1. Introduction (5 mins)
   1. Personal Intro (Who am I?)
      * Owner of Testra
        + Started as Safety Starts Here
      * Long-time computer hobbyist
        + Self taught for over 20 years
      * Amateur Game/Website builder
        + Several published websites and an ongoing game project
   2. Why is this topic important?
      * Computers are everywhere
        + Knowing the basics builds confidence
        + Prevents frustration and mistakes
      * Knowing how to operate a computer safely and effectively
        + Build independence at home/work
        + Avoid outsourcing basic projects
      * Improving Efficiency
        + Keyboard shortcuts save time
        + Organized files are easier to find
        + Customize settings to your liking
   3. Session overview:
      * Computer Basics
        + Mouse & Keyboard
          1. Basic functions
          2. Mouse Pad
          3. Keyboard shortcuts
        + File Management
          1. Files and folders
          2. Saving, renaming, moving
          3. Finding documents
          4. Desktop shortcut icons
        + System Settings
          1. Display settings
          2. Internet / WiFi
          3. Sound & Power options
      * Common bad habits
        + Desktop housing files/folders/programs
        + Forgetting to save documents
        + Downloading unsafe programs
2. Mouse & Keyboard (10 mins)
   1. Mouse Basics
      * Left, right, middle click
      * Double click, Drag/drop, scrolling
      * Touchpad basics
   2. Keyboard Basics
      * Common keys: Enter, Space, Shift, ect…
      * Arrow keys vs mouse navigation
      * Shortcut keys
   3. Group Activity
      * Practice keyboard shortcuts
3. Basic File Management (10 mins)
   1. What are files and folders?
      * Files => documents, pictures, videos
      * Folders => digital filing cabinets
      * Shortcuts => easy access
      * Creating, moving and deleting files
      * Practice creating a folder, saving a file in it, creating a desktop shortcut
   2. Organizing Files
      * Save files with a similar name format to search easily (show example)
      * Explain why desktop should only contain shortcuts
4. Basic System Settings (10 mins)
   1. Display Settings
      * Brightness
      * Font size / scaling
   2. Internet & WiFi
      * Checking connection status
      * WiFi vs Wired connections
   3. Audio Settings
      * Adjust volume
      * Mute/Unmute
      * Speakers & headphones
      * Power options (Lock, Sleep, Shutdown)
5. Good Habits (10 mins)
   1. Save your work frequently
      * Crashes and power outages happen
   2. Shut down using the Windows menu
      * Explain why shutting down with the button isn’t recommended.
   3. Only download from trusted sites
      * Use official app stores
        + Apple Play Store
        + Google Play
        + Microsoft Store
      * Virus Scan suspicious downloads
      * Avoid pop-up download links
   4. Keep passwords physically safe, memorized, and/or use a password manager
   5. Organize Documents and Downloads into folders and maintain regularly.
6. Wrap-up Summary (10 min)
   1. Summarize key points
      * Mouse & keyboard basics
      * File organization
      * Customizing basic settings
      * Stick to the good habits
   2. Provide a reminders checklist to take home
      * Be cautious of duplicates
        + Scammers copy friend’s profiles to trick you
        + Confirm with the friend directly if it’s suspicious
   3. Don’t sign-in to suspicious sites using Facebook or Google
      * Scammers often sell data collected from such sites
7. Q&A (5 mins)
   1. Summarize key points
      * Strong passwords
        + Unique and not re-used
      * Be suspicious of calls/emails asking for money
        + Verify through safe means
      * Updates & safe browsing
        + Keep devices and browsers current
        + Don’t overshare online
   2. Provide a short checklist to take home
      * Password tips
      * Safe clicking tips
      * Social media tips
      * 2FA setup instructions
      * Apps to keep updated
   3. Open Q&A
      * Invite audience to share experiences
        + Go over what they could/should have done or did
      * Encourage asking yourself “Is this safe” when unsure browsing online