



Security Basics

Quick Reference Guide

Security Risks

Businesses worldwide are at risk for security breaches. While large, well-known companies seem like a likely target, small and medium-sized organizations and individuals are also at risk. There are many ways data can be compromised, including viruses, phishing scams, hardware and software vulnerabilities, and network security holes.

Did you know?



11% of U.S. adults have had personal information stolen



1 in 5 people have had an email or social media account hacked



98% of software applications are vulnerable



Only **40%** of adults know how to protect themselves online

Confidential Information

When dealing with security, confidentiality means private information is never viewed by unauthorized parties. Confidential information must only be accessible to those authorized to view the sensitive data. Confidential information includes:

Personal Information

- Social Security Number
- Home Address
- Salary History
- Performance Issues
- Credit Card Numbers

Corporate Information

- Processes
- Customer Lists
- Research and Development
- Business Strategies
- Objectives and Projections

Firewalls



A firewall acts like a security guard and prevents unauthorized people or programs from accessing a network or computer from the Internet. There are hardware-based firewalls, which create a protective barrier between internal networks and the outside world, and software firewalls, which are often part of your operating system.

Passwords

The first line of defense in maintaining system security is using complex passwords. Use passwords that are at least 8 characters long and include a combination of numbers, upper and lowercase letters, and special characters. Hackers have tools that can break easy passwords in just a few minutes.

How Long Does it Take to Crack a Password?

There are 2 kinds of passwords:

Simple

Lowercase letters only

Complex

Upper & lowercase letters, numbers, & special characters

Complex passwords are **EXPONENTIALLY** more difficult to crack.
Use them!

Here's how long it takes to crack a password when it's simple vs. complex

Characters	Password	Time to crack
8	ghiouh1	4 hours, 7 min
	ghiouH31	6 months
9	houtheouh	4 days, 11 hours
	Houtheou12	1050 years
10	ghouh1h1g	112 days
	gh34uh1h1	1500 years
11	wopth1andhf	8 years, 3 months
	wopth7nchl	230,800 years
12	wh1hng1k0zq	210 years
	gh13hg5dno1	16,368,300 years

Source: myweb.com

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Table of Contents Security Quick Reference Guide

1. Understanding the eBook Security Quick Reference Guide
 - The Rise of Digital Reading Security Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Security Quick Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Security Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Security Quick Reference Guide
 - Personalized Recommendations
 - Security Quick Reference Guide User Reviews and Ratings
 - Security Quick Reference Guide and Bestseller Lists

5. Accessing Security Quick Reference Guide Free and Paid eBooks
 - Security Quick Reference Guide Public Domain eBooks
 - Security Quick Reference Guide eBook Subscription Services
 - Security Quick Reference Guide Budget-Friendly Options
6. Navigating Security Quick Reference Guide eBook Formats
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 - Security Quick Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Security Quick Reference Guide
 - Highlighting and Note-Taking Security Quick Reference Guide
 - Interactive Elements Security Quick Reference Guide
8. Staying Engaged with Security Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Security Quick Reference Guide
9. Balancing eBooks and Physical Books Security Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Security Quick Reference Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Security Quick Reference Guide
 - Setting Reading Goals Security Quick Reference Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Security Quick Reference Guide
 - Fact-Checking eBook Content of Security Quick Reference Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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