**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

<table>
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<th>TARGET GROUP</th>
<th>AGE GROUP</th>
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<td>Immigrants/ Refugees, Job seekers, School drop outs</td>
<td>Adults</td>
<td>Level 1, Level 2</td>
<td>E-learning</td>
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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
WORKSHOP DIRECTIONS

1 Link to e-learning website

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