

## Beginner's Facebook for Business - Workshop

### Looking at some Facebook Facts:

Take a look at [Facebook Statistics](#)

Check out [Facebook Facts](#)

History of Facebook shown in the [Facebook Timeline](#)

The official [Facebook Fan Page on Facebook](#)

A glossary of [Facebook Terms](#)

### Start at the [Facebook Help Centre](#) with the Basics

#### Get an email account

Try Gmail: [Get a Gmail Account](#)

#### Get a Facebook account

Click here to [Sign Up for Facebook](#)

#### Activate your account and Log-in

Click here to [Log in to Facebook](#)



### Getting to know the Facebook environment

- Your [Home page](#) (News Feed)
- Your [Profile page](#) (Wall, Timeline)
- Getting to know the menu

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### Creating your personal profile

- Basic Info
- Profile Picture
- Featured People
- Education and Work
- Philosophy
- Arts & Entertainment
- Sports
- Activities and Interest
- Contact Info

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### Account Settings

#### General, Security & Notifications

- Name
- Username
- E-mail
- Password
- Linked Account
- Security Question
- Privacy
- Account Security
- Download your information
- Deactivate Account

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## Account Settings - Advance Topics

Apps - [Apps Help Page](#)

Mobile - [Mobile Help Page](#)

Payments - [Facebook Credits Page](#)

Facebook Ads - [Facebook Credits Page](#)

## Privacy Settings

### Control Your Default Privacy

Setting applied to status updates and everything you post to your profile that doesn't have the inline audience selector, (e.g. Blackberry).

### How you Connect

Control how you connect with people you know

### How Tags Work

Control what happens when friends tag you or your content. Edit Settings

### Apps and Websites

Control what gets shared with apps, games and websites. Edit Settings

### Limit the Audience for Past Posts

Limit the audience for posts you shared with more than friends. Manage Past

### Blocked People and Apps

Manage the people and apps you've blocked.

[Help Page on Privacy Settings](#)

## Finding Friends

- Using your email contacts
- Using Facebook features like Friend Finder
- Doing a search
- Networks
- Recommending friends

## [Help Page - Friends](#)

## Creating Posts & Status Updates

### [Posting on the wall](#)

## Uploading Photos

### [Uploading Photos](#)

## Private Messages vs. Public Posts

### [Facebook Messages](#) vs. [Public Posts](#)

## Claim your @facebook.com email

Read [about @facebook.com email address](#) and

Learn how to [set up your @facebook.com email](#)





Use [Help Centre Search](#) for answers to Frequently asked Questions

For answers to your questions, always start at the [Facebook Help Centre](#)



<http://www.facebook.com/press/info.php?statistics> – a look at Facebook Statistics

<http://www.facebook.com/press/info.php?factsheet> – Facebook Facts

<http://www.facebook.com/press/info.php?timeline> – Facebook Timeline

<http://developers.facebook.com/> - Developers Facebook