

Already know the basics, can "surf the net", use the keyboard, open emails and now ready to move on? This course will include suitable websites for those looking for jobs and housing portals. Alternatively, it will show you how to safely shop online. It will cover how to register with websites and how to use filters to narrow down your search. It will cover how to download then print out attachments to emails, how to complete on-line forms, and to use route planning. Learn how to send and receive emails and attachments, browse web pages, shops, jobs and more in this friendly hands-on course. The content will be adjusted to meet learners' priorities.

- Review how to use the Internet to find information.
- Use websites for shops, jobs, housing associations, companies and route planning. Complete on-line forms
- Send, receive, forward, reply, enhance and print emails. Stay safe
Download and print attachments such as word processed files, job application forms and photos. Upload attachments to your emails

Learners will:

1. Understand computing terminology and stay safe. Use the internet and Google for websites, information, housing association portals, shopping or jobs and print a page.
2. Practice your emails: create, send, print, reply and forward. Download attachments on emails. Navigate websites and use filters. Use your email address to create on-line accounts with secure passwords
3. Complete on-line forms such as car tax, booking tickets for events, housing association maintenance requests, job applications, sports or holidays. Use 'Favourites' or 'Bookmarks'. Google maps to find places and plan routes. Create an email address book, Contacts. Change the look of your emails and attach photos
4. Understand what Spam and Phishing are. Attach files to emails, such as photos, documents or your CV.