

# Learning to use a computer



EasyRead version



Learning to use a computer can be fun. You can play games or look at funny videos.



Computer skills can also help you learn new things or get a job.



Here are five ways you can learn some **digital skills**.

Digital skills means knowing how to use a computer or tablet and how to look at the internet.



1. First, you can learn how to **navigate** the screen.

Navigate means moving the cursor around the screen using a mouse or a touchscreen.



You can practise using the computer mouse or touch screen by clicking on these links to open a game.

- [tinyurl.com/mousercise-practice](https://tinyurl.com/mousercise-practice)
- [tinyurl.com/mouse-control-games](https://tinyurl.com/mouse-control-games)
- [tinyurl.com/free-touch-games](https://tinyurl.com/free-touch-games)
- [tinyurl.com/bbc-bitesize-games](https://tinyurl.com/bbc-bitesize-games)



Making up **passwords**. Some websites ask you to make up a **username** and password. You can make a password safe by adding a letter, a number and a symbol like % or ^. You can have fun making up passwords and test them on this site:

[howsecureismypassword.net](https://howsecureismypassword.net)



It is important to keep your passwords private. Remembering passwords can be hard. Ask someone you trust to help you remember your passwords.



3. Some websites ask you to fill out an **online form**. An online form asks you questions such as your name and when you were born.



You can practice filling out online forms here:

- [tinyurl.com/digital-practice-form](https://tinyurl.com/digital-practice-form)



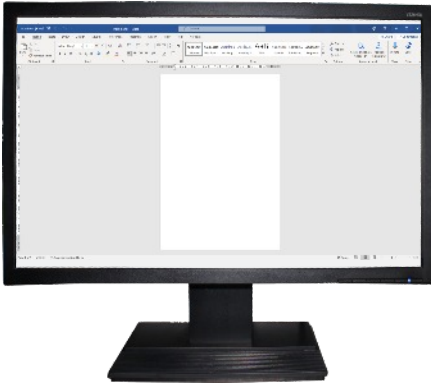
4. If you want to write a story or a letter, you can use a **programme** on the computer called Microsoft Word.



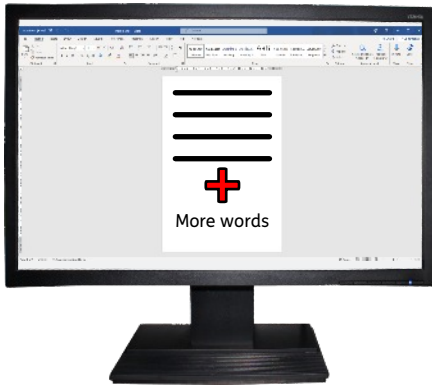
Have a look at this guide to learn about Word:

- [tinyurl.com/learn-about-word](https://tinyurl.com/learn-about-word)

You can learn how to:



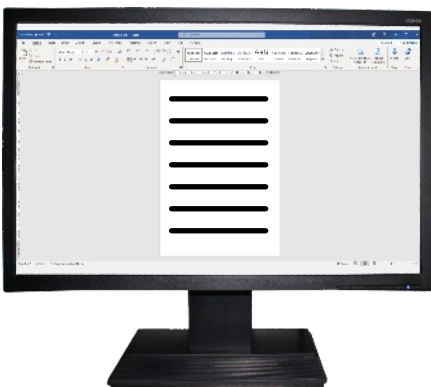
- Make, or create, a document, sometimes called a file.



- Add words (or text) to the file.



- Close and save your new file so you can look at it again or add more words to it.



- Open (go back into) your saved document.



5. If you would like to know more about planning for your future, there is information on the internet that can help you. One place you can look is this booklet:



- [tinyurl.com/my-kind-future](http://tinyurl.com/my-kind-future)



Here is some more information in EasyRead:

- [tinyurl.com/being-online-can-help](http://tinyurl.com/being-online-can-help)
- [tinyurl.com/getting-online-cheaply](http://tinyurl.com/getting-online-cheaply)
- [tinyurl.com/staying-safe-online-guide](http://tinyurl.com/staying-safe-online-guide)

## What the words mean

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**Digital skills:** knowing how to use a computer or a tablet to look at the internet.

**Navigate:** moving the cursor around the screen to open internet links.

**Online form:** asks you questions such as your name and when you were born.

**Password:** keeps your information private. Made up word using letters, numbers and symbols.

**Programme:** A list of instructions in the memory of a computer that helps tells it what to do. Everything a computer does is done by using a programme.

**Username:** can be your own name or something you make up.



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Ref ISL123 21. June 2021.

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