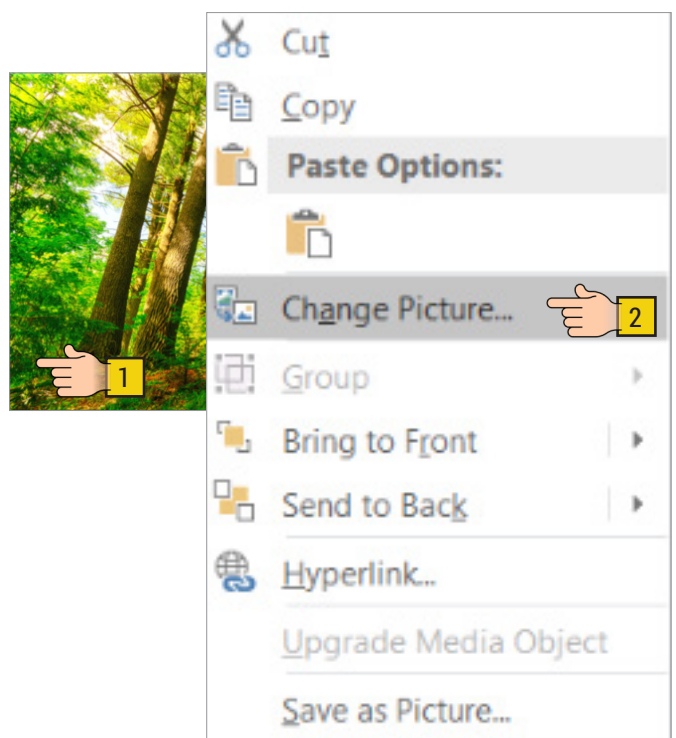
● Changing picture style and color (4.3.6)

Steps: *Click once* on any picture > Format > Apply a picture style, effect, or color etc.

| Change color | Choose style | Border style | Crop (cut) image |

TRY IT! *Creating an image gallery*

Loving **nature**
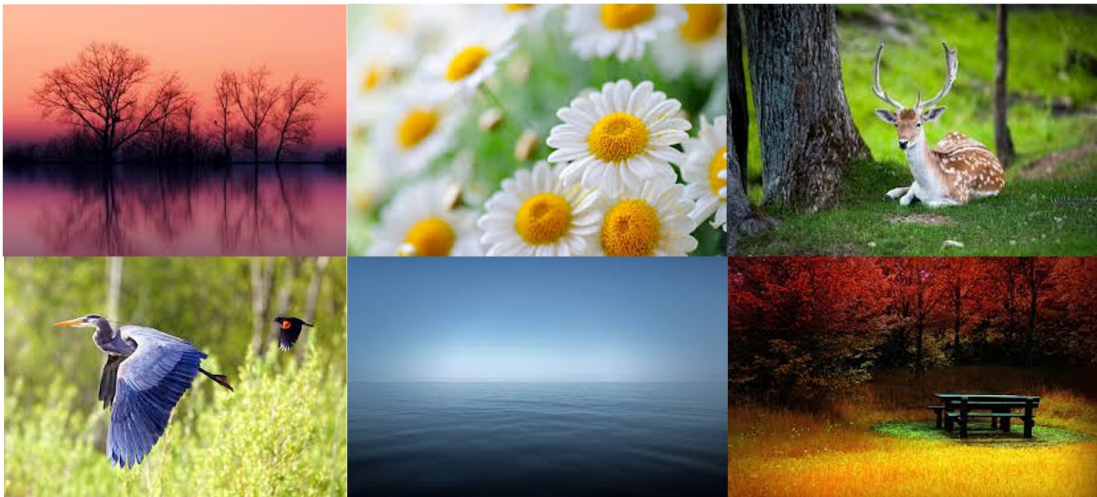
4.4 Working with Shapes

● Inserting a Shape (4.4.1)

Steps: Home > Shapes > Choose a shape > Draw the shape on the screen
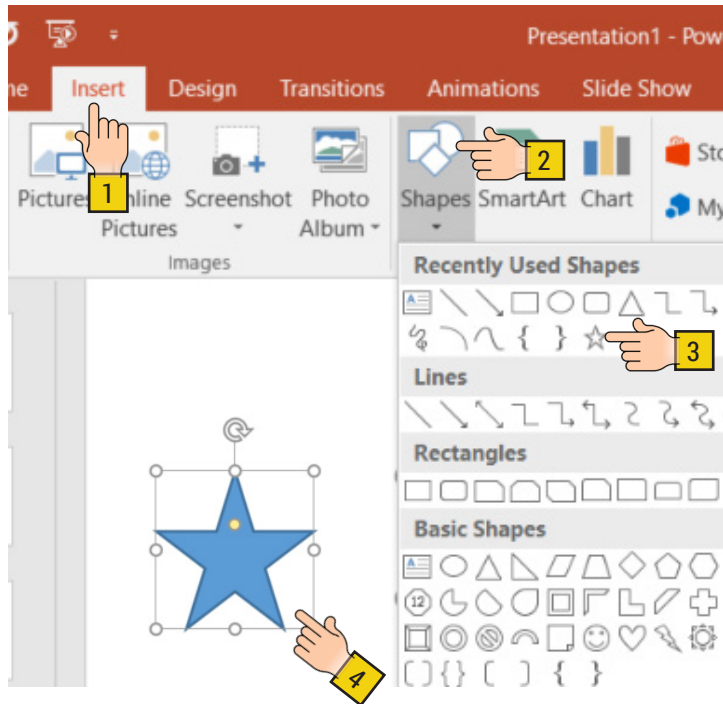
● Changing shape color and border (4.4.2)

Steps: *Right-click* on the shape > click Fill to change shape color

(OR) click Outline to change border color
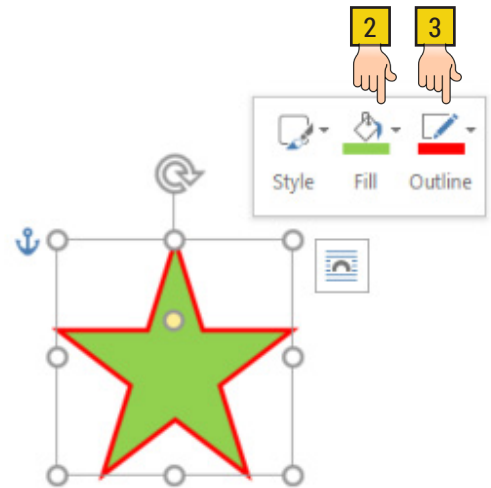
TRY IT! *Creating an alphabet game*

4.5 Working with Transitions

A **transition** is how you want the slide shows up when you move to a new slide (such as fly in like a bird or even an airplane)!
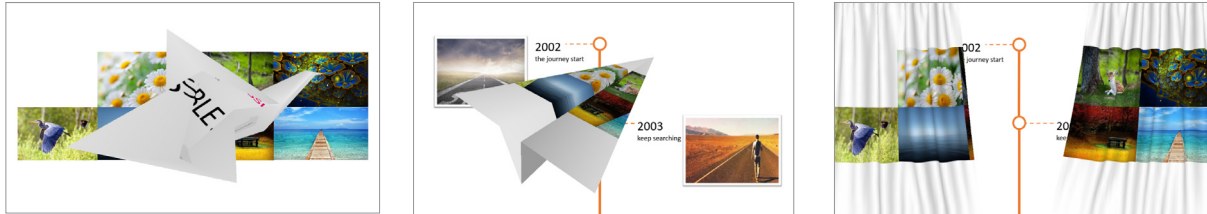
● **Adding a transition to slide** (4.5.1)

Steps: Select the slide (click once on the slide from the left panel) > Transitions > Choose a transition style from the list
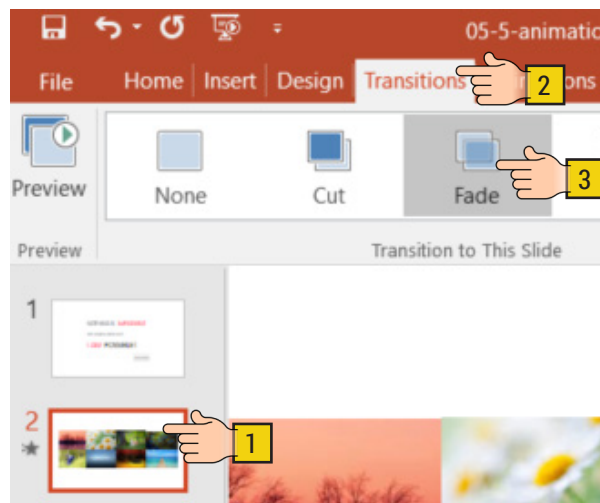
● **Removing a transition from slide** (4.5.2)

Steps: Select the slide > Transitions > None
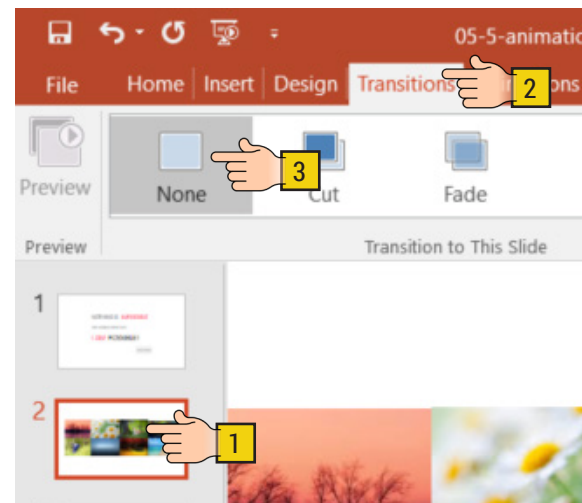
● **Changing transition settings** (4.5.3)

Steps: Select a slide with the transition > Transitions > Set the effect, sound or duration of the transition

Choose a sound

Choose a transition style

Set the speed (time) of the transition
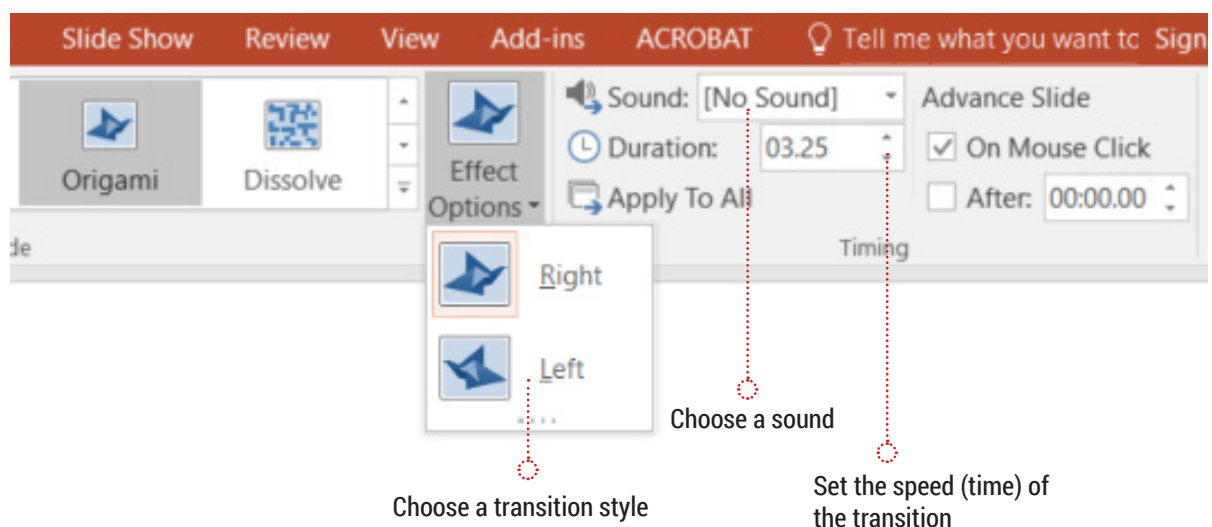
4.6 Working with Animation

An **animation** is how you want the text, picture, or even a video to appear or shows up in a slide.

● **Adding animation** (4.6.1)

Steps: Select item(s) > Animations > Choose an
`   animation style from the list
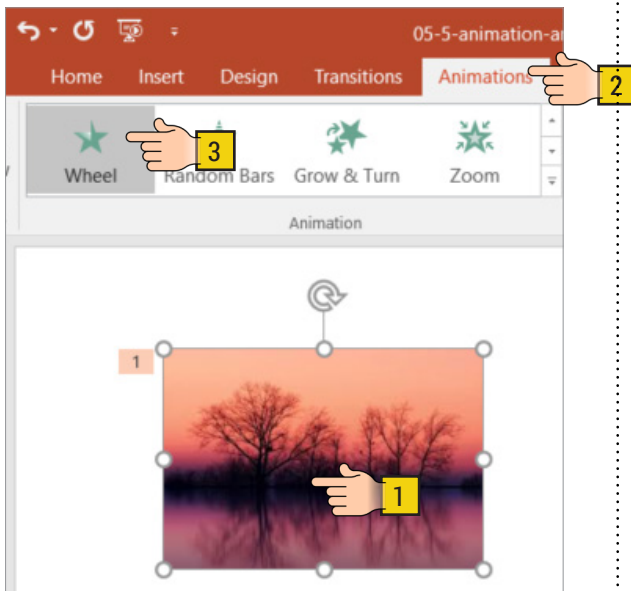
● **Removing animation** (4.6.2)

Steps: Select item(s) > Animations > None
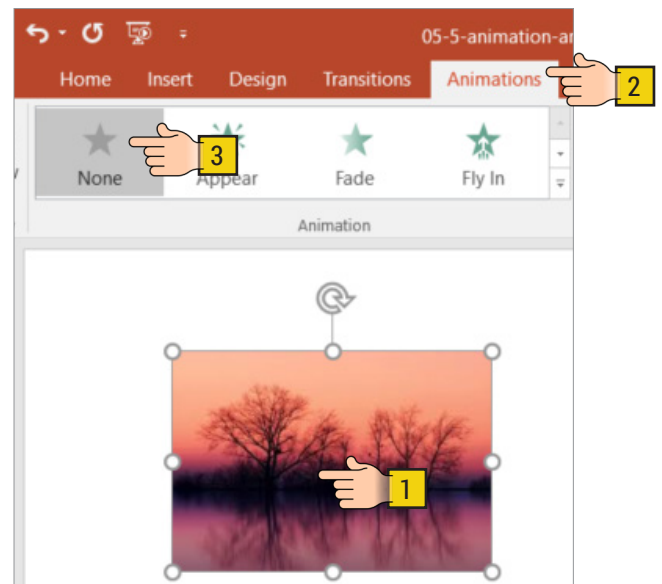
● **Animation settings** (4.6.3)

Steps: Select an item with animation > Animations > Set animation effect, starting or duration etc.

Choose animation style

Choose animation to start on click
or automatically

Set the speed (time) of
the animation
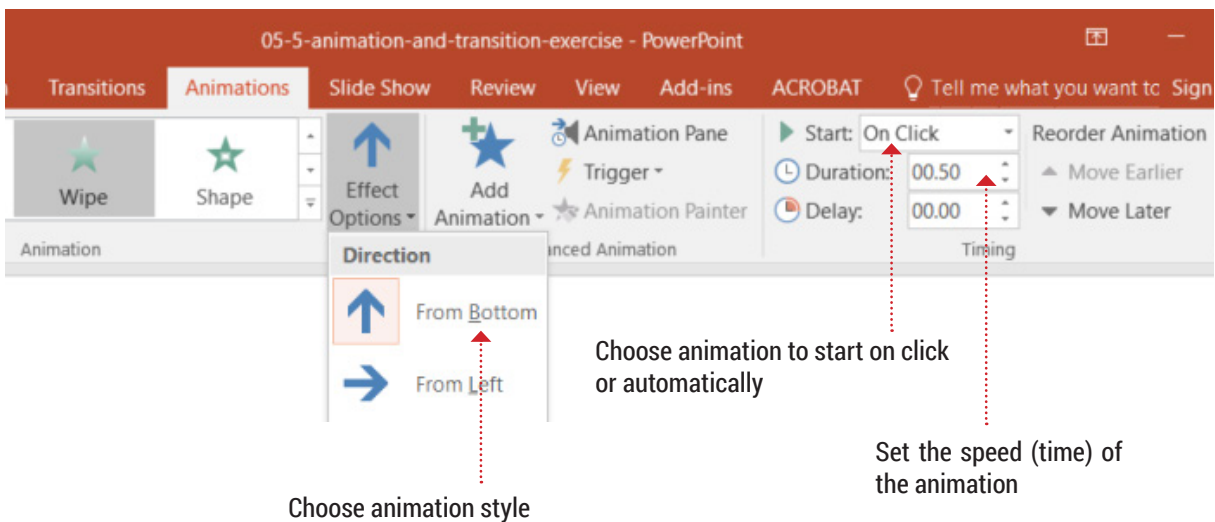
● Using animation pane (4.6.4)

Steps: To change the order of animation, go to Animations > Animation Pane > Drag the bar on the right panel to change order of the animation (the top item appears first)
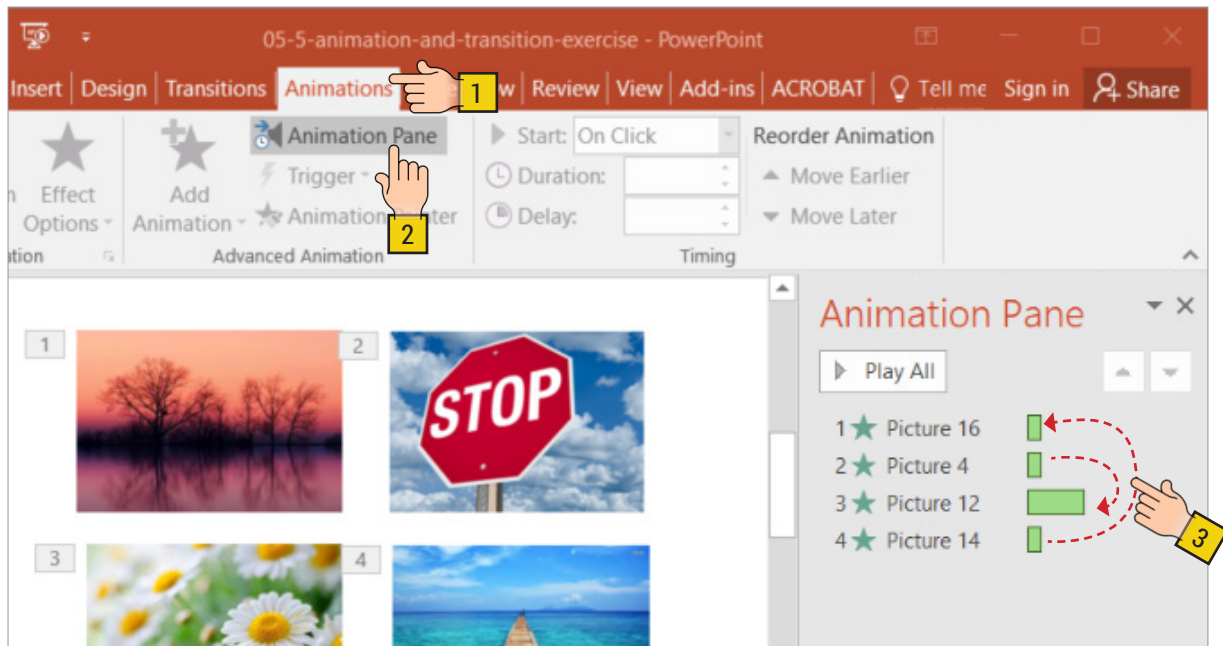
4.7 Adding Video and Audio

● Adding video (4.7.1)

Steps: Insert > Video > Choose to insert online or video from computer or from the interent > Insert
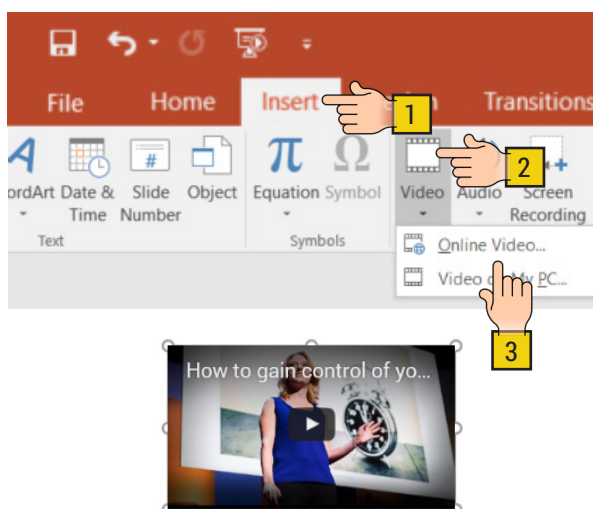
ⓘ Online video requires internet to insert or view the video.

● Adding audio (sound) (4.7.2)

Steps: Insert > Audio > Audio on MyPC... > Choose an audio file (mp3) > Insert
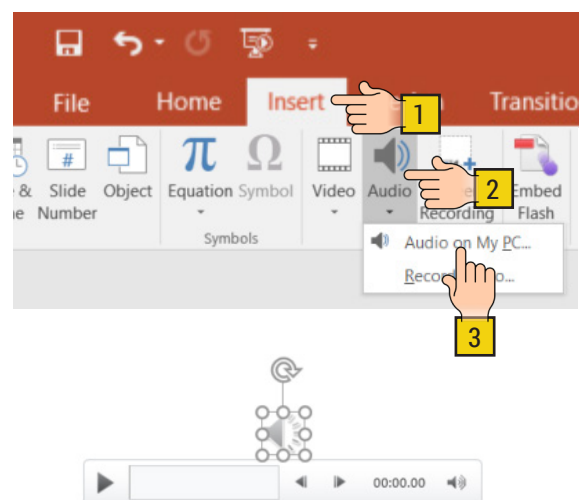
4.8 Creating a Good Presentation (4.8.1)

1   *Outline:* Make first and second slide an outline (overall picture) of your presentation.
The first slide should include presentation title, presenter's name, date, and sometimes agency name. The second slide should include a list of topics that outline the rest of the presentation.

2   *Slide:* Minimize the number of slides.
To maintain a clear message and to keep your audience attentive and interested, keep the number of slides in your presentation to a minimum (5 – 15 slides is good enough).

3   *Font:* Choose a font style and font size that your audience can read from a distance.
Choosing the right font style, such as Helvetica or Arial (without head), helps to get your message across. Avoid narrow fonts, such as Arial Narrow, and avoid fonts that include fancy edges, such as Time New Roman (use at least 18pt font size).

4   *Text:* Keep your text simple by using bullet points; no long sentences!
Use bullets or short sentences because you want your audience to listen to you present your information, rather than read the screen. (show one point at a time).

5   *Shape:* Use shape or SmartArt to help convey your message.
Use shape or SmartArt to help tell your story. However, do not overwhelm your audience by adding too many graphics to a slide.

6   *Background:* Make slide backgrounds subtle and keep them consistent.
Choose an appealing, consistent template or theme that is not too eye-catching. You do not want the background or design to detract from your message. Use high contrast between background color and text color.

7   *Proofing:* Check the spelling and grammar.
To earn and maintain the respect of your audience, always check the spelling and grammar in your presentation.

8   *Animations:* Add more meaning by applying animation to an object.
Add animations to keep your audience's interest. However, do not use distracting animation and do not go overboard with lots of animation (make the animation flow consistently in one or two directions).

9   *Color:* Use a font color that contrasts sharply with the background.
Using a font color that does not contrast with the background color is hard to read (ask yourself: can I read it from 10 meters away?).

10   *Conclusion:* Use an effective and strong closing.
Usually your audience is likely to remember your last words, therefore, use the conclusion slide to summarize the main points of your presentation.

4.9 Giving a Good Presentation (4.9.1)

1   Show up early and verify that your equipment works properly.
Get to the place early, set up all needed equipment, and make sure that all equipment is connected and running.

2   Verify that the projector's resolution is the same as the computer on which you created your presentation.
If the resolutions do not match, your slides may be cropped, or other display problems can occur.

3   Ask your audience to hold questions until the end.
Questions are an excellent indicator that people are engaged by your subject matter and presentation skills. However, if you save questions until the end of the presentation, you will get through your material uninterrupted.

4   Avoid moving the mouse pointer unconsciously.
When you are not using the pointer, remove your hand from the mouse. This helps to stop you from moving the pointer unconsciously, which can be distracting.

5   Do not read the presentation! Practice, practice, and practice!
Practice the presentation so that you can speak from bullet points. The text should be a cue for the presenter rather than the full message for the audience.

6   Do not read directly from slide or paper.
Never turn back to your audience and do not read directly out of slide or a full-page of paper: the audience want to know what you say, not what you read! However, you can keep a short note or important list of what you are going to present.

7   Stay on time.
If you plan a certain amount of time for your presentation, do not go over. If there is no time limit, take less time rather than more to ensure that people stay engaged.

8   Use your body language to support your presentation.
Keep eyes contact with your audience. Use your hands and walk around to raise audience's interests and to support your presentation.

9   Speak clearly and loudly.
Make sure you can make your audience understand what you are saying by speaking clearly and loudly so that everyone can hear.

CHAPTER 5:

Microsoft Excel

5.1 Creating and Managing Workbooks

● Creating new sheet (5.1.1)

Steps: Open Microsoft Excel > Black workbook
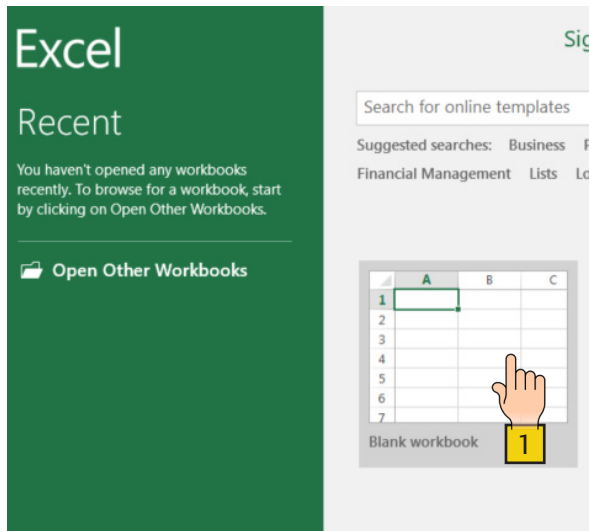
● Putting data in cells (5.1.2)

Steps: Click to select a cell > write on keyboard

ℹ Use *arrow keys* on keyboard to quickly jum to different cells

ℹ *Double-click* on the cell to edit information inside it or *click-once* and write on the cell will repace what is inside

● Adding and removing a sheet (5.1.3)

Steps: To *add* a new sheet, click the *+ icon* on the bottom left of the screen
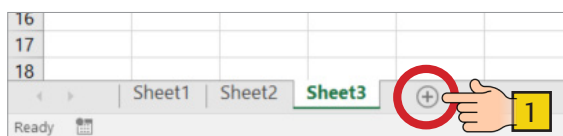
To *remove* a sheet, right click on the sheet > Delete
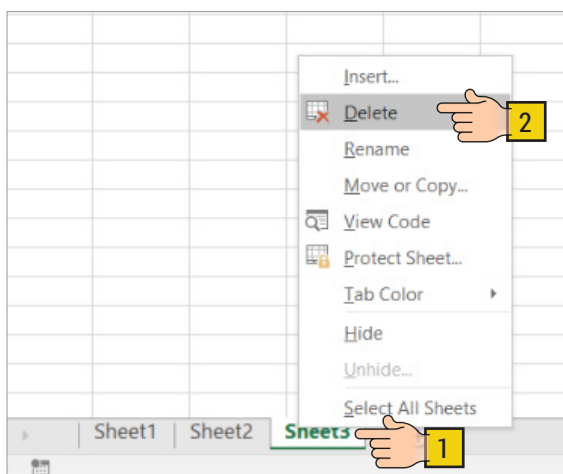
● Moving cells (data) (5.1.4)

Steps: Select cell(s) > drag the *border* to a new location
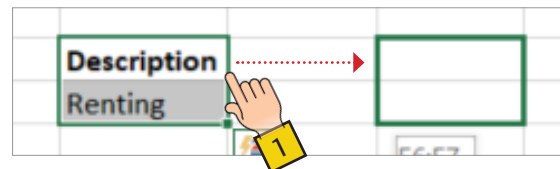
● Resizing columns and rows (5.1.5)

Steps: Drag the top or left border column or row to resize it

5.2 Working with Text and Cells

● **Formatting cell data** (5.2.1)

TRY IT! *Creating simple monthly expenses plan*

No	Description	Unit	Price	Total Price
1	Renting	1	2500	2500
2	Food	30	150	4500
3	Stationary	2	500	1000
4	Transportation	4	100	400
5	Communication	4	100	400
6	Internet	1	300	300
7	Water	1	150	150
8	Electricity	1	500	500
9	Research	2	100	200
10	Snack	30	50	1500
Total				**11450**

5.3 Operations

6 Types of operations are

+	········○	Addition
-	········○	Subtraction
*	········○	Multiplication
/	········○	Division
%	········○	Percentage
^	········○	Power

● **Order of operations** (5.3.2)

1	( )
2	power
3	÷
4	x
5	+
6	-

Example:

$$(3*10^2 + (26-5)) / 2$$
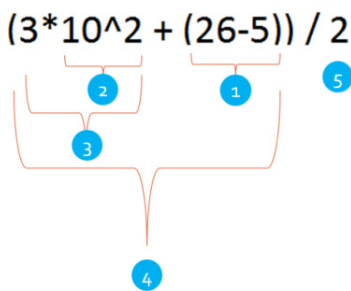
● **Performing operations** (5.3.1)

= write [220] + write [330]   ↵ Enter

click   click
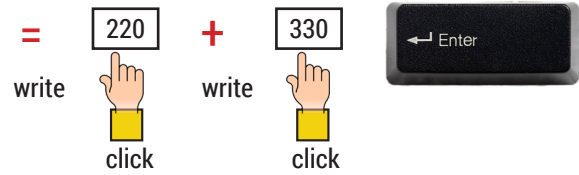
Examples:

Addition (+)			
School	Male	Female	Total Student
Addition	220	330	=C6+D6

Subtraction (-)			
Month	Income	Expense	Balance
January	5000	3000	=C6-D6

Multiplication (x)			
Item	Price	Number	Price
Shirt	400	5	=C6*D6

Division (÷)			
Item	Number	People	Per people
Apple	600	50	=C6/D6

TRY IT! *Using operations*

Addition (Counting Students)			
School name	Male	Feamale	Total
Kung Kyaw School	50	70	
Kutkai School	27	30	
Namlan School	200	250	
CBY School	13	17	
Shout Haw School	232	179	
Total			

Multiplication (Clothes Shop)			
Item	Price	Unit	Total Price
Jeans	12000		
Traditional Clothes	100000		
Skirts	15000		
Makeup	10000		
Pajamas	8000		
Total	145000		

Subtraction (Monthly Budget)			
Month	Income	Expense	Balance
January	5000	3000	
February	5000	4000	
March	10000	7500	
April	5000	8000	
May	4000	5000	
Total			

Division (Fruit Distributor)			
Item	Unit	People	Unit/People
Orange	600	50	
Mango	400	20	
Banana	270	90	
Watermelon	750	75	
Pineapple	300	60	

TRY IT! *Project budget form*

<table>
<tr><td colspan="3" align="center">Budget Form</td></tr>
<tr><td>Organization Name:</td><td colspan="2">Green Tree Organization</td></tr>
<tr><td>Project Name:</td><td colspan="2">Youth Environmental Awareness Programme</td></tr>
<tr><td>Prepared by:</td><td colspan="2">John Doe</td></tr>
<tr><td>Grant Duration:</td><td colspan="2">01 MAY 2021 - 30 AUG 2021</td></tr>
<tr><td>Name of Local Currency:</td><td colspan="2">Kyat</td></tr>
<tr><td>Currecny Exchange Rate:</td><td colspan="2">1279</td></tr>
<tr><td>Amount requested (in USD)</td><td colspan="2">0</td></tr>
</table>

Budget Category	Requested	
	Local Currency	USD
PROJECT COST:		
Food 41 people x 90000 kyat x 4 month		
Transportation 200,000 kyat x 4 month		
Training Center 500,000 kyat x 4 month		
Staionery		
Healcare		
Student Activities 200,000 kyat x 4 months		
IT Devices		
Reserved Grant		
Communication 200,000 kyat x 4 months		
Student Sport		
Outing		
PERSONNEL COST:		
Trainer salaries 5 x 150,000 x 4 months		
Staff Salaries 11 x 150,000 x 4 months		
Project Coordinator		
Accountant		
Information Collector		
Logistic Staff		
ADMINISTRATION COST (Office Operations):		
Leagal and Security		
Office Utilities 10,000 x 4 months		
Office Supplies		
Office Rental 100,000 x 4 months		

TRY IT! *Creating a personal expense form*

MONTHLY CASH AFTER EXPENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR
Cash Flow	0	0	0	0	0	0	0	0	0	0	0	0	0

MONTHLY INCOME	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR
Financial aid (grants, scholarships, loans)													
Par-time job													
Financial help from family													
TOTAL INCOME	0	0	0	0	0	0	0	0	0	0	0	0	0

MONTHLY EXPENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR
Room & Board	0	0	0	0	0	0	0	0	0	0	0	0	0
Rent, mortgage, or dorm room													
Food (groceries or meal plan)													
Utilities (heat, water, electricity)													
Tuition & Fees	0	0	0	0	0	0	0	0	0	0	0	0	0
Tuition fee													
Activities fee													
Books & Supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
Textbooks													
School supplies													
Transportation	0	0	0	0	0	0	0	0	0	0	0	0	0
Gas, maintenance													
Travel at holidays													
Discretionary	0	0	0	0	0	0	0	0	0	0	0	0	0
Savings													
Cell phone, Internet, cable													
Snacks, dining out													
Clothes													
Entertainment (movies, dates, concerts)													
TOTAL EXPENSES	0	0	0	0	0	0	0	0	0	0	0	0	0

5.4 Functions

More operations to work with function

=	········◌	Equal to
<=	········◌	Less than or equal to
>	········◌	Greather than
>=	········◌	Greather than or equal to
<>	········◌	IS NOT equal to
,	········◌	Multiple selections
"A"	········◌	Write text

= if (condition **,** if true do this **,** if not true do this)

Student Name	Score	Status (Pass or Fail)
Student A	45	Fail
Student B	50	Fail
Student C	55	Pass
Student D	42	=IF(D13>50, "Pass", "Fail")

Check if score is bigger than 50 *If true write Pass* *If not write Fail*

● **Using functions** (5.4.1)

1. Finding total number

= sum(select cells)

3. Finding biggest number

= max(select cells)

2. Finding average number

= average(select cells)

4. Finding smallest number

= min(select cells)

5. Count if ....

= countif(select cells **,** "condition")

Student Name	Score
Student A	45
Student B	50
Student C	55
	=COUNTIF(D10:D12, ">=50")

This checks how many students passed the test

TRY IT! *Using functions to find numbers*

Number
100
101
102
103
104
105
106
107
108
109
110

Total Sum

Average Number

Count of cells

Maximum Number

Minimum Number

TRY IT! *Simple accounting for a small shop*

#	Product ID	Product Name	Buying Price	Selling Price	Quantity	Date
1	PA1001	A5 paper	300	400	50	22-Aug-21
2	PA1002	Pen	150	200	65	23-Aug-21
3	PA1003	12 inches Ruler	450	500	200	24-Aug-21
4	PA1004	Book	2000	2200	70	25-Aug-21
5	PA1005	A4 paper	800	1000	20	26-Aug-21
6	PA1006	Eraser	350	400	120	27-Aug-21
7	PA1007	Sharpener	250	300	200	28-Aug-21
8	PA1008	Marker	500	600	150	29-Aug-21
9	PA1009	Poster	480	500	50	30-Aug-21
10	PA1010	Newspaper	850	1000	240	31-Aug-21
11	PA1011	Scissors	1450	1500	200	1-Sep-21
12	PA1012	B4 Pen	750	800	50	2-Sep-21
13	PA1013	Ruler	500	600	90	3-Sep-21
14	PA1014	Headphone	2800	3000	40	4-Sep-21
15	PA1015	Dictionary	4800	5000	15	5-Sep-21

Sale Summary	
Total Buying Price	
Total Selling Price	
Total Quantity	
Average Selling Price	
Maximum Selling Price	
Minimum Selling Price	
Vat (Tax)	7%
Total paying for Vat	
Total Profit	

5.5 Working with Charts

A **chart** is a sheet of information in the form of a table, graph, or diagram. Put it simply, showing information in a picture.

● **Adding a chart** (5.5.1)

Steps: Select data from cells *(use Ctrl key to select different column or row)* > Insert > Choose a chart
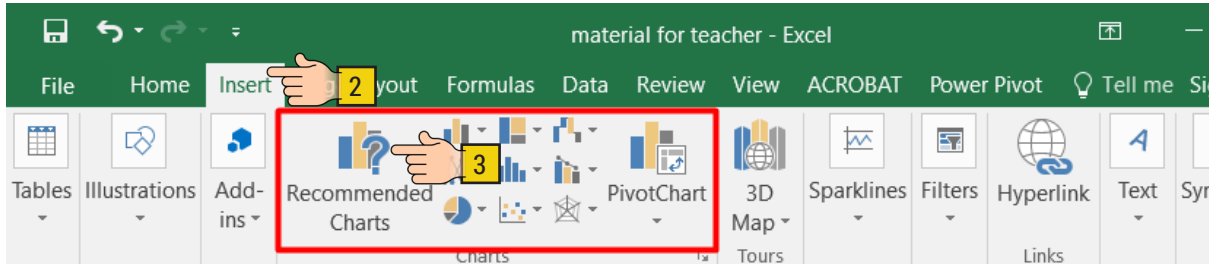
Example: please find total sale number of each product

Report of total item sales (JAN - MAY)			
Product	JAN	FEB	MAR	Total
Laptop	25	20	42	87
Mobile Phone	220	55	45	320
Assessories	20	55	25	100
Tablet	25	62	60	147
Total	290	192	172	
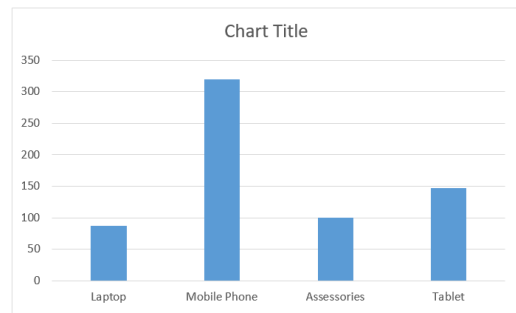
Example, please find total sale of each month

Report of total item sales (JAN - MAY)			
Product	JAN	FEB	MAR	
Laptop	25	20	42	87
Mobile Phone	220	55	45	320
Assessories	20	55	25	100
Tablet	25	62	60	147
Total	290	192	172	
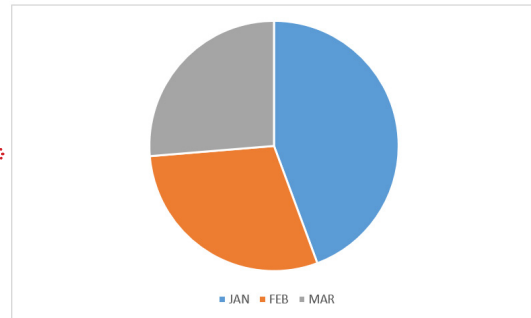
● **Changing chart style** (5.5.2)

Steps: *Click-one* on the chart > change the style on the upper-right corner of the chart

OR
Select the chart > Design > Choose a new design from the list
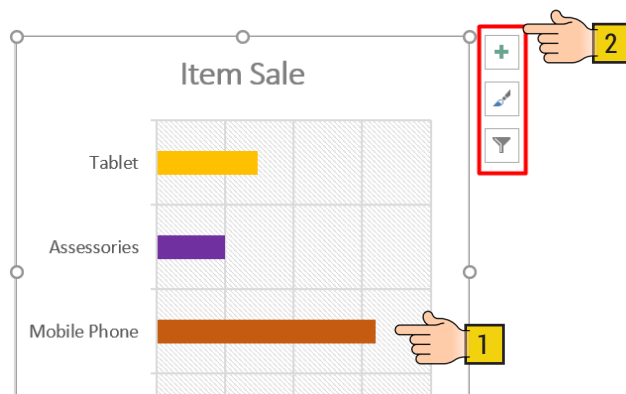
CHAPTER 6:

Social Media

6.1 Creating and Managing a Gmail Account on a PC

E-mail stands for "electronic-mail". It is sending a mail (message) to someone using internet. Gmail is a popular email service provided by Google.

● **Creating a Gmail account** (6.1.1)

Visit gmail.com

Google

Sign in

to continue to Gmail

Email or phone

Forgot email?

Not your computer? Use Guest mode to sign in privately.
Learn more

Create account

For myself

To manage my business

English (United States)   Help   Privacy   Terms

Next

Google

Create your Google Account

to continue to Gmail

First name
Myo

Last name
Myo

Username
myomyozinlwin   @gmail.com

You can use letters, numbers & periods

Password

Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

Show password

Sign in instead   Next

One account. All of Google working for you.

Google

Verify your phone number

For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*

Phone number
+95 95

Back   Next

Your personal info is private & safe

Google

Verify your phone number

For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*

Enter verification code
G- 755122

Back

Call instead

Verify 7

Google

Myo, welcome to Google

myomyozinlwin@gmail.com

Phone number (optional)
+66613480299

We'll use your number for account security. It won't be visible to others.

Recovery email address (optional)

We'll use it to keep your account secure

Month: November Day: 12 Year: 1985

Your birthday

Gender: Male

Why we ask for this information

Back Next 8

Your personal info is private & safe

Google

Get more from your number

If you like, you can add your phone number to your account for use across Google services. Learn more

For example, your number will be used to
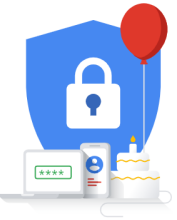
Receive video calls & messages

Make Google services, including ads, more relevant to you

More options

Back

Skip 9   Yes, I'm in

Your personal info is private & safe

You're in control

Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking "More Options" below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account (myaccount.google.com).

MORE OPTIONS ∨

Cancel I agree 10

● Sending an email (message) (6.1.2)

≡ **M** Gmail

+ Compose **1**

🗔 **Inbox**   1

★ Starred

🕒 Snoozed

➤ Sent

🗎 Drafts

⌄ More

Meet

🎥 New meeting

⌨ Join a meeting

Education Project Report   ⎯ ⤢ ✕

lindasmith@gmail.com   **2** Email address

Education Project Report   **3** Suject or title

Dear Linda,

I am now sending you our 6-month report for the Education Project.
Please see the attached file for more information.

Please feel free to contact me if you have any questions or concerns.

Best regards,
John   **4** Message

Send ▾   A 📎 🔗 🙂 △ 🖼 📷 🖊   ⋮ 🗑

6

5 *Optional - Add file(s)
such as photo or PDF

● Replying to an email (6.1.3)

Open a message in email 👉 **1**

I am now sending you our 6-month report for the Education Project.
Please see the attached file for more information.

Please feel free to contact me if you have any questions or concerns.

Best regards,
John

↩ Reply 👉 **2** Click Reply

Well received with thanks! 👉 **3** Write your message

...

↶ ↷ Sans Serif ▾ ⊤ ▾ **B** *I* U A ▾

Send ▾   A 📎 🔗 🙂 △ 🖼 📷 🖊

4

● Forwarding an email (6.1.4)

Open a message in email 👉 **1**

I am now sending you our 6-month report for the Education Project.
Please see the attached file for more information.

Please feel free to contact me if you have any questions or concerns.

Best regards,
John

↩ Reply ➡ Forward 👉 **2** Click Forward

Well received with thanks! 👉 **3** Write your message

...

↶ ↷ Sans Serif ▾ ⊤ ▾ **B** *I* U A ▾

Send ▾   A 📎 🔗 🙂 △ 🖼 📷 🖊

4

6.2 Advance Gmail Management

● **Deleting message(s)** (6.2.1)

Steps:　Click the ***check box*** to select message > click the ***bin icon***
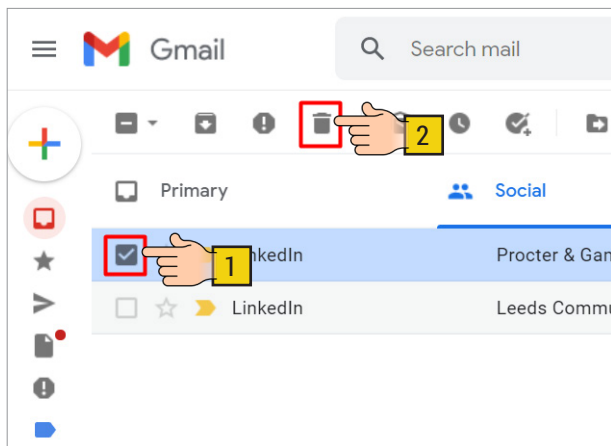
● **Marking important message(s)** (6.2.2)

You can mark (star) important messages so that they can be easily found in Starred menu on the left panel.

Steps:　Click ***star icon*** on each message
Click on the Starred from left menu to see only important messages
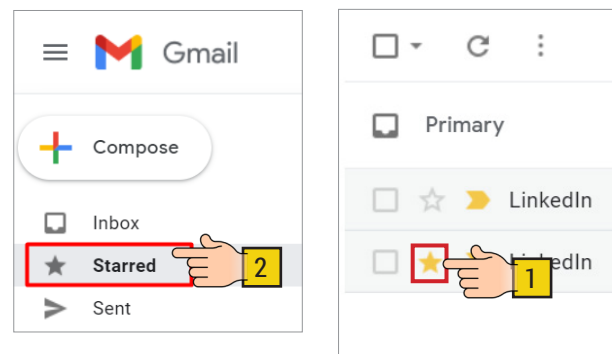
● **Blocking an email address** (6.2.3)

Steps:　Open a message that you want to block its email > click on ***three dots icon*** > Block " Email address name"

Block this email address　✕

Future messages from **Myo Myo <myomyozinlwin@gmail.com>** will be marked as Spam.

Cancel　**Block**
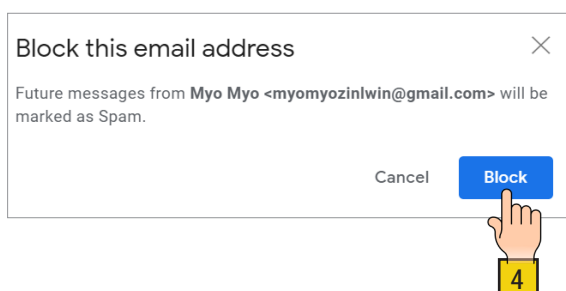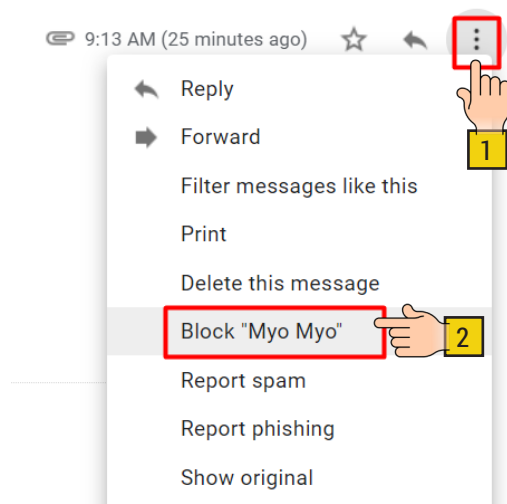
● **Adding Signature** (6.2.4)

A signature is a block of text that shows up after every email you send. It will typically include your name and some contact information, like your phone number or email address. If you're using Gmail at work, you may want to include your title and your company's address or website.

Steps:　Click on the ***gear icon*** > See all settings > scroll down to Signature > Write down your signature > Save Changes

6.3 Using Gmail on a Mobile Device

● **Using Gmail on mobile devices** (6.3.1)

Send message

Add **attached file(s)**

Star important message

Open **menu**

Click here to create a new message

Compose

From   johnlinda0090@gmail.com

To   Y Ying Ying

Media literacy workshop agenda

Please see the attached file for the upcoming media literacy workshop.|

PDF 00000034.PDF
6.8 MB

Search in mail

PRIMARY

Social
Facebook

Google Account
John, your Privacy Checkup has new suggestions for yo...
Sign in See your personalized privacy suggestions Hi Jo...   Jan 9

Google
Security alert
New device signed in to johnlinda0090@gmail.com You...   12/19/2020

Google
Help strengthen the security of your Google Account
Add a recovery email johnlinda0090@gmail.com Google...   12/7/2020

Google
2-Step Verification turned on
2-Step Verification turned on johnlinda0090@gmail.com   12/6/2020

Google
Important policy changes for Google Account storage
New inactive and over quota storage policies   12/5/2020

Google 2
Security alert
New device signed in to johnlinda0090@gmail.com You...   12/3/2020

Google
Your Google Account was recovered
Account recovered successfully johnlinda0090@gmail.c...

Mail   Meet

Gmail

All inboxes

Primary

Social

Promotions

ALL LABELS

Starred

Snoozed

Important

Sent

Scheduled

Outbox

Drafts

6.4 Creating and Managing a Facebook Account

Facebook is a social networking site that makes it easy for you to connect and share with your family and friends online. Originally designed for college students, Facebook was created in 2004 by Mark Zuckerberg while he was enrolled at Harvard University. Today, Facebook is the world's largest social network, with more than 2.45 billion users worldwide.

● **Creating a Facebook account on a PC** (6.4.1)

Go to www.facebook.com   1

Sign Up
It's quick and easy.

First name | Surname ·········· Write your name

Mobile number or email address ·········· Write your email or phone number

New password ·········· Write your password (remember this!)

Date of birth
20 | Jan | 2021 ·········· Choose your birthday

Gender
Female | Male | Custom ·········· Choose your gender

By clicking Sign Up, you agree to our Terms, Data Policy and Cookie Policy. You may receive SMS notifications from us and can opt out at any time.

Sign Up   2 Click

● **Creating a Facebook account on a mobilephone** (6.4.2)

ⓘ If you are already using a Facebook account in mobile phone, you have to *Logout* first.

❓ Help Center	ไทย • Español • More...	**Join Facebook**
❓ Help Community		We'll help you create a new account in a few easy steps.
🗎 Activity Log	Enter Email or Phone	
🔒 Privacy Shortcuts	Enter Password	
⚙ Terms & Policies	**LOG IN**	
⚠ Report a problem	**FORGOT PASSWORD?**	Next 4
ⓘ About		
▥ Mobile Data		
⏻ Log Out 2	**CREATE NEW FACEBOOK ACCOUNT** 3	Follow processes

1
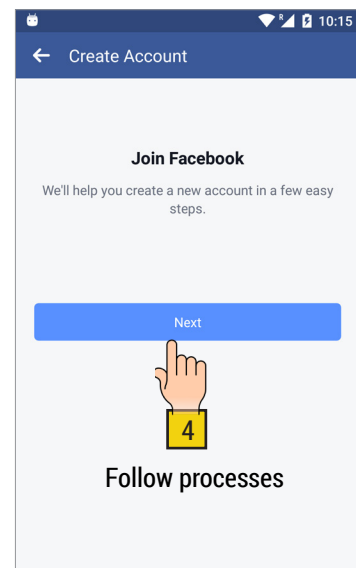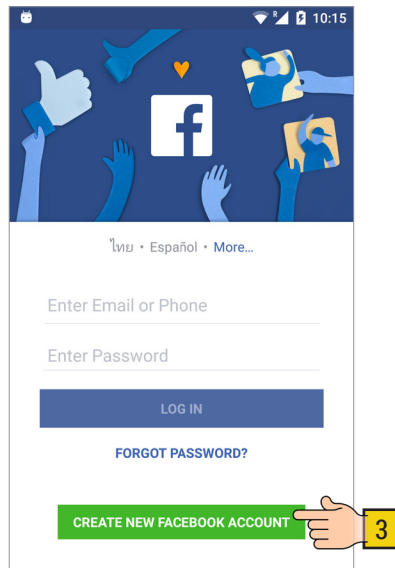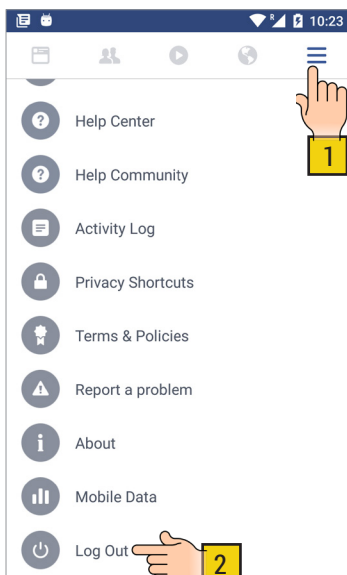
6.5 Creating and Managing a Facebook Group

Let's say you're looking for an easy way to keep in touch with a small group of friends, like a book club or a softball team. Rather than sharing with each friend separately, you could use a *Facebook group*. It's easy to join an existing group or create your own group. Groups make it easy for everyone to share with one another. For example, members of a group can:

- Plan future events and meetings
- Share posts and photos with other members

There are three types of groups on Facebook, depending on the group's privacy settings:

Open   Anyone can view the group, its members, and their posts.
Closed   Anyone can view the group and its members, but only members can see group posts.
Secret   Only members can see the group or any of its information. People who are not members won't be able to see that the group exists.

● Creating a Facebook group (6.5.1)

1 Click

2 Click

3 Write your group name

4 Add people into your group

5 Click

6 Choose an icon for the group

7 Click

● Adding and removing group members (6.5.2)

6.6 Creating and Managing a Facebook Page

Many companies and organizations now use *Facebook pages* instead of creating their own websites, or as another way to connect with the people who use their services. A Facebook page allows you to post basic information about your organization on Facebook. Once you've created a page, you can then invite people to like the page and share posts and updates with them. Anyone who likes the page can also leave reviews, ask questions, and more.

● Creating a Facebook Page (6.6.1)

Choose what kind of Page you are trying to create

Company, Organisation or Institution

Join your supporters on Facebook.

Education ▼ **4** ⭕ ············ Choose a category (type)

Youth Reading Organization **5** ⭕ ············ Write your page name

By clicking Get Started, you agree to the
Facebook Pages Terms.

Get Started **6**

● Adding Page administrators (6.6.2)

After you create a Facebook page, you will be the only person who is allowed to edit the page information and post updates to the page's Timeline. However, if you'd like to give other people permission to do these things, you can add them as page administrators.

Steps: Settings > Page Roles > Add more people in Assign a new Page role > Add

Note: If you're adding a new **Admin** to your Page, please bear in mind that they'll have the same permissions as you do to make changes to this Page.

● Deleting a Page (6.6.3)

Steps: Settings > General > Remove Page

6.7 Using Google Map on a PC

Google Maps

Google map is an online website or an application that contains maps of the entire world. It allows us to search for a location, get directions, and even traffic situation!

Visit maps.google.com

● Finding a place (6.7.1)

Steps: In search area, write down name of the place you want to find > Enter

Hold *left-click* to move to different part of the map

Scroll mouse to zoom in (get closer) or zoom out (get further)

● Switching map types (6.7.2)

(OR)
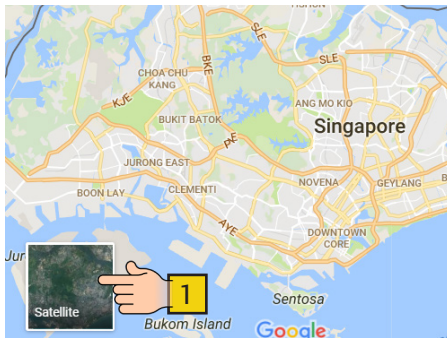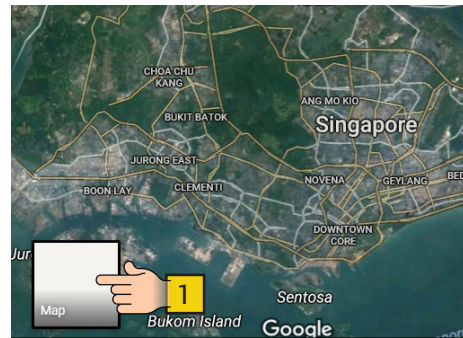
Map View   Satellite View

● Getting current location (place) (6.7.3)

www.google.com wants to

📍 Know your location

Allow   Block

● Getting direction (6.7.4)

1 Click to clear place

Right-click

2

Directions from here

Directions to here

What's here?

3 Right-click

Directions to here

What's here?

Send directions to your phone

via E Circular Rd	2 min
Fastest route	750 m
DETAILS	

| via Thidar St and E Circular Rd | 2 min |
| | 750 m |

| via Thidar St and E Circular Rd | 3 min |
| | 750 m |
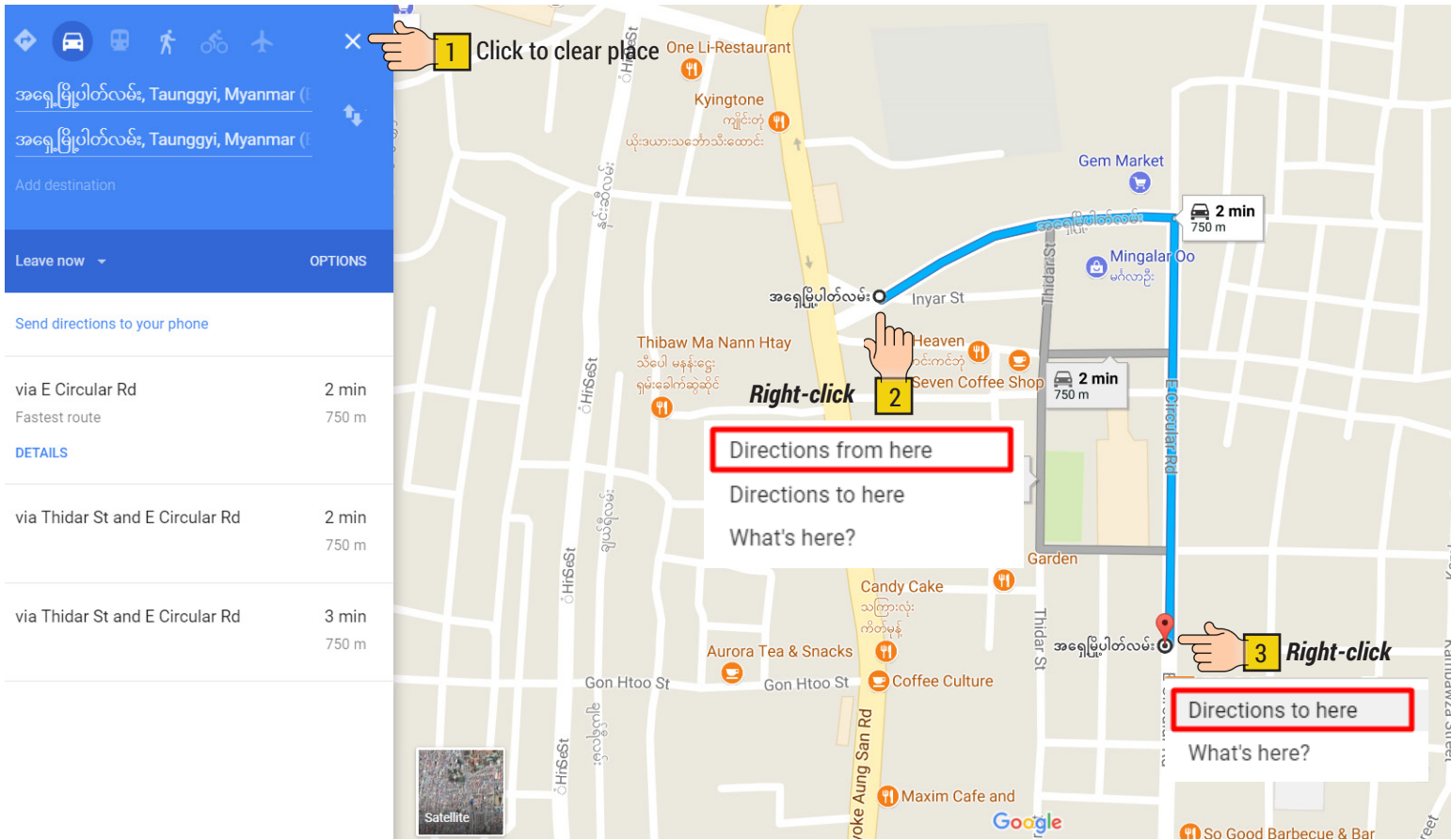
● Getting direction on mobile devices (6.7.5)

1 Find a place that you want to go

2 Click to get your current location

Chiang Mai International Airport (CNX)

4.1 ★★★★★ (666) · 22 min

MORE INFO   DIRECTIONS   3 Click

22 min (17 km)

Best route now, avoids road closures

ROUTE INFO   START   4 Click
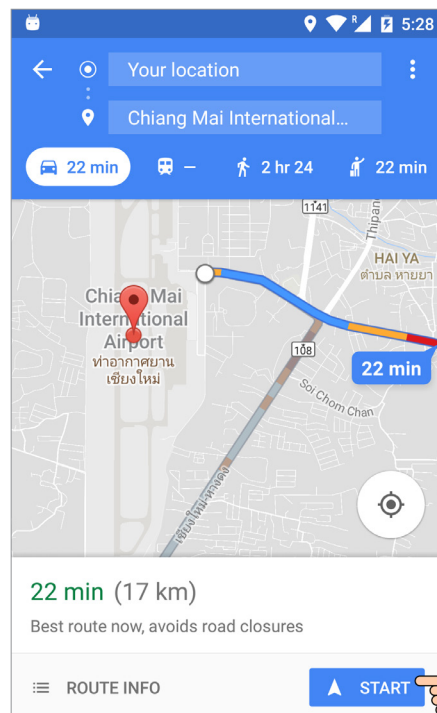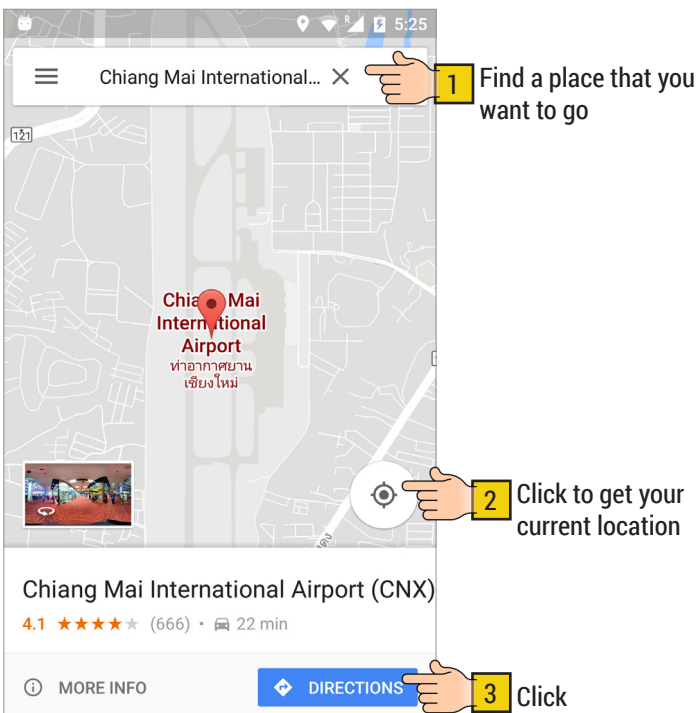
The current **Location Service (GPS)** on your phone need to be turned on in order to the get direction.

6.8 Using Google Drive

Google Drive allows you to store your information such as documents, pictures, audios, and videos online. Think of it as your online USB storage. You can access your files from any computer or mobile phone that connects to the internet.

Google Drive gives you **15 gigabytes (15GB)** of free storage space to upload files from your computer and store them in the cloud.

There are two main types of files you can store on your Google Drive:

- Files you can edit, like Microsoft Office files, PDFs, and other text-based files
- Files you cannot edit, like music, videos, compressed archives (.zip files), and most other files

Visit drive.google.com

Since Google Drive is one of Google's services. You can use your Gmail to sign in.

⬤ **Uploading file(s) to Google Drive** (6.8.1)

Steps: *Right-click* > Upload files... > Choose file(s) > Open
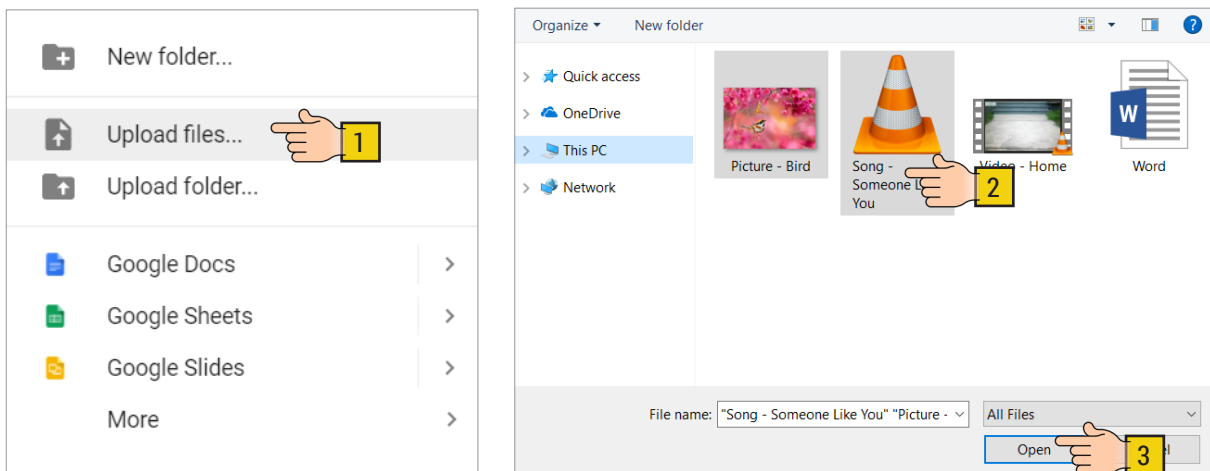
⬤ **Creating new folder(s)** (6.8.2)

Steps: *Right-click* > New folder > Write a folder name > Create

ℹ You can drag file(s) into folder to move them
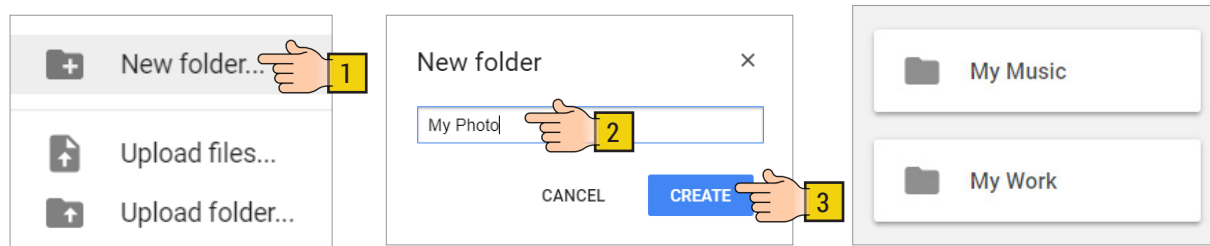
● Downloading a file or folder (6.8.3)

Steps: *Right-click* on a file or a folder > Download
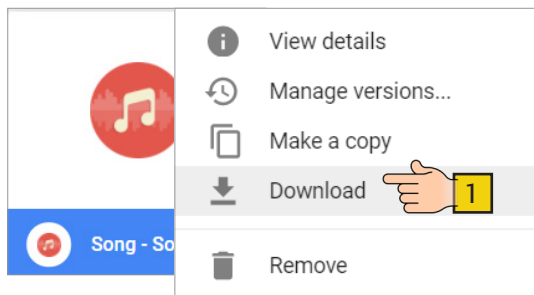
● Removing a file or folder (6.8.4)

Steps: *Right-click* on a file or a folder > Remove
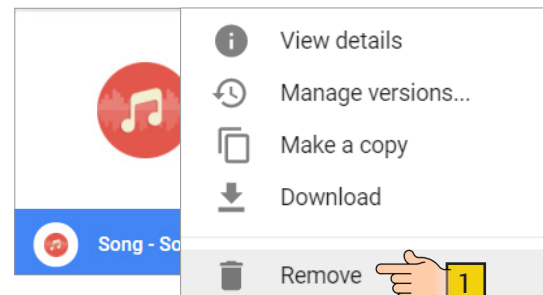
● Sharing a file or folder to email address (6.8.5)

Steps: *Right-click* > Share ... > add email address(es) of people you want to share to > Send
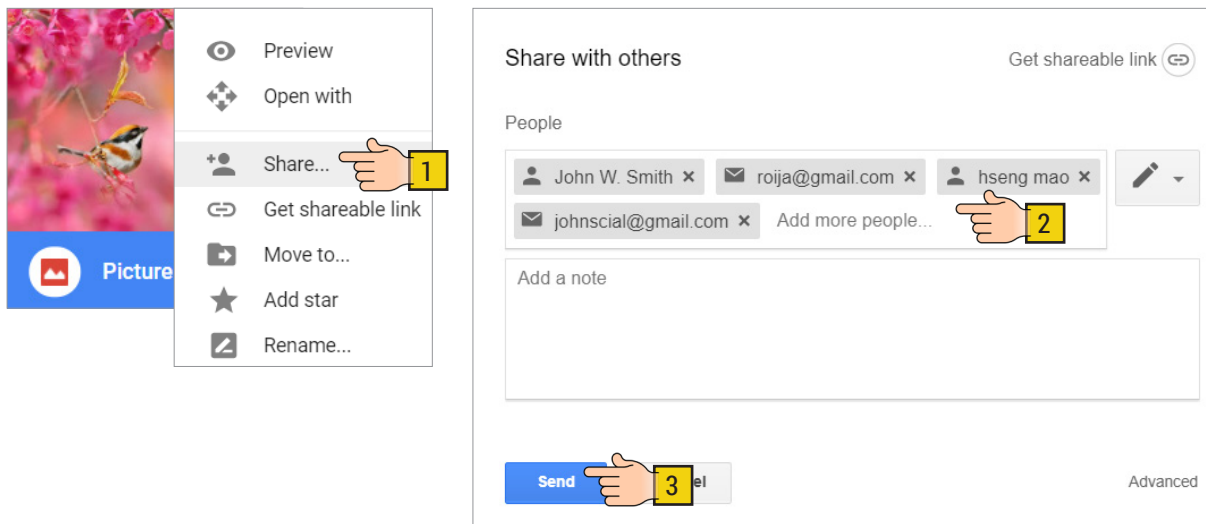
● Sharing (sending) a file or folder through link (6.8.6)

Sometimes, you may want to share the file using link on Facebook or on a website not just email.

Steps: *Right-click* > Get shareable link > copy the link
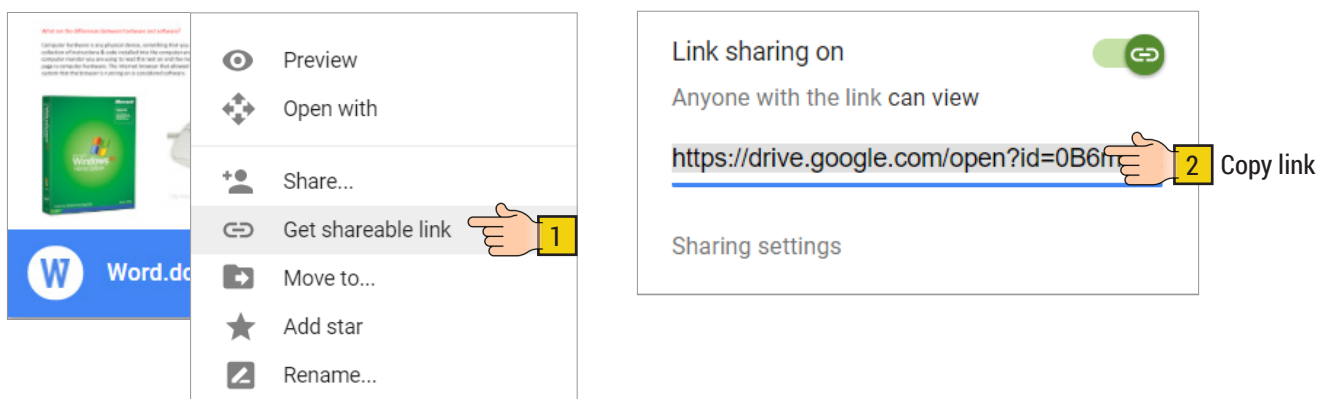
CHAPTER 7:
Devices Setup and Maintenance

7.1 Setting up a Desktop and Laptop Computer

● **Setting up a Desktop Computer** (7.1.1)

⚠️ Disconnect all power sources before attempting to connect any port or device!

5   Power Cable

1   Keyboard

2   Mouse

4   Power Cable

3   VGA / HDMI / Display
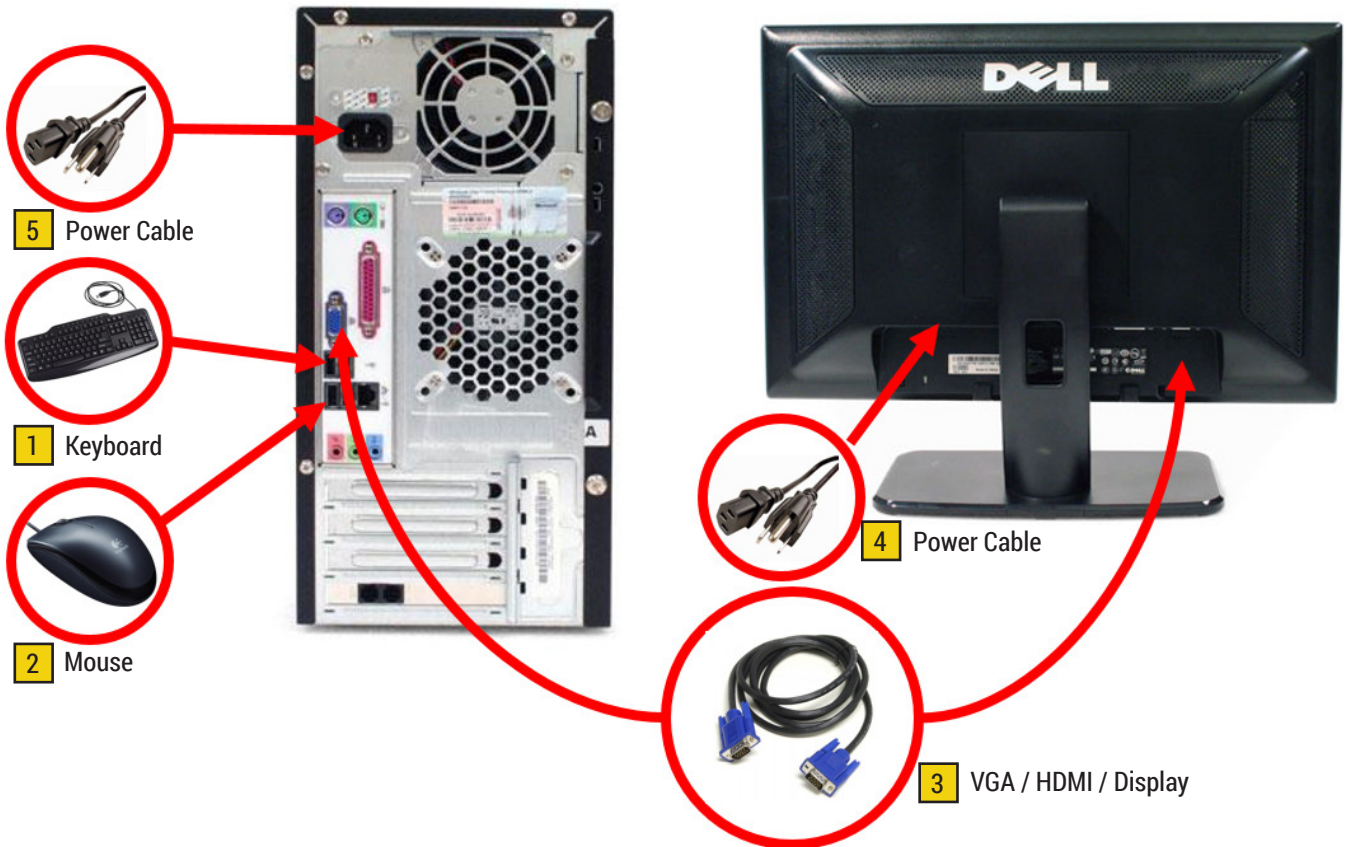
● **Connecting a PC to projector** (7.1.2)

Projector

2   Power Cable

1   VGA / HDMI / Display
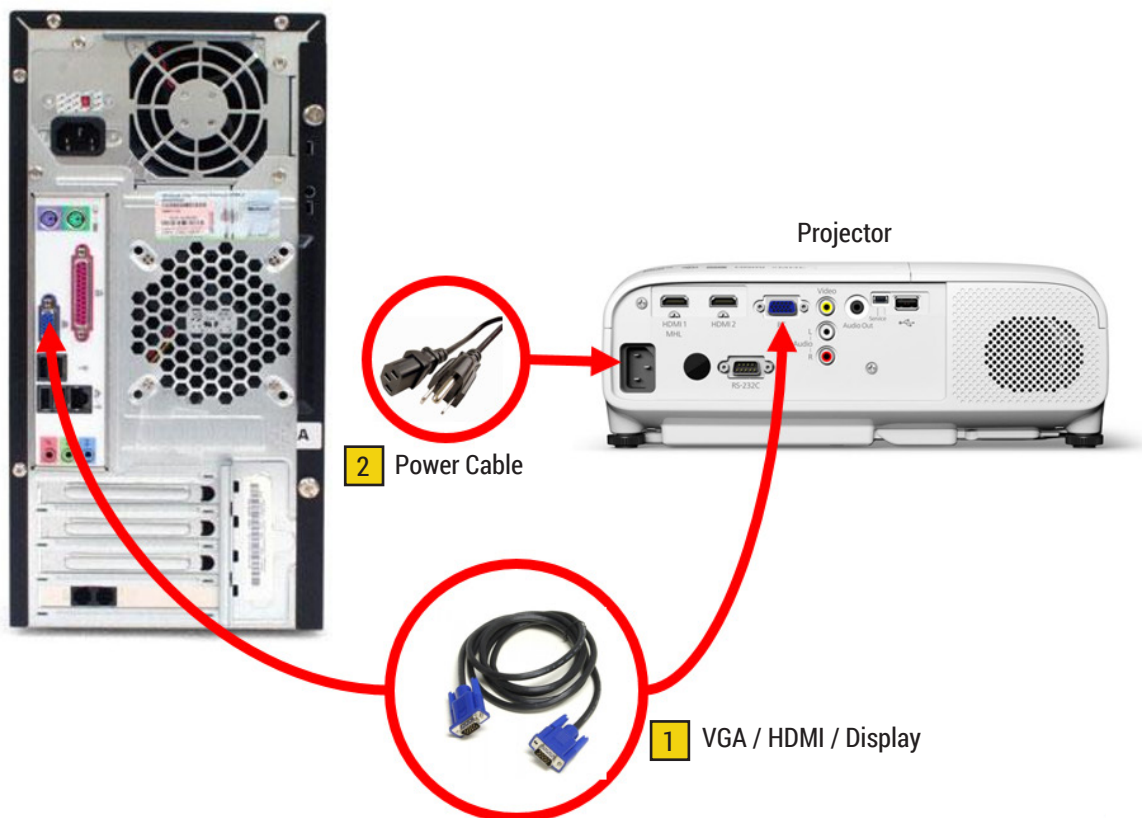
● Connecting laptop to a projector (7.1.3)

Projector

2 Power Cable

1 VGA / HDMI / Display
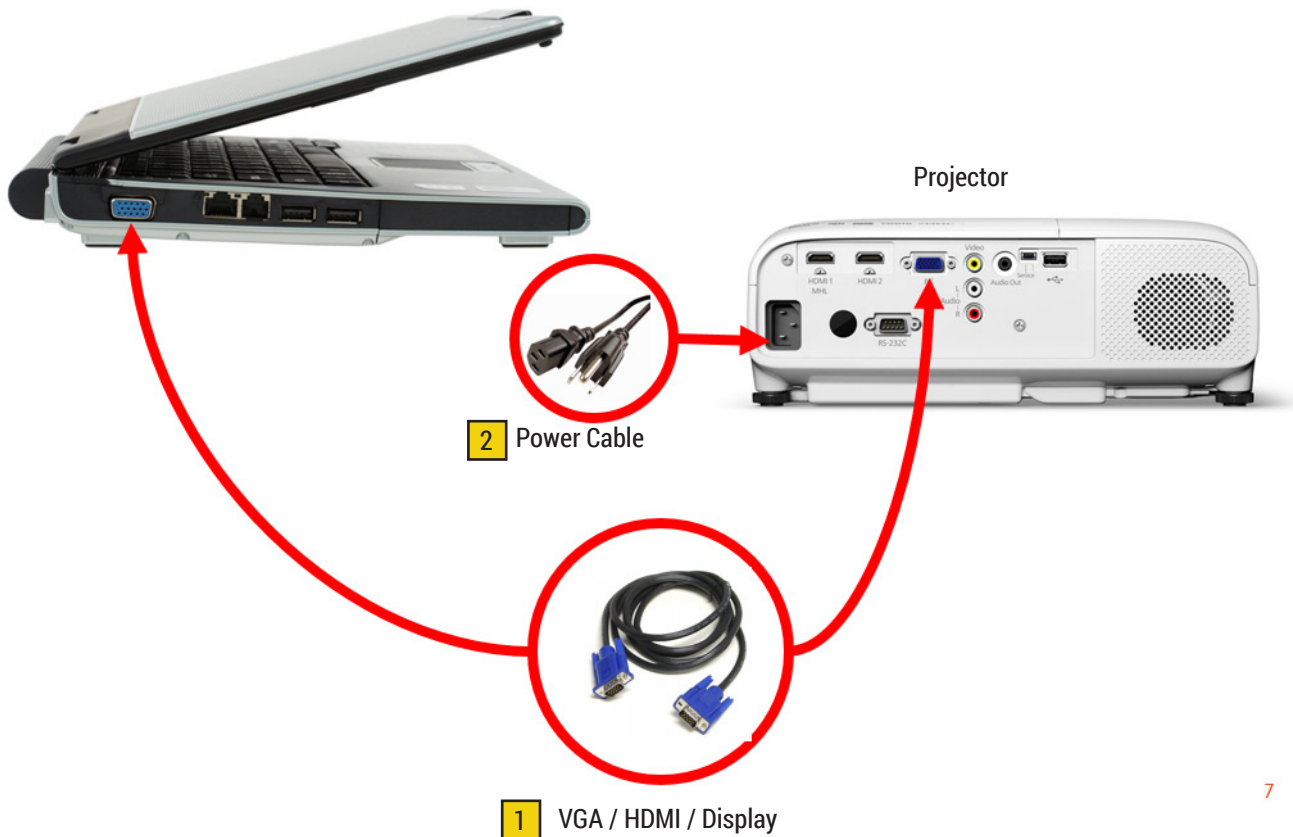
7

. . . .

● Project display settings (7.1.4)

Once connected to projector, you can choose different display by Windows + P
(Hold the Windows key then press P key several times to choose the display you
like).

Show picture on your computer
only   ·············▶

Show same picture on your
computer and projector   ·············▶

Make project another monitor (so   ·············▶
you have two monitors connected)

Show picture on your projector   ·············▶
only (not on your computer)

Project

PC screen only

Duplicate

Extend

Second screen only
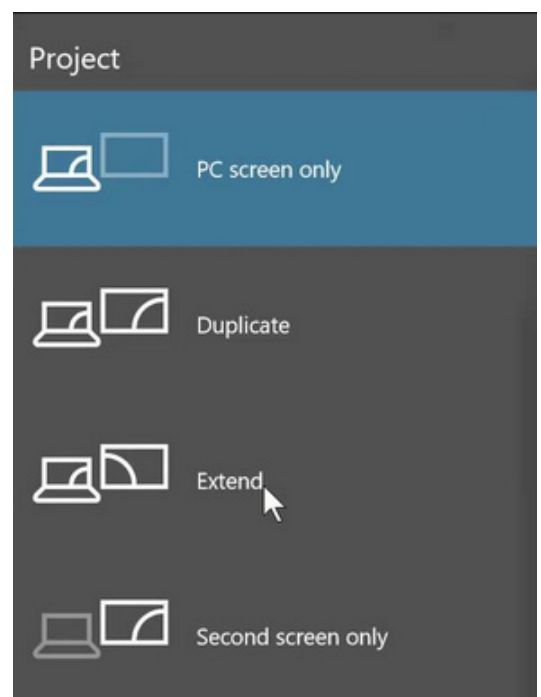
7.2 Printing

● Three basic types of printer (7.2.1)

Inkjet Printer

- For everyday home use
- Good photo quality
- Cheap to buy

Laser Printer

- For office and business
- Fast and sharp output
- Expensive to buy

3D Printer
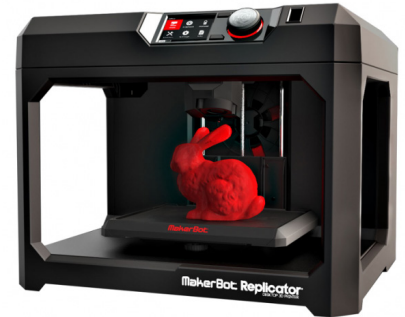
- For prototyping and manufacturing
- Use plastic or powder instead of ink
- Very expensive

● Connecting a local printer to computer (using USB cable) (7.2.2)
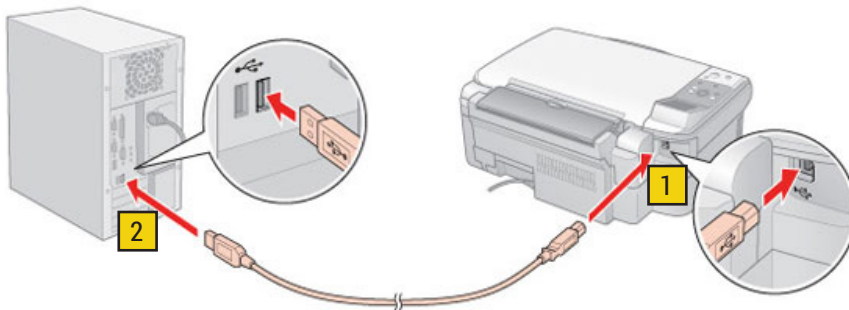
● Updating drivers for a printer (7.2.3)

If you are connected to the internet, the driver should be automatically installed. If not, you will have to install it manually.

Steps: Find the model name of the printer (such as **Canon iP700**, **DCP-T500W**, **Brother MFC-J430W**) > Download driver from the internet > Install driver on the computer.

● Connecting a wireless computer to your PC (7.2.4)

Some printers support printing from WiFi. This means you can print from anywhere as long as your computer and the printer are connected to the same network (WiFi).

WIFI
PRINTING

ℹ️ For this to work, your computer and printer must be connected to the same network (or WiFi)!

Filters ⌄

Best match

🖨️ **Printers & scanners**
System settings   👉 **2**

Settings

•◖ Share **printers**

Search suggestions

🔍 printers - See web results

🔍 printers & scanners   👉 **1**

Settings   —

⚙️ Printers & scanners

Add printers & scanners

➕ Add a printer or scanner   👉 **3**

Printers & scanners

🖨️ Adobe PDF

Printers & scanners

Add printers & scanners

🔄 Refresh

Searching for printers and scanners

🖨️ Brother DCP-J315W [008092af7044]
Multi Function Printer, Printer

Add device 👉 **4**

Printers & scanners

Add printers & scanners

➕ Add a printer or scanner

🖨️ Brother DCP-J315W [008092af7044]

Printers & scanners

🖨️ Adobe PDF

🖨️ Brother DCP-J315W Printer
Ready

● Printing from a document file (7.2.5)

Steps: File > Print > Choose a printer or set paper size > Click Print

File   1   Insert   Design

Calibri (Body)

Paste   Cut   Copy   Format Painter

B *I* <u>U</u>

Clipboard

Print

Copies: 1   ←   **Choose number of copies that you want**
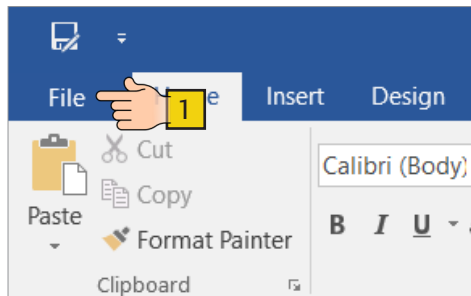
Print   4

Printer   ⓘ

Brother DCP-T500W Printer
Ready   3   **Choose your printer here**

Printer Properties

Settings

Print All Pages
The whole thing   ←   **Print all pages, selection, or current page only**

Pages: ⓘ

Print One Sided
Only print on one side of the p...

Collated
1,2,3   1,2,3   1,2,3

Portrait Orientation   ←   **Print portrait or landscape**

A4
8.27" x 11.69"   ←   **Choose paper size**

Normal Margins
Left: 1"   Right: 1"

1 Page Per Sheet

Page Setup

Info
New
Open
Save
Save As
Save as Adobe PDF
Print   2
Share
Export
Close
Account
Options

● Printing photos (7.2.6)

photo	Open
Right-click	Edit with Photos
	Edit with Paint 3D
	Set as desktop background
	Edit
	Print [2]
	Rotate right
	Rotate left

1 Right-click

Choose printer   Choose paper size   Set print quality

Printer: Paper size: Quality: Paper type:

Brother DCP-T500W Printer   ⌄   A4   ⌄   Normal   ⌄   Plain Paper   ⌄

Choose a layout ┄┄┄►

Full page photo

Select

4 x 6 in. (2)

5 x 7 in. (2)

1 of 2 pages   ◄ ►

Copies of each 2 ▲▼   ☑ Fit picture to fram   Options.

Print [3] ncel

Set number of copies

Check this to print in full page

● Printing content from a website (7.2.7)

Steps: Select content > Windows + P on keyboard > Choose a printer > Choose Selection (if not it will print the entire web page!) > OK

After successfully demonstrating a proof-of-concept prototype in 1939, Professor John Vincent Atanasoff receives funds to build a full-scale machine at Iowa State College (now University). The machine was designed and built by Atanasoff and graduate student Clifford Berry between 1939 and 1942. The ABC was at the center of a patent dispute related to the invention of the computer, which was resolved in 1973 when it was shown that ENIAC co-designer John Mauchly had seen the ABC shortly after it became functional.

1

Select content

The legal result was a landmark: Atanasoff was declared the originator of several basic computer ideas, but the computer as a concept was declared un-patentable and thus freely open to all. A full-scale working replica of the ABC was completed in 1997, proving that the ABC machine functioned as Atanasoff had claimed. The replica is currently on display at the Computer History Museum.

Print ✕

Printer

Name: Brother DCP-T500W Printer   ▼   **3**   Properties...

Status: Ready

Type: Brother Generic Jpeg Type2 Class Driver

Where: WSD-d3fb65d5-6e40-49f1-bfed-d93b02f0d969.006e

Comment: ☐ Print to file

Print range

○ All

○ Pages   from: 1   to: 1

● Selection   **4**

Copies

Number of copies: 1

1¹1² 2² 3³ ☐ Collate

OK   **5**   Cancel

⊞ + P   **2**
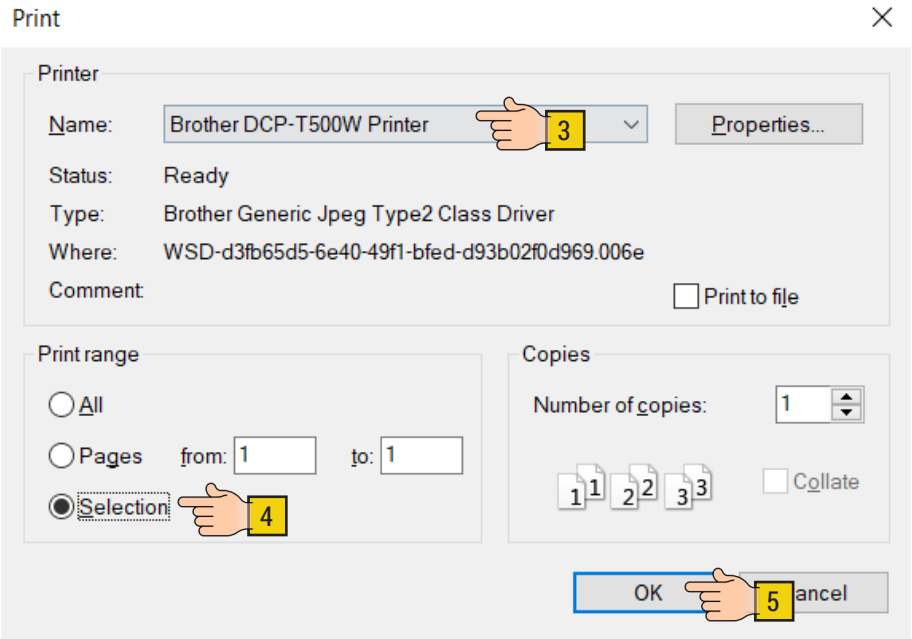
● Guide to buying a printer (7.2.8)

Depending on your need, you may consider following features when you buy a new printer:

Wi-Fi	=	Print from anywhere in your home or office
Paper Size	=	A3, A4, Letter
Printer Speed (PPM)	=	Number of pages it can print in a minute
Scanner	=	Scan document and print them or save to computer
Touch-screen	=	Make it easy to setup and use printer (optional)

7.3 Installing Windows 10 (7.3.1)

Step: 1

⚠️ **Important!** Turn on the computer and back up all important information on drive C:\ (e.g. data on Desktop), which we are going to format and install a new windows on it (C:)! You may want to move your important files into drive D: or drive E: or on an external drive.

Step: 2

Check how much total memory (space) does drive C:\ currently has because when we install a new windows we won't see the word "C:\". This is done to avoid wrong drive format or installation. You may want to write down total memory space (of .....GB) on a note.

Local Disk (C:)
42.9 GB free of 118 GB

Step: 3

Place your windows 10 DVD in the DVD ROM (or plug in your Windows 10 bootable USB flash drive if CDROM does not work) and restart your PC.

Step: 4

When your PC reboots (restarts), find the boot menu by constantly pressing F8, F9 F10, or F11, or F12 key on keyboard (it depends on motherboard brand). Some notebooks also prefer Esc or F2 key.
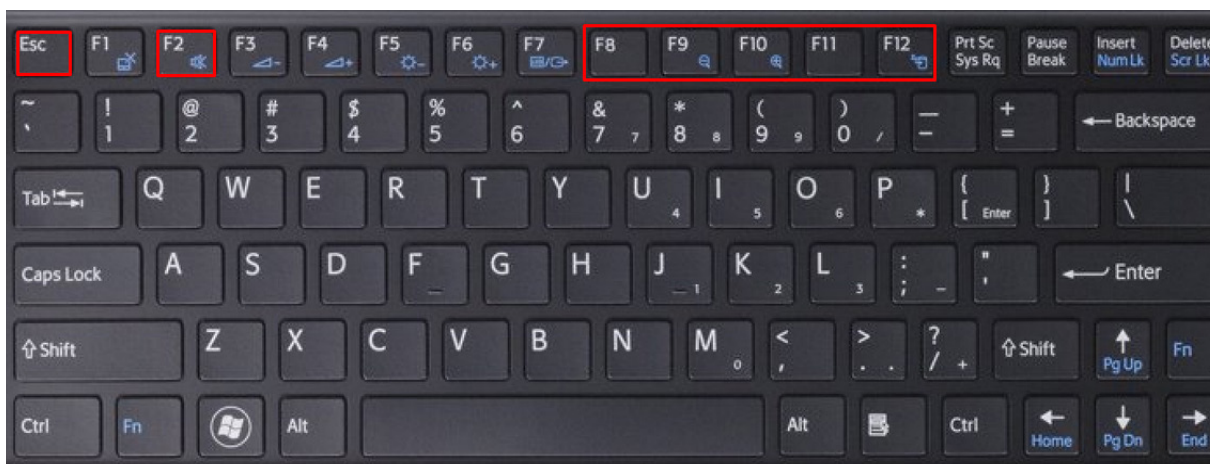
Step: 5

When your PC restarts you will be prompted to select a device from boot menu. Use arrow key on keyboard to select your DVD/CD or USB then hit Enter.

Then, quickly press any key on keyboard (eg. Enter) to boot from your installation media (If not, you may have to start all the processes again.
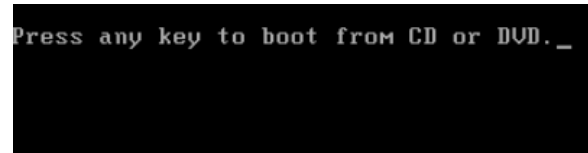
Windows will load the files from DVD or USB and the installation is ready to begin!

Windows Setup

Which type of installation do you want?

Upgrade: Install Windows and keep files, settings, and applications
The files, settings, and applications are moved to Windows with this option. This option is only available when a supported version of Windows is already running on the computer.

Custom: Install Windows only (advanced)
The files, settings, and applications aren't moved to Windows with this option. If you want to make changes to partitions and drives, start the computer using the installation disc. We recommend backing up your files before you con...   **13** Custom install

Help me decide

1 Collecting information   2 Installing Windows

The step below is very important. Make sure you do not accidentally select wrong drive which can lead to information lost!

Windows Setup

Where do you want to install Windows?

Name	Total size	Free space	Type
Drive 0 Partition 1: Recovery	300.0 MB	58.0 MB	Recovery
Drive 0 Partition 2	99.0 MB	69.0 MB	System
Drive 0 Partition 3	128.0 MB	128.0 MB	MSR (Reserved)
Drive 0 Partition 4	29.5 GB	11.6 GB	Primary

14 Remember Drive C that you wrote down in Step 2?

Refresh   Delete   Format   **15** Click to format (clean) the drive
Load driver   Extend

⚠ Windows can't be installed on drive 0 partition 1. (Show details)

Next   **16**

1 Collecting information   2 Installing Windows

Basics

Let's start with region. Is this right?

U.S. Minor Outlying Islands

U.S. Virgin Islands

Uganda

Ukraine

United Arab Emirates

United Kingdom

United States   **17**

Yes   **18**

Basics

Is this the right keyboard layout?

US   **19**

Canadian Multilingual Standard

English (India)

Irish

Scottish Gaelic

United Kingdom

United States-Dvorak

Yes   **20**

Your keyboard is set to US Want to stick with that?

←   Basics

Want to add a second keyboard layout?

Add layout   Skip   21

Account

How would you like to set up?

Set up for an organization
You'll gain access to your organization's resources like email, network, apps, and services. Your organization will have full control over this device.

Set up for personal use
We'll help you set it up with a personal Microsoft account. You'll have full control over this device.   22

Next   23

←   Account

Create a super memorable password

There's no way to retrieve a lost password for this kind of account, so make sure to pick something you'll be absolutely sure to remember.

●●●●●●●●●   27   **Create a good password**

To sign in with this device instead, select use online account

Or, even better, use an online account

Next   28

←   Services

Make Cortana your personal assistant?

Hey, look, it's the "me" part of set-up!
Can I have permission to use the info I need to do my best work?

To let Cortana provide personalized experiences and relevant suggestions including when your device is locked, Microsoft collects and uses information including your location and location history, contacts, voice input, speech patterns, searching history, relationships, calendar details, email, content and communication history from text messages, instant messages and apps, and other information on your device. In Microsoft Edge, Cortana uses your browsing history.

☐ Respond when I say "Hey Cortana"

Learn more   No   29   Yes

Hey, look, it's the "me" part of set-up! Can I have permission to use the info I need to do my best work?

It is recommended to **Turn Off** all privacy settings for security and privacy purpose.

Done! You have successfully installed Windows 10.

....

● **Checking for Windows updates** (7.3.2)

Steps: Search for *Check for updates* > Check for updates > click Check for updates again
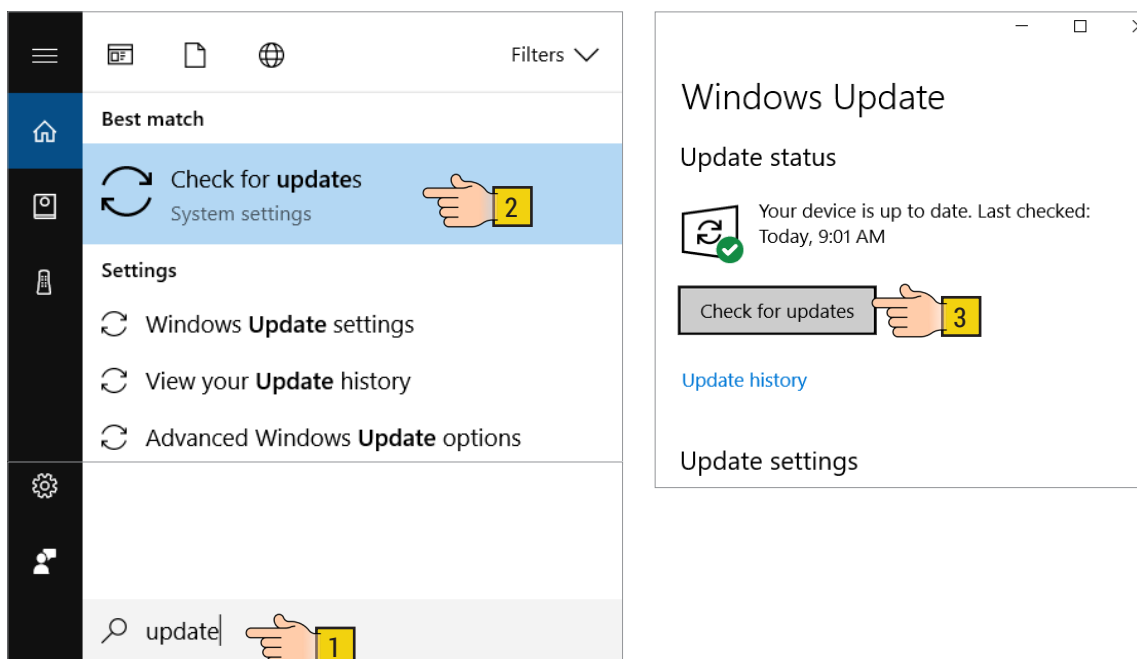
7.4 Essential Software for Windows (7.4.1)

Font and fonts and keyboard

KeyMagic Keyboard

Myanmar 3.ttf / Pyidaungsu.ttf

Basic software

Mozilla Firefox

Google Chrome

WinRAR

CCleaner

DriverBooster

VLC Media Player

Avast Free Antivirus

Software for work

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Software for productivity

Adobe Photoshop

Adobe InDesign

Adobe PremierePro

Download Free Software:

filehippos.com

⚠️ **Note:** It is recommended that you only install software from trusted sources.

CHAPTER 8:

Cybersecurity

8.1 Introduction to Cybersecurity

The Internet has introduced great changes to human society. It has changed the way we communicate, travel, learn, and behave. We are living in an Information-Age where our digital devices (such as mobile phone and computer) are connected to the internet. Most of us depend on information in our daily lives.

For examples, we use Facebook to connect to our friends and family. We watch news and shows on TV or mobile phone. The bank use ATM to tell us how much money we have. Doctors use X-ray to scan a patient's body etc.

Nonetheless, the internet has also presented many challenges to our society. Hackers are using viruses to steal, disrupt, or destroy information on our digital devices. For example, The **WannaCry ransomware** attack was a May 2017 worldwide cyberattack by the **WannaCry ransomware**, which targeted computers by encrypting (locking) data and demanding money to get the files back. Within a day it was reported to have infected more than 2 million computers in over 150 countries.

In addition, the internet also introduced a new kind of warfare called cyberwar (meaning the use of computer technology to disrupt the activities of a state or organization, especially the deliberate attacking of information systems for strategic or military purposes). Many countries are fighting each other for their own economic and political benefits.

Human rights defenders are increasingly using computers, mobile phone, and the Internet in their work. The use of technologies is becoming more and more common in human rights organizations. This means many important pieces of information are stored on these digital devices. Without proper cybersecurity awareness, this information can be lost, stolen, or get into wrong hands. Therefore, human rights defenders need have digital privacy and security awareness in order avoid any threat to their work or themselves.

8.2 Burma's IT and Communication Development

Burma has greatly developed its information technology (especially communication area) in the last 20 years. Burma went from approximately 1,000 mobile-phone connections countrywide in year 2000 to 64.24 million mobile-phone connections in 2020.

YEAR	Users	Population	% Pen.	GDP p.c.*	Usage Source
2000	1,000	54,021,571	0.002 %	US$ N/A	ITU
2008	40,000	47,758,181	0.1 %	US$ 479	ITU.
2009	108,900	48,137,741	0.2 %	US$ 459	ITU.
2010	110,000	53,414,374	0.2 %	US$ 469	ITU.
2015	7,100,000	56,320,206	12.6 %	US$ 1,270	IWS.
2016	11,000,000	56,890,418	19.3 %	US$ n/a	ITU.

Note: Per Capita GDP in US dollars, source: International Monetary Fund.

The average spending on mobile phone per person in Burma for each month is 8,968 kyat (3 days of working) in 2016.

Burma's Telecommunication Timeline

Mytel

Ooredoo (Private)

Telenor Myanmar (Private)

MPT *Moving Myanmar Forward*

Yatanarpon Teleport (MPT ISB and Military of Defense ISP)
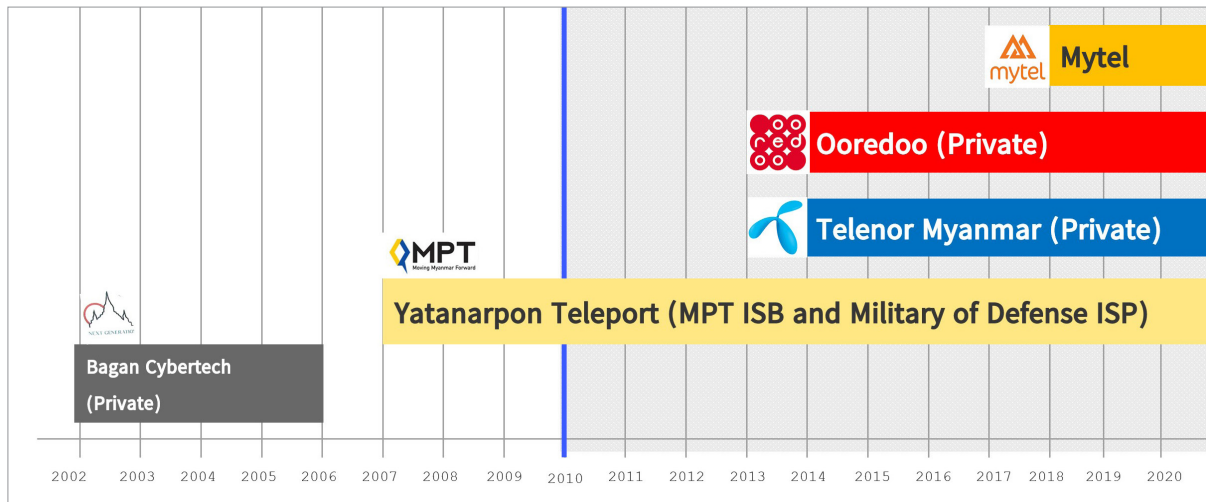
Bagan Cybertech (Private)

2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020

Burma's key digital statistical indicators (Jan 2020)

JAN 2020 MYANMAR
THE ESSENTIAL HEADLINE DATA YOU NEED TO UNDERSTAND THE STATE OF MOBILE, INTERNET, AND SOCIAL MEDIA USE

TOTAL POPULATION	MOBILE PHONE CONNECTIONS	INTERNET USERS	ACTIVE SOCIAL MEDIA USERS
54.23 MILLION	68.24 MILLION	22.00 MILLION	22.00 MILLION
URBANISATION: 31%	vs. POPULATION: 126%	PENETRATION: 41%	PENETRATION: 41%

SOURCES: POPULATION: UNITED NATIONS; MOBILE: GSMA INTELLIGENCE; INTERNET: ITU, GLOBALWEBINDEX, GSMA INTELLIGENCE, EUROSTAT, LOCAL TELECOMS REGULATORY AUTHORITIES AND GOVERNMENT BODIES; SOCIAL MEDIA PLATFORMS' SELF-SERVICE ADVERTISING TOOLS; APRI; KEPIOS ANALYSIS; SOCIAL MEDIA: PLATFORMS' SELF-SERVICE ADVERTISING TOOLS; COMPANY ANNOUNCEMENTS AND EARNINGS REPORTS; CAFEBAZAAR. ALL LATEST AVAILABLE DATA IN JANUARY 2020. ✦ COMPARABILITY ADVISORY: SOURCE AND BASE CHANGES.

we are social   Hootsuite

8.3 Common Types of Malware (virus)

A virus is a small program designed to cause trouble by gaining access to your device. It can copy your personal data or slow your device down. A virus spreads by duplicating and attaching itself to other files.

By combining the words 'malicious' (meaning 'harmful') and 'software' we get the word 'malware'. Viruses are just one type of malware. Other types include spyware, worms and trojans.

● 4 Common Types of Maleware (8.3.1)

Viruses

A *virus* is a type of malware that spreads through normal programs. Once your device has a virus it may spread easily and quickly. A virus might just slow down your device - or it might be so severe you lose all your applications and documents!

Worms

Worms can spread from device to device, but unlike a virus they don't need to attach themselves to other programs. Worms can copy themselves hundreds of times, so they can very quickly harm your device and other devices. A worm might copy itself onto your email account and then send a copy to all of your email contacts!

Trojan horse

A *trojan* pretends to be a useful and safe program, when actually it stoles your priavte information or creates harm to your devices.

Trojans are named after the story of the Trojan Horse. It is said that many years ago the Greek army wheeled a large wooden horse to the gates of the city of Troy. The people of Troy thought it was a gift and wheeled it inside. They didn't know that inside the horse were Greek soldiers waiting to attack. Can you see why a trojan horse on a device is named after this story?

Spyware

Spyware is software that installs itself onto devices and then steals personal information about the user, like passwords, email addresses and other important information. It often does it just by keeping a record of everything the user types, which is called key logging. Some spyware can even use your webcam without your knowledge.
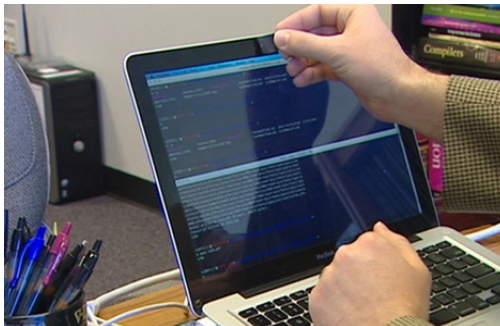
8.4 Computer Security

1 Set a strong computer password (8.4.1)

A good password
- should not be about you *(such as your name or birthday)*
- should be at least 8 characters
- should include small letters, big letters, number, and symbol *(eg. i@Love[Peace]05)*
- should be different for each account

2 Never allow anybody you don't trust to use your computer (8.4.2)

Allowing people you do not know (or even who you know) can be very dangerous since they may steal, destroy, or in worse case install virus on your computer.

3 Cover computer web-cam (camera) and recorder (8.4.3)

Some virus has ability to record video and sound or even take picture. It is recommended that web-cam and audio input should be covered.

4 Always make sure the anti-virus software is installed and up-to-date (8.4.4)

6 Keep import files on external storage such as external hard drive and CDs (8.4.6)

5 Think before you download and install anything! (8.4.5)

Many people like downloading things such as music, software, and document files. It is highly recommended that you only download from website that you trust or file from people you really know. Some files may contain computer viruses. Remember, nothing is free!
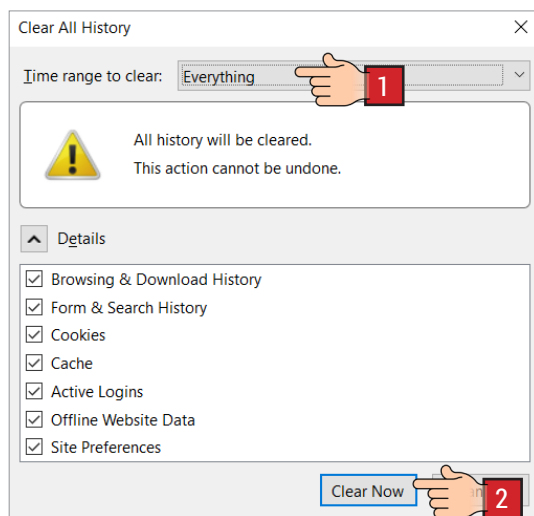
7 Set up computer back-up and restore in case the system is damaged (8.4.7)

8.5 Internet Security

1 Clear browser history (8.5.1)

Browsers record all websites (unless you tell them not to) that we visit. This means people will know what website you visit, what you download, or what video you watch.

Steps: **Ctrl + Shift + Delete** on keyboard > **Everything > Clear Now**

Clear All History   ✕

Time range to clear: **Everything**   **1**

⚠ All history will be cleared.
This action cannot be undone.

∧ Details

☑ Browsing & Download History
☑ Form & Search History
☑ Cookies
☑ Cache
☑ Active Logins
☑ Offline Website Data
☑ Site Preferences

Clear Now   **2**

2 Think before you download and install anything from the internet! (8.5.2)

Remember that nothing is free. Think before downloading.

DOWNLOAD ⬇

3 Check if website is real and secured (8.5.3)

A hacker may create a fake website (such as Facebook and Gmail) and tricks people into giving their user names and passwords (known as Social Engineering). Therefore, when someone sends you a link to a website, it is recommended that you always check if website is real or not by looking at its name (such as https://www.facebook.com not 129.168.0.1.25) and check if website starts with www.https:// not just http:// (s means secured or safe).

4 Use privacy-focused browsers (8.5.4)

Did you know?

Visiting the top 50 websites will install over 3,000 tracking files on your computer. Over 80% of websites use one or more tracking tools. This means that companies and internet service providers know where and what you do online. They are watching you!

Recommended browsers:

Brave Browser	• Windows • Linux • Mac OS • Android • iOS	• Stops online surveillance, loads content faster
Tor Browser	• Windows • Linux • Mac OS • Android	• Protect yourself against tracking, surveillance, and censorship

8.6 Facebook Security

1 Think twice before you post or like! (8.6.1)

Anything you post or like will be there. Once you put it online you can never take it down (even if you think you have deleted it). This might have long term impacts in your future work or family.

📇 Ask Question	📖 Milestone

🔒 Public ▾   **Post**
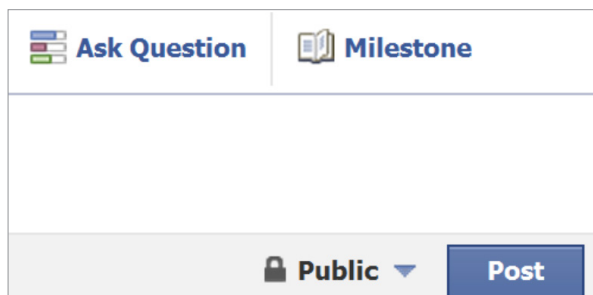
2 Do not click on links from someone you do not know or trust (8.6.2)

A hacker may send you a virus link that can lead to the installation of virus or your personal data be stolen.

www.1ddj.tfy/1248D

Sent from Calamba

3 Set a strong Facebook password (8.6.3)

A good password
- should not be about you *(such as your name or birthday)*
- should be at least 8 characters
- should include small letters, big letters, number, and symbol *(eg. i@Love[Peace]05)*
- should be different for each account

5 Avoid sharing location on Facebook (8.6.5)

When you are working in an area (such as active conflict zone) that can put yourself or others in danger, you may not want to share where you are working on Facebook. It is recommended you turn off your Location service on mobile phone or computer.

4 Change security and privacy settings (8.6.4)

It is highly recommended that you only allow people you know to see your post or contact you. This can be done in Facebook settings

Settings > Security
- Where you are logged in   (Check)
- Recognized devices   (Check)

Settings > Privacy
- Who can see my stuff?   (Friends)
- Who can contact me?   (Friends)
- Who can look me up?   (Friends)

Settings > Timeline and tagging
- Who can add things to my Timeline (Friends)
- Who can see things on my Timeline (Friends)

Settings > Location
- Location History > Off

8.7 Gmail Security

1 Track (check) Gmail activity (8.7.1)

Occasionally, everybody should track or check when, where, how, and who signed into their Gmail account.

Last account activity: 2 hours ago
Details **1**

OP3, etc.)	Location (IP address) [?]	Date/Time (Displayed in your time zone)
Show details	* Thailand	10:10 am (2 minutes ago)
Show details	* Thailand	7:58 am (2 hours ago)
Show details	* Thailand	Jul 18 (3 days ago)
Show details	* Thailand	Jul 18 (3 days ago)

2 Check email forwarding (8.7.2)

Email forwarding allows other account (people) to read all messages that you have received. They get what you get! Therefore, it is very important to check if your Gmail is forwarding incoming messages to others or not.

of 3 ⟨ ⟩ ⌨ ▾   ⚙ **1**

Display density:
✓ Comfortable (on larger displays)
Cozy (on larger displays)
Compact

Configure inbox

Settings
Themes

General   **Labels**   **Inbox**   **Accounts and Import**
Forwarding and POP/IMAP   **Labs**   **Offline** **2**

Forwarding: Add a forwarding address **3** Check
Learn more

Tip: You can also forward only som

POP Download: 1. Status: POP is disabled
Learn more   ○ Enable POP for **all mail**
   ○ Enable POP for **mail that arrive**

3 Check Accounts and Import settings (8.7.3)

⌨ ▾   ⚙ ▾ **1**   >   Settings

General   **Labels**   **Inbox**   **Accounts and Import** **2** **nd Blocked Addresses**

Change account settings: Change password ◄········· Change password here
   Change password recovery options ◄········· Add recovery email here
   Other Google Account settings

Import mail and contacts: Import from Yahoo!, Hotmail, AOL, or other
Learn more   **Import mail and contacts**

Send mail as: John Smith <johnsoical@gmail.com>
(Use Gmail to send from your other email addresses)
Learn more   **Add another email address**

Check mail from other accounts: **Add a mail account** ◄········· Make sure no other email shows up here
Learn more

Using Gmail for work?   Businesses can power their email with G Su

Grant access to your account: **Add another account** ◄········· Make sure no other email shows up here
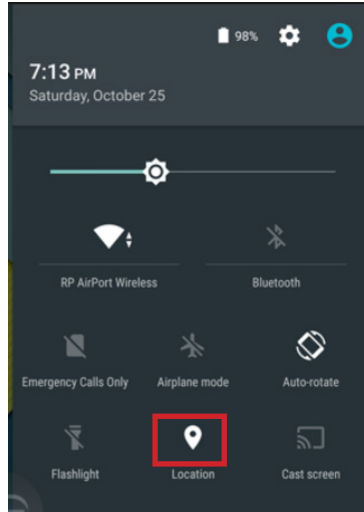(Allow others to read and send mail on your behalf)
Learn more   ● Mark conversation as read when oper
   ○ Leave conversation unread when ope

8.8 Mobile Phone Security

1 Turn off Location (GPS) (8.8.1)
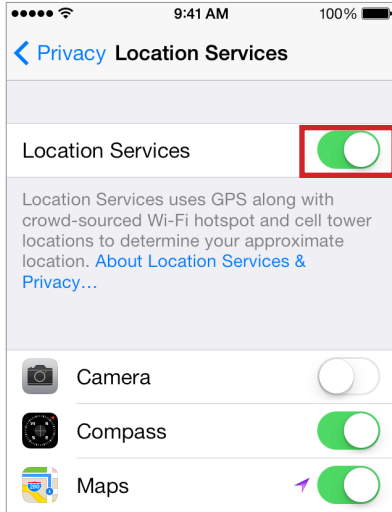

iOS   Android

If your location service is on, other people may be able to find your current location. This might be dangerous if you have to work in an active conflict zone. Therefore, it is recommended that you always turn it off and only turn it on when really need it such as using Google map to get direction.

2 Backup and remove memory card or SIM card before giving your phone to others (8.8.2)

Whenever you have to fix your phone at the shop or sell it to others, it is recommended that you removed the SIM card and memory card (or even format the phone) before you give it out.
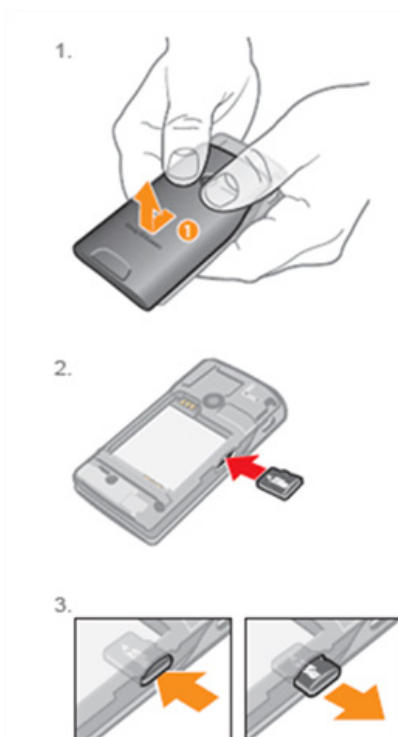
3 Try not to connect unknown or public Wi-Fi (8.8.3)

Free Wi-Fi in public areas such as park, coffee shop, and internet cafe are generally considered unsecured. Therefore, try not to connect to them for your own security.
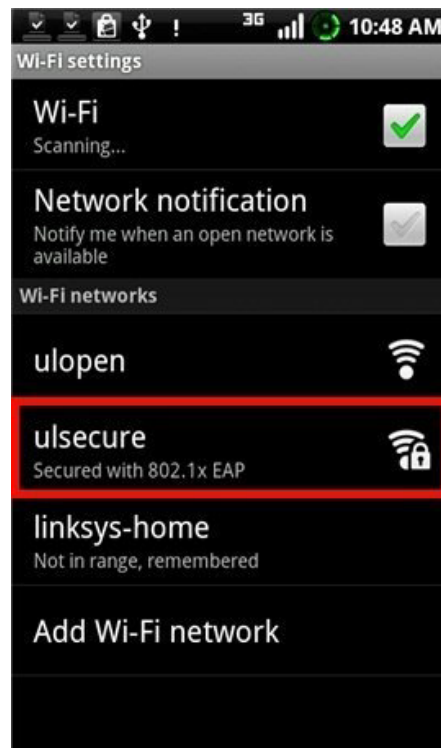
4 Activate a Screen Lock (8.8.4)

After a short time of not using your phone (30 seconds, for example), your phone should auto-lock itself. The reason behind this is that you can never know where you'll accidentally forget your phone and who will end up accessing it. No matter how protective you are with it, there's no guarantee that it won't end up stolen one day.

5 Always use official Play Store to download and install applications (8.8.5)

Disable the option to allow installation of third party apps. Never install from other unauthorized websites since they may include virus.

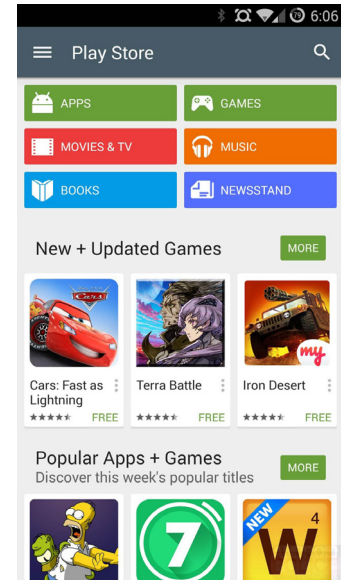**6** Install an anti-virus application (8.8.6)

Check if your mobile phone has an anti-virus app installed. If not, it is recommended that you should install   anti-virus application to protect your smart phone from malwares.
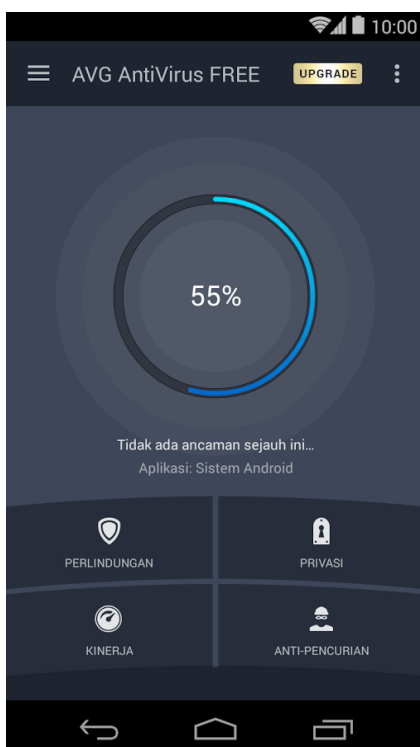
Avast AntiVirus

Kaspersky

AVG AntiVirus

7 Simplicity is the king (8.8.7)

Sometimes, you may want to consider using the phone that just does what you just need. A simple phone with no rich functionalities (such as Internet, GPS, or app) may be one solution to your high profile work.

8.9 Communication Security

**1** Secured Messaging App with Signal Private Messenger (8.9.1)

Visit: signal.org

Share Anything   Share text, voice messages, photos, videos, GIFs and files for free. Signal uses your phone's data connection so you can avoid SMS and MMS fees.

Speak Freely   Make crystal-clear voice and video calls to people who live across town, or across the ocean, with no long-distance charges.

No ads   There are no ads, no affiliate marketers, and no creepy tracking in Signal. So focus on sharing the moments that matter with the people who matter to you.

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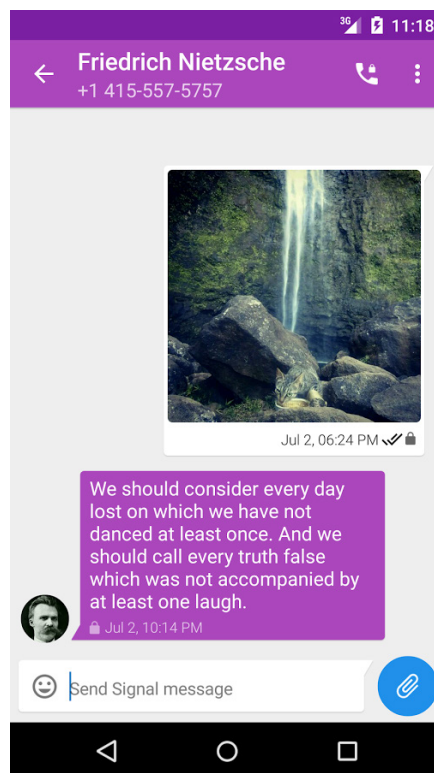
2 Secured Email with ProtonMail   (8.9.2)
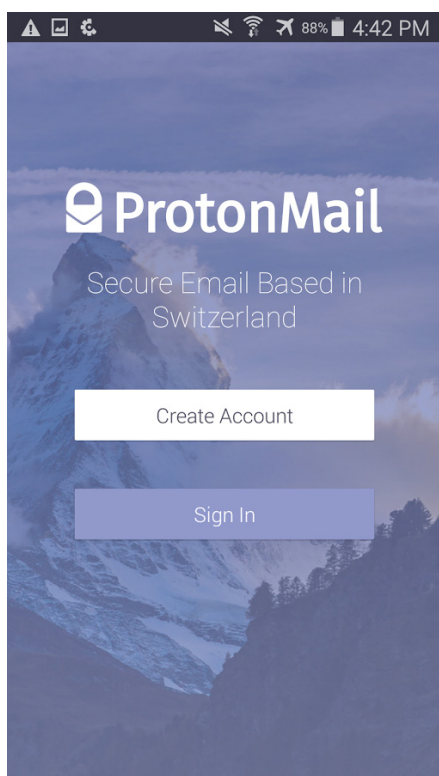
"ProtonMail offers encrypted email, which makes it virtually impossible for anyone to read it except the sender and the recipient." Wall Street Journal

Visit: protonmail.com

Zero access (not even the company itself) to your data

No tracking or logging of personally identifiable information.

**Self-destructing Messages** that will automatically delete themselves.

Stay Private so that no one can read your messages (except the sender and recipient).
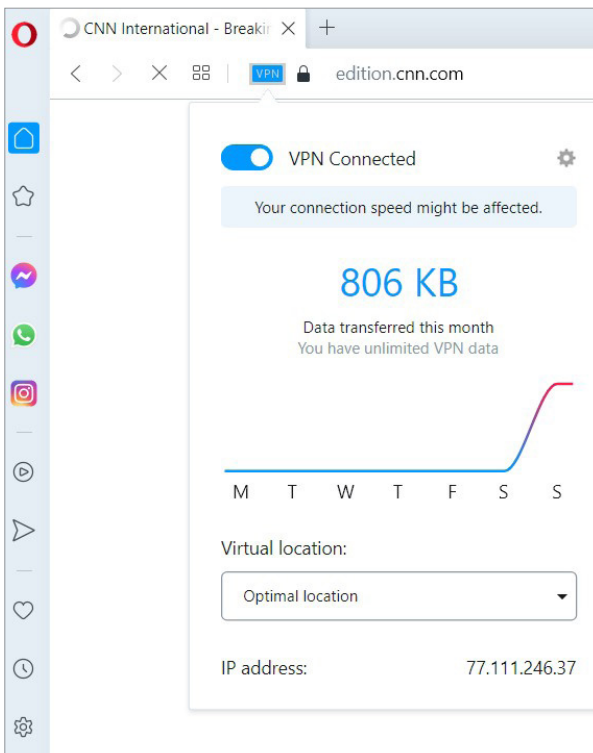
8.10 Using VPN

In recent years, it's become easier for your online activity to be tracked. Internet service providers (ISPs) have access to your browsing activity, and it's not difficult for cybercriminals to steal sensitive information. So how do you maintain your privacy from all of this? One possibility is something called a virtual private network, or VPN.

VPN provides a more secure way of connecting to the Internet that protects your browsing activity from being tracked by the parties mentioned above. Unlike a standard Internet connection, your ISP and hackers won't be able to see your browsing activity.
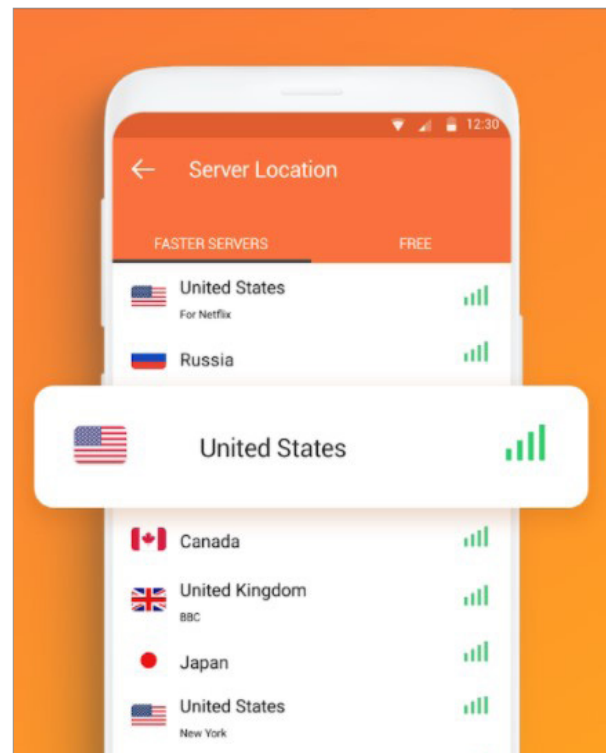
● How virtual private network (VPN) works (8.10.1)

You   ISP or Government   (No VPN)   Internet

With VPN
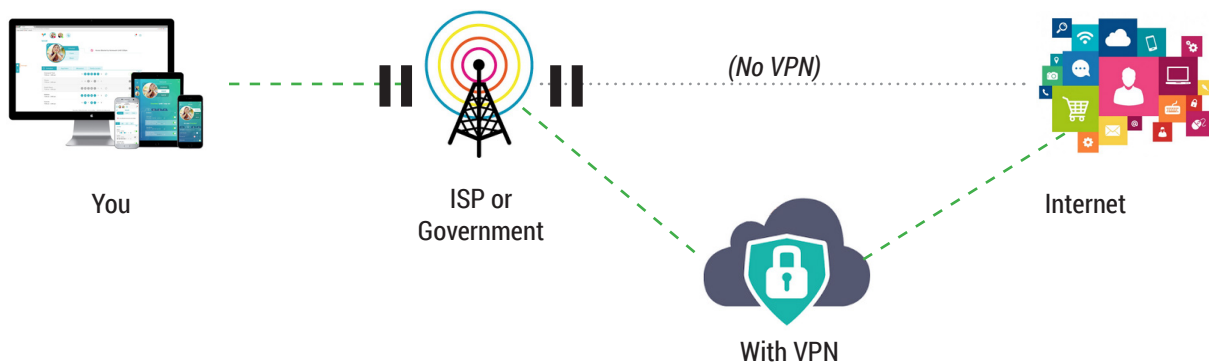
● Using Opera VPN on a PC (8.10.2)

Opera Browser with built-in VPN

● Using Turbo VPN on Android (8.10.3)

Turbo VPN- Free VPN Proxy Server & Secure Service

⚠️ VPNs allow you to access restriced or blocked content and hide your personal information such as IP address. However, this ***DOES NOT*** mean you are completely hidden online!