

## COMPUTER TRAINING

**Microsoft**

IT Academy  
Program Member



## MICROSOFT DIGITAL LITERACY LINKEDIN CERTIFICATE

**TRENTON & PAMELA JACKSON  
R-CENTER ATTAIN LAB**

**To learn more  
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Learn the basic computer skills you need to use Microsoft tools ---  
Edge Browser, Bing Search, Outlook Mail, Office 365 Productivity  
Programs, and OneDrive File Storage & Sharing

### Course Content

- Working with Computers and Devices
  - Hardware, Operating System, and Productivity Software
- Accessing Information Online
  - Avoiding Scammers and Communicating Safely
- Communicating online
  - Email, Chat, and Cloud-based Video
- Participating safely and responsibly online
  - Avoiding bullying and plagiarism
- Creating digital content
  - Introduction to Word, PowerPoint, and Excel,
- Collaborating & Managing Content Digitally
  - Introduction to Reviewing Documents & OneDrive