

*Resource created as part of the
Fundamental Digital Literacy Skills Program*

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Canada 

At Home Resources

Microsoft Digital Literacy Course

<https://www.microsoft.com/en-us/digitalliteracy/home>

This is a series of courses from Microsoft designed to help you build digital literacy skills. These courses include an introduction to using computers, understanding how to access content on the Internet, online communication, online safety, learning how to create digital content in Microsoft Office, and an introduction to cloud services.

Microsoft Online Safety

<https://www.microsoft.com/en-us/digital-skills/online-safety-resources>

These are resources that Microsoft put together to help you stay safe online and combat online harassment.

Digital Learn

<https://www.digitallearn.org/>

This website is a hub of digital literacy support and training. It has easy-to-follow video tutorials and worksheets. These tutorials range from training in general basic skills like using a mouse and getting on the internet, to more specific topics like applying for jobs online.

GCFGlobal/GCFLearnFree.org

<https://edu.gcfglobal.org/en/subjects/tech/>

This website has a series of step-by-step tutorials that are easy to follow and include videos for added instruction, all designed to help people develop basic digital literacy skills. These tutorials include computer basics, using mobile devices, and even using specific operating systems like Windows, Mac OS (Apple), and Linux.

Gale Courses

<https://education.gale.com/l-chinook/>

These are online, interactive courses taught by experts, and designed to teach new skills over a range of topics, including digital technology. They last six weeks, and once you are finished, you receive a certificate of completion. With your library card, you can take all of the courses free. Some of the courses that might interest you are Introduction to Windows 10, Keyboarding, Introduction to PC Troubleshooting, Introduction to Microsoft Word 2016, Introduction to Microsoft Excel 2010, Resume Writing Worksheet, and Introduction to PC Security.