

Digital Skills - Topic List **StMungo's**

Please use this list to track your progress through our essential digital skills. Check the 'L' box when you have finished a lesson and 'A' when you have completed an assessment

Topic		L	A
Computer Basics	Mouse	<input type="checkbox"/>	<input type="checkbox"/>
	Keyboard	<input type="checkbox"/>	<input type="checkbox"/>
	Connect to Wi-Fi	<input type="checkbox"/>	<input type="checkbox"/>
	Make a search using Google	<input type="checkbox"/>	<input type="checkbox"/>
File management & forms	Settings	<input type="checkbox"/>	<input type="checkbox"/>
	Downloading	<input type="checkbox"/>	<input type="checkbox"/>
	File management	<input type="checkbox"/>	<input type="checkbox"/>
	Uploading	<input type="checkbox"/>	<input type="checkbox"/>
	Cloud storage (Google Drive)	<input type="checkbox"/>	<input type="checkbox"/>
Email	Create/ access your email account	<input type="checkbox"/>	<input type="checkbox"/>
	Store your password	<input type="checkbox"/>	<input type="checkbox"/>
	Use email	<input type="checkbox"/>	<input type="checkbox"/>
	Email etiquette	<input type="checkbox"/>	<input type="checkbox"/>

Topic		L	A
Online Safety	Phishing scams	<input type="checkbox"/>	<input type="checkbox"/>
	Stay safe from viruses	<input type="checkbox"/>	<input type="checkbox"/>
	Your digital footprint	<input type="checkbox"/>	<input type="checkbox"/>

Topic		L	A
Mobile Phone	Getting started with your device	<input type="checkbox"/>	<input type="checkbox"/>
	The Home Screen	<input type="checkbox"/>	<input type="checkbox"/>
	Calls and texts	<input type="checkbox"/>	<input type="checkbox"/>
	Photos	<input type="checkbox"/>	<input type="checkbox"/>
	Settings	<input type="checkbox"/>	<input type="checkbox"/>
	Managing your contacts	<input type="checkbox"/>	<input type="checkbox"/>
	Downloading apps	<input type="checkbox"/>	<input type="checkbox"/>
	Security and Privacy	<input type="checkbox"/>	<input type="checkbox"/>

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Client Name

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Tutor Name