Notes from first 4 classes. Review these and learn all as will be on Quiz 1

Professor Wes is making an effort to give you the most important bits of knowledge that will help you in your future meaning things that will be practical and useful to you. Be sure you know these items.

See first day handout for Times class meets, my email address, office location and hours, advice to see me if there is a problem. My attitude ("I work for you with emphasis on what is practical and useful to you") Class expectations, difficulty level, what books and other materials are needed and additional resources available to you.

Tutoring schedule is on the hallway bulletin board. See other free classes and events there also. Check daily.

An hour a day of study gets you an A.

Learn how to best learn find what works best for you. LISTEN, MAKE NOTES, REWRITE THE NOTES SOON AFTER, REVIEW THE NOTES, LOOK UP OR ASK QUESTIONS ON WHATEVER NOT CLEAR. USE FLASH CARDS, OR RECITE, Quiz yourself. Read on the topic. use mnemonic devises.

How to take quick notes: leave off vowels, use use cursive, abbreviations, if speaker if fast talker use recorder..

The important 10 learning Questions WHAT, WHO, WHERE, WHEN, HOW, WHY, ASK ENOUGH QUESTIONS FOR GOOD UNDERSTANDING, VERIFY, IS IT UP TO DATE, DETERMINE BEST USE FOR GOOD OF HUMANITY.

Computers and humans require accurate, factual information.

If garbage data goes in garbage information comes out. GIGO

How do you get good information ask enough questions to get all of the needed facts?

What sources should you avoid? Hearsay, uneducated opinions, old obsolete books especially if not verified by scientific research. Also avoid emotional outbursts and propaganda (information that is unsupported by proof and science.) Beware of Untruths and half truths Ask is it actual and is it factual? If in doubt, ask really? Tell them to prove it. Science used with wisdom, good management and caring have done more for mankind than anything else.

Example of caring: Humans are Humane monsters aren't. Bring no harm by actions or inaction. Kindness is best.

We advance and Technology advances when intelligent beings share knowledge and resources for the common good of all.

But there is also a big problem. So much power is now under control of just a few humans that unwise use of Technology can now cause our extinction. (Nuclear, bio science, chemistry, transportation, weaponry or a terrorist with a nuclear bomb in a suitcase (which is now possible). A terrorist is a person who feels his killing of non combatants with whom he disagrees is justified or that his killing of non combatants is going to send him to heaven.

What is the Best Insurance to not lose your data? Many good copies in many safe places.

What are three ways to protect your stuff ? Keep out of sight, lock it up, password it.

We saw the video **HUMANS NEED NOT APPLY** https://www.youtube.com/watch?v=7Pq-S557XQU
Essence is automation will soon cause many jobs to be automated.

We used Word program to type text ands print a name sign.

Maximum capacity of affordable USB flash drives at present is 256 Gb but they have limited life of 10,000 saves and can fail so regard them at temporary storage. Also the cheap plastic ones can break.

Capacity of BD DVDS 50 Gb. storage life 3-30 years. Hard drives hold a TB. storage life 10 years

What storage method lasts longest? Millennial DVD. Lasts if stored properly hundreds of years.

The smallest storage medium at present is the Micro SD card. It is about as big as your little finger nail.

The most important rule of netiquette Bring no harm to another by your actions or your inaction
and of human relations is Always do as you would want to be done to. (AKA The Golden Rule)

You can get Office 365 online or free download free at macomb.edu

How to make screen image larger Ctrl+ or smaller Ctrl-

Print Screen key lets you capture an entire screen.

Snipping Tool lets you take a picture of a part of a screen. Then past either or both into any program that has a Print function such at Word.

DID YOU KNOW https://www.youtube.com/watch?v=uqZiIO0YI7Y
Much of what you know may be obsolete. Increased competition for jobs at other countries have more bright kids than we have kids and they are paying for their college education where as here they have to go into big dept. But I have scholarships.

Definition of computer: An electronic device that Accepts Data, processes it using its own internal program stores things and provides information output.
Life threatening danger of Old big CRT vacuum tube screens have deadly voltage that can kill.

Google is not always the best choice. Example for Accounting things it is best to use the Accounting search engine. USE ON TOPIC KEY WORDS.   PUT THINGS IN QUOTES Use advances search. View a video on search techniques for more tips.

Facts about LCD, LED and OLED screens.
Pixel, Mouse what it does and two kinds. Optical is more reliable&
How printer quality and speed are measured. DPI PPM
Kinds of printers Bubble Jet uses liquid ink which it sprays. Laser printers use powder toner and hot press it into paper and has cheapest ink.
How to avoid. repetitive stress injury? RSI? And Carpel Tunnel Syndrome? Switch hands, use rolled up towel.
Fold keyboard legs.
Use of GUI pointing and clicking pointer cursor menus maximize, restore minimize
Pin shortcuts CMD DIR   C>HELP   MSCONFIG IPCONFIG
Demo of File manager
Search Views, copy open, name, Seeing what is on E drive save on USB

How to avoid viruses. Have a good anti virus program or use Linux Mint.

OLED screens are most efficient use the least power and are foldable.
A Pixel is the smallest dot on a screen. Resolution is the number of pixels on a screen.
The Optical Mouse is more reliable.
How printer quality and speed are measured. DPI PPM
Kinds of printers Bubble Jet uses liquid ink which it sprays. Laser printers use powder toner and hot press it into paper and has cheapest ink.

How to avoid viruses. Have a good anti virus program or use Linux Mint.

Myitlab is required and most of the class assignments and work are done using it. First Day handout lists what is required. http://pearsonmylabandmastering.com/ Free trial 14 days.
If Myitlab does not give you the score you think you earned see me. I will ask you how to do that item |If you have learned that I will record extra points to add to your grad for the final grade

Although we are at one of the safest places and have our own police just a few minutes away an active shooter could still be a potential problem although this is extremely rare. It is better to be prepared and know what is best to do at your workplace or here. The following is survival advice from experts. If you spot a person with a lot of something wrapped around them as in a very over thick packed jacket, get away and call police may be a suicide bomber.
If a terrorist or active shooter is nearby, Escape if possible, if not, lock door, lights out fone on silent, be out of sight. Tell those around you that if the terrorist comes in they can either do nothing and die, or get his gun down and get him down and all will live but it will take several people. See videos on Internet on this such as Run, Hide, Fight. Lock the door, and put chairs and other things in the doorway. If Terrorist enters throw things at him to distract him, Even a one second distraction gets you time to act to push gun down. This takes people out of target area. Push behind his knee (which causes knee to fold) take him down one person on each arm and leg, then pile on top of him. Keep him down use all force necessary to keep him down and get gun away. Put waste basket on top of gun. To not take gunman and gun out of action is a death sentence.
OFFICE defense 5.55m https://www.youtube.com/watch?v=zcnA_Cq_Csk
Better be prepared and empowered to save lives than to not to know what to do and become a victim.
The Future of work
https://www.youtube.com/watch?v=5JNzAmWG2Fs
2018 Digital Disruption
https://www.youtube.com/watch?v=JFqge1rvcp4

Cisco

https://www.youtube.com/watch?v=_-8bTHcrFr8

The Future Of Work and What Jobs Will Go

https://www.youtube.com/watch?v=thFlKOqHJog

Demo MyitLAB

http://pearsonmylabandmastering.com/