

Computers for Beginners (OCR ICT Skills for Life)

This is aimed at those who little experience of using a computer or would like to “*begin at the beginning*” to provide a firm foundation for future courses. There is the opportunity to ask questions on anything concerning computers and IT where you have particular concerns. Each year the range of questions has increased as technology has moved on. If we don't know the answer, we know someone who does.

The course covers in detail the following subjects:

- the use of word processing to produce simple documents with pictures or clip art;
- the use of search techniques to find information from
 - the Internet;
 - an encyclopaedia on CD;
 - the help menu
- the use of e-mail to send and receive information.

During the course your tutor will use assessment methods which will lead to the OCT ICT Skills for Life qualification. There are no exams! The course will give you confidence and act as a stepping stone to further courses, for example Certificate for IT Users level 1 (CLAiT).