

1.2 DATA SAFETY

Quick highlights

How to secure data in an electronic device.

1. **Secure data in an electronic device** using a password with the following steps:

- (a) Click on File menu then click on the Info option.
- (b) Click on **Protect Document** then choose the **Encrypt with Password option**.
- (c) Type a password and click **OK**.
- (d) Type the password again and press **OK** to confirm it.

This is as illustrated below:

[1] Click on File tab └ File → Home → New → Open [2] Click on the Info option └ Info [3] Click on Protect Document └  Protect Document Control what types of changes people can make to this document. [4] Click on Encrypt with Password └  Encrypt with Password Password-protect this document.	Encrypt Document [X] _____ Encrypt the contents of this file Password: [_____] [OK] [Cancel] [5] Type a password and click OK
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2. **Run a scan.** To scan, follow the steps below:

- (a) Load or run the antivirus software installed in the electronic device.
- (b) On the antivirus software interface, click on the Scan tool.
- (c) Select the Scan option as either Quick scan, Full scan or Custom scan.

(i) The **Quick scan** option takes a short time to complete since it only checks the areas where threats are commonly found.

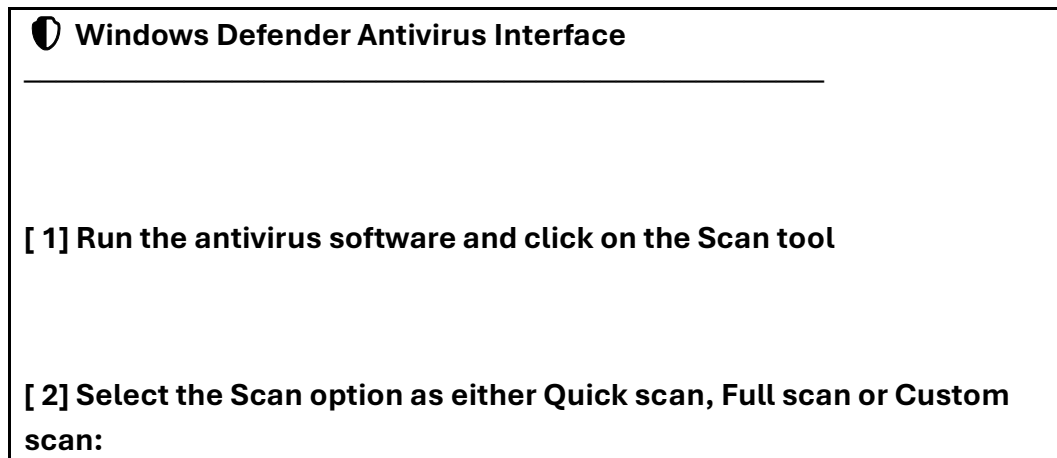
(ii) The **Full scan** option takes time to complete since it checks all the files and running programs.

(iii) The **Custom scan** allows the user to choose the files and locations to be scanned.

(d) Start scanning for the electronic device for viruses by clicking Start or Scan now option.

(e) Wait for the antivirus to finish scanning and read the report of the list of threats and any issues found.

This is as illustrated below:



☒ Quick scan
☐ Full scan
☐ Custom scan

[Scan now]

[3] Click Scan now option to start scanning

3. Back up your data. To back up your data, follow the steps below

- (a) Connect the external storage media to the computer through a port.
- (b) Open the Control Panel and click on System and Security.
- (c) Click on Backup and Restore.
- (d) Click on Set up backup.
- (e) Select the external storage media as the destination for the backup.
- (f) Choose the files to back up and Click Next.
- (g) Click Save settings and run backup.

4. Run a software update. The following steps will guide you on how to run a software update

- (a) Open Settings and click on Update and Security.
- (b) Click on Windows Update.
- (c) Click the Check for updates button.
- (d) If updates are found after the check, they will automatically download and install.
- (e) Restart the computer once the update process is complete.