Course details

Course title
Entry Level Essential Digital Skills: Using Digital Skills to write emails

Course code
Q00014021

Course date

Start: 21/05/24
End: 25/06/24

Number of classes
9 sessions

Timetable

Tue 21st May, 9:30 to 12:00
Thu 23rd May, 9:30 to 12:00
Tue 4th Jun, 9:30 to 12:00
Thu 6th Jun, 9:30 to 12:00
Tue 11th Jun, 9:30 to 12:00
Thu 13th Jun, 9:30 to 12:00
Tue 18th Jun, 9:30 to 12:00
Thu 20th Jun, 9:30 to 12:00
Tue 25th Jun, 9:30 to 12:00

Tutor
Elena Hawkins

Fee range

Free to £189.00

How you'll learn

You'll join a small group of fellow learners for classes online in video meetings and materials will be provided in our virtual learning environment.
Got it!
Online

Venue
Online

Level of study
E

Course overview

The 'Using Digital Skills to write emails' course will cover all the basics that will help you use emails, send attachments and navigate the Internet for work or in your everyday life. Get your digital skills sense to the next level!

Course description

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On this course, you will learn skills such as:

1. Switching between Mail, Calendar and Tasks

2. Using different Mail folders

3. Receiving, reading email messages

4. Creating, forwarding and /or sending messages and attachments

5. Using of 'Netiquette' and Internet safety

6. Identifying and dealing with malicious emails including spam and phishing

7. Searching the Internet effectively using appropriate search engines

8. Formatting a Word document

9. Writing a letter or a CV using Microsoft Word

What financial support is available?

We don't want anything to stand in your way when it comes to bringing Adult learning within reach so if you need anything to support you to achieve your goals then speak to one of our education experts during your enrolment journey. Most of our courses are government funded but if you don't qualify or need.

What other support is available?

All of our digital content, teaching and learning activities and assessments are designed to be accessible so if you need any additional support you can discuss this with the education experts during your enrolment journey and we will do all we can to make sure you have optimal access.

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