

# Session 09

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## ACCESSING THE ONLINE TRAINING MATERIALS



# Why use the online learning materials

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- They are more detailed than the printed versions
- They are up-to-date
- They contain hyperlinks to other web pages
  
- It gets you familiar using a browser



# How to access the online materials

NDCN - Lark Hill Village Learning Materials

Here are the up-to-date Learning Materials (links will open in a new browser tab)

All materials are in Adobe PDF format and can be downloaded and/or printed.

### Level 1 (Beginners)

- Session 00 - Introduction
- Session 01 - Background and Scene Setting
- Session 02 - Start-up and shut-down
- Session 03 - Using the keyboard and mouse
- Session 04 - Internet browsing basics
- Session 05 - Internet browsing - search engines
- Session 06 - Internet browsing - useful techniques
- Session 07 - Internet browsing - moving around through web pages
- Session 08 - e-mail basics
- Session 09 - Further e-mail techniques
- Session 10 - Keeping in Touch (Skype)
- Session 11 - Stay safe online
- Session 12 - Online Shopping - first steps

### Level 2 (Intermediate)

- Session 01 - Free (and paid) entertainment online
- Session 02A - Keeping in touch (Skype)
- Session 02B - Keeping in touch (Social Networking)
- Session 03 - Free (and paid) hobbies, pastimes and interests online
- Session 04 - Learning & finding things out online
- Session 05 - Staying safe online
- Session 06 - Shopping online - and saving money!
- Session 07 - Cheaper travel and transport online
- Session 08 - Making the most of your Microsoft Account
- Session 09 - Accessing Government services online

Project 01 - Design a greeting card  
Project 02 - Downloading and installing software  
Project 03 - Why you should consider Microsoft Edge  
Project 04 - Using Office Online: The "Cupcake Challenge"

Supplementary - e-mail 'Rogues Gallery'  
Supplementary - Browser Cookies

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This is a 'learners-only' website to support the IT courses at Lark Hill Village in Nottingham.

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Type [ndcn-learning.co.uk](http://ndcn-learning.co.uk) into the browser address bar

Select the topic you'd like to browse (they may look slightly different to this list)

A new browser tab will open containing the selected materials

You can scroll or page up and down

You can 'magnify' the materials using the CTRL+ keyboard shortcut

Close the tab when you are done



# In your own time ...

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TRY ACCESSING ONE OR MORE SECTIONS OF THE ONLINE LEARNING MATERIALS. SEE HOW EASY IT IS TO MOVE AROUND.

