Week-3 Agenda:

1. Quick week-2 review:
   1. Windows 10 GUI (Desktop, Taskbar, Start button, Notification Area, Cortana, etc.)
   2. Windows 10 features (Start menu, Edge, Crotona, Task View, Multiple Desktops, etc.)
   3. Windows 10 accounts (local and cloud & advantage of cloud account)
   4. Customize Start Menu
   5. Shortcuts (Start menu, taskbar, & desktop)
   6. Drives, Folders & Files slides
   7. File Explorer (panes, ribbon, drives, folders, files, file extensions)
   8. File extensions (show/hide, OS, apps, converting, etc.)
   9. Snipping tools (snip types, write, highlight, file formats, save to drive/folder/file-name)
2. What is a network?
3. What is the Internet?
4. What is WWW?
5. Browsers basics (surf vs. browse, address/URL, links, bookmarks, history, tabs, downloading files, extension/add-ons, etc.)
6. Popular browsers & the need for multiple browsers (compatibility issues)
7. What is unique about PDF files?
8. Internet safety, cookies (how to delete)
9. Search engines, popular search engines & search techniques
10. What is cloud computing? What is the big deal?
11. Google Drive vs. OneDrive

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1. Demo with students:
   1. Demo Edge features
   2. Use Edge, go to google.com, search for *laptop computers*, explain what Google did and talk about ads
   3. Talk about Extension/Add-ons
   4. Demo how to save MS Office files in PDF format
   5. Demo Google drive & OneDrive
   6. Quickly talk/demo Google apps
   7. Etc.
2. Q&A

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1. Lab time:
   1. ??