

Digital Literacy Resource Guide

Goodwill Community Foundation (GCF): GCF is an easily understood source for basic computer skills. Customers can begin with the very basic understanding of what a computer is capable of and move through basic skills and the internet. Visit edu.gcfglobal.org.

I want to...

Get started with computers
Learn Microsoft Office
Apply for a job
Improve my work skills
Design nice-looking docs
More...

Basic Skills

Computers
Smartphones & Tablets
Typing Tutorial
Windows
More...

Work & Career

Career Planning
Resume Writing
Cover Letters
Job Search and Networking
Business Communication
More...

Creativity & Design

Graphic Design
Creativity
Photography
Image Editing
Photoshop
More...

Microsoft

Office 2019 | 2016 | 2013
Word
Excel
PowerPoint
Access
Excel Formulas
More...

Internet Skills

Internet
Online Safety
Social Media
Email
Search Better
More...

Skills for Today

Adapting to Change
3D Printing
Wearables
Freelance Work
Personal Finance
Sharing Economy
Decision-Making
More...

Core Skills






Math
Reading
Grammar
Language Learning
More...

Google





Gmail
Google Docs
Google Sheets
More...

NorthStar Digital Literacy: Northstar Digital Literacy defines the basic skills needed to use a computer and the internet in daily life, employment, and higher education. Visit digitalliteracyassessment.org.

Standards for Essential Computer Skills

-  Basic Computer Skills
-  Internet Basics
-  Using Email
-  Windows
-  Mac OS

Standards for Essential Software Skills

-  Microsoft Word
-  Microsoft Excel
-  Microsoft PowerPoint
-  Google Docs

Standards for Using Technology in Daily Life

-  Social Media
-  Information Literacy
-  Career Search Skills
-  Supporting K-12 Distance Learning
-  Your Digital Footprint

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MassHire Merrimack Valley Career Center: Visit masshiremvcc.com. Webinars include:

- Computer Essentials
- MS Word Essentials
- LinkedIn Essentials
- Tips in 30 Minutes – Zoom
- Tips in 30 Minutes – SkillBase

MassHire Franklin Hampshire Career Center: Visit masshirefhcareers.org

- Digital Literacy Workshop/Webinar: *Digital Tech Skills, Part I and Part II*.

Holyoke Community College offers the following: *How to Work and Learn Online* offered through HCC's Kittredge Center for Business and Workforce Development, is a four-part workshop series that will be conducted in a live, interactive, streaming forum on May 5, May 7, May 12, and May 14, from 1:00 to 3:00 p.m.

Participants will learn how to navigate computer settings, create and organize files, and safely use the internet and digital communication tools such as Zoom. Sessions will cover best practices for being an effective online learner, including tips on study habits, expectations of online learning, and how to use Google Drive and other computer applications.

MassHire Metro South West Career Centers (Norwood and Framingham): Visit www.masshiremsw.com

- Virtual beginner webinars for MS Word and Excel. The links below open the websites with descriptions and instruct customers to register for the event in February:
<https://www.masshiremsw.com/event/ms-word-feb-16/>
<https://www.masshiremsw.com/event/excel-fitness-level-1-feb-25/>

Tech Goes Home: Visit techgoeshome.org. Technology and internet training for low income students, families, adults, seniors and small businesses in Boston. TGH is available to bring their programs to other communities. Links to online learning resources about learning, work, play, living, cell/smart phone startup.

Visit techgoeshome.org/school-community. Free tutorials and documents explaining Chromebook and computer setups, Google and other apps, popular websites and more.

Digital Learn: Visit digitallearn.org. Online tutorials on using a computer in English and Spanish.

EveryoneOn.org: Visit everyoneon.org/digital-learning. Free online trainings on using the internet, getting started, internet safety, employment, education, links to local internet trainings in English and Spanish.

Power My Learning: Visit powermylearning.org/learn/learning-games-activities/students. Fun online games, videos, tools for digital learning for students, parents, and teachers. Can display in Spanish. Must register to use (free).

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Harvard University/MassHire Skillbase Free Digital Literacy Resources: Visit skillbase.hks.harvard.edu or skillbase.hks.harvard.edu/skillbase-cheatsheet. Learn computer skills, digital work and job skills, and apply for a job.

Operation ABLE: Able beginnings program that is free for SNAP recipients.
<https://operationable.net/snap-enrollment>

Alison: Visit www.Alison.com to search for free online computer classes.

LinkedIn Learning: Use the resources on www.lynda.com. The website normally requires a paid subscription, but you can use their library of on-line training courses for free if you have a Boston Public library e-card. The card is free, and you don't have to be a Boston resident to obtain one. You will access www.lynda.com through the Boston Public Library website.

Typing Tutorials

<http://www.goodtyping.com/default.htm>

<https://www.typing.com/>

<https://sense-lang.org/typing/>

Learn How to Use a computer mouse

<http://pbclibrary.org/mousing/intro.htm>

Additional resources, some with related data files (including Computer, Windows, Internet, and E-mail Basics; Access, Excel, Outlook, PowerPoint, and Word versions 2007 and newer; Software Development, Information and Cyber Security courses and certifications):
Microsoft Word, Microsoft Excel, PowerPoint, Access, Windows, Paint Shop Pro, SQL
<https://www.tutorviacomputer.com/microsoft-word-2013-tutorial-free-online/>

Learn in Pictures: Microsoft Office, Google Suite, Web Skills
<http://inpics.net/word2013.html>

Excel Exercises

<http://www.wiseowl.co.uk/free-exercises/excel-2010.htm>

Microsoft 365 Training

<https://support.office.com/en-us/article/Office-training-b8f02f81-ec85-4493-a39b-4c48e6bc4bfb>

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Additional Digital Literacy Suggestions

- Search for training videos and tutorials on **YouTube**.
- Check out your local library. Some libraries offer computer classes.
- Check out your town's Adult Education classes. Many towns offer computer classes at a reasonable price.