

Everyday Computing (FREE)

The course is designed to help you gain more knowledge of using a computer suitable for anyone with limited knowledge. The course can help to build your confidence and give advice on tasks you struggle to achieve.

Do I need previous experience or qualifications to join the course?

No, the course is ideal for people with little or no experience

What can I expect to learn?

- Know the importance of Health and Safety whilst using a computer
- Use the keyboard and mouse (different types)
- Create a Word document
- Cut, copy and paste in a Word document
- Edit a Word document
- Create a letter
- Explore UJM and other websites
- Create an email message
- Send an email message with an attachment (eg CV)



How will the course be delivered?

Delivered over 4 weeks in library hubs - This is a non-accredited course.

What do I need to bring?

A note pad and pen

What should I do next?

Contact to your local library hub to book your place

What should I do next?

ECDL Level I or ITQ Level I (Job Seekers only)

Who can I talk to find out more?

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