

# USING THE COMPUTER

OPERATION OF DEVICES > 0.1 OPERATING COMPUTERS > INFORMATION AND DATA LITERACY > 1.1 BROWSING, SEARCHING AND FILTERING DATA, INFORMATION AND DIGITAL CONTENT > COMMUNICATION & COLLABORATION > 2.1 INTERACTING THROUGH DIGITAL TECHNOLOGIES > 2.2 SHARING THROUGH DIGITAL TECHNOLOGIES > SAFETY > 4.1 PROTECTING DEVICES > 4.2 PROTECTING PERSONAL DATA AND PRIVACY > PROBLEM SOLVING > 5.2 IDENTIFYING NEEDS AND TECHNOLOGICAL RESPONSES

TARGET GROUP	AGE GROUP	PROFICIENCY LEVEL	FORMAT	COPYRIGHT	LANGUAGE
Immigrants/ Refugees, Job seekers, School drop outs	Adults	Level 1, Level 2	E-learning	License fee	Dutch



This is an all-round resource covering multiple competency areas. An e-learning programme for adults teaching the foundations of using the computer and the internet. Covers topics such as working with Windows, online safety and searching for information. Contains 6 learning modules with video, text and exercises, a test module, pdf reference booklets and additional exercise sheets. Includes voice guidance and feedback on answers.

**General Objective** Skillset building

**Preparation time for facilitator** 2 - 5 hours

**Competence area** 0 - Operation of devices, 1 - Information and data literacy, 2 - Communication & collaboration, 4 - Safety, 5 - Problem solving

**Time needed to complete activity (for learner)** 2 - 5 hours

**Name of author** WERK-portal.nl

**Support material needed for training** Textbook, workbook

Resource originally  
created in

Dutch

---

## WORKSHOP DIRECTIONS

### 1 **Link to e-learning website**

<https://werk-portal.nl/#/programmas/omgaan-met-de-computer-en-social-media/werken-met-de-computer>