Digital essentials

Are you ready for learning at Herts?

To study at Herts, you will need to be able to use a laptop or desktop device to access learning resources, take part in activities and complete assessments.

If you answer yes to all of these statements, you should now use the **Get started with Herts digital checklist**, to make sure you are familiar with the key digital tools and ways of working at Herts.

ask.herts.ac.uk/digital-skills

If you answer no to any of these statements, you can:

• drop in to see the Technology Mentors in the College Lane or de Havilland LRC Study Success Hubs on Tuesday, Wednesday or Thursday between 14.00–17.00

• use the 'how-to' resources in the Digital Skills unit of the Herts Academic Skills site at:

go.herts.ac.uk/digital-essentials

Getting online

- I can connect a laptop to the internet using Wi-Fi settings and insert the password when required
- I can use search engines on laptop to find information and use search terms to generate better results
- I can open multiple tabs in my browser
- I can use a browser to navigate the internet, manage my settings such as cookie choices and enable accessibility settings, for example colours, fonts and languages to suit my preference
- I can locate the internet browser icon on a laptop and find a website
- I know what a URL or web address is and can edit the URL in the web address bar
- I can bookmark websites in my browser and navigate to bookmarked content
- I can navigate back or forward in my browser to view pages I have already visited

Using a laptop or desktop computer

- I can left click on a mouse or trackpad to select text or objects on a webpage
- I can double click on a mouse button or trackpad to open items such a file or use the Enter key to confirm actions
- I can right click on a mouse or trackpad to open additional menus on the screen
- I can scroll through a web page or document on a laptop or desktop by using a mouse or one finger and the sidebar, or by using two fingers on a laptop trackpad
- I can use the search option on a device to find and select software or applications that are already installed on the device
- I can install antivirus software on my device and keep it up to date and secure

Creating and managing files

- I can organise my information and content using files and folders on my device, in my OneDrive, or other suitable cloud storage
- I can use a keyboard to write sentences and paragraphs, including punctuation such as capital letters, full stops, brackets and quotation marks
- I can save files to my OneDrive or other suitable cloud storage, using a file name of my choice and retrieve them again
- I can use keyboard shortcuts or the mouse to copy, cut and paste content from a web page or document