Name_____ **Period**_____

Workplace Technology
Matching Activity

Below are eight examples of technology that are commonly used in the workplace. Match the letter of each description in the second column with the corresponding workplace technology example in the first column. Use each letter exactly one time.

Workplace Technology Example	**Description**
_____ 1. productivity software	a. machines that publish documents (traditional versions) or create three-dimensional objects or parts from digital files (3D versions)
_____ 2. traditional artificial intelligence (AI)	b. computer programs used to help workers complete digital workplace tasks and communicate information (including word processing, data entry, emails, spreadsheets, presentations, videocalls, etc.)
_____ 3. generative artificial intelligence (AI)	c. system that enables digital files to be kept and accessed from any location because the data is stored on remote servers, not on a particular device
_____ 4. printers	d. programmed machines designed to perform dangerous or repetitive work tasks
_____ 5. text messaging (texts)	e. technology that uses computer-based algorithms (rules or instructions) to classify, recognize, or analyze data (an example is a voice-activated virtual assistant who can state the current time)
_____ 6. virtual reality	f. technology that uses models and data sources to not only classify, recognize, or analyze information but also to create new content such as images, text, animation, video, or music
_____ 7. robots	g. method to transmit short electronic communications typically through a smartphone
_____ 8. cloud storage	h. computer-generated simulated environment usually accessed through a headset and can be used in workplaces for job training courses

Name_____ **Period**_____

Workplace Technology
True-or-False Questions

Identify each statement about workplace technology as *true* or *false*.

1. _____ Workplace technology can make job tasks easier and quicker, and in some cases technology can reduce or replace the need for human workers.

2. _____ Workers must follow all company policies regarding approved uses and security measures when using job-related digital tools and software.

3. _____ Workers can rely on the spellcheck and grammar review features of email, word processing, and chatbot tools to find and correct all errors.

4. _____ Workers must protect technological tools (such as phones, digital devices, and printers) from theft, damage, and cyber attacks.

5. _____ Because it can save the company time and money, a worker should create and rely solely on artificial intelligence (AI) chatbots to create work presentations and emails.

6. _____ Using time management apps and features (such as a calendar app with alerts) can help workers manage their time and remember important meetings and deadlines.

7. _____ Because texting is a less formal type of business communication, workers do not need to worry about spelling, grammar, punctuation, or content errors.

8. _____ Workers should seek help and obtain training to increase their knowledge of any technology required for their career and job.

9. _____ Companies rarely have policies related to how workplace technology can be used for personal use.

10. _____ The output of AI chatbots is always objective, factual, and nonbiased.

11. _____ Workers must be very cautious about clicking on a link in a text or email.

12. _____ Companies expect newly hired workers to be experts in all the forms of workplace technology.

13. _____ Productivity software can make it easier to create professional-looking résumés, graphs, presentations, documents, promotional materials, and web pages.

14. _____ Companies value workers who can use technology effectively and who are willing to share their knowledge, experience, and tips with coworkers.

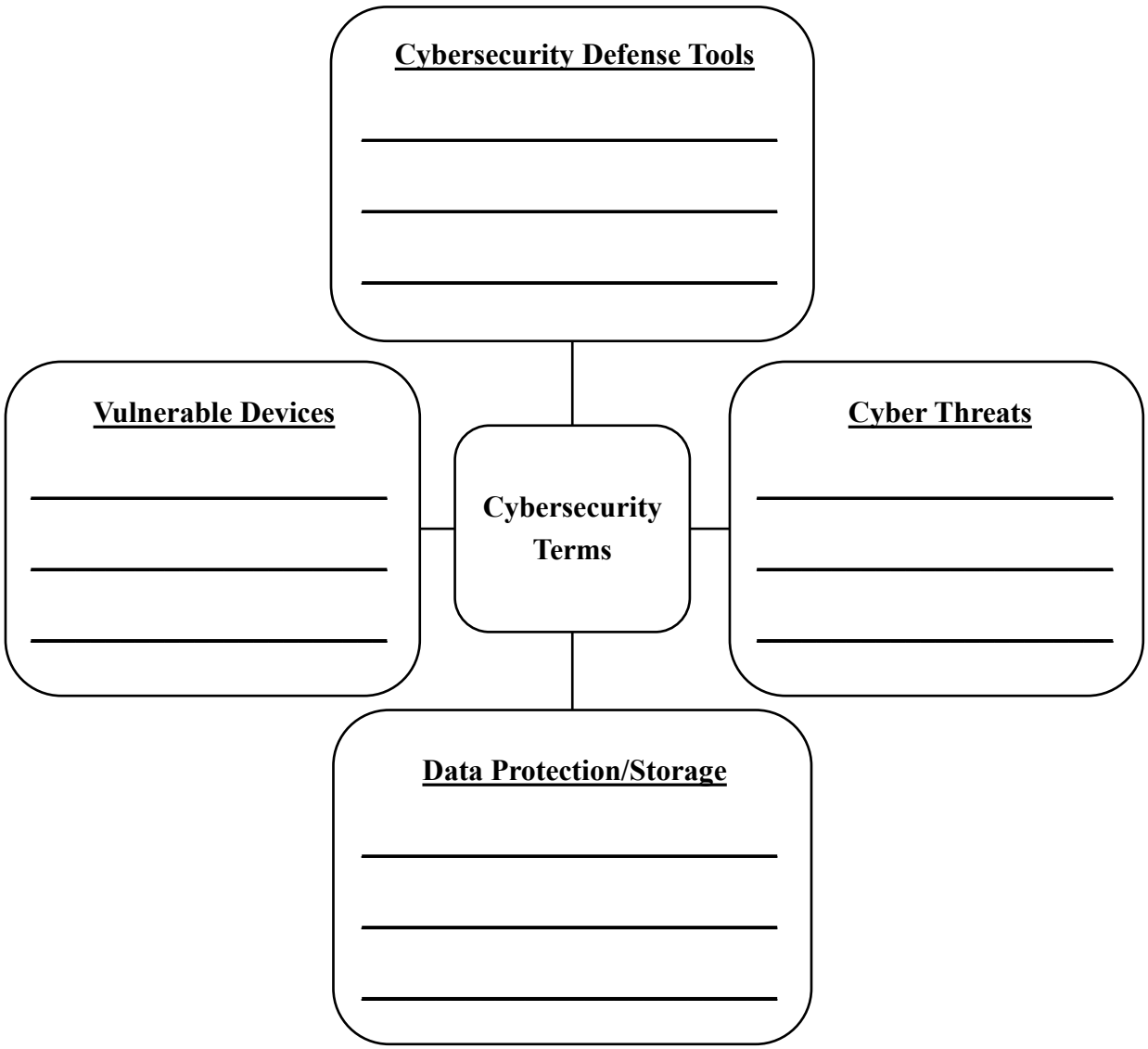
Name_____ **Period**_____

Workplace Cybersecurity Categorization

Complete the diagram by categorizing the following cybersecurity terms. Use each term one time.

Cybersecurity Terms

antivirus software	denial of service	malware	smartphone
cloud	firewall	offsite data backup	tablet
computer	flash drive	phishing	multi-factor authentication



Name_____ **Period**_____

Workplace Cybersecurity
Multiple-Choice Questions

Read the question and all of the choices. Then circle the most correct answer.

1. A worker receives an email from her manager. It has an attachment titled *Big Money*. Which action should she take?
   a. Forward the email to coworkers.
   b. Click on the attachment because it may have details about an expected bonus.
   c. Check with her manager before opening this oddly titled attachment.
   d. All of the above

2. Which action should a worker take if he forgets his many work-related passwords?
   a. Use a single password for all purposes.
   b. Use his name as a password.
   c. Write the passwords on a piece of paper and store it on his desk.
   d. None of the above

3. Which of the following does <u>not</u> help protect a worker's computer against cyberattacks?
   a. Malware
   b. Firewall
   c. Antivirus program
   d. Operating system update

4. Which has likely occurred if a worker receives a pop-up window on the computer stating all data is locked until $500 is paid?
   a. The antivirus program ran a test.
   b. The password has expired.
   c. The company changed all user names.
   d. A ransomware attack occurred.

5. Which can be used as part of multi-factor authentication (in addition to a password) to protect online work accounts?
   a. One-time code sent to a mobile device
   b. Fingerprint recognition
   c. Facial recognition
   d. All of the above

6. Malicious software (malware) are programs that criminals use to access or damage electronic devices. Which of the following is <u>not</u> a type of malware?
   a. Worm
   b. Mouse
   c. Spyware
   d. Virus

7. A worker wants to install an app on her work tablet to help her complete job tasks more efficiently. Which action should she take?
   a. Install the app immediately.
   b. Seek permission from her manager.
   c. Have a coworker download it instead.
   d. All of the above

8. A worker receives an email asking her to confirm her employee ID number and birth date. This is an example of which type of cyber threat?
   a. Spear phishing
   b. Computer bug
   c. Distributed denial of service attack
   d. Ransomware

Name_____ **Period**_____

Workplace Cybersecurity
Dos and Don'ts

Cybersecurity is the use of technologies and strategies to protect computer systems and their digital data from unauthorized access, damage, disruption, and theft. Employees play an important role in workplace cybersecurity. Directions: Complete the table by categorizing each of the following worker actions as a cybersecurity *do* or *don't*.

Worker Actions	
● use the same password for multiple sites and devices	● back up data on a regular basis
● be careful with personal info on social media or chatbots	● use multi-factor authentication
● leave electronic devices unattended or unsecured	● change passwords frequently
● install unauthorized software programs on work devices	● reveal passwords to coworkers
● use company-approved antivirus and security programs	● use unsecure public Wi-Fi
● click suspicious links in emails, attachments, or posts	● use a long, complex password
● stay current on the latest popular cyber threats and scams	● check for viruses and malware
● ignore critical software updates, patches, and warnings	● disable firewalls or security tools

Do	Don't

Name_____ **Period**_____

Workplace Cybersecurity
Passwords and PINs Activity

Passwords and personal identification numbers (PINs) should be strong, complex, long, and hard to guess. Read the two workplace scenarios and then answer the related questions.

1. Ava is a 22-year-old graphic designer who enjoys blogging about her dog, Maxwell, in her free time. Her company's email program has prompted her to change her password today.

   For each of Ava's password choices below, circle *yes* if it is a good choice or *no* if it is not a good choice. On the lines provided, explain your reasoning.

a. Maxwell yes no Explanation: _____

b. 1234 yes no Explanation: _____

c. A4h3r$7ia!3 yes no Explanation: _____

d. Password1 yes no Explanation: _____

e. Ava22 yes no Explanation: _____

f. !bn9iTym.4gt yes no Explanation: _____

g. #a.t3 yes no Explanation: _____

2. Diego is a technician for an internet service provider. He travels to customers' houses, and he uses a digital device to contact his customers and confirm appointments. He also carries a laptop to enter customer information and a personal smartphone for private use. Because of these many devices, he wants passwords and PINs that are easy to remember.

   He uses a PIN of 4586 for his personal phone. Explain why each of the following is <u>not</u> a good PIN choice for his work device.

a. 4586 Explanation: _____

b. 2005 (his birth year) Explanation: _____

c. 1234 Explanation: _____

Name_____ **Period**_____

Workplace Technology
Cryptogram

Determine the pattern, and then write the missing letters of the cryptogam code in the boxes.

1	2	3	4	5	6	7	8	9	10	11	12	13
b	a	d	c									n

14	15	16	17	18	19	20	21	22	23	24	25	26
m										w	z	y

Below are five purposes of workplace technology. However, the letters of the words have been replaced with numbers. Use the above cryptogram code to determine the words.

1.

15	17	16	3	22	4	19	10	21	10	19	26

2.

4	16	14	14	22	13	10	4	2	19	10	16	13

3.

4	17	6	2	19	10	16	13

4.

19	17	2	10	13	10	13	8

5.

20	22	15	15	16	17	19

Name_____ **Period**_____

Workplace Technology
Word Search

Find the following words related to workplace technology. The words may be horizontal, vertical, diagonal, or backwards.

Technology Words

applications	connection	interface	server	teleconference
automation	database	mainframe	software	updates
cloud	digital	network	spreadsheet	videoconference
coding	hardware	processor	storage	virtual
computing	input	programs	systems	website

s e t i s b e w a d g n i t u p m o c
a p e n n e t w o f s p r e a d s a h
p r l t t p i n t e r f a c e h a u a
p o e c e c u d i g i s p v d a u t r
l c c o l i n t s e e v p i a r t o d
i e o m e o k a s t x i l d t d o m w
c s n p c r u x a w s r s e a w m a a
a s f u o v b d u e e e p o b a a p r
t o e w n i p w t b r g r c a u t r e
i r t a f u d e o s v o e v s t i o p
o e d f e e m a r f n i a m e o o g r
n e t w r w e b s i t s d i g r n s o
s i n p e m a i n f r a s t o r a g e
s c o n n e c t i o n c h v n o t o e
o v s y c h a r d c m p e b t f w r l
f v i d e o c o n f e r e n c e o a s
t i n r p r d i g i t s t p r o t g t
w r t d t i f i s y s t e m s i a e o
a t e v o u n d n e t w i n g f a c r
r p r o g r a m s g c o d i v g b i a
e s p r e a d l c o n f d p r c e b g

Name_____ **Period**_____

Workplace Cybersecurity
Word Search

Find the following words related to workplace cybersecurity. The words may be horizontal, vertical, diagonal, or backwards.

Cybersecurity Words

antivirus	devices	malware	risks	technology
authorization	encryption	monitor	sabotage	theft
breach	expose	password	security	updates
careful	hacked	protect	strong	vulnerable
cyberattack	identity	ransomware	suspicious	warnings

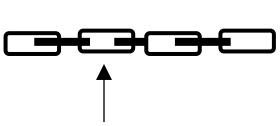
a y t i t n e d i s p r o t e c t e c
v u p d a t c p s u r a r a n s o m y
u e n c r y a a u s o m a l w a r e b
l p r o t h r s s p t o n r i s b x e
n i d s c a e w p i e n s d a d d p r
e d x a o n f o i b c i o e b e c c a
r e e n t t u r c e g t m v k e a s t
a r s t a e l f i n k d w c d n e e t
b s i i d e s w o s t r a d a c f c a
l o u s e c u r u t h h r v i r u u c
e v v u k g t m s r t e e v u y l r k
x x u c v s e o e w r i e u p p r i s
p i p t e c c n c a h d a l d t a t u
a d a o f g h i u r a h a n a i n y s
s e s e s t e c h n o l o g y o s t p
s n s x f e m o n i g a i n s n f m i
w t w p h e l m o n i t o r w e v a c
o i o o h a c k w g w a r n h v i l o
r a n t i v i r u s a b o t a g e w w
d v u l n e r w a r n s c o m p u a a
a u t h o r n o i t a z i r o h t u a

Name_____ **Period**_____

Workplace Technology
Rebus (Picture) Puzzles

The following picture puzzles relate to workplace technology. Determine the word or phrase that each picture represents.

hyper



1. _____

4. _____

7. _____

c, d, __ , f, g

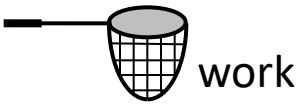
2. _____

lap ←
lap
lap
lap

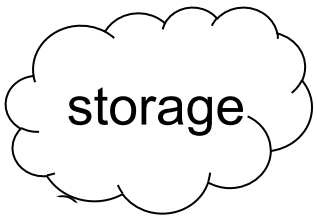
5. _____

f o r m a t i o n

8. _____



3. _____



6. _____

D
D
printer
D

9. _____

Name Answer Key **Period**

Workplace Technology
Matching Activity

Below are eight examples of technology that are commonly used in the workplace. Match the letter of each description in the second column with the corresponding workplace technology example in the first column. Use each letter exactly one time.

Workplace Technology Example	Description
b. 1. productivity software	a. machines that publish documents (traditional versions) or create three-dimensional objects or parts from digital files (3D versions)
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h. 6. virtual reality	f. technology that uses models and data sources to not only classify, recognize, or analyze information but also to create new content such as images, text, animation, video, or music
d. 7. robots	g. method to transmit short electronic communications typically through a smartphone
c. 8. cloud storage	h. computer-generated simulated environment usually accessed through a headset and can be used in workplaces for job training courses

Name Answer Key **Period** _____

Workplace Technology
True-or-False Questions

Identify each statement about workplace technology as *true* or *false*.

1. true Workplace technology can make job tasks easier and quicker, and in some cases technology can reduce or replace the need for human workers.

2. true Workers must follow all company policies regarding approved uses and security measures when using job-related digital tools and software.

3. false Workers can rely on the spellcheck and grammar review features of email, word processing, and chatbot tools to find and correct all errors.

4. true Workers must protect technological tools (such as phones, digital devices, and printers) from theft, damage, and cyber attacks.

5. false Because it can save the company time and money, a worker should create and rely solely on artificial intelligence (AI) chatbots to create work presentations and emails.

6. true Using time management apps and features (such as a calendar app with alerts) can help workers manage their time and remember important meetings and deadlines.

7. false Because texting is a less formal type of business communication, workers do not need to worry about spelling, grammar, punctuation, or content errors.

8. true Workers should seek help and obtain training to increase their knowledge of any technology required for their career and job.

9. false Companies rarely have policies related to how workplace technology can be used for personal use.

10. false The output of AI chatbots is always objective, factual, and nonbiased.

11. true Workers must be very cautious about clicking on a link in a text or email.

12. false Companies expect newly hired workers to be experts in all the forms of workplace technology.

13. true Productivity software can make it easier to create professional-looking résumés, graphs, presentations, documents, promotional materials, and web pages.

14. true Companies value workers who can use technology effectively and who are willing to share their knowledge, experience, and tips with coworkers.

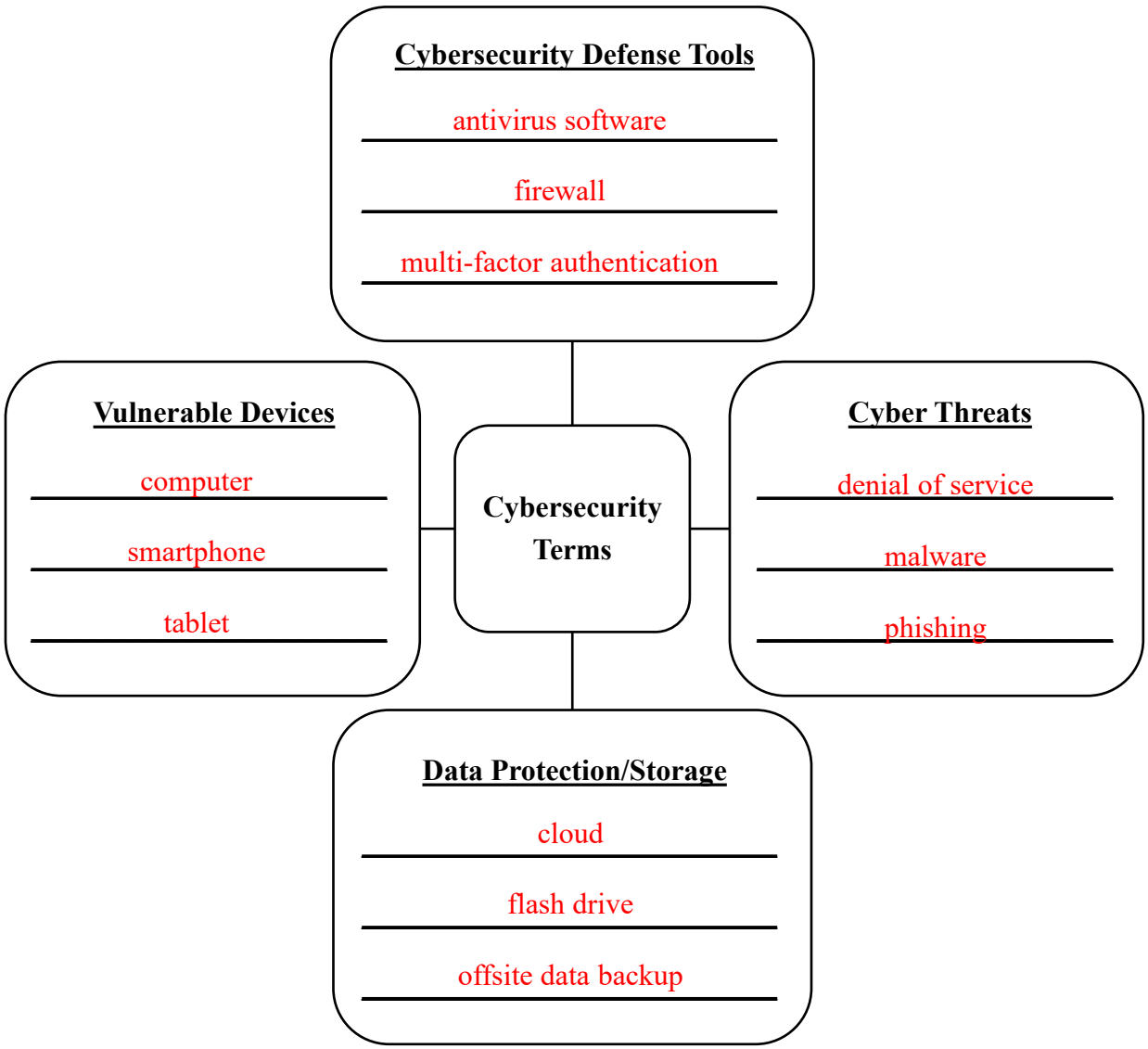
Name Answer Key **Period**

Workplace Cybersecurity Categorization

Complete the diagram by categorizing the following cybersecurity terms. Use each term one time.

Cybersecurity Terms

antivirus software	denial of service	malware	smartphone
cloud	firewall	offsite data backup	tablet
computer	flash drive	phishing	multi-factor authentication



Name Answer Key **Period**

Workplace Cybersecurity
Multiple-Choice Questions

Read the question and all of the choices. Then circle the most correct answer.

1. A worker receives an email from her manager. It has an attachment titled *Big Money*. Which action should she take?

   a. Forward the email to coworkers.

   b. Click on the attachment because it may have details about an expected bonus.

   (c.) Check with her manager before opening this oddly titled attachment.

   d. All of the above

2. Which action should a worker take if he forgets his many work-related passwords?

   a. Use a single password for all purposes.

   b. Use his name as a password.

   c. Write the passwords on a piece of paper and store it on his desk.

   (d.) None of the above

3. Which of the following does <u>not</u> help protect a worker's computer against cyberattacks?

   (a.) Malware

   b. Firewall

   c. Antivirus program

   d. Operating system update

4. Which has likely occurred if a worker receives a pop-up window on the computer stating all data is locked until $500 is paid?

   a. The antivirus program ran a test.

   b. The password has expired.

   c. The company changed all user names.

   (d.) A ransomware attack occurred.

5. Which can be used as part of multi-factor authentication (in addition to a password) to protect online work accounts?

   a. One-time code sent to a mobile device

   b. Fingerprint recognition

   c. Facial recognition

   (d.) All of the above

6. Malicious software (malware) are programs that criminals use to access or damage electronic devices. Which of the following is <u>not</u> a type of malware?

   a. Worm

   (b.) Mouse

   c. Spyware

   d. Virus

7. A worker wants to install an app on her work tablet to help her complete job tasks more efficiently. Which action should she take?

   a. Install the app immediately.

   (b.) Seek permission from her manager.

   c. Have a coworker download it instead.

   d. All of the above

8. A worker receives an email asking her to confirm her employee ID number and birth date. This is an example of which type of cyber threat?

   (a.) Spear phishing

   b. Computer bug

   c. Distributed denial of service attack

   d. Ransomware

Name Answer Key **Period**

Workplace Cybersecurity
Dos and Don'ts

Cybersecurity is the use of technologies and strategies to protect computer systems and their digital data from unauthorized access, damage, disruption, and theft. Employees play an important role in workplace cybersecurity. Directions: Complete the table by categorizing each of the following worker actions as a cybersecurity *do* or *don't*.

Worker Actions	
● use the same password for multiple sites and devices	● back up data on a regular basis
● be careful with personal info on social media or chatbots	● use multi-factor authentication
● leave electronic devices unattended or unsecured	● change passwords frequently
● install unauthorized software programs on work devices	● reveal passwords to coworkers
● use company-approved antivirus and security programs	● use unsecure public Wi-Fi
● click suspicious links in emails, attachments, or posts	● use a long, complex password
● stay current on the latest popular cyber threats and scams	● check for viruses and malware
● ignore critical software updates, patches, and warnings	● disable firewalls or security tools

Do	Don't
back up data on a regular basis	use the same password for multiple sites and devices
be careful with personal info on social media or chatbots	leave electronic devices unattended or unsecured
use multi-factor authentication	install unauthorized software programs on work devices
change passwords frequently	reveal passwords to coworkers
use company-approved antivirus and security programs	use unsecure public Wi-Fi
use a long, complex password	click suspicious links in emails, attachments, or posts
stay current on the latest popular cyber threats and scams	ignore critical software updates, patches, and warnings
check for viruses and malware	disable firewalls or security tools

Name Answer Key **Period** _____

Workplace Cybersecurity
Passwords and PINs Activity

Passwords and personal identification numbers (PINs) should be strong, complex, long, and hard to guess. Read the two workplace scenarios and then answer the related questions.

1. Ava is a 22-year-old graphic designer who enjoys blogging about her dog, Maxwell, in her free time. Her company's email program has prompted her to change her password today.

   For each of Ava's password choices below, circle *yes* if it is a good choice or *no* if it is not a good choice. On the lines provided, explain your reasoning.

a. Maxwell — yes (no) — Explanation: easy to guess (she blogs about Maxwell)

b. 1234 — yes (no) — Explanation: commonly used and too short

c. A4h3r$7ia!3 — (yes) no — Explanation: long and complex

d. Password1 — yes (no) — Explanation: commonly used and not complex

e. Ava22 — yes (no) — Explanation: uses personal info, which people may know

f. !bn9iTym.4gt — (yes) no — Explanation: long and complex

g. #a.t3 — yes (no) — Explanation: too short

2. Diego is a technician for an internet service provider. He travels to customers' houses, and he uses a digital device to contact his customers and confirm appointments. He also carries a laptop to enter customer information and a personal smartphone for private use. Because of these many devices, he wants passwords and PINs that are easy to remember.

   He uses a PIN of 4586 for his personal phone. Explain why each of the following is <u>not</u> a good PIN choice for his work device.

a. 4586 — Explanation: should not be the same as the PIN he uses for his phone

b. 2005 (his birth year) — Explanation: too easy to guess (people may know his birth year)

c. 1234 — Explanation: easy to guess because it is commonly used

Name Answer Key **Period**

Workplace Technology
Cryptogram

Determine the pattern, and then write the missing letters of the cryptogam code in the boxes.

1	2	3	4	5	6	7	8	9	10	11	12	13
b	a	d	c	f	e	h	g	j	i	l	k	n

14	15	16	17	18	19	20	21	22	23	24	25	26
m	p	o	r	q	t	s	v	u	x	w	z	y

Below are five purposes of workplace technology. However, the letters of the words have been replaced with numbers. Use the above cryptogram code to determine the words.

1.

15	17	16	3	22	4	19	10	21	10	19	26
p	r	o	d	u	c	t	i	v	i	t	y

2.

4	16	14	14	22	13	10	4	2	19	10	16	13
c	o	m	m	u	n	i	c	a	t	i	o	n

3.

4	17	6	2	19	10	16	13
c	r	e	a	t	i	o	n

4.

19	17	2	10	13	10	13	8
t	r	a	i	n	i	n	g

5.

20	22	15	15	16	17	19
s	u	p	p	o	r	t

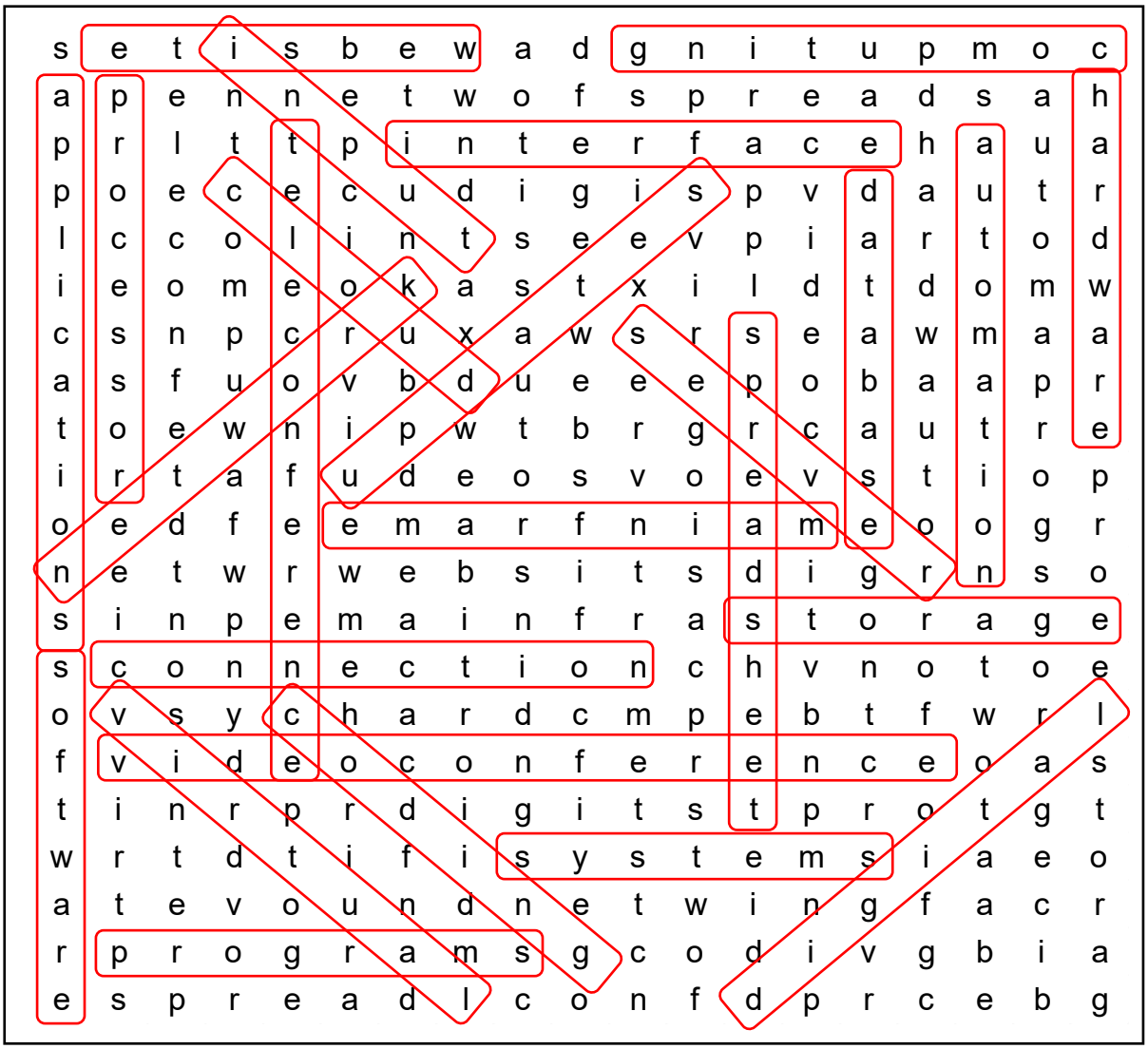
Name Answer Key **Period**

Workplace Technology
Word Search

Find the following words related to workplace technology. The words may be horizontal, vertical, diagonal, or backwards.

Technology Words

applications	connection	interface	server	teleconference
automation	database	mainframe	software	updates
cloud	digital	network	spreadsheet	videoconference
coding	hardware	processor	storage	virtual
computing	input	programs	systems	website



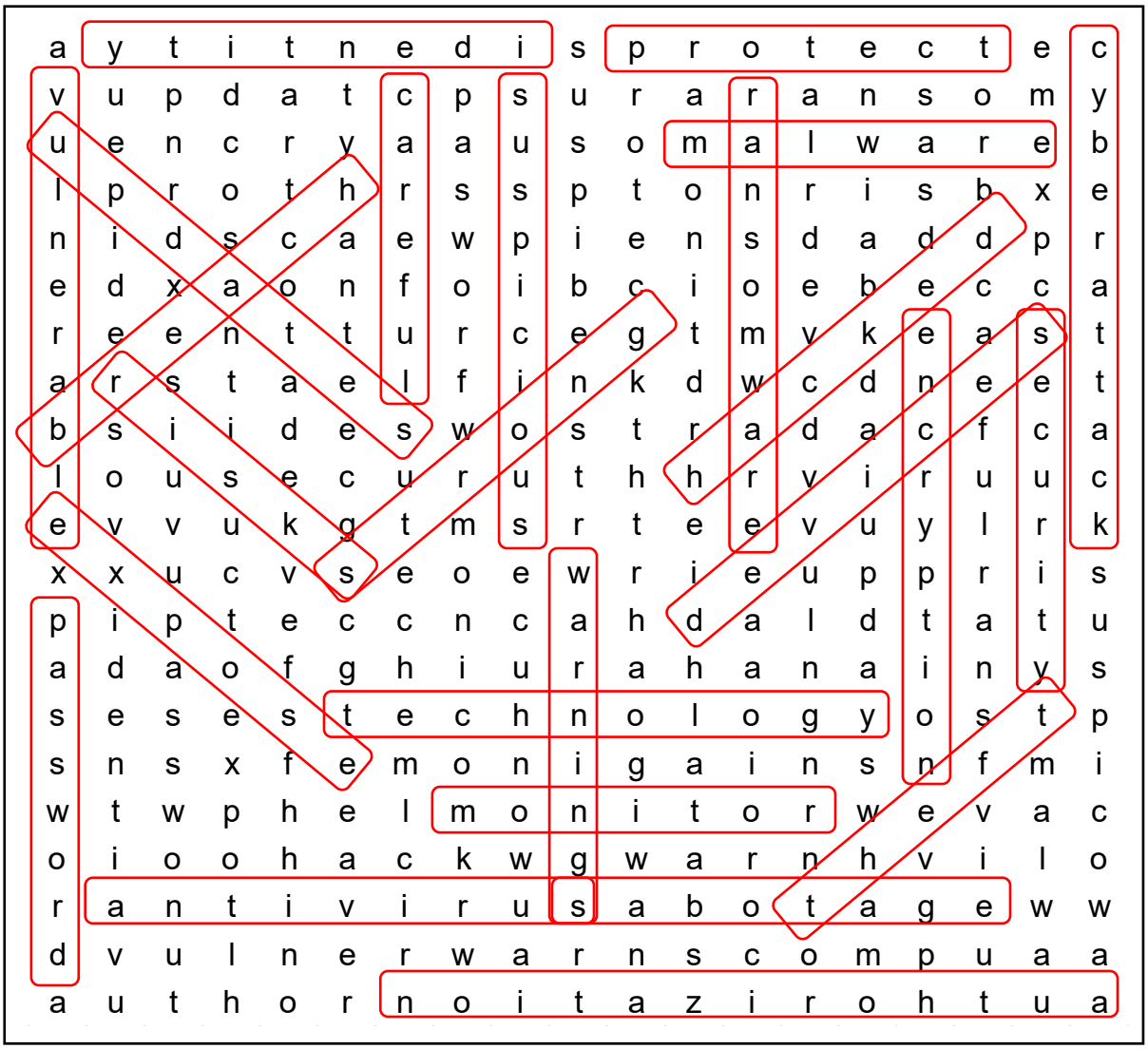
Name Answer Key **Period**

Workplace Cybersecurity
Word Search

Find the following words related to workplace cybersecurity. The words may be horizontal, vertical, diagonal, or backwards.

Cybersecurity Words

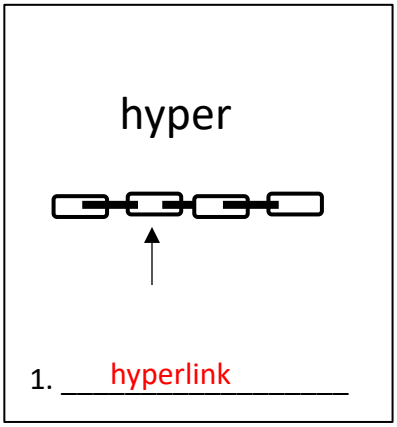
antivirus	devices	malware	risks	technology
authorization	encryption	monitor	sabotage	theft
breach	expose	password	security	updates
careful	hacked	protect	strong	vulnerable
cyberattack	identity	ransomware	suspicious	warnings



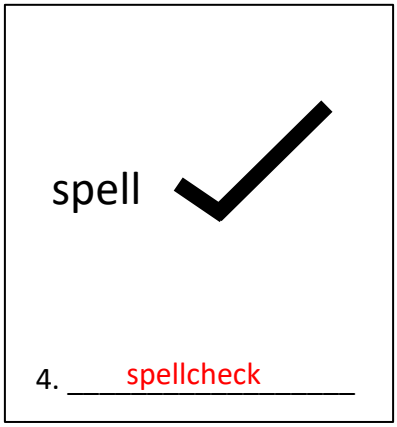
Name Answer Key **Period**

Workplace Technology
Rebus (Picture) Puzzles

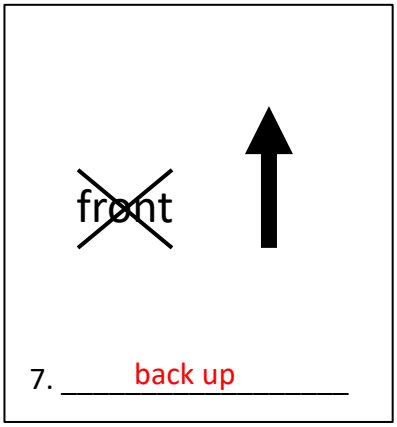
The following picture puzzles relate to workplace technology. Determine the word or phrase that each picture represents.



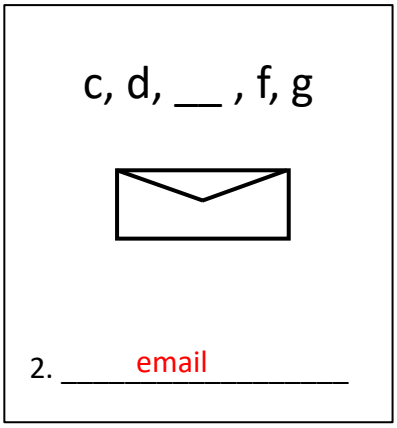
1. hyperlink



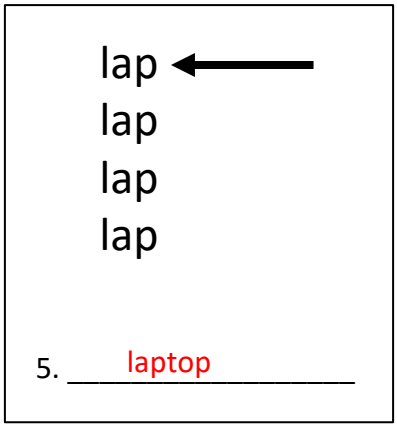
4. spellcheck



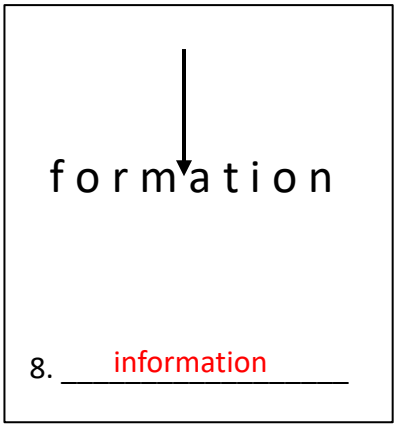
7. back up



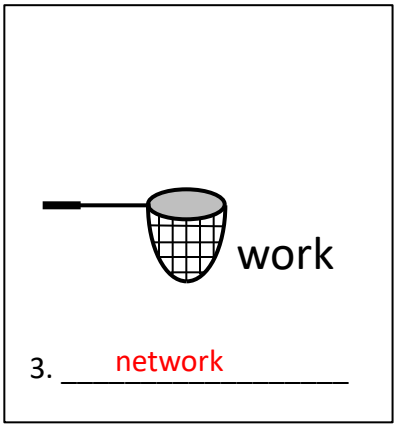
2. email



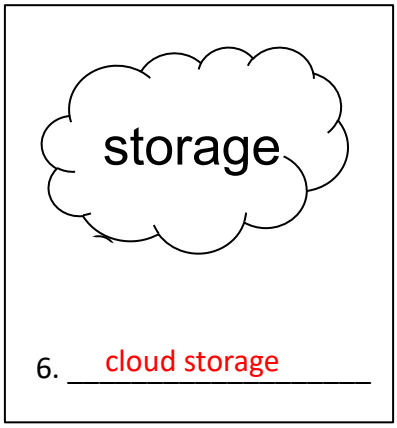
5. laptop



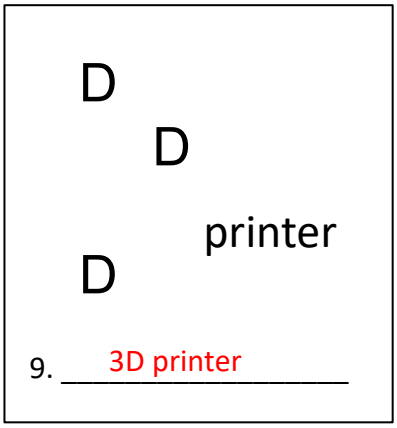
8. information



3. network



6. cloud storage



9. 3D printer