



# Digital Literacy Training

Everyone  
Matters  
Working  
Together  
Making a  
Difference

General

Hardware

Web

Browsers



Email

Office Pack

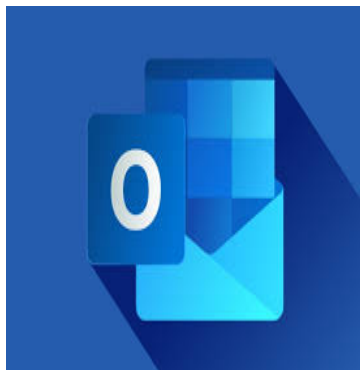


# Topics included in our sessions

- Be able to identify the various components that make up a PC
- Understand the differences between the types of computers we use at the RUH
- Identify other IT components used on the ward
- Be able to describe a hardware issue to the service desk
- Be able to power on a computer / to login to a computer
- Using the Mouse and Keyboard
- Icons, Task bar, Multiple monitors, Main Menu, Logoff, Shutdown/Restart
- Browsers, Navigation, Links, Tabs, Homepage

## Topics included in our sessions

- Open email from a browser
- Reply / Forward / Create
- To / Subject / Content / Etiquette / Signature / Attachment





To improve your IT skills please  
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