

6. Szintnek megfelelő kimeneti mérés

1. Reading

Task 1. Read this text on security and match the headings in the box with the paragraphs 1-5.

a) Data transfer and backup b) Email and network usage c) Password recommendations
d) Reporting IT security incidents e) Safety security requirements

Systems and network security

All employees must follow security and safety procedures approved by the management.

1 _____

Only install and use software that the management has approved. Install the latest antivirus and antispyware tools.

Keep current with security software updates and patches.

Follow office health and safety standards.

2 _____

Choose a password that is difficult to guess: use between 6 and 8 characters, have letters in upper and lower case and intermix letters, numbers, and punctuation marks. Keep your password private. Change your password every 9 weeks.

3 _____

Configure your email software to use secure protocols. Use company official e-mail software only. Always double check that you are sending your message to the right recipient. Do not send sensitive data over the network. Use mail encryption to send sensitive data. Do not download unknown files or files for private use, such as movies and music.

4 _____

Transfer files via a secure connection. Back up files regularly on the server in your homefolder. Do not use external drives.

5 _____

Employees must notify their supervisor or IT help desk about any damage, misuse, irregularities or security breaches. /5

2. Complete the sentences with the words in the box.

blog	delete	e-books	download	e-mail address	
	sign in	file	in-box	keyboard	
password	laptop	document	link	online	attachment

1. I can send you a message if you let me know your _____.
2. If you click on that _____, it will take you to a new website.
3. I sent you a message this morning. Did you check your _____?
4. How many hours a day are you _____?
5. I bring my _____ computer to work.
6. How do you upload and _____ files?
7. Be careful when you decide to open a _____.
8. It may have a virus! I write about my travel experiences on my own personal _____.
9. You can _____ any computer document. or e-mail message that you don't want to keep.
10. Oh no! I just spilled my coffee on my computer _____!
11. I almost never buy books at a book store anymore. I usually read _____s.
12. You can _____ to your e-mail account with your username and password.
13. Our teacher sent us an e-mail with an attachment called homework.doc – 'doc' means _____.
14. My _____ is a secret. Only I know it.
15. I took a photo of our school yesterday, and sent it to you as an _____.

/15

Total: /20