

Digital Skills Level 1

Improvers

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

- Create a folder, sub folder and name those folders.
- Send an email with an attachment.
- Search for information using an internet browser.
- Purchase items online, comparing options to look for the best deal.
- Create a poster about an event using Microsoft word.
- Answer questions about the operating system your phone or computer is using.
- Update your operating system.
- Understand about internet and email security, including social media.
- Manage your online identity, using appropriate language / behaviour online.
- Understand and use computer jargon.
- Use Excel to create a table with figures, totals and a graph.
- Create a PowerPoint presentation with multiple slides, special effects and relevant information in a way that is easy to understand for the person viewing it.