Week-4 Agenda:

1. Quick week-3 review:
   1. What is a network?
   2. What is the Internet?
   3. What is WWW?
   4. Browsers basics (surf vs. browse, address/URL, links, bookmarks, history, tabs, downloading files, extension/add-ons, etc.)
   5. Popular browsers & the need for multiple browsers (compatibility issues)
   6. What is unique about PDF files?
   7. Internet safety, cookies (how to delete)
   8. Search engines, popular search engines & search techniques
   9. What is cloud computing? What is the big deal?
   10. Google Drive vs. OneDrive
2. LBCC Gmail account
3. Google Contacts
4. Google Calendar
5. Google Drive
6. Google Apps (Docs, Sheets & Slides)
7. Collaborating and sharing with others using Google Apps
8. Uploading, Downloading file to/from Google Drive
9. Converting documents to/from Google Apps formats
10. OneDrive
11. OneDrive Apps (Word, Excel & PowerPoint)
12. Collaborating and sharing with others using OneDrive
13. OneDrive designed and built into Widows 10

-

1. Demo with students:
   1. Logon to LBCC Gmail
   2. Create a simple email and attaching a file
   3. Add 1-2 contacts
   4. Create 1-2 appointments
   5. Create an meeting appointment and invite 2 fellow students (respond to invite)
   6. Create a simple Google doc
   7. Give 2 fellow students edit access to Google doc
   8. Give everyone view access to Google doc
   9. Download Google doc and save as docx format
   10. Delete Google doc
   11. Copy docx file to Google Drive and convert to Google doc format
   12. OneDrive Apps
   13. OneDrive built into File Explorer and MS Office Apps
   14. Etc.
2. Q&A

-

1. Lab time:
   1. ??