

Tutorial Name	Description:
Basic guide to using your smart device.	Learn how to use your smart device over four sessions, including: How to interact with different devices. Basic computer use. Digital cameras. Also learn about watching videos or TV programs and listening to music and the radio online.
Online Safety	Over four sessions learn about Online Safety and how to feel confident online, including: <ul style="list-style-type: none"> • How to spot scams • Tips on recognising the danger signs • Protect your device and how to secure it • Protect your information • Possible threats • Back up your information • Control who sees your information • Passwords – what are they and tips for picking a password
Using the NHS App	Learn how to create an account and link it to your GP surgery in one session. Including how to navigate and use the features and functions of the app.
Online Video Communications	Over three sessions learn how to make a video call using your connected smart device, looking at Skype, Zoom, Microsoft Teams, Messenger, WhatsApp, and Google Duo. Giving you the information to choose the best method for you.
Online Shopping	Over two sessions learn how to compare prices, staying safe when buying online and to keep your payment secure.
Introduction to Office Programmes	In one session, find out what office programs and suites are and how to decide which is best for you, including online and desktop versions.
Creating Documents	In one session, you will learn how to create, make changes, and save a document, this includes adding pictures and how to print. This includes both online and desktop versions.
Creating Spreadsheets	In one session, you will learn how to create, make changes, and save information onto a spreadsheet. For example, how a spreadsheet can make home budgeting easier. This includes both online and desktop versions.
Creating Presentations	In one session, you will learn how to create, make changes, and save a presentation, this includes adding pictures, changing colours and printing. This includes both online and desktop versions.
Socialising Online	Over three sessions learn how to socialise online safely, including; Facebook, Instagram, Pinterest, and LinkedIn.
Using Emails	In one session, learn the basics around email accounts including how to set one up, open, read and reply to emails. How to forward an email as well as how to add an attachment.
Public Services and Online Forms	Over two sessions learn about available online public services, how to use the Gov.UK website and how to find and navigate around your local council websites. Also learn what an online form is and how to complete them, correct any mistakes made. As well as learn about the different types of forms you may come across.
Using Online or Mobile Banking	Over two sessions, you will learn how to do online banking using either a Computer, Laptop, Tablet or Mobile Phone, you will be shown how to keep track of money, make payments and staying safe whilst doing so, starting with a bitesize session and finishing with more details.
Using Search engines	Over one session learn what a search engine is and how to search the internet safely, confidently, and correctly.

Using the NHS website	Over one session learn, what is available to you, how to navigate around, search and find information on the NHS Website, including health information, finding local services, making healthy choices.
Top Tips for Finding a Job Online	Over the course of five or six weeks learn how to prepare and search for jobs online. Including, CV's, skill checks, benefits, Interviews, searching and setting alerts. The final session will be a Q&A session with specialists.
Essential Digital Skills Workshop	Over 10 weeks learn the 5 basic digital skills that people are recommended to have, and much more. Including settings, camera, and smart technology for example Alexa. The 5 basic digital skills are: <ul style="list-style-type: none"> • Being safe and legal online • Communicating • Transacting • Problem Solving • Handling information and content
12 Week Learning Programme	Over 12 weeks we provide a variety of tutorials and workshops from the comprehensive list above. Please get in touch to find out more, or check on our Social Media accounts.
Digital Champion Training	Over 4 sessions learn the basics to become a digital champion, use this skill as part of our volunteer/work experience programme, or teach others within your community or organisation.
RAM Champion Training	In partnership with our resettlement team, we provide digital champion training over 10 weeks for Refugees, Asylum seekers and migrants. This is to provide Individual with the basic skills to help and support the members of their families and or communities. For more details and to sign up email Communities@colchester.gov.uk

If you or someone you know would like to know more about the free tutorials that we offer, then please get in touch with the team on the details below.

Contact NEE Digital Access Support Team via:

Phone the team: **Colchester** 01206 282 452 **Clacton** 01255 686497 **Mobile** 07970551153

Email the team:

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Visit our website: <https://www.colchester.gov.uk/digitalaccesssupport/>

Find us on Facebook: <https://www.facebook.com/NorthEssexDigitalAccessSupportTeam>

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Refer one of your clients/attendees into our service via:

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To provide feedback on the service provided by the team please use the QR code

