Essential Digital and IT Skills Level 1

Introduction

Never has it been so important for adults of all ages to have the digital skills necessary for living in a modern technologically advanced world.

Over the past few years, we experienced a period of isolation which highlighted the need for all adults to be able to communicate remotely. Whether that is for pleasure, keeping in touch with family and friends or to work from home.

The UK Government has set new standards to ensure that adults in the UK have the opportunity to develop the following five Key digital skills.

These include:

- Using devices and handling information
- Being safe and responsible online
- Creating and editing
- Communicating
- Transacting

Who is this course for?

This course is for those who may have android smart phone or iPhone, iPad, tablet or laptop for a while and dabbled with what it can do. You are fairly confident with the tasks you already use your device for but would like to know more.

What does this course cover?

You will progress to more complex activities such as:

- Using a structured filing system
- Using online tutorials
- Identifying and using appropriate online learning resources to maintain and improve your digital skills

You will become a confident user of Word, PowerPoint and Excel spreadsheets for entering, formatting and displaying text, editing images, formatting and sorting numerical data and charts.

This course will give you structure and direction to ensure you build confidence in your ability and the technology you are using to become digitally independent.