

# Get online *at your library* **FREE**



## *computer courses*

- complete beginners
- moving on
- leisure interests
- citizenship



UK **onlinecentres**<sup>™</sup>

Bradford Libraries

Bradford District Council

[www.bradford.gov.uk](http://www.bradford.gov.uk)





## Would you like to learn how to use a computer?

- In the library you can learn at your own pace, with staff help and support available when you need it.



## How much does it cost?

- All computer courses in the library are free.



## When do the courses run?

- Courses are run in sessions when a member of staff will be available to support your learning. Ask the staff for details.
- Or you can learn at your own pace at a time which suits you and usually staff will be available to help you if needed.



## What can I learn?

- Keyboard & mouse skills for complete beginners
- How to use the Internet for information, shopping, job searching etc
- How to set up your own email address so that you can contact family and friends
- Develop your IT skills to get a better job
- Help to prepare for the “life in the UK” test
- Check if you need to brush up your English or maths skills
- “Taster” courses for leisure interests such as family history or digital photography.



## I know nothing about computers – will the courses be too advanced for me?

- No, we have courses for complete beginners. When you are confident you can move on to more advanced courses



## What do I do now?

- Have a look through this booklet
- Ask to speak to a member of staff who will talk to you about what you want to learn and how to begin.



*Enrol on a course and enjoy your learning!*

In this booklet you will find a range of free short computer courses offered by Bradford Libraries.

Whatever your level, whatever your interests, if you want to get the most out of computers and the internet, you'll find a course which is right for you.

The courses are colour-coded, to help you to decide which course is right for you to do next. Talk to the staff if you are not sure.

# 1

## Starting:

These sessions are suitable for complete beginners. If you have never used a computer before these courses are for you!



# 2

## Using:

Once you can use the mouse and keyboard, develop your confidence with these short courses, including using the internet, sending emails and word processing.



# 3

## Understanding:

As you become a confident user, you can progress to more advanced courses or begin to really get to grips with using the internet.



# 4

## Moving On:

Now you have completed your User Journey, perhaps you would like to learn more? Choose from the Moving On courses, or talk to the staff about courses available in colleges etc.



\*Course times are for guidance only – you can work at your own pace

*You choose - it's your journey!*



# Starting with Computers

## Starting with Computers



This is a course for complete beginners, covering the basics of using a mouse and keyboard on a computer. This course should take about 30 minutes to complete.

### What will I learn?

After finishing this course, you'll feel confident to use a mouse and keyboard and be able to:

- move around a screen
- select things on a screen
- scroll up and down a screen
- enter simple text using a keyboard

## Starting with myguide

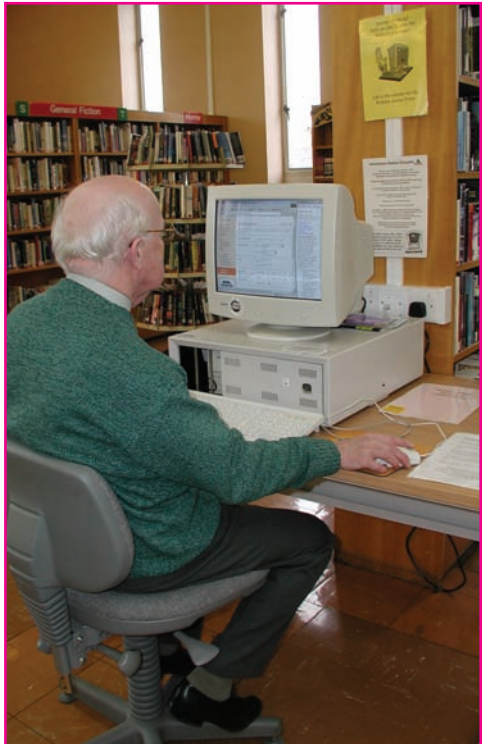


This is a course for beginners, which will introduce you to the internet and show you how to use myguide. This course should take about 30 minutes to complete.

### What will I learn?

After finishing this course, you'll know about:

- the internet and how it can help you in your daily life
- myguide; how it works and how it can help you to use the internet
- how and where myguide can be used





# Using computers

Now you can use the mouse and keyboard, let's go!

## Using a computer



This course is designed to give you an overview of using a computer. A quiz at the end will show how far you have progressed!

### How long does it take?

This course should take about 40 minutes to complete.

### What will I learn?

After completing this course you will know about:

- the key parts of a computer (Hardware)
- good practice when turning computers on and off
- correct posture when using the computer
- a little about adjusting settings, managing applications (programmes) and files.



## Using email



This course will help you to practice and use myguide email and to know about other email packages. It works through the tasks of opening, reading and sending email. It will also teach you about address books and how to use folders.

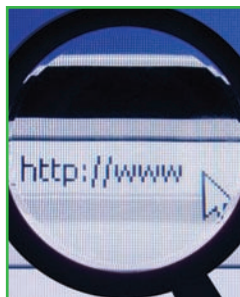
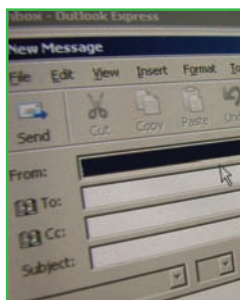
### How long does it take?

This course should take about 40 minutes to complete.

### What will I learn?

After finishing this course, you'll know:

- how to send and receive email
- how to reply to an email and send a new email
- how to attach a file to an email



## Using the web



This course is an introduction to using the internet. It will give you ideas on how you can access the internet, and how it can help you in your day-to-day life.

### How long does it take?

This course should take about 40 minutes to complete.

### What will I learn?

After finishing this course, you'll know:

- about the internet and the web
- the basic features of a browser and websites
- about website addresses/URLs

## Using online searches



This course will teach you about using search engines and websites to find information quickly and easily.

### How long does it take?

This course should take about 40 minutes to complete.

### What will I learn?

After finishing this course, you'll know:

- about website addresses/URLs
- how to use search tools and portals to find sites and information and how to save information from websites

## Using the Internet Safely



This is a course for beginners. It provides an overview of the security risks associated with using the Internet and what you can do to stay safe.

### How long does it take?

This course should take about 30 minutes to complete.

### What will I learn?

After finishing this course, you'll know:

- about risks such as viruses, spam and credit card fraud
- about the law and your rights around personal data
- ways to protect yourself and your children from these risks

## Using public services online



This course gives you an overview of the Directgov website and local council sites. It shows you how to find the information you need, including how to download forms.

### How long does it take?

This course should take about 1 hour to complete.

### What will I learn?

After finishing this course, you'll know about:

- how and why Directgov and local council website can help you how to print a page from a website
- how to complete a simple online form
- how to use Adobe Acrobat documents

## Using a mobile phone



This course will make you aware of the range of services available through standard and new generation mobiles.

Discover how mobile phones can be used to help you to embrace the digital revolution. (NB This course does not teach you how to use a specific type or brand of mobile phone).

### How long does it take?

This course should take about 25 minutes to complete.

### What will I learn?

- about the features of mobile phones
- how to get and use a mobile phone
- about sending and receiving text messages

## An Introduction to using your computer

This course teaches you the basics of using a computer.

### How long does it take?

This course should take about 1 hour to complete

### What will I learn?

- How to open a programme
- How to use the menu options on the screen
- How to print a document
- How to close the computer down safely



## An introduction to Word Processing

Find out how to produce a document in Microsoft Word.

### How long does it take?

This course should take about 2 hours to complete

### What will I learn?

- How to produce a document and save it.
- How to change the document and save the changes
- How to change the appearance of the document
- How to produce a simple poster

## An Introduction to Spreadsheets

Spreadsheets can be used to store and organise different types of information from your household budget to details of club members.

### How long does it take?

This course should take about 1 hour to complete

### What will I learn?

- How to open a spreadsheet in Microsoft Excel and enter data.
- How to alter the appearance of your spreadsheet
- How to do simple calculations using the spreadsheet

## Skills for Life Check

This course can help you to assess your skills in using everyday English or maths. It may be time for a brush up – if so, library staff can help you to find a suitable course.

### How long does it take?

This course should take about 45 minutes to complete



## Using a digital TV



This course aims to make users aware of digital TV issues, particularly in light of the impending “switch off” of Terrestrial TV stations over the next 4 years. You will learn more about the different types of digital TV and how to check which services are available in your area.

### How long does it take?

This course should take about 25 minutes to complete

### What will I learn?

- The benefits of digital TV
- How to get digital TV
- About the different types of digital TV packages

## Using digital photography



The purpose of this course is not to teach the learner how to use a specific camera, but to give users enough knowledge to understand why they might want a digital camera and what to look for when they buy one.

### How long does it take?

This course should take about 30 minutes to complete

### What will I learn?

- About the benefits of digital photography
- About the features of a digital camera
- Things you can do with a digital camera





**Understanding** Confident with your basic IT skills, now you can find out much, much more!

## Understanding public services online



This course will give you an overview of the types of local and national Government services available online.

### How long does it take?

This course should take about 45 minutes to complete.

### What will I learn?

After finishing this course, you'll know:

- how to find information on local council and Government websites
- how to complete complex online forms
- how to carry out a paid-for local or central government transactions

## Understanding banking online



This course will look at the range of services available to Internet banking customers, and how banking online can save them time and make activities such as paying bills easier.

### What will I learn?

- About the benefits of online banking
- About online security
- About some of the online banking services available

### How long will it take?

This course takes around 30 minutes to complete



## Understanding job hunting online



This course will give you an overview of ways to find and apply for jobs online.

### How long does it take?

This course should take about 45 minutes to complete.

### What will I learn?

After finishing this course, you'll know:

- how to use multiple search techniques
- how to reply to complete complex online forms
- how to apply for jobs online
- how to register for sites, newsletters and online service

## Understanding shopping online



This course will give you an overview of shopping online and different ways to pay.

### How long does it take?

This course should take about 45 minutes to complete.

### What will I learn?

After finishing this course, you'll know:

- how to shop online
- about security measures and laws protecting online shopping

## Understanding ebay auctions online



In recent years there has been exponential growth of online auction websites. The biggest of these is eBay. This course gives an overview of online auctions and the types of activities that can be undertaken on them.

### How long does it take?

This course should take about 30 minutes to complete.

### What will I learn?

- about the purpose of online auctions
- about different auction formats
- how to bid for something on eBay
- how to sell something on eBay

## Understanding music online



This course will make users aware of the range of mp3 and online media players available and provide them with guidance on how they can get the most out of them.

### What will I learn?

- about digital music players
- about online media players
- how to manage digital music files

### How long will it take?

This course takes around 45 minutes to complete

## Understanding socialising online



This course will introduce users to the concept of socialisation online, including things like Wikis, blogs, forums and chat facilities.

### What will I learn?

- about different ways to socialise online
- how to socialise online safely
- how to join an online community

## Understanding your home computer



This course will be of particular interest to users looking to get a computer at home. It contains a basic overview of what they need to know when buying a computer and how to get set up to use the Internet at home.

### What will I learn?

- factors to consider when buying a computer
- about troubleshooting and keeping a computer up-to-date
- how to get online at home
- how to deal with internet pop-ups

### How long will it take?

This course takes around 40 minutes to complete

## Understanding family education



The course gives you an overview of the UK education system and looks at how to support your children's learning. It provides advice on finding suitable local schools, and how to apply for places online. It also touches upon adult education.

### What will I learn?

- The structure of the education system
- How to find information on local education provision
- How to apply for school places online
- About the importance of being involved with your child's education.

### How long will it take?

This course takes about 50 minutes to complete.

## Understanding money management



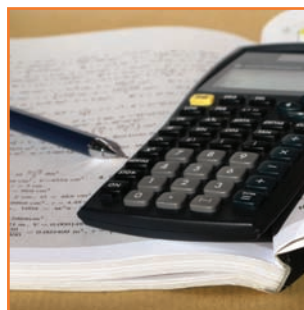
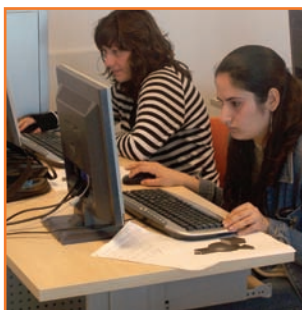
This course looks at finance-related activities, helps you to find information online and to ask the right types of questions when seeking advice on money. It also looks at budgeting and debt management and where people can obtain free advice.

### What will I learn?

- About the financial support available to families
- What banking and credit facilities are available
- What interest rates are
- How to produce and management budgets

### How long will it take?

This course takes about 50 minutes to complete.



## Understanding UK politics



This course offers an overview of UK government structures and their roles in our daily lives. It covers how you can influence future governments and get involved in your local community.

### What will I learn?

- About the UK government structure
- How you can influence UK government decisions
- How you can get involved in your local community
- How to find and use online services related to the government and citizenship

### How long will it take?

The short course takes about 40 minutes to complete.

## Understanding your family history



This course will give you guidance on how to start researching your family tree, and the types of offline and online resources that can assist in this.

### What will I learn?

- How to start researching your family history
- Where to find useful on and offline resources

### How long will it take?

The short course takes about 45 minutes to complete.





## Moving on

Move onto further learning...

### Preparing for the “Life in the UK” test

How well would you do in the British Citizenship test?

The majority of migrants wishing to live in the UK permanently must pass the "Life in the UK" test which is based on Chapters 2, 3, 4, 5 and 6 of the Home Office publication "Life in the United Kingdom - A journey into Citizenship - Second Edition 2007

This course aims to make the text easier to digest. It includes a Glossary, quick Section Tests, Practice for the real test and a Full Test that is a simulation of the real test.

#### How long does it take?

This course takes around 8 hours to complete

### What next? – Looking at career options

This short course is more than just a CV builder!

- Look at your current skills and interests and pinpoint some jobs which fit your strengths and abilities.
- Use the interactive questionnaire to help you to assess your skills and learn more about your readiness to make decisions.
- Try the Life Skills tool and you'll discover you have more skills than you thought!

Finally use the step-by-step CV Builder tool to create your CV

#### How long does it take?

This course takes around 8 hours to complete





## IT4U courses

These courses are more advanced IT courses, which you can do as a follow on from the Introductory courses. They can also be used to prepare you to take the ECDL tests.

There are 7 modules, each on a separate area of computing. You can do as many or as few modules as you wish.

**Module 1** - Basic Concepts of IT

**Module 2** - Using the Computer

**Module 3** - Word Processing

**Module 4** - Spreadsheets

**Module 5** - Databases

**Module 6** - Presentations

**Module 7** - Information and Communication (internet & email)

**How long does it take?**

Each module take around 12-15 hours to complete.

## Special interest taster sessions

**These short courses help you to use the internet to find out more about a variety of subjects. Ask the staff if you would like a taster session on a special subject.**

### ● **Taking better photographs using a digital camera**

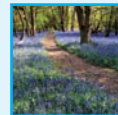
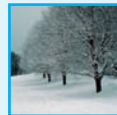
An introduction to using the internet to find out about digital photography. This course can take as long as you want it to – there are lots of links to great sites where you can learn more about using your camera more effectively.

### ● **Family History on the internet**

In this short course you will learn how to access free family history websites and begin a fascinating journey into your family's past!

### ● **The Weather forecast – home and abroad!**

Our nation's favourite topic, especially if they are going on holiday.



## Microsoft Digital Literacy Courses

Microsoft's Digital Literacy Curriculum (DLC), helps individuals with the basics of IT skills needed for everyday life and work. It's a great way to boost confidence and assist learners to move on from myguide.

There are five modules:

- Computer Basics
- The Internet and the World Wide Web
- Productivity Programs (word processing, spreadsheets, presentation software and databases)
- Computer Security and Privacy
- Digital Lifestyles (digital audio, digital video, and digital photography)



### First Steps

Another course for complete beginners:

This one is available in several community languages including Arabic, Bengali, Polish, Urdu and Somali



*Your local library can help  
you to continue your learning.*

*We can help you to find information  
about courses, websites, organisations...*




*Tell us what interests you!*



## Starting with





The free myguide courses introduce you to computers in short, easy to follow steps.

### *On this step-by-step journey you'll learn*

-  how to use the mouse and keyboard
-  move on to finding out all about the Internet – how to use it safely, and how it could help you to save time, hassle & money your daily life
-  find out about ebay, blogs, mobile phones and much more...

You'll quickly become a confident computer user, able to use this powerful tool to help you in our high-tech world.



-  learn the basics of using a computer
-  progress to more advanced courses
-  learn at your own speed
-  get to grips with the digital world