



Department
for Work &
Pensions



STARTING OUT IN DIGITAL SKILLS

COURSE SUMMARY:

Your tutor will support you in developing the confidence to use your computer safely. On this 8 week course (24 hours), you will learn the essentials to get you started in creating simple documents, sending emails and learn how to search and use the internet safely.

ENTRY REQUIREMENTS:

- A complete beginner or have very limited computer skills

WHAT WILL YOU DO ON THIS COURSE?

Your tutor will take you through each task step-by-step using a range of interactive teaching and learning activities until you feel able to work confidently at your own pace. You will cover the following topics:

- ✓ **Turning computer** on and off safely
- ✓ **Use a mouse** and keyboard correctly
- ✓ **Open programs** from desktop and start menu
- ✓ **Create, save, print** and retrieve documents
- ✓ **Use the internet** and search engines to find information
- ✓ **How to find** pictures and insert into a Word document
- ✓ **How to amend** pictures, move and resize them within a document
- ✓ **Be aware of** health and safety issues



AWARD:
Unaccredited

PROGRESSION FROM THIS COURSE:

Once this unaccredited course has been completed many of our learners decide to progress on to our accredited 'Get Going' courses which provide everyday skills for life and work.



**REALISE
FUTURE=S**
Enhancing people's lives

THE GATEWAY TO LEARNING IN YOUR COMMUNITY