**Task 4: Make an information leaflet about computer viruses**

*Criteria covered 4.2 demonstrate how to minimise the risk of computer viruses*

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The local library service has a club called ‘Silver Surfers for older people to help them learn about using computers. You have been asked to make a leaflet to help them to learn:

* **What computer viruses are**
* **How you can get them**
* **What steps you need to take to avoid getting them**
* **What steps you should take to if you actually get one**

**1. Research the topic of computer viruses on the Internet. Using Word change page layout to landscape and make a table like the one below to enter the information you have found.**

|  |  |  |
| --- | --- | --- |
| **Search criteria *Words or phrase used in search engine*** | **Websites Used** | **Information found**  ***This can be copied and pasted into the table.*** |
|  |  |  |
|  |  |  |

**2. When you have completed your research you need to create a leaflet for the Silver Surfers Club telling them all about what computer viruses are, how to avoid them and what to do if you get one.**

**3. The leaflet should be produced using Microsoft Publisher, containing quality information that is easy to understand for the target audience. It can be illustrated with relevant images.**