

If you are thinking of learning a bit more about computers try our Basic IT checklist then contact one of our Client Support team to find out more about the free training available for you.

Wexford Local Development Client Support Team

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WLD Basic IT Checklist

How are your skills with the following:	Poor	Fair	Good
Start up the computer			
Shut down the computer			
Use a mouse			
Use desktop icons			
Use keyboard			
Open word processing application			
Type text			
Use common keys eg SHIFT, ENTER			
Save a document			
Retrieve a document			
Close word processing application			

Know some internet terms and icons			
Access the internet			
Use the search box			
Use the address bar			
Browse a website			
Click on links			
Sign into emails			
Read an email			
Reply to an email			
Check sent mail			
Delete an email			
Add a contact			
Sign out of email			
Be safe online			
Be familiar with some social media sites			
Watch a You Tube clip			

To find the right course for you please ring the client support team above



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