Week-5 Agenda:

1. Quick week-4 review:
	1. LBCC Gmail account
	2. Google Drive
	3. Google Contacts
	4. Google Calendar
	5. Google Apps (Docs, Sheets & Slides)
	6. Collaborating and sharing with others using Google Apps
	7. Uploading, Downloading file to/from Google Drive
	8. Converting documents to/from Google Apps formats
	9. OneDrive
	10. OneDrive Apps (Word, Excel & PowerPoint)
	11. Collaborating and sharing with others using OneDrive
	12. OneDrive designed and built into Widows 10
2. Internet safety basics
3. Malware (virus, worm, spyware, adware, etc.)
4. Passwords and multi-factor authentication
5. Importance of keeping Windows 10 up-to-date (Windows Update)
6. Quick intro to Firewalls
7. Cookies and popup blocker
8. Deleting cookies and browser cache
9. HTTP vs. HTTPS
10. Windows Utils slides & demos
11. Computer Security slides & demos

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1. Demo with students:
	1. Edge & Chrome (tabs, favorites/bookmarks, settings, etc.)
	2. Cookies & surfing cache
	3. HTTP vs. HTTPS
	4. Add-ons/Extensions
	5. Anti-Malware (talk about zero day & poisoned websites)
	6. Screen Saver with password
	7. Defender/how to install
	8. Windows Update
	9. Firewall
	10. Windows utils demos
	11. Computer security demos
	12. Encrypting MS Office docs
	13. Etc.
2. Q&A

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1. Lab time:
	1. ??