

Need a little help getting started with computers and the internet?



Online basics is a great way for you to get started online, helping you gain the skills and confidence you need to start using computers and the internet. Online basics will help you learn how to:

- Use a Mouse
- Search Online

Whether you're looking to develop internet skills for a new job or simply save time and money by using the internet to pay your bills – Online basics can help you get the skills you need to get online.

- Stay Safe Online
- Send Emails



Microsoft® IT Academy
Program Member



UK **onlinecentres**



For further information or an application form call UK Training & Development on: 01442 230130 or email marketing@uktd.co.uk
Or apply online at www.uktd.co.uk

UK Online Courses

Initial Assessment

The numeracy module measures general mathematics skills, the ability to make measurements and space and shape recognition

The literacy module measures the listening, reading and writing skills of your learners.

Online Basics is a package of courses that will help your learners get started with the basics of using computers and the internet.

Starting with a keyboard: allows users to practise typing and learn the functions of the different keys

Starting with a mouse: gives simple step-by-step instructions on how to use a mouse

Using email: how to send and receive emails, how to use an address book and how to store email in folders

Using the internet safely: practical tips to help learners stay safe online

Using online searches: learn to search the internet, find and bookmark websites.

Online Services is a next-steps package moving learners on from **Online basics** and helps learners move on from basic skills and embrace everything the internet has to offer.

Understanding public services online: how to interact with local and national government online, fill out complex forms and carry out online transactions

Understanding shopping online: how to search for and buy a product online, how to pay for online transactions and how they are protected by law

Understanding banking online: discover the range of services that are available when they bank online, the benefits of banking online and the security measures that will keep them safe.

Online Jobs is the package for any learner wanting to find a job using the internet.

Understanding job hunting online: learn how to search for available jobs, how to complete complex application forms, how to create and send a CV and how to sign up for email job alerts

Understanding jobs and interviews: discover how you can be financially better off by working, how to find information about support for low income families, and finding the internet resources available to help you apply for a job and prepare for job interviews.

Other Online Courses Available Are:

Using A Computer

Using A Mobile Phone

Using Digital Photography

Using Public Services

Understanding UK Politics

Understanding Music Online

Understanding Your Family History

Understanding Ebay Auctions

Understanding Your Child's Learning

Understanding Green Savings

Understanding Your Family Internet Safety

Understanding Socialising Online

Understanding Transport In The UK

Understanding Your Home Computer

Understanding Renting/Buying Property

Understanding Family Education

Understanding Money Management

Understanding Family Health



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