

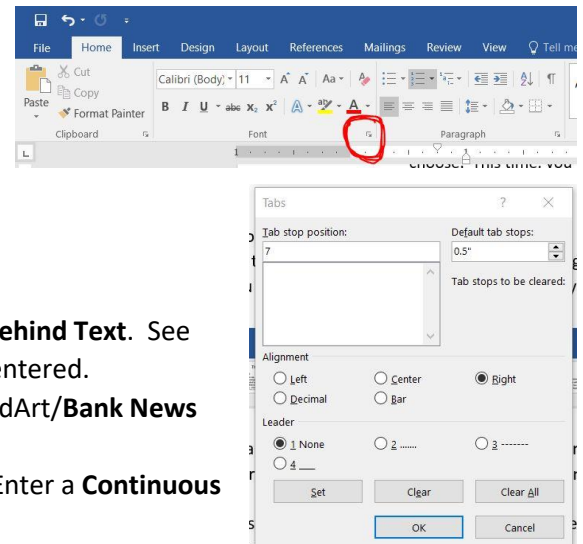
Lab 7-3: Consider This: Your Turn/ATM Safety

Note: Chromebook users will need to open the blog from the remote server to download the necessary files. Students using the desktop computers in the classroom will access the files by navigating to the DATADISK.

Problem: As a part-time employee at a local bank, you have been assigned the task of creating a newsletter called *Bank News*, which will be available to all patrons. The article in Issue 28 of the *Bank News* newsletter covers ATM safety. The text for this article is called Lab 7-3 ATM Safety Article and is located on the blog and the DATADISK.

Perform the following tasks:

1. Open a new Word document. Save it as your LastNameATMSafety.
2. Turn on the **Show/Hide** button.
3. Change the margins to .75 inches. Do **not** change the gutter.
4. Select a theme **color scheme** of your choice.
5. Name Plate:
 - a. Insert a WordArt box of any style. It will not have any impact on your end result.
 - b. Change the text wrapping to **Top and Bottom**.
 - c. Set the size of the WordArt box to **7"** wide and approximately **1.76"** high. You may need to make it taller.
 - d. Enter the Bank News text. Font: 72-point. Select a font and color of your choice.
 - e. Place your cursor at the end of the Bank News line, press **enter**.
 - f. Press the **Clear Format** button on the **Home tab**.
 - g. For the issue information line, type Weekly Newsletter. Click the **Paragraph Dialogue Box** launcher on the **Home Tab**. Click **Tabs** on the bottom, left-hand corner.
 - h. Enter **7"** in the tab stop position. Click **Right** in the Alignment section. Click ok.
 - i. Press **Tab**. Type **Issue 28**.
 - j. Apply a bottom border of your choice.
 - k. Insert the \$ image. Change the wrapping to **Behind Text**. See the example for placement. Make sure it is centered.
6. To create the newsletter: click directly **below** the WordArt/**Bank News** box.
7. Click **Heading 1** on the Ribbon and type ATM Safety. Enter a **Continuous break**.
8. On the **Insert Tab**, click the drop down menu next to **Object**. Click **Text from File**. Navigate to and insert the **Lab 7-3: ATM Safety Article**. (See the note above if you need help.)
9. Click to the left of the V in the in the first paragraph. Set the section to **three columns**. Set the column width to **2.1"** with a spacing of **0.35"**. Place a **vertical rule** between the columns.
10. Use Word's **automatic hyphenation** feature to hyphenate the document.
11. **Justify** all paragraphs.



12. **Copy** the first paragraph (Visiting an ATM to withdraw or deposit money is convenient, but it also is ripe with potential for criminal activity. Avoid being a victim by exercising common sense and following these guidelines.)
13. Insert a **Retrospect** text box. **Paste** the paragraph text inside. **Bold** and **justify** the text.
14. Make all subheadings **Heading 2**.
15. **All colors** are your **choice**.
16. Apply a **page border** of your **choice**. All content should fit on one page.
17. **CHECK YOUR WORK**. Did you do ALL of the things listed above? Does it look like the picture?
18. **Save** and **submit** to turnitin.com.

BankNews

Weekly Newsletter

Issue 28

ATM Safety.....Section Break (Continuous).....

Visiting an ATM to withdraw or deposit money is convenient, but it also is ripe with potential for criminal activity. Avoid being a victim by exercising common sense and following these guidelines.

Location

Choose an ATM in a well-lit public area away from bushes and dividers and near the entrance of a building. If using a drive-up ATM, keep the engine running and doors locked, roll windows up while waiting for the ATM to process your request, and leave adequate room to maneuver between your vehicle and the one in the lane in front of you. Observe your surroundings and be suspicious of people sitting in vehicles or loitering nearby.

ATM Card and PIN

Handle the ATM card like cash by keeping it in a safe location and storing it in a protective sleeve. Do not write the PIN on the back of the card or store it in a text file on your smartphone; instead, memorize the numbers. Report a lost or stolen card immediately.

Transaction

Minimize time by having the ATM card ready as you approach the machine. Do not allow people to watch your activity. Cover the keypad or screen with one hand as you enter the PIN, and use your body to block as much of the area as possible. If the ATM screen appears different, behaves unusually, or offers options with which you are unfamiliar or uncomfortable, cancel the transaction and leave the area.

Skimmers

Thieves can capture a credit card number and PIN by placing a skimmer on an ATM or on other self-service stations, such as gas pumps, where users swipe their credit cards for payment. Sophisticated skimmers are Bluetooth-enabled or are entire panels placed directly on top of the ATM faces and are virtually undetectable. Less-technical devices are false card readers secured to the card slot with double-sided tape and a hidden camera or an overlay on the keypad. Many ATMs have security stickers informing customers to notify attendants if the seal is broken.

Valuables

Expensive clothes and jewelry can be incentives to potential assailants. Dress modestly and leave jewels at home.

Exiting

Do not count cash in public; immediately put it in your pocket or fold it in your hand. If you receive a receipt, take it with you and do not discard it in a trash can near the area. As you leave, be certain you are not being followed. If you suspect someone is tracking you, immediately walk to a populated area or business, or drive to a police or fire station.

Statements

Review your balances and bank statements frequently. Be certain all deposits and withdrawals are listed, and look for unusual or unfamiliar activity.

Visiting an ATM to withdraw or deposit money is convenient, but it also is ripe with potential for criminal activity. Avoid being a victim by exercising common sense and following these guidelines.