

Who is this course aimed at?

This is a leisure course which is aimed at someone who has a computer but is not sure how to start using it.

What will I need?

No formal qualifications required, but access to a computer for practise is advisable

Programme Aims

This course is designed to help you understand the basics of what your computer can do and to help you find your way around the software.

What will I do?

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

1. Use the mouse and keyboard confidently on a mouse mat without looking at your hand
 - 🖱 Hold the mouse correctly and confidently in palm of hand
 - 🖱 Use single and double clicking in the correct situations
 - 🖱 Use click and drag to move objects around the screen
 - 🖱 Locate and use delete keys correctly
 - 🖱 Use space bar, enter key and directional keys correctly
 - 🖱 Correctly use the shift key and caps lock keys
2. Use the computer Desktop (screen) and the Start menu to locate specific programs
 - 🖱 Name individual areas of the desktop,
 - 🖱 Use the start menu to locate and open specific areas of the computer
 - 🖱 Follow a file path from the Start menu to locate a specific program
3. Create a folder and save document s
 - 🖱 Create and name a folder within My Documents
 - 🖱 Create a simple word processed document
 - 🖱 Save the document to a specific location

How will I be taught?

Group lessons consisting of presentations, individual and group discussions, and some 1-2-1 support will also be available.

How will I be assessed?

No formal assessment is used

What could I progress on to?

- Computing for Fun level 1
- Informal learning group

What equipment should I bring?

Pen, pencil and note book

Will I gain a qualification?

No