Week-2 Agenda:

1. Ensure all students were able to take week-1 quiz & complete week-1 assignment (if not, address issues)

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1. Quick week-1 review:
	1. What is a computer? (HW, SW & Apps)
	2. Inside computers (Motherboard, CPU, RAM, GPU, HDD/SSD, CD/DVD/BluRay, etc.)
	3. Ports, jacks & peripherals
	4. Computer types - form factor & purpose (Smartphones, Tablets, Laptops, desktops, Servers & embedded)
	5. Understanding Operating Systems (Windows, OSX, Linux, Android, IOS, etc.)
	6. Intro to MS Widows
	7. Intro to apps
2. Windows 10 GUI (Desktop, Taskbar, Start button, Notification Area, Cortana, etc.)
3. Windows 10 features (Start menu, Edge, Crotona, Task View, Multiple Desktops, etc.)
4. Windows 10 accounts (local and cloud & advantage of cloud account)
5. Customize Start Menu
6. Shortcuts (Start menu, taskbar, & desktop)
7. Drives, Folders & Files slides
8. File Explorer (panes, ribbon, drives, folders, files, file extensions)
9. File extensions (show/hide, OS, apps, converting, etc.)
10. Snipping tools (snip types, write, highlight, file formats, save to drive/folder/file-name).

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1. Demo with students:
	1. Windows 10 GUI (desktop, taskbar, Start button, Notification Area, Cortana, etc.)
	2. Create shortcuts for MS Word and Snipping Tool (Start Menu, Taskbar & desktop)
	3. File Explorer (navigation pane, File List pane, Address Bar, ribbon, show/hide extension, Quick Access, OneDrive, Network, etc.)
	4. Run a few apps (show all running apps, switch between apps, minimize, resize, maximize, close, etc.)
	5. Snipping Tools (try different snips, write, highlight, save using different file formats, and save to different drives & folders)
	6. Etc.
2. Q&A

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1. Lab time:
	1. Help students create USB-Drive:\CS101\Week2-Files folders & download Week2-Assignment.docx to CS101\Week2-Files
	2. Help students practice Snipping Tool (try different snips, write, highlight, save using different file formats, and save to different drives & folders)
	3. NOTE: Students may collaborate with each other on the weekly assignments, but not the quizzes.