



Ribb "IT" Review:

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The Ins & Out Of Data Breaches

A data breach is when someone steals or mistakenly exposes your information. It can happen through a website, an internal error or malware. If you've been affected by one of these incidences, it's important to take action right away and minimize the risk.

What do you do when you've had a Data Breached?

◆ **Notify Appropriate Parties**

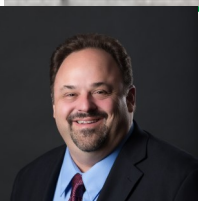
This means notifying authorities or impacted parties about the situation. It might be necessary for legal proceedings if there was identity theft or other cybersecurity breaches involved with the attack on their system.

◆ **Secure Your Operations**

Get your system protected immediately by removing any faulty hardware or software that could cause an infected system.

◆ **Fix Vulnerabilities**

Invest in the services provided. Ensure you are not using a password that could potentially be used by a provider to gain access. As an extra precaution make sure your service provider takes all possible steps to ensure no further breaches occur.



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A Quick Overview of Encryption

Over the last few months, the public has been sitting on the sidelines watching as the debate on encryption unfolds. Encryption is an emotionally charged issue that sparks strong opinions and divided views among people. Despite your stance on the issue, some may be confused about how it works or what exactly this thing called "encryption" actually means, they aren't entirely sure how encryption works or what it even is. So, here's a little background for you.

Encryption turns your 'stuff' into other 'stuff.'

When we speak, our voice is converted into an incomprehensible text called ciphertext. Encryption occurs when messages are transformed from human language into a secret code that only those who possess the key can read. Basically it involves changing readable info to appear randomly. " With this key, you can securely and privately convey data to your recipient. They will be able send it in plain text form so that nobody else but them has access!



In the past, encryption has been used by governments and militaries to protect data. Militaries around the world use it to keep data secure - in fact it was developed back when governments needed an easy way for their officers (and later on soldiers) were able too communicate securely with each other without having any person listening in on their conversations!

There are levels of encryption.

There are two types of encryption, namely asymmetric and symmetric. Symmetrically encrypted data is more secure because it requires two keys to decrypt whereas an algorithm in the form of a private key on one side or another will only yield results after being deciphered with another specific code issued by either party involved within this system (usually called "public"). Asymmetric provides greater protection than corresponding Clausewitz formula when dealing against hackers since they're not able predict what symbols might come next during cyber attacks--meaning if you've got malware installed onto your computer without knowing about its existence beforehand there's no way anything could be predicted based off.

It isn't meant to hide bad things

Encryption wasn't just created to protect your online accounts and purchasing activity. Encryption is also used to protect your information in other instances, like when you use an ATM or if you rely on a Wi-Fi-connected device to secure your home. One of the reasons encryption continues to exist, and has done so for centuries now is because it protects your privacy. It's not designed with hiding criminal activity in mind—quite on contrary! The goal behind these technologies are meant as a way to protect you from identity theft or other schemes committed. However that doesn't mean we should take our guard down when going about business everyday.

Example:

Encryption = If the key is 2, "A" would become "C", "B" would become "D", and so on.

Decryption = The recipient would then decrypt the message by "subtracting" the key from each character of the ciphertext to obtain the original message.

5 Useful Tips for The Excel Beginners



Excel has this uncanny ability to look like an all-consuming black hole – feared by many and avoided by even more. But this doesn't necessarily have to be the case. In fact, the more you embrace Excel and learn how to maneuver through spreadsheets, workbooks, and table-by-table calculations, the more you can save time and increase that star power of yours. You just have to find a good place to start and go from there. Here are a few simple Excel tips and tricks to get you headed in the right direction.

Ctrl+Shift

Forget using the cursor to drag and drop. Select the first cell you need, hold down 'Ctrl+Shift,' and use the arrow keys to select everything else you need.

Paste Special

If you need to copy data to another table in a special way – like just the values, just the formulas, or just the formatting – use 'Paste Special.' Copy the data as you normally would, then hold down 'Ctrl+Alt+V' to bring up 'Paste Special.' Select the option that best fits your need.

Ctrl+Enter

If you need to put the same data or equation into multiple cells, use 'Ctrl+Enter' to complete this more quickly. Select the cells you need, and type your data into the last cell you click on. Hold down 'Ctrl+Enter', and the data you entered into the last cell will auto populate into the other cells. For example, you can use this if you need 30 cells to say "N/A" or if you need multiple cells to bring up the same equation.

Custom Hiding

Sometimes all that data can become a little too much. You can easily hide columns of data you aren't currently working with by using 'Format Cells.' Right click on a selection of data and then click on 'Format Cells'. From here, go to 'Custom' and then where it says 'type,' punch in three semicolons (;;;). After this, all the data you selected should become invisible – making things a little easier on the eye. However, this data will still be available for equations and can be unhidden by reselecting the data and selecting 'General' back in 'Format Cells.'

Corner Arrow

Instead of using Ctrl+A to select all, just click on the arrow button in the top left corner of your sheet. This one click will select every cell on your sheet.

Excel can organize, filter, and view large amounts of information. This is the most commonly used accounting software but can be used virtually anywhere for managing large or unwieldy datasets. Example spreadsheet application examples include budgeting reports, editorial schedule, and data calculation software. Excel can be very effective in preparing financial statements due to the powerful computational power it has. Software can sometimes be found within accounting teams and departments because accountants can easily check sums, averages, and totals. Excel enables businesses to find information easily and quickly.



How to Cause a Data Breach in 10 Easy Steps!



STEP 1: Go ahead and download sensitive information to a personal device without encryption.

STEP 2: Disable antivirus and other security apps on every device, especially your work computer.

STEP 3: Trust anyone and everyone who calls you on the phone and asks for confidential information.

STEP 4: Ignore security policies. They're more like suggestions than guidelines anyway.

STEP 5: Go ahead and download sensitive information to a personal device without encryption.

STEP 6: Post a bunch of personal identifiable information on social media.

STEP 7: Share your privileged access with whomever asks for it, and never lock your workstation.

STEP 8: Plug in random USB flash drive you found. It could have some good information on it!

BONUS STEP: Use the same passwords for every account.

As you can see, causing a Data Breach takes little effort. Obviously, we want you to do the opposite of the above steps. Your dedication to maintaining data privacy is what makes you a valuable member of our organization. If you need more information about your role in preventing data breaches, please ask! And remember to report all security incidents immediately.

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