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. ??