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| **Getting to Know Your Computer** (Courses are offered subject to viable numbers.)  |
| This course is for: | Adult learners who have never used a computer before and want to start from the beginning. You will learn how to use the keyboard and mouse; how to log on and off a computer and you will be introduced to Microsoft Word. |
| What will I learn: | Course content below is subject to change based on prior knowledge and skills of each cohort.**Week 1**What do you know and what do you need to learn - Setting targetsInduction Logging on to computersName parts of the keyboard and use the mouseName parts of the computer**Week 2****Starting off with Word**Create a new document and type a few lines of textPrint and save a documentName keyboard functions**Week 3****Typing, spell check and formatting**Typing textUsing the spell checkerInserting a new paragraphBasic text formatting: bold, italic, underline Save and print**Week 4****Amend an existing document**Open an existing file and make changes to it including:Fonts, text alignment and image resizingCreate a posterInsert pictures**Week 5****Consolidate learning**Create and format a documentInsert a pictureAdd a border to a pictureRecap courseEnd of course reviewYou will have the opportunity to discuss and set your own learning targets with your tutor and discuss the support you might need to ensure you have an enjoyable and meaningful learning experience. |
| Knowledge and skills needed: | This is a course for complete beginners, prior subject knowledge is not required. On this course you will need to: * follow verbal and written instructions and work through them at your own pace
* listen and join in group discussions
* jot down notes to record relevant information
* keep your work organised in a file
* use a PC/laptop or tablet for research and to practise your new skills
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| Materials needed: | At enrolment, you will need your NI number and proof of benefits (if applicable). Your tutor will provide most of the learning resources, but you will need to come prepared to the lessons with an A4 pad; pen and folder or file to keep your work organised. It will be an advantage, but not essential, if you have access to the internet at home to extend your learning. |
| How will I learn: | Each session will consist of a dynamic tutor presentation followed by a range of practical activities. There will be plenty of revision and consolidation and learning will build on previous learning. Your progress will be monitored by informal assessment tasks and you will receive verbal and written feedback from the tutor to help you make good progress. You will prepare a portfolio of evidence with samples of work you have produced. |
| Progression routes: | On completion of this course, you can progress to another non-accredited digital course: Microsoft Office for beginners, Spreadsheets for beginners, Internet and email for beginners or iPads for beginners.We also offer Functional Skills qualifications at Entry level 3 and L1Ask your tutor for advice and a copy of the progression ladder.SCLS offers a range of Functional Skills courses from Entry 1 up to Level 2 if you need to brush up your maths and English skills or require a qualification to support you with your career path.Sefton @ Work will be able to provide independent information, advice and guidance to support you making informed choices for progression into further education, volunteering or employment. |