

## Need help with getting online?

We are now offering limited face to face digital learning within venues.

We can also assist remotely or by telephone. If you have a Computer / Tablet / iPad and Internet connection, give us a call.

We can provide learning, support and guidance on a wide range of topics.

### Digital Support Helpline



**CALL FREE ON  
0800 158 3974**

Mon – Wed: 9:30am – 4:30pm  
Thu: 12.30pm – 7:30pm  
Fri: 9.30am – 4:30pm

Please note this service is restricted to offer digital support and we will not be able to help with other types of enquires.

**Glasgowlife™**

Please note that this service strictly offers digital support and guidance for learners and we will not be able to help with other types of enquires.

## Learn My Way

Learn My Way is a website of free online courses



**Learn  
My Way**

Learn My Way is a platform that will help to develop your computer skills, whether you are an absolute beginner, wanting to refresh your skills or a more advanced user. There are many modules to choose from which can be accessed from anywhere with internet access, at any time and pace to suit you.

**Registration and ongoing remote support available**

## Learning Bytes – Short Courses\*



Learning Bytes are free informal short individual lessons delivered remotely on Microsoft Teams.

**Approx. 45 min each per session.**

These include

- Intro to the Internet
- Using Internet Search Engines
- Creating A Document in Word
- Creating an Outlook Account
- Setting up a Facebook Account
- Using Comparison Websites
- Using an iPad Camera
- “Freegal” – A Free Music Service for Tablet/iPad
- Video Calling for beginners
- How to spot a fake website
- Intro to iPads/Tablets
- Downloading Apps on iPads/Tablets

**Freephone: 0800 158 3974**

**Email: [dlt@glasgowlife.org.uk](mailto:dlt@glasgowlife.org.uk)**

## Digital Skills Workshops\*



A series of individual learning sessions delivered remotely on Microsoft Teams.

**Approx. 2 hours per session**

Sessions include:

- Social Media
- Keeping safe online
- Using eBay
- Money Saving online
- Using the Cloud
- Online Job search
- Intro to Word

## ICDL – International Certificate of Digital Literacy



Certificated by the BCS - The Chartered Institute for IT, the International Certificate of Digital Literacy (ICDL) is an internationally recognised qualification and perfect for learners who want key computer skills and proficiency in the use of the most common applications.

ICDL has 7 units and covers the following topics:



- Security for IT Users
- IT User Fundamentals
- Email and the Internet
- Spreadsheet Software
- Presentation Software
- Word Processing Software
- Database Software

**The cost of this course is £200\*\* which includes access to all online learning materials, an assessment and exam per unit and access to remote support sessions.**

## PC Passport: Level 4\*\*\*



The NPA PC Passport at SCQF levels 4 provides learners with up-to-date knowledge and skills in a range of popular IT software, such as Office 365. Learners will improve skills in key areas such as word processing, spreadsheets and presentation software, preparing them for employment and further study.

- Web Apps: Word Processing
- Web Apps: Presentations
- Web Apps: Spreadsheets

**To Register E-mail:** [glasgowcodelearning@glasgowlife.org.uk](mailto:glasgowcodelearning@glasgowlife.org.uk)

\*Sign up for one or as many as you like. Participant numbers may be restricted. Book as soon as possible to avoid disappointment. Learners need to have some computer skills and an E-mail address as these sessions are delivered remotely using the Microsoft Teams platform.

\*\* ITA funding may be available for this course – eligibility criteria apply

\*\*\* Eligibility criteria apply