

Microsoft Elevate America
Basic Computer Online Courses—
Digital Literacy
Online Basic Computer Concept Courses
Free and Available to Anyone

Microsoft® Elevate America

Microsoft Digital Literacy Courses are free to anyone and available in multiple languages. No vouchers are needed for individuals in need of basic computer skills to benefit from these courses.

The goal of Digital Literacy is to teach and assess basic computer concepts and skills so that people can use computer technology in everyday life to develop new social and economic opportunities for themselves, their families, and their communities. The Microsoft Digital Literacy Courses Include:

- There are 5 courses and each course takes between 2-3 hours.
- The courses include a total of 5 assessments.
- There is 1 certificate test.

1. Computer Basics

Estimated Time: 2-3 hours

Prerequisites: None

Description: Computing is an important part of everyday life in the twenty-first century. From music and photos to banking and communicating, computers have changed the way we work and live. This course introduces you to the fundamentals of computing, explains the components of a computer, explores operating system basics, and shows you how to use a mouse and a keyboard.

2. The Internet and the World Wide Web

Estimated Time: 2-3 hours

Prerequisites: Computer Basics course or similar experience

Description: The Internet can connect you to people, information, and resources around the world. This course shows you how to connect to the Internet, browse web pages, navigate websites, use search engines, and exchange e-mail with others.

3. Productivity Programs

Estimated Time: 2-3 hours

Prerequisites: Computer Basics course or similar experience

Description: There are hundreds of software applications available today. This course explores the most common productivity software applications used in business, in education, and at home. The course teaches you how to select the right software for your project. You will learn the fundamentals of word processing, spreadsheets, presentation software, and databases.

4. Computer Security and Privacy

Estimated Time: 2-3 hours

Prerequisites: Computer Basics course or similar experience

Description: It's easy to use a computer safely and responsibly if you know how. This course will help you gain confidence in computing by explaining the risks and threats to computer security and privacy so that you can understand and prevent them.

5. Digital Lifestyle

Estimated Time: 2-3 hours

Prerequisites: Computer Basics course or similar experience

Description: From cell phones to MP3 players to digital cameras, computers are changing our everyday lives. This course introduces you to new digital technologies, including digital audio, digital video, and digital photography. It explores how these and other computing technologies are creating new career opportunities and shaping the world we live in.

To access these courses, follow the Digital Literacy link on the Illinois workNet Microsoft Elevate America web page:
<http://www.illinoisworknet.com>.



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE