

Digital Essentials for Beginners

COMPUTER & SMART PHONE



An introductory course designed for those with little or no digital device experience.

Beginning with search engines, web addresses, and navigating websites to using Email. Using various Apps for smart phones and computers all while staying safe online.

Learn about hardware and software and some of the more commonly used computing terminology, this course will walk you through the basics of using a computer, and smart phones.

Learners will experience Microsoft Office programs such as Word, Publisher, Excel and PowerPoint to complete tasks and create a range of documents useful in everyday life.

This Essentials course also explores working with files and folders.

Duration:
8 Sessions

FREE for ALL ELIGIBLE PARTICIPANTS

Choose to do the sessions on phones or computers or both!



CONNECT, PARTICIPATE, LEARN

Wendouree Neighbourhood Centre

(03) 5303 0507 | reception@wnc.org.au
12 Holly Grove, Wendouree | www.wnc.org.au

ABOUT THE COURSE

This 8 week course has been split into 2 sections allowing participants to join in either Computers or Smart Phones sessions or both, depending on their individual needs.

What you will learn

Smart Phones—Participants will learn about:

- Using your smartphone
- Using SMS
- Navigating the internet on a smartphone
- Using email
- Using Social Media
- Using Apps & Software
- Everyday Technology
- Staying safe online

Computers—Participants will learn about:

- Connecting & Working safely
- Navigating the Internet on a computer
- Using Email
- Using Social Media
- Using Apps & Software
- Everyday Technology
- Staying safe online
- Intro to MS Word

Eligibility for a funded position

Over 17 and not enrolled at school

Australian Citizen

Cost

Funded \$25

Funded Concession \$25

Non-Funded \$140

At the end of the course, the Learner will receive

A Certificate of Participation

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