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| **Windows 11: Beginner’s guide**  (Courses are offered subject to viable numbers.) | |
| This course is for: | Adult learners who have Windows 11 on their personal or work computer/laptop and would like to learn the basics, getting started with the layout and using some of the new features for work, everyday life or to keep in touch with friends and family. |
| 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 targets  Windows 11 layout  Navigating the Desktop  The Start menu  Pinning apps to the Start menu  **Week 2**  Using the Desktop  Changing the desktop settings, theme colours and moving the taskbar buttons  Adjusting the brightness and volume.  Snap layouts  Widgets  **Week 3**  Using the Settings and where to find Windows updates  Using File Explorer to manage files and folders  **Week 4**  Connecting to the Internet with Wi-Fi  Using and Browsing the Internet with Edge  Chat with Teams  **Week 5**  Logging into the Windows Store  Downloading apps  Updating apps and deleting apps  You 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: | You will need some basic computer knowledge - using a keyboard, mouse/touchpad and logging on to a computer.  On this course you will need to have good literacy skills 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 |
| 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 course: Microsoft Office for Beginners, Word for Beginners, Spreadsheets for Beginners, Internet and Email for beginners or iPads for beginners.  We also offer Digital Skills qualifications at Entry level 3 and L1  Ask 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. |