

Brief Contents

Acknowledgments.....	xviii
Introduction.....	xix
Lesson 1: Joining Facebook.....	1
Lesson 2: Meeting Facebook.....	21
Lesson 3: Your Profile.....	39
Lesson 4: Facebook Friends	63
Lesson 5: Creating Text Posts	81
Lesson 6: Posting Photos and Videos	107
Lesson 7: Posting with Friends.....	131
Lesson 8: Playing Games.....	155
Lesson 9: Groups	185
Lesson 10: Messenger and Chat	207
Lesson 11: Events	231
Lesson 12: Privacy and Security	257
Solutions.....	285
Index	303

Contents in Detail

Acknowledgments.....	xviii
-----------------------------	--------------

Introduction.....	xix
--------------------------	------------

About This Book	xx
Who Should Read This Book?	xxi
What You'll Need	xxi
How to Read This Book	xxi
What's in This Book?	xxii
What Else Do I Need to Know?	xxiii

Lesson 1: Joining Facebook.....	1
--	----------

What Is Facebook?	2
What Can I Do with Facebook?	2
Why Choose Facebook?.....	3
Creating a Facebook Account.....	3
Opening Facebook.....	4
Signing Up	5
Choosing a Strong Password	7
Problems Signing Up	11
Adding a Profile Picture	12
Using a Picture Already on Your Computer.....	13
Using Your Computer's Camera	17
Phew, We Did It!	19

Lesson 2: Meeting Facebook..... 21

What Is Facebook For?.....	22
Oh Dear, Do I Need My Password?.....	22
Logging In to Facebook	22
I Forgot My Password!	25
Logging Out of Facebook.....	25
* Activity #1	27
Welcome to the News Feed Page.....	27
The Facebook Toolbar.....	28
* Activity #2	31
The Side Menu	31
The News Feed Column.....	34
Chat.....	36
Phew, We Did It!	37
Lesson Review	37

Lesson 3: Your Profile..... 39

Why Your Profile Is Useful.....	40
Just How Famous Will I Get?	41
Getting to Your Profile Page	42
* Activity #3	43
Meeting Your Profile	44
Navigation Pane	45
Intro Box	46
Timeline	46
* Activity #4	47

Your Profile Picture and Cover Photo.....	48
Changing Your Profile Picture	48
* Activity #5	52
Adding a Cover Photo	53
Changing Your Cover Photo.....	55
Your Biography.....	56
Adding Biographical Information	57
* Activity #6	59
Editing and Changing the Privacy of Biographical Information	59
Phew, We Did It!	61
Lesson Review.....	62

Lesson 4: Facebook Friends 63

Why Add Friends?.....	64
Friendship Privacy Settings.....	64
Tips for Finding Friends on Facebook.....	65
Finding a Friend.....	66
Help! The Search Hasn't Found Any Results	69
* Activity #7	70
Confirming You've Found the Right Person	70
Adding a Friend	72
* Activity #8	73
Receiving an Answer to Your Friend Request	74
Receiving Friend Requests.....	74
Accepting or Rejecting a Friend Request	74
If I Reject a Friend Request, Will They Be Told?	75
Viewing the Profile Page of a Friend	76

Now How Do I Remove a Friend?	77
Removing a Friend.....	77
* Activity #9	78
Unfollowing a Friend.....	78
Phew, We Did It!	79
Lesson Review.....	80

Lesson 5: Creating Text Posts 81

Why Post on My Own Profile?.....	82
Creating a Post.....	82
Posting from Your Profile Page.....	83
* Activity #10	86
Naming Friends in Your Post.....	86
* Activity #11.....	88
Adding How You're Feeling.....	89
Adding a Location to Your Post	91
* Activity #12.....	94
Changing Privacy Settings for Posts.....	94
* Activity #13.....	96
Posting from the News Feed Page	96
Viewing Your Posts on Your Timeline	97
Receiving Likes, Reactions, and Comments	98
Receiving Likes on Your Post.....	98
Receiving Reactions on Your Post.....	99
Receiving Comments on Your Post	100
Replying to Comments on Your Post.....	102
Deleting Posts.....	103

Phew, We Did It!	104
Lesson Review	105

Lesson 6: Posting Photos and Videos.....107

Working with Digital Photos	108
* Activity #14	108
Posting Individual Photos and Videos	110
Choosing a Photo	110
Writing a Message to Accompany a Photo	112
Changing Who Can See Your Photo	113
Posting Your Photo	114
* Activity #15	116
* Activity #16	116
Posting Photos and Videos in an Album	117
Choosing the Photos	117
Creating the Album	118
Adding and Removing Photos in an Album	120
Changing Who Can See the Album	121
Posting the Album	122
* Activity #17	123
Viewing Photos in an Album	123
* Activity #18	126
Receiving Comments on Your Photos and Videos	127
* Activity #19	129
Phew, We Did It!	129
Lesson Review	130

Lesson 7: Posting with Friends.....131

Visiting a Friend's Profile	132
* Activity #20	133
Exploring a Friend's Profile	134
Responding to Posts	135
Saving Photos from a Post.....	138
Posting on a Friend's Profile	139
Posting Written Messages.....	140
* Activity #21	141
Posting Photos and Videos	141
* Activity #22	143
Receiving Posts from Friends.....	144
Viewing Posts on Your Profile	144
Responding to Posts on Your Profile	145
Spicing Up Your Comments with Stickers	146
* Activity #23	148
Keeping Up with Friends Using News Feed.....	149
Viewing Text and Photo Posts.....	150
Viewing Video Posts	151
Viewing Web Links in Posts.....	152
Phew, We Did It!	153
Lesson Review.....	154

Lesson 8: Playing Games155

Why Play Games on Facebook?	156
But What's the Cost?	157
The Name of the Game Is Privacy!	157

Meeting the Games Page	158
Finding Games.....	160
Finding Games by Category	161
* Activity #24	163
Finding Games by Name.....	163
* Activity #25	166
Finding Games by Popularity.....	166
Setting Up a Game.....	167
Playing the Games You Love.....	169
* Activity #26	173
Exiting a Game and Playing Again.....	173
* Activity #27	175
Deleting Your Old Games.....	176
Playing with a Friend	177
Setting Up Word Battle	177
Playing Word Battle with a Friend	177
Inviting a Friend to Play	181
More Great Games to Try	182
Phew, We Did It!	183
Lesson Review.....	184

Lesson 9: Groups.....185

Why Would I Use a Facebook Group?	186
How Do I Protect My Privacy in Groups?	187
Searching for Groups	188
Finding Groups by General Hobbies	188
Finding Groups by Specific Interests.....	190
* Activity #28	193

Is This Group for Me?	193
* Activity #29	195
Joining a Group	196
Let's Join the Discussion!.....	197
Posting to a Group.....	197
Receiving Replies to Your Post.....	198
Posting Photos to the Group.....	198
Responding to Group Posts.....	200
* Activity #30	202
Staying Current with Groups	202
Unfollowing and Leaving Groups	203
Phew, We Did It!	204
Lesson Review.....	205

Lesson 10: Messenger and Chat..... 207

Why Converse on Facebook?	208
Facebook Messenger.....	209
Sending a Message	212
* Activity #31	214
Sending Photos and Videos	215
Sending Stickers and GIFs.....	216
* Activity #32	217
Reading and Responding to Messages	217
* Activity #33	221
Lights, Camera, Chat!.....	221
Finding the Chat List.....	222
Meeting the Chat List	223

Enjoying a Chat Conversation.....	225
* Activity #34	227
Exploring Video Calling	227
Phew, We Did It!	228
Lesson Review.....	229
Lesson 11: Events	231
What Is a Facebook Event?.....	232
* Activity #35	232
Receiving an Invitation to an Event	233
Taking a Closer Look at the Event	233
* Activity #36	236
Responding to the Invitation.....	237
Posting on the Event Page	238
Reviewing the Invitation.....	239
Creating Your Own Event.....	240
Event Privacy.....	242
Event Photo	243
Event Name	244
Event Details.....	244
Creating Your Event	246
Inviting Friends	247
* Activity #37	249
Receiving Responses and Posts.....	250
* Activity #38	252
Editing or Deleting an Event.....	252
Phew, We Did It!	254
Lesson Review.....	255

Lesson 12: Privacy and Security257

Why Is Privacy Important?.....	258
Viewing Your Public Profile.....	259
* Activity #39	261
Protecting Your Profile.....	262
Changing the Privacy of All Future Posts	262
Changing the Privacy of an Older Post	263
Changing the Privacy of All Older Posts	264
Controlling Who Can Contact You.....	266
Blocking a Facebook User	267
Choosing the Perfect Account Settings	270
Reaching the Settings Page	270
Changing Your Name	272
Changing Your Password.....	273
Changing Email Notifications.....	276
Securing Your Account.....	277
Bidding Facebook Adieu	279
The Help Center	281
* Activity #40.....	283
Phew, We Did It!	283
Lesson Review.....	284

Solutions.....285

Lesson 2.....	286
Lesson 3.....	286
Lesson 4.....	288
Lesson 5.....	289

Lesson 6.....	291
Lesson 7.....	293
Lesson 8.....	294
Lesson 9.....	296
Lesson 10.....	297
Lesson 11	299
Lesson 12.....	301
Index.....	303