



Computer Skills and Digital Literacy

Available In:

- ☒ English
- ☐ Spanish
- ☒ Virtual

Computer Skills for the Developing Career

The "Computer Skills and Digital Literacy" course is an introductory program designed to rapidly equip novice users with the foundational skills needed to navigate and utilize computers effectively. This 8-hour course covers all the basics from turning on a computer to managing files and using the internet. Participants will learn to work with basic computer operations, manage files and folders, navigate the internet safely, and use email communication, setting the stage for more advanced computer functionalities.

What will trainees learn?

- Introduction to Computer Interface and Desktop
- Using Mouse and Keyboard Effectively
- Creating and Managing Files and Folders
- Basic Internet Navigation and Web Browsing
- Email Setup and Communication
- Basic Word Processing and Document Creation
- Printing and File Management
- Computer Safety and Troubleshooting Basic

How will this training benefit your company and employees?

Participants will start by understanding the computer interface and basic operations, progressing to more complex tasks such as managing files and navigating the internet safely. They will gain skills in email communication and basic document creation to make their work more efficient and professional. Additionally, the course will cover essential management techniques like file organization, internet safety, and basic troubleshooting. Trainees will also learn to customize their computer environment to their specific needs, enhancing both functionality and ease of use. By the end of this course, participants will be well-prepared to use computers efficiently in their personal and professional lives.

Training is recommended to be deployed in 4- or 8-hour blocks for 8 Hours Total Training.



MACRO Development is a trusted provider of comprehensive employer training programs, specializing in enhancing communication skills. With over 15 years of experience in sales and community development, our facilitator brings a wealth of knowledge to every session. We offer customized training solutions that cater to the unique needs of each organization. Through interactive workshops and practical strategies, we empower employers to excel in communication, driving productivity and success in the workplace.