**Facebook**

1. Find your time line and click. Where does it lead you?
   1. Find the **STATUS** button and write a comment.
   2. Find the **PHOTO/VIDEO** tab, and upload a photo.
   3. Under the **PHOTO** section, find album.
      1. What does this do?
   4. Update your **PROFILE** and **COVER** photo.
2. Find the **FRIENDS** tab, and you will find a list of your friends. There are two ways to click.
3. Find the **FIND FRIENDS** function, and search for someone you know.
   1. Add friend.
4. Find your **HOME** button and click.
   1. Where does it lead you to?
   2. Comment, and like someone’s postings.
5. Find the **ABOUT** section on your timeline and update your information making sure to set your privacy settings to private.
6. Sending **MESSAGE**. Click the message bubble on the top right hand corner of your time line. Practice sending messages to someone you may have added.
7. Find the picture of the **WORLD** button at the top right hand corner of the page. When you click on this, it serves to notify you of recent likes and postings your friends sent you as well as update on post you commented on and liked.
8. Click on the **LOCK** button at the top right hand corner, and then click on *see more settings*. There are four tabs to get familiar with. Read the sections, and edit accordingly. Once done, check off each section.
   1. General
   2. Security
   3. Privacy
   4. Timeline and tagging
   5. Blocking
9. There is a **SEARCH BAR** for friends at the top left hand corner. Find a group you also might be interested in. It could be a News group, church group or famous actor/singer. You also have the option of liking their page and making comments. Be careful, as these comments are made public for everyone to read.