

Basic Computer Skills Course

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.

Who is this course for?

This course is designed for adults who have never used a computer.

What does this course cover?

This course provides you with the support to handle and use digital devices for the first time and to learn the following basic IT skills before enrolling on an entry level course:

- Turning on a device (including entering and updating any account information safely, such as a password)
- Using the available controls on a device (such as a mouse and keyboard for a computer, or touchscreen on a smartphone or tablet)
- Making use of accessibility tools (including assistive technology) to make devices easier to use (such as changing display settings to make content easier to read)
- Interacting with the home screen on a device
- Connecting to the internet (including Wi-Fi) safely and securely, and opening a browser
- Opening and accessing an application on a device