


Contact us today for more information:

 **YMCA of Newfoundland and Labrador**
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To be filled by staff

Instructor Name:

Location:

With funding from



Increase your comfort level with current technology



FREE WORKSHOPS:

- **Computer**
- **Digital Skills**
- **Internet Safety**



YMCA Digital Skills Literacy Program

Programs offered:

Introduction to Basic Computer Skills for Beginners:

Learn basic computer skills such as how to use the Internet, email and Microsoft Office.

Topics may include:

- Navigating computer settings and functions
- Web browsing and search engines
- Microsoft Word, Excel, PowerPoint
- Creating and sending emails

Understanding Popular Apps for Beginners:

Improve your understanding of common apps and how they may benefit your well-being.

Example of topics:

- Security and online banking features
- Communication apps (i.e. WhatsApp, FaceTime)
- Productivity and health apps
- Fitness
- Gaming
- Retail



Understanding Social Media for Beginners:

Improve your understanding of communicating through social media.

Topics may include:

- Posting on Facebook
- Skyping & FaceTime
- Remembering passwords
- Social media benefits to well-being

Internet Safety for Parents:

Parents will learn about safety issues their kids may face online and equip them with tools to address varying issues faced online.

Topics discussed:

- Online exploitation
- Phishing
- Cyberbullying

Programs offered for Youth:

- Internet safety and social media
- Cyber bullying
- Phishing and online dating
- Microsoft Office: Word, PowerPoint, Excel
- Resume and Cover letter building and job searching
- Online gaming and apps

The YMCA Digital Skills Literacy Program

is not limited to the workshops listed above. If there are any topics you'd like to learn more about, please contact us for more information.

