Before starting make sure all students have a gmail account and can successfully log in. It will be needed for the next few classes.

Open the presentation here:

<https://drive.google.com/open?id=1WoRKdwA-0WppId6I0nMb8kUm1TX2znWHoQ3G7Ii1kV0>

Keep It Clean

1. Play the video, this gives students the main ideas about cleaning the computer.
2. Hand out the reference packet, it includes info for students on cleaning as well as topics relevant to tonight’s other sections.
3. For the cleaning activity, pre dampen paper towels or if use cleaning cloths if you have them available. The teacher should demonstrate first. Just clean the plastic parts of the computer by wiping it down with dampened paper towel or cloth. Students should then follow. I would recommend providing them with a second laptop that is shut down to do the cleaning on.

Malware

1. Play the video.
2. The malware slide is really a quick review of the video, just stress the points again.
3. For anti-virus, after covering the slide, open up the anti-virus program on the library computers. Explain that it provides real time protection and is on constant guard against malware. Also explain that is must be updated regularly as new viruses are created very frequently. To practice scanning for information, ask questions such as when was the update completed? How many files were scanned?
4. Next mention to students that there are free anti-virus software programs out there that work well. In most cases, new computers will come with anti-virus, but there may be situations when students will obtain a computer without anti-virus or maybe a paid subscription expires. The ones mentioned here are rated top programs by pcmag.com and this information is included in the reference sheet for students to take home.
5. There is also a free program called Malwarebytes which is a malware removal tool. It is considered the best tool for removing malware, even better than paid programs. However, it does not include real time protection for free, so it is not a stand alone solution. Students should run Malwarebytes if they are getting a lot of popups or their computers are running slow. This info is also in the reference sheet.
6. Hand out the malware terms activity, this can be done as a class.

System Tools

1. Explain to students that there are many system tools on a computer. We will be talking about some of the most useful ones.
2. After going over Disk Cleanup, open it up and show students what they can do. Students can open up the tool as well to see how to get to it. However, do not actually run it because it will most likely take too long!
3. Same with Disk Defragmenter. Open it up and explain what it does. You can run analyze and so students may as well, it shouldn’t take very long. However, do not run the defrag process.
4. Explain to students that Task manager (Ctrl+Alt+Delete) is the most useful tool for frozen programs. Demonstrate to students how it works (including ending programs). Students should practice this as a class and/or on their own as well.
5. Show students the Help and Support Center. Explain that it is one method for troubleshooting problems. Try searching for an example problem, such as hooking up a printer or use your own idea. Then mention that Google is another great option for finding answers to problems. The reference sheet will explain to students more on what to search for.
6. Explain to students about why they would uninstall programs and show them how they would uninstall (we aren’t actually going to do any uninstalling).