

Skills	Description	Content (detail)
<b>Computer Skills</b>	<ol style="list-style-type: none"> <li>1. Basic Computer operations</li> <li>2. Types of Hardware and Software</li> <li>3. Introduction to the Desktop</li> <li>4. Keyboard and mouse (pc &amp; laptop)</li> <li>5. Customising device (assisted)</li> </ol>	<ol style="list-style-type: none"> <li>1. Proper computer operation (basic skills)</li> <li>2. Monitor   keyboards   mouse   Printers (Variants) – guide to buying a new computer Operating system   office 365   Google Drive   Web browsers (VPNs)</li> <li>3. Layout (customisation)   Double clicking   right clicking   click &amp; drag   shortcuts   notifications</li> <li>4. Keyboard layout   operation   shortcuts   keyboard skills (websites)</li> <li>5. Customise PC/Laptop (Teacher one to one)</li> </ol>
<b>Web Browsing</b>	<ol style="list-style-type: none"> <li>1. Chrome introduction &amp; features (set up)</li> <li>2. Internet overview &amp; navigation</li> <li>3. Web searches (information search)</li> <li>4. Using websites (general &amp; interests)</li> <li>5. Useful websites</li> </ol>	<ol style="list-style-type: none"> <li>1. Installation (Teacher)   customisation   core settings</li> <li>2. Internet overview presentation   online navigation – (browser Tabs hyperlinks)</li> <li>3. Key word searching   advanced searches</li> <li>4. Gcflearnfee.org   RTE.IE   ETC</li> <li>5. Makeitsecure.ie   internetmatters.org etc</li> </ol>
<b>Emailing (Gmail or outlook NOT both)</b>	<ol style="list-style-type: none"> <li>1. Online and smart phone</li> <li>2. Creating an Account</li> <li>3. Passwords &amp; security</li> <li>4. Overview (outlook or Gmail)</li> <li>5. Composing Emails</li> <li>6. Adding Contacts</li> <li>7. Email management</li> <li>8. Adding Attachments</li> <li>9. Creating Hyperlinks (smart phone)</li> </ol>	<ol style="list-style-type: none"> <li>1. Set up accounts   secure passwords   layout &amp; structure   browser &amp; SMART Phone   emailing key terms</li> <li>2. Composing emails   variations   email management   contacts   signatures</li> </ol>
<b>Word Processing</b>	<ol style="list-style-type: none"> <li>1. Layout and features</li> <li>2. Navigation</li> <li>3. Entering, deleting and editing text</li> <li>4. Saving and printing</li> <li>5. Cut, Copy and Paste (text)</li> <li>6. Formatting documents</li> </ol>	<ol style="list-style-type: none"> <li>1. Screen layout   Ribbon   Shortcuts   key features   uses</li> <li>2. Document navigation</li> <li>3. Text production skills</li> <li>4. Saving   printing   viewing</li> <li>5. keys skills – universal skills</li> <li>6. key document formatting skills</li> </ol>
<b>File Explorer</b>	<ol style="list-style-type: none"> <li>1 Directory Structures</li> <li>2 Core file management skills (files &amp; images)</li> </ol>	<ol style="list-style-type: none"> <li>1 Screen layout   Ribbon   Shortcuts   key features   uses</li> <li>2 Creating   navigation   moving   copying   deleting   viewing</li> </ol>
<b>Online safety &amp; Device safety</b>	<ol style="list-style-type: none"> <li>1. Protecting yourself online</li> <li>2. Shopping &amp; banking</li> <li>3. Using a VPN</li> <li>4. Anti-Virus, Spyware and Firewalls</li> <li>5. System Utilities</li> </ol>	<ol style="list-style-type: none"> <li>1. Presentation   Browser settings   websites</li> <li>2. Cookies   Security   apps</li> <li>3. Using a VPN   VPN Options</li> <li>4. Presentation   workings   set up   routine scans</li> <li>5. Solving common problems</li> </ol>
<b>Zoom/Teams/WhatsApp</b>	<ol style="list-style-type: none"> <li>1. Overview &amp; features</li> <li>2. Set up</li> <li>3. Video calls</li> <li>4. Problem solving</li> </ol>	<ol style="list-style-type: none"> <li>1. Overview   presentation   key features</li> <li>2. Set up   common usage</li> <li>3. Standard video calls &amp; conversations</li> <li>4. Solving common problems</li> </ol>