

Digital Skills Entry level 3

Beginners

By the end of the course you will be able to do the following:

- Create a folder and name that folder.
- Send an email with an attachment.
- Search for information using an internet browser.
- Purchase tickets or other items online.
- Enter card details online.
- Complete online forms.
- Create a poster about an event using Microsoft word.
- Answer questions about the operating system your phone or computer is using.
- Adjust your computer settings.
- Understand about internet and email security.
- Understand and use computer jargon.
- Video call using Skype, Zoom or What's app.
- Connect to the Wi-Fi.