

NAVIGATING ONLINE LEARNING 2021

ALL FIRST YEAR STUDENTS ARE
INVITED TO ATTEND A BASIC
COMPUTER LITERACY WORKSHOP

12 April 2021 09:30-11:00 [Login here](#)

15 April 2021 14:00-15:30 [Login here](#)



Content that will be covered:

Moodle

- Accessing Moodle
- The best browsers to use
- The Moodle homepage
- Accessing your courses
- Submitting an assignment
- Taking a quiz
- Joining a Zoom meeting
- Downloading a video from Kaltura

Email

- Your email address
- The difference between an email address and a link to a website
- Accessing your email
- Writing an email
- Replying to an email

Word

- Downloading MS Office
- Accessing MS Word
- The Ribbon
- Groups on the ribbon
- How to type in Word
- Using Bold & Underline
- Changing font and size
- Saving a Word document
- Saving to your drive as a student/One Drive