

Improving computer literacy



Course outline

Course Tutor:

HAMISH BROWN

DURATION: Two 120 minute sessions via Zoom

Course Content:

Working up from the absolute basics using easy-to-understand terms, this 4 hour course is for anyone who feels unsure or anxious using computers and technology. There is no such thing as a stupid question on this course.

- Using a computer.
- Using toolbars and menus.
- Storing things in Files and Folders and backing up your data.
- Saving, finding and attaching files.
- Using ports and external devices. E.g. USB stick, bluetooth mouse
- Email
- Using a web browser
- Jargon busting: software/hardware, operating systems, applications, the cloud, drives, RAM, networks