

Community Learning Course Outline 2021/2022



Title of Course: Mastering Your Computer Pt1
Name of Tutor: Robert Shufflebotham

Who is the course suitable for? (E.g. Beginners/ Intermediate/ Suitable for all)

Beginners

Previous experience required / recommended (if any):

Basic understanding of the Windows 10 desktop environment. Learners can attend FREE online 'Digital Drop In' sessions in the two weeks prior to the start of the course if they have no previous experience of using Windows 10.

Familiarity with Zoom (see below). Learners can attend FREE online 'Digital Drop In' sessions in the two weeks prior to the start of the course if they have no previous experience of using Zoom.

Experience using email software to receive and download attachments, and to send attachments. Learners can attend FREE online 'Digital Drop In' sessions in the two weeks prior to the start of the course if they have limited experience of receiving and sending attachments.

Brief description of the course:

Do you know where everything is stored in your kitchen? The answer should be 'Yes'. It's the same for your computer. To work efficiently, effectively and productively on a computer, you need to work logically and accurately and know where you put things. That way you avoid stress and chaos – and start to enjoy being a part of our ever-expanding digital world.

So come on this course and you will learn how to:

- Create, name and save Word documents
- Create a project folder and sub-folders to save your work precisely and logically
- Save back-up copies of your work to USB flash drives and the 'Cloud'
- Understand the risks of working online and how to protect your digital identity and personal information
- Copy and Paste text
- Change the appearance of text
- Insert images and change their size
- Share your Word documents and other digital files

Will your learners be expected to provide any equipment or software apps/ are there any additional costs?

This course is FREE. There are no additional costs to attend this course. Learners will need to download the FREE version of Zoom.

Learners need familiarity with Zoom – accepting an invite to a meeting; managing the Zoom meeting window; Mute/Unmute; Hide/Show Video; Minimise/Maximise the Zoom meeting window; moving from the Zoom meeting window to other applications such as a browser and back to the Zoom meeting.

Learners need a recent version of Word installed on their computer. (There is no requirement to purchase a subscription to Microsoft Office to attend this course.) If learners do not have Word installed on their computer they can use Microsoft OneDrive: a cloud based service that provides FREE online storage (5Gb) and a FREE, basic version of Word.

Learners can attend FREE online 'Digital Drop In' sessions in the two weeks prior to the start of the course if they have no previous experience of using OneDrive.