



Digital essentials

Are you ready for
learning at Herts?

University of
Hertfordshire **UH**

To become more familiar with any of the Digital Essentials tasks;

Come to the Digital Capabilities Lab



L260, de Havilland LRC



10.00–13.00



Thursday 18–25 September and 2–9 October

Drop in to see a Technology Mentor in the College Lane or de Havilland LRC Study Success Hubs on Tuesday, Wednesday or Thursday between 14.00–17.00 from Tuesday 23 September until Thursday 18 December.



Everyone has a broad range of previous experience of digital learning before arriving at University. To study at Herts, you will need to use a laptop or desktop device, to access learning resources and activities, and to complete assessments.

If you would answer no to any of these statements, please access the in-person sessions listed on the front of the document, drop-in to see the Technology Mentors or use the 'how-to' resources in the Digital Skills unit of the Herts Academic Skills site at:

 go.herts.ac.uk/digital-essentials

If you answer yes to all of these statements, you should 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

Getting online

- I can connect a laptop to the internet using the Wi-Fi settings and insert the password when required.
- I can use search engines on laptop to find information and make use of search terms to generate better results.
- I can open multiple tabs in my internet browser.
- I can use an internet browser effectively to navigate the internet, use tabs and manage my settings such as cookie choices and accessibility settings, for example colours, fonts and languages.
- 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 or web address in the web address bar.
- I can navigate back or forward in my internet browser to view pages on the internet I have already visited.
- I can bookmark websites in my internet browser and navigate to bookmarked content.



Using a laptop or desktop computer

- I can use left click of a mouse or trackpad to place the cursor in a document and select text or objects on a webpage (such as buttons or toggles).
- I can use double click on the mouse button or on the trackpad to open items, such a file, or use the Enter key to confirm actions.
- I can install an antivirus software to my laptop device and keep it up to date and secure.
- I can use right click of a mouse or trackpad to open additional menus on the screen.
- I can scroll through a webpage 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.

Creating and managing files

- I can organise my information and content using files and folders on my device, or 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 webpage or document.

