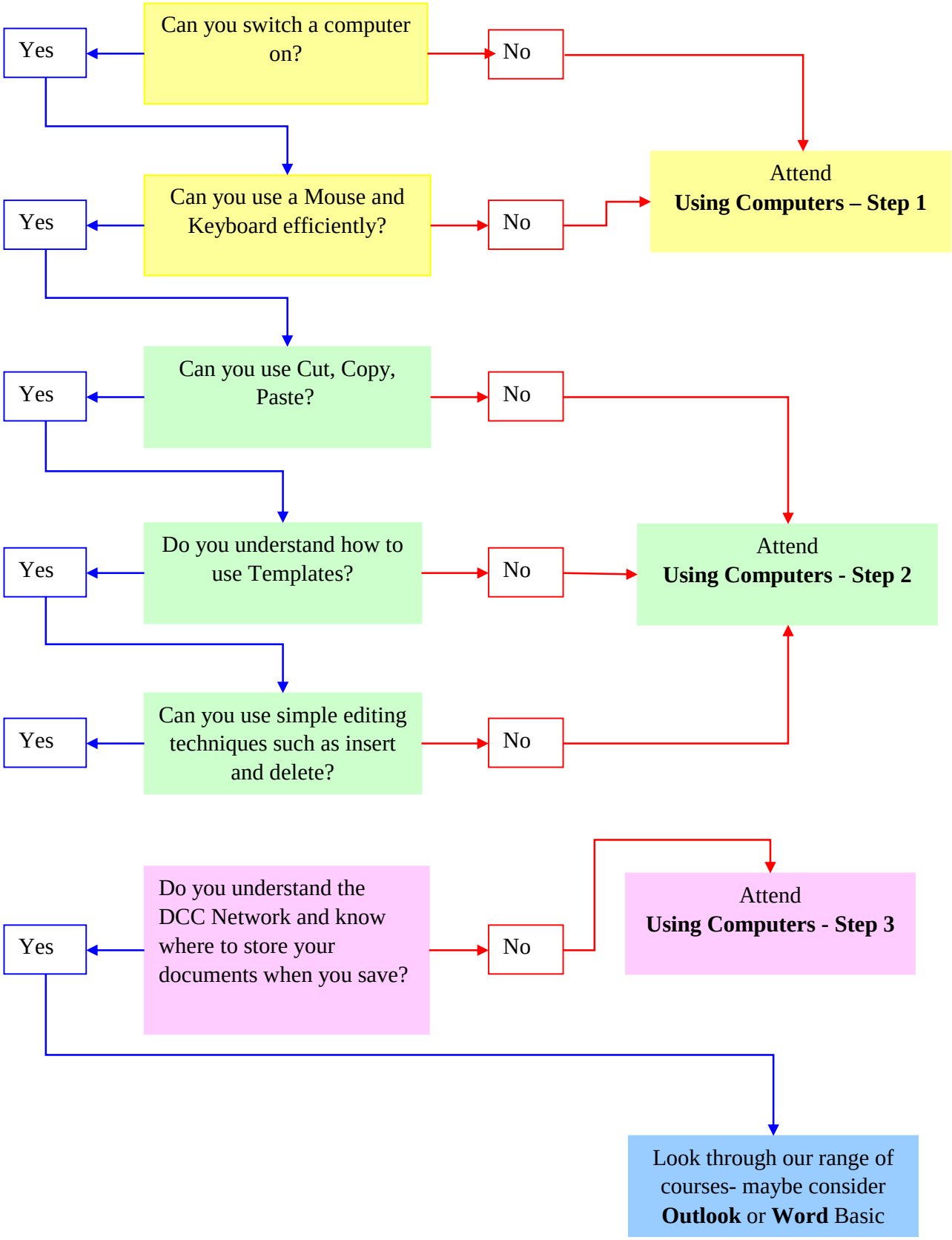
Can you switch a computer on?
Yes
No
Attend
Using Computers – Step 1
Can you use a Mouse and Keyboard efficiently?
Yes
No
Can you use Cut, Copy, Paste?
Yes
No
Do you understand how to use Templates?
Yes
No
Attend
Using Computers - Step 2
Can you use simple editing techniques such as insert and delete?
Yes
No
Do you understand the DCC Network and know where to store your documents when you save?
Yes
No
Attend
Using Computers - Step 3
Look through our range of courses- maybe consider Outlook or Word Basic