

# **Digital Literacy Skills Syllabus**

## **Introduction to Computers**

Detailed study and practical exercises on introduction to computers.

## **Internet Basics**

Detailed study and practical exercises on internet basics.

## **Microsoft Office Tools**

Detailed study and practical exercises on microsoft office tools.

## **Online Safety and Security**

Detailed study and practical exercises on online safety and security.

## **Practical Applications of Digital Skills**

Detailed study and practical exercises on practical applications of digital skills.