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. ??