

Online basics

What's this course about?

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

Whether you're looking to develop computer and internet skills for a new job or simply save time, money and hassle by using the internet to order your weekly shopping or pay your bills – Online basics can help you get started

What will I learn?

Online basics includes five short modules showing you how to use a mouse and keyboard, email, search online and stay safe online, ensuring that you have the confidence and skills needed to start enjoying all the fantastic things the internet has to offer. The modules are:

Starting with a keyboard - Will introduce you to a keyboard and help you learn the functions of different keys. It will also give you tips and advice for using the keyboard correctly and opportunities to practice typing.

Starting with a mouse - Once you've mastered the keyboard you can follow simple step-by-step instructions to learn how to hold and use a computer mouse correctly.

Using email - Will show you how to send and receive emails, how to use an address book and how store emails in folders.

Using the internet safely - Will give you an overview of viruses, spam, identity theft and fraud, and will give you steps to take to minimise the risks and protect you and your family.

Using online searches - Will show you how to search the internet and find websites, how to revisit websites quickly and download online documents and images.

When you finish all five Online basics modules you should know how to:

- Use the keyboard and mouse
- Open, read and send emails
- Manage email folders
- Manage your email address book
- Use the internet safely, and be aware of good practice for personal data and online payments
- Protect children when they are online
- Locate and use Internet search engines effectively
- Bookmark websites
- Save images and files from the internet
- Customise the computer to best suit your needs

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Benefits

This course will help you learn how to use a mouse and keyboard, open read and send emails, find and use online searches and stay safe online by minimising the risks to you and your family. Online basics will ensure you have the confidence and skills needed to start enjoying all the fantastic things the internet has to offer.

What should I already know?

Online basics is for anyone who is new to using a computer. You don't have to know anything about computers or have any experience, however if you can already use a keyboard and mouse then you could use Online basics as an opportunity to practice your skills.

How long does it take?

This course includes five 30 minute modules. You can take it at your own pace and you don't have to complete all the modules in one go. Your progress will be stored on the **myguide** site and you can return to it at any time.

What's involved?

This is an online course. The content is presented in text and audio with some demos and lots of opportunities to practice your new found skills. You can complete this course in a UK online centre with staff on hand to get you started and help you from start to finish.

UK online

Call 0800 77 1234 or visit www.ukonlinecentres.com to find your local UK online centre.