

# Digital Essentials for Beginners

## COMPUTERS



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

Beginning with search engines, web addresses, and navigating websites to using Email. Explore various Apps for computers from the Microsoft Store 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.

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 and using cloud technology.

**Duration:**  
8 Sessions

**FREE for ALL ELIGIBLE PARTICIPANTS**



***CONNECT, PARTICIPATE, LEARN***

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