ICT has become a important aspect as regards business management and running, therefore Ritah implement the following ICt tools and practices to successfully manage her business

External hard disk

to help Rita back up her customer information in case of computer system crashes to avoid complete loss

Utilizing Cloud computing services like Google drive to easily back up , access and keep her business data secure

acquisition of accounting software to aid Rita manage her finances, and easily generate her finincial reports

seeking more knowledge and skills from a well qualified ICT person to teach her more how

to safely start up her computer system and basic computer management practices

Take on of online courses or video tutorials on platforms like coursea, You tube to improve her spread sheet skills

b.For Ritah to protect her business data and prevent further losses, she can implement the following security techniques

regular data backup:

Rita can set up automatic back ups to cloud storage or external hard drive . This will ensure her data is regularly saved and can easily be recovered in case of a crash

Installation of updated anti virus software.

Rita can Install up dated anti virus software like Bitdefender, Norton to protect her computer system against malwares and ensure maximum protection

Regular software up date

Ritah should update her software system like operating system , Ms Excel applications to latest versions to protect her business data from security vulnerabilities

Seeking knowledge about security threats and data risks:

She has to seek knowledge and skills to help her recognize phishing attempts and scams, this will save her from clicking or downloading links from un trusted sources.

utilizing data encryption

She can encrypt customer sensitive data to protect them from un authorized access

By implementing these ICT tools and security techniques , Rita can effectively manage her business operations while safe guarding her data from potential loss.