<u>**ICS3U0 – File Maintenance**</u>

1. **When naming your files, why is it important to choose a descriptive name? What information do you think should be included on all file names?**

When naming your files, it is essential to choose a descriptive name so that you can keep a track of them easily. In all file names the project tittle should be included.

    a. **How do you ensure that files for one course does not get mixed up with files from another course?**

    To ensure that files for one course do not get mixed up with files from another course you can create folders and name them as your course name so that your all your files are organized and tidied up.

    b. **For each course, you will create many files throughout the school year. How do you keep track of files belonging to specific units?**

    To keep track of files belonging to specific unit I would make subfolder and name them as the unit name and store all my files that belong to that specific unit into that subfolder.

    c. **For each file, you will constantly update your work. Sometimes you will do your work on one file, other times you will separate your work into multiple files. By naming your files, how will keep track of your master file?**

    I will keep track of the master file by naming them as Gurpreet_filename and remind myself that is the master file.

2. **Your g:\ drive is your own personal network space for all your courses. By creating folders, how do you plan to organize your data?**

    a. **Where do you plan on storing your master files?**

    I plan on storing my master files in a folder.

    b. **Will back them up on other media? (e.g. DVD, CD?)**

    I will back them on my USB.

    c. **How often do you do this?**

I do this at least once a day.

d. Develop a step-by-step plan on backing up your work throughout the school year using the information above. Ensure that your plan will keep track of your most recent work without overwriting it with older work.

My plan on backing up my work throughout the school year is:

· I will back up my work on my USB and I will store my main work on the school g drive

· I will organize my files everyday by putting them into specific folders and sub folders so that I can keep track of them easily.

For the following section use the following link to assist you.
http://www.veracode.com/security/malware

1. **Describe the three types of malware on this website.**

Three types of malwares on the websites include"

Spyware: Monitors users' information and sends such information to a certain entity.

Viruses: Spreads when a user downloads or runs file, program or software.

Worms: Spreads automatically as it replicates itself across the computer and/or network.

http://www.howtogeek.com/howto/2998/how-does-spyware-malware-or-crapware-get-on-my-computer/

4. How does malware make its way onto a computer?

Malwares usually make their way onto a computer through malicious software, programs, applications or files that a user download. The malware authors usually try to convince the user to download or go on a specific file or program.

5. What are some preventative steps that you can take to avoid malware?

You can avoid malwares by:

·   using quality anti-virus or anti-spywares applications and run them regularly.

·   Think before you click or download a certain application or program.

·   Keep your network safe by having strong passwords of your personal applications.

For the following section use the following links to assist you in your research.

6. Research and describe the following types of malware. Explain how each one works and how to prevent attacks. Select a piece of software that will prevent the attack of each of the following malware.

    a. Viruses: Able to attach itself to a disk or file and can spread easily around your computer and effect other files and programs. You can prevent viruses by running anti-virus applications regularly. Some antivirus software include Symantec Antivirus (Norton), McAfee Antivirus, AVG Antivirus etc.

    b. Trojan horses: Used to enter a victim's computer's undetected, and access or collect user's data stored on the computer without their permission which essentially takes a major effect on the victim. Some ways to prevent Trojan horses is to install anti-virus software that are specialized to remove trojan horses. A anti-virus software that prevents Trojan Horses is AVG Anti-virus

    c. Worms-Parasitic computer program that replicates itself like a virus however it does not affect other files and programs on the computer like a virus does. Worms make copies on the same computer or send copies to other devices via network. Some ways to prevent worms on your computer is to install anti-virus software that are specialized to remove worms. Some anti-virus software to prevent worms are Symantec Antivirus (Norton), McAfee Antivirus, AVG Antivirus, and Computer Associates e-Trust EZ-Antivirus.

    d. Spyware- Secretly gather user's information without their consent and permission. They usually gather credit card information, passwords and other sensitive data. Some ways

to prevent spywares is to run anti-spyware programs. Some anti-spyware software are Ad-Aware, Spybot Search & Destroy, Spyware Doctor, and Spy Cleaner Gold.

e. <u>Adware-</u>Performs various things on your computer from surfing your spending habits and to popping irrelevant ads on your computer. They usually bundled in certain software in your computer. Some ways to prevent adware is to also run anti-spyware programs. Some anti-spyware software to prevent adware are Ad-Aware, Spybot Search & Destroy, Spyware Doctor, and Spy Cleaner Gold.

7. Throughout the year you will be working with files on many different computers. As a result, malware from any computer may be transferred onto the drive that contains your work. Devise a plan that will safeguard your data throughout the school year. Describe the procedures for a) preventing the transfer of malware among the computers that you use and b) the scanning and removal of all malware that may have infected your drives.

My plan to safeguard my data on my drive (USB) I will download McAfee which is an anti-virus software on my personal computer and run it every day to secure that there is no malware on my drive (USB) and all my files and data are secure.