Week-6 Agenda:

1. Mid-term Exam (must be in class)

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1. Quick week-5 review:
   1. Internet safety basics
   2. Malware (virus, worm, spyware, adware, etc.)
   3. Passwords and multi-factor authentication
   4. Importance of keeping Windows 10 up-to-date (Windows Update)
   5. Quick intro to Firewalls
   6. Cookies and popup blocker
   7. Deleting cookies and browser cache
   8. HTTP vs. HTTPS
   9. Windows Utils slides & demos
   10. Computer Security slides & demos
2. Intro to MS Word:
   1. MS Office
   2. MS Office 365 vs. MS Office2013/2016
   3. Templates
   4. Ribbon
   5. Backstage
   6. Quick Access Toolbar
   7. Status bar
   8. Insertion point
   9. Font type, size & color
   10. Paragraphs
   11. Alignment
   12. Copy & paste
   13. Find and replace
   14. Save vs. Save As
   15. Lists
   16. Line and paragraph spacing

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1. Demo with students:
   1. Create simple MS Word doc
   2. Experiment with above MS Word functions
   3. Etc.
2. Q&A

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1. Lab time:
   1. ??