

Course details

Course title

Digital Skills for life and work

Course code

P00000058

Course date

Start: 30/05/24

End: 07/06/24

How you'll learn

You'll join a small group of fellow learners for classes at the venue indicated. Some materials may be provided in our virtual learning environment.

Got it!

In venue

Venue

Hull CVS
The Strand
75 Beverley Road
Hull
HU3 1XL

Level of study

Beginners

Course overview

Our Digital Skills for Beginners Course is designed to help people gain basic digital skills and improve their digital literacy to make the most of our online world. Our 4 day course will provide an introduction to using a laptop and digital devices. Topics will include online safety and dealing with online scams, connecting to Wi-Fi, creating an email account & accessing information online safely, using a text editing application such as MSWord and application editing tools.

Course description

Using a computer can make your life easier and open up many new opportunities for you. This course covers basic digital skills such as using a keyboard, a mouse/touchpad and understanding the basic functions of a laptop including how to turn it on and off plus other useful controls and settings. You will learn the importance of staying safe online and how to prevent becoming a victim of cybercrime. You will learn how to connect to Wi-Fi networks, setting up an email account and using the internet to access useful information and services such as banking, employment opportunities and shopping etc. You will also learn how to use a text editing application such as MSWord, to create online documents such as a CV or covering letter for a job application.

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