



Department
for Work &
Pensions



GET GOING IN DIGITAL SKILLS

COURSE SUMMARY:

Your tutor will support you in developing the confidence to use your computer safely. On this 54 hour course, you will learn the essentials to get you started in creating documents, sending emails with attachments and how to search and use the internet safely.

ENTRY REQUIREMENTS:

- You have completed the starting out course or equivalent

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:

- ✓ **Maintain health** and safety when using a computer
- ✓ **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
- ✓ **Use an online** learning platform to complete tasks



AWARD:

NCFE Digital Functional Skills (Entry Level 3)

PROGRESSION FROM THIS COURSE:

- 'Moving Ahead' course to continue to develop your all-round digital skills.
- 'Digital Skills for the Office: Level 1' course to specifically focus on Word Processing, Spreadsheets, Presentations and Desktop Publishing software. This will provide skills in specific topics which will develop skills for the workplace environment.



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THE GATEWAY TO LEARNING IN YOUR COMMUNITY