



20 HOURS THAT COULD CHANGE YOUR LIFE

Want to develop your computer skills to move into the digital world? Intel® Learn Easy Steps will give you the practical skills you need.





IT'S EASIER THAN YOU THINK

TWENTY HOURS. ENDLESS OPPORTUNITIES

In just 20 hours, Intel® Learn Easy Steps will give you a variety of vital life computing skills.

You can learn how to:

- Search the Internet
- Create and manage a household budget
- Connect to loved ones using email and Facebook*
- Have fun by watching videos online
- Use Skype* to make video calls to friends and family.

Or if you are looking for work, it will show you how to:

- Look for jobs on the Internet
- Apply for jobs using email
- Create a resume
- Demonstrate the computer skills employers demand.

If you've never used a computer, or are unsure about the online world, the idea can be daunting. But it doesn't have to be. Intel® Learn Easy Steps is designed to give you the help you need.

In just 20 hours, you'll pick up vital skills that could change your life – no matter what age you are. And you won't believe how easy it is.

Real skills for the real world

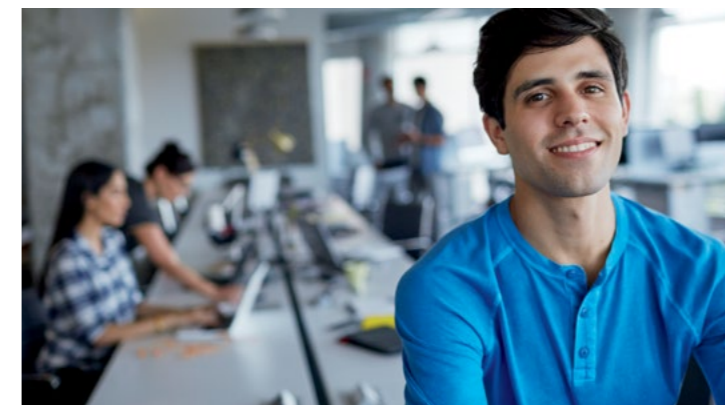
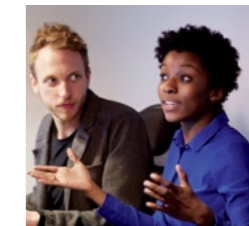
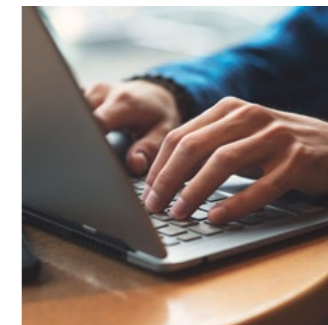
With basic computer skills you can keep in touch with friends and family. You can enjoy new forms

of entertainment. You can even do day-to-day chores like making a budget and paying bills.

And if you're looking for work or to upgrade your skills, the Intel® Learn Easy Steps course can provide the help you need. Because according to experts, in the future almost 85% of jobs will need computer skills.

No experience? No worries

Intel® Learn Easy Steps really is easy, no matter how little you know about computers. But the course is also flexible, and can be used to build new skills for people with existing knowledge.



'Very useful course, I learnt a lot of new things. Teaching format of instructions then practice was great.'

LEARN LOCAL PARTICIPANT

WHAT DOES AN INTEL® LEARN EASY STEPS SESSION INVOLVE?

Intel® Learn Easy Steps is designed to give you practical skills you can take away and use every day. Here is an overview of a typical session:

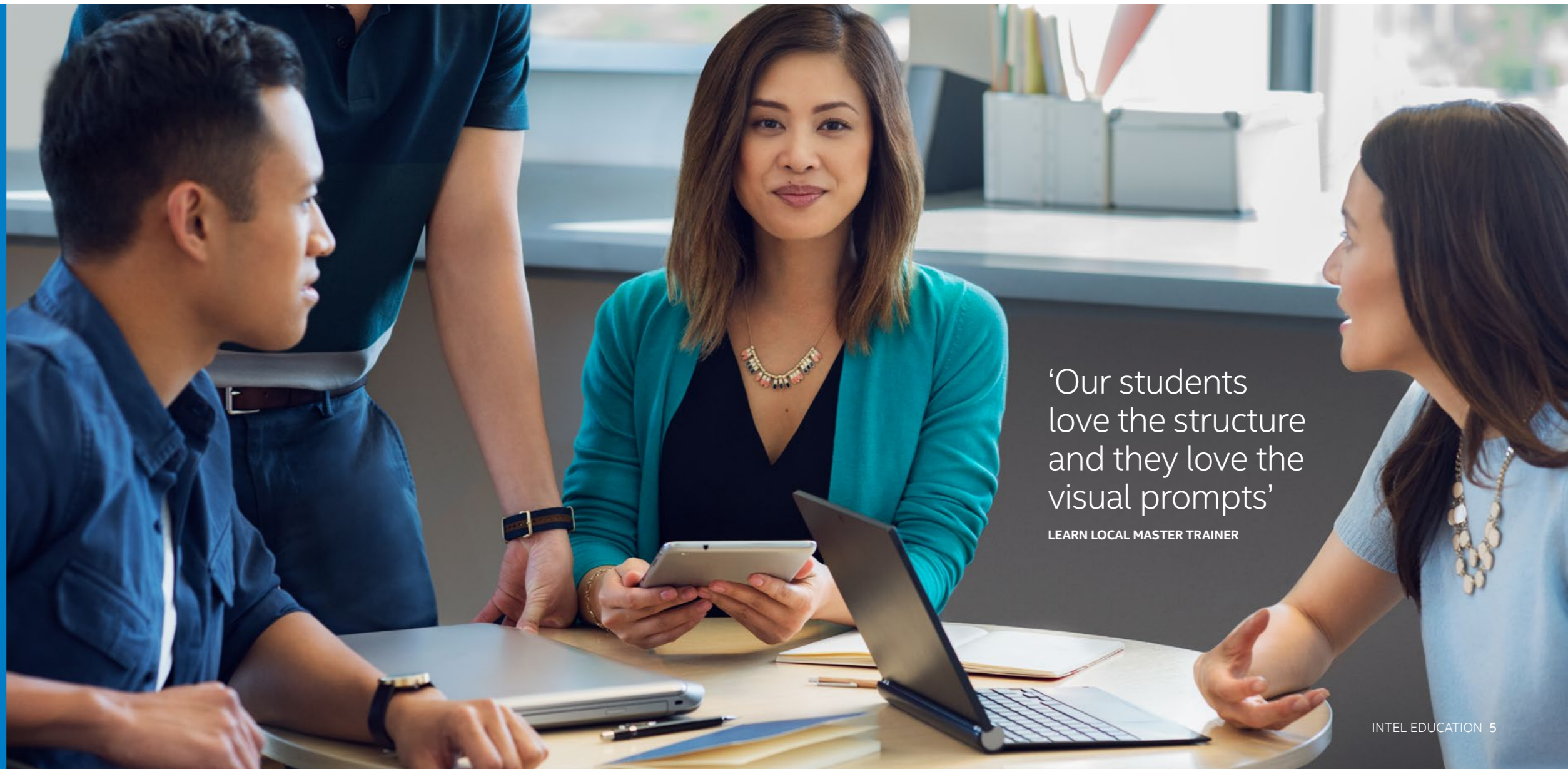
- 1 You'll start with a basic hands-on introduction to the technology.
- 2 Next, you'll get more familiar through practice exercises, with help from your tutor.
- 3 You'll create something using the technology, like a resume or budget.
- 4 You'll share your work with your classmates, and discuss other ways it might be used.
- 5 You'll fill out a skills checklist, to make sure you've completely understood the lesson.

Got a question? Just ask
Your tutors will be happy to work closely with you, to make sure you get the most out of each session.

WHAT ELSE CAN YOU LEARN?

Your journey to learning more about computers starts with the 20-hour Intel® Learn Easy Steps Basic Course. But there's plenty more you can learn, using self-help Activity Cards. For example, you can teach yourself how to:

- Use a printer
- Use a webcam
- Create a Facebook® account
- Download files from the Internet
- Make an online purchase
- Create a presentation
- Create a business card
- Play and upload videos on YouTube®
- Create a simple website.



'Our students love the structure and they love the visual prompts'

LEARN LOCAL MASTER TRAINER

WHAT WILL YOU GET OUT OF INTEL® LEARN EASY STEPS?

Every Intel® Learn Easy Steps course is slightly different, because we'll tailor it to each class's level of ability. But here's a guide to the type of things you can expect to learn.

Sample course

By studying

You'll find out

Introduction to computers	The different parts of a computer, what they do, and how to perform a few simple tasks.
Introduction to operating systems	How to use Windows*, the most popular operating system for computers.
Word processing	How to create documents like resumes, business letters and invitations.
Spreadsheets	How to create and update a household budget and keep track of your finances.
Multimedia	How to make presentations you can share with friends, family and work colleagues.
Introduction to Internet and email	How to search the Internet for information, or send email to employers, family members and friends.
Social media and small business skills	How to use a computer to promote and run a small business.
Final project (incorporating multiple technologies)	How to put together a portfolio of your work, and create one to showcase what you've learned.

**What do you want to learn?
Talk to your Learn Local provider
about what courses are available.**



READY TO GET STARTED?

Intel and Learn Local are proud to be able to help you discover computers and the online world. To enrol in Intel® Learn Easy Steps, contact your Learn Local Organisation at:



For more information about Learn Local education and training, visit www.acfe.vic.gov.au