

Introduction to Using a Computer Keyboard - Tailored Learning

| Course Name | Start Date | End Date | Site | Total Fees |
|---|------------|------------|---------------------|------------|
| Introduction to Using a Computer Keyboard - Ashby Hub - Tuesday Afternoon - Tailored Learning | 10/03/2026 | 31/03/2026 | Ashby Community Hub | 0.00 |

Course Description

Introduction to Using a Computer Keyboard

Content & Overview

This introductory, 4week course is perfect for absolute beginners who want to learn how to use a computer keyboard with confidence. In a supportive setting, you will learn how to find letters and numbers, type simple words and sentences, and use essential keys like Space, Enter and Backspace. With plenty of guided practice and no pressure, this course is ideal for anyone who is new to computers or wants to build their skills before moving on to other digital learning.

On this beginner friendly course, you will learn how to:

- Identify the main parts of a computer keyboard
- Find and type letters, numbers and punctuation
- Use essential keys such as Space, Enter, Shift and Backspace
- Type simple words and sentences with growing accuracy
- Correct mistakes and build good typing habits
- Apply your new skills to everyday tasks like writing short messages, lists and online searches

This course is designed for absolute beginners, with plenty of guided practice and support every step of the way.

Suitable for

Beginners to using a computer

Entry requirements

No previous IT qualifications. You must also be aged 19 years old or over.

Delivery Method

Delivery method

Face to face, in a class room environment

Progression route

Further digital courses such as:

- Intro to using a computer mouse
- Intro to using the internet
- Intro to using email
- Digital Skills for Beginners
- Moving on in Digital Skills

Disclaimer

When applying for this course, you must provide evidence to confirm eligibility for funding, proof of ID and full address. Applying for a course does not mean you are automatically enrolled. You must be 19+ on 31 August 2025 and a UK resident.

Our dedicated team will be happy to help – just call us on

01724 297146 or contact us on <https://northlincsadulteducation.co.uk/contact/>