

## CURRICULUM--GENERAL TOPICS

### SHAREPOINT

Basic Overview; Navigating the Home Page  
Using Alerts to be informed re Club Activities  
Changing Email Address; Password  
Accessing Content  
News of Note  
Accessing Lists

### WINDOWS 10 BASIC

Signing On to Computer  
Power and Sleep Settings  
Install Printer and Other Peripherals  
Uninstalling/Installing Apps and Programs  
Make Mouse Pointer Easier to Locate  
Keyboard; FKeys Shortcuts NumLock PrSc  
Video Display Settings  
How to Use Reminders (Sticky Notes)  
Trouble Shooting Operating System  
Improve Wi-Fi Range

### SECURITY

"Most important" security principles  
Automating Passwords; LastPass/Etc.  
Virtual Public Networks (VPN)  
Public Wi-Fi Hotspot Security  
Cookies, Unwanted Web Pages  
Control What Microsoft Collects  
What Google Knows About You  
Security Threat Dashboard  
Skimmers and Shimmers  
Email Security  
All things Sam

### PRESENTATION BASICS

How to create a presentation  
Using YouTube in your presentation  
Creating Links for placing in presentations  
PowerPoint Basics  
Capture your screen using Print screen  
Using Snip & Sketch: Capture all/part of your screen  
Screen Recorders: Create videos of presentations  
Shanghai

### MICROSOFT OFFICE BASICS

Word Intro--the Home Ribbon  
Word: Create letter/Mail Merge/Labels  
Excel Intro

### SMART PHONE ANDROID

Phone Settings: Top 5: Ex Backup  
Bluetooth: Intro/Pairing

### SMART PHONE APPLE

Apple Operating System (IOS11)  
IPad

### CORD CUTTING

Why cut the cord?  
Streaming apps and devices: Roku etc.  
Best Movies Sites  
Phone Options; Skype/WhatsApp  
Amazon Perks

### AUDIO VISUAL MANIPULATION

Smartphone Photographer  
Google Photos  
Photo Transfer: GPhoto-PC  
Photo Transfer; Cell-PC  
Photo Story Introduction  
Create Video, Upload to YouTube

### INTERNET OPERATIONS

Vacation Sites; Location - Booking  
Google Maps  
Buying Selling  
Searching the Web  
Cloud Intro; History  
Banking Online

### APPLICATION BASICS

App Definition; Instal/Uninstall  
Amazon Eco  
Wayback Machine  
Fitness Trackers  
Sketchup  
Home Doorbell, Security Cameras  
5 G Now and In the Future

### SOCIAL MEDIA

Facebook;Create Acct/Posting/Groups  
Twitter  
WhatsApp  
Instagram  
Others