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 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 bring?

A note pad and pen.

What should I do next?

Contact you local library hub to book your place.

What should I do next?

Mark Williams 01642 811420 or email mark.williams@mcls.ac.uk

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