Digital literacy – First steps

Digital literacy – First steps aims to introduce some of the basic skills required to use a computer for word processing and the Internet, including e-mail.

Course aims to help you

- explore the advantages of using a computer

- gain confidence in the use of computers

- produce basic word processed documents

- use the internet

- send and reply to an email

Who is it for?

This is a course for complete beginners who want to learn at their own pace in a friendly, relaxed atmosphere

Particularly useful for those who have just bought or are thinking about buying a computer

What are the course requirements?

A desire to find out!

Which software is used?

Microsoft Office
Microsoft Internet Explorer
Microsoft Edge

How long is the course?

This course is normally 20 hours long
(2 hours per week for 10 weeks)

Course content
- explore the advantages of using a computer
- gain confidence in the use of computers
- how to start up and shut down the computer safely
- computer "jargon" explained
- use e-mail
- gain valuable keyboarding skills
- produce basic word processed documents
- explore the exciting world of the internet
- using a tablet

What next?

Your tutor will advise you which of the follow on courses will suit you best. Examples of follow on courses are:

Digital literacy – More skills
Digital literacy – Skills for life
Microsoft Office skills

Choose a short course in the subject of your choice

All information is correct at time of print but may be subject to change