

COMMUNITY LEARNING

COURSE OUTLINE 2021/2022

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|---|--------------------------------|
| Title of Course: | Using a Computer for Beginners |
| Name of Tutor: | Robert Shufflebotham |
| Who is the course suitable for? (e.g. Beginners/ Intermediate/ Suitable for all) | |
| Beginners | |
| Brief description of the course: | |
| <p>On this course you will learn how to:</p> <ul style="list-style-type: none">• Create a project folder to save your work logically, securely and with precision• Create, name and save Word documents• Open and modify existing documents• Highlight text efficiently and accurately• Copy and Paste text• Correct spelling and grammatical errors• Change the appearance of text to create visually interesting documents• Work with paragraphs, including changing the alignment• Insert images and change their size• Share you Word documents | |
| Previous experience required / recommended (if any) | |
| <p>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.</p> <p>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.</p> <p>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.</p> | |
| 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.