## Outlook Questions

1.Q

2.Netiquette is a set of unofficial rules concerning good behavior and the right way to conduct yourself on the internet, this refers to acceptable behavior and knowing the boundaries while using the internet, privacy of others

\*Respect other peoples privacy while on the internet and filtering with peoples discreet information may land you in trouble and the matter may be taken into the Laws hands and its highly possible to face charges

\*netiquette also includes the way you conduct your emails, this includes the introduction line and subject point, the use of language and how well your email is structured in general, your email should be brief and straight forward

3.A

4.S

5.Benefits of a mail server

\***Privacy**-this will resolve many privacy issues and the risk of the information landing in the wrong hands so when a company has its own server, the amount of protect against threats can be determined against hackers and malware ransomware and so on.

\***Time-**This will save the company lots of time as there would be no need to go through the IPS server and they can receive information immediately

\***Money**-A company having their own sever will save them a lot of money as this means they can configure who has access and who doesn’t instead of going to a third party.

6.SMTP,IMAP,POP

7.S

8.In the computer world Encryption is when data or information is encoded in such a manner/language that the computer cannot read this is usually done to migrate information safely over the internet although there’s a dark side to it, it’s a good protection method as a password is required to unlock the data

9.The Term inbox refers to where all your mail is stored and you have access to it whenever

\*Draft refers to a sort of planning or mail that hasn’t been sent, this occurs when a user writes and cancels the process, then that saves it automatically incase they would like to access it later

\*Sent items files refers to mail history the user has successfully composed and can view it

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10.Spam,Users contact details become at risk when hackers use various methods to obtain the information, Click bait is often used when users are tricked into clicking on links that seem legitimate but are a fake and in that way their personal data gets stolen or held for ransomware.

# Section 3

# Access Questions

1.1)Microsoft Access is an information management tool which is used to store information related to reference, reporting, analysis, and helps us analyze large amounts of information and finally manage related data more efficiently and is highly productive compared to other Microsoft apps as the mentioned above it is a complex management tool.

1.2)

1.3)To insert page numbering select the Design tab, then locate the header and footer group then you will see the page numbers command and when you click on it you’ll be provided with a page numbers dialog box then from there you can format the page numbering.

1.4)It is important because users can easily experience frustration, mistakes ,fatigue and eye strain if a form is designed poorly

1.5)There are a lot of reasons that can cause this,this can be the incorrect setting for the Force New page property of one of the sections of the report

\*Your report is too wide to fir the page

1.6)

1.7)

1.8)Design view

1.9)Brief explanation of the form and its content