

## **Am I ready to eLearn?**

Studying online is not rocket science, but it does throw up some new challenges. With flexibility and choice also comes the need to take charge of your own learning and to organise yourself to keep on track. Your tutor won't be checking up on you; you'll need to be proactive in asking for help and feedback and gaining support for your studies at work.

Doing a course online also gives you the chance to master some key computer skills. Here's an outline of the skills that will make eLearning much easier for you.

- Start, shut down and restart a computer
- Use a keyboard for typing and a mouse for clicking and scrolling
- Use a word processing application, eg Word
- Cut/copy and paste text across documents and applications
- Gain access to the Internet
- Access URLs (addresses) on the Internet
- Use online search tools to find information eg Google
- Navigate websites using links and browser buttons
- Manage multiple browser or application windows
- Troubleshoot navigating or find a website
- Recognise when a "plug-in" is required to view a web page, eg Shockwave player
- Print pages from different applications including web pages
- Send, receive, reply to and forward email
- Save a document or other file to a particular location
- Find a previously saved file.