

# Digital Literacy Resource Guide

**Goodwill Community Foundation (GCF):** GCF is an easily understood source for basic computer skills. Customers can begin with the very basic understanding of what a computer is capable of and move through basic skills and the internet. Visit [edu.gcfglobal.org](http://edu.gcfglobal.org).

### I want to...

Get started with computers  
 Learn Microsoft Office  
 Apply for a job  
 Improve my work skills  
 Design nice-looking docs  
 More...

### Basic Skills

Computers  
 Smartphones & Tablets  
 Typing Tutorial  
 Windows  
 More...

### Work & Career

Career Planning  
 Resume Writing  
 Cover Letters  
 Job Search and Networking  
 Business Communication  
 More...

### Creativity & Design

Graphic Design  
 Creativity  
 Photography  
 Image Editing  
 Photoshop  
 More...

### Microsoft

Office 2019 | 2016 | 2013  
 Word  
 Excel  
 PowerPoint  
 Access  
 Excel Formulas  
 More...

### Internet Skills

Internet  
 Online Safety  
 Social Media  
 Email  
 Search Better  
 More...

### Skills for Today

Adapting to Change  
 3D Printing  
 Wearables  
 Freelance Work  
 Personal Finance  
 Sharing Economy  
 Decision-Making  
 More...

### Core Skills

Math  
 Reading  
 Grammar  
 Language Learning  
 More...

### Google

Gmail  
 Google Docs  
 Google Sheets  
 More...

**NorthStar Digital Literacy:** Northstar Digital Literacy defines the basic skills needed to use a computer and the internet in daily life, employment, and higher education. Visit [digitalliteracyassessment.org](http://digitalliteracyassessment.org).

#### Standards for Essential Computer Skills

-  Basic Computer Skills
-  Internet Basics
-  Using Email
-  Windows
-  Mac OS

#### Standards for Essential Software Skills

-  Microsoft Word
-  Microsoft Excel
-  Microsoft PowerPoint
-  Google Docs

#### Standards for Using Technology in Daily Life

-  Social Media
-  Information Literacy
-  Career Search Skills
-  Supporting K-12 Distance Learning
-  Your Digital Footprint

# Digital Literacy Resource Guide

**MassHire Merrimack Valley Career Center:** Visit [masshiremvcc.com](http://masshiremvcc.com). Webinars include:

- Computer Essentials
- MS Word Essentials
- LinkedIn Essentials
- Tips in 30 Minutes – Zoom
- Tips in 30 Minutes – SkillBase

**MassHire Franklin Hampshire Career Center:** Visit [masshirefhcareers.org](http://masshirefhcareers.org)

- Digital Literacy Workshop/Webinar: *Digital Tech Skills, Part I and Part II*.

**Holyoke Community College offers the following:** *How to Work and Learn Online* offered through HCC's Kittredge Center for Business and Workforce Development, is a four-part workshop series that will be conducted in a live, interactive, streaming forum on May 5, May 7, May 12, and May 14, from 1:00 to 3:00 p.m.

Participants will learn how to navigate computer settings, create and organize files, and safely use the internet and digital communication tools such as Zoom. Sessions will cover best practices for being an effective online learner, including tips on study habits, expectations of online learning, and how to use Google Drive and other computer applications.

**MassHire Metro South West Career Centers (Norwood and Framingham):** Visit [www.masshiremsw.com](http://www.masshiremsw.com)

- Virtual beginner webinars for MS Word and Excel. The links below open the websites with descriptions and instruct customers to register for the event in February:  
<https://www.masshiremsw.com/event/ms-word-feb-16/>  
<https://www.masshiremsw.com/event/excel-fitness-level-1-feb-25/>

**Tech Goes Home:** Visit [techgoeshome.org](http://techgoeshome.org). Technology and internet training for low income students, families, adults, seniors and small businesses in Boston. TGH is available to bring their programs to other communities. Links to online learning resources about learning, work, play, living, cell/smart phone startup.

Visit [techgoeshome.org/school-community](http://techgoeshome.org/school-community). Free tutorials and documents explaining Chromebook and computer setups, Google and other apps, popular websites and more.

**Digital Learn:** Visit [digitallearn.org](http://digitallearn.org). Online tutorials on using a computer in English and Spanish.

**EveryoneOn.org:** Visit [everyoneon.org/digital-learning](http://everyoneon.org/digital-learning). Free online trainings on using the internet, getting started, internet safety, employment, education, links to local internet trainings in English and Spanish.

**Power My Learning:** Visit [powermylearning.org/learn/learning-games-activities/students](http://powermylearning.org/learn/learning-games-activities/students). Fun online games, videos, tools for digital learning for students, parents, and teachers. Can display in Spanish. Must register to use (free).

# Digital Literacy Resource Guide

**Harvard University/MassHire Skillbase Free Digital Literacy Resources:** Visit [skillbase.hks.harvard.edu](http://skillbase.hks.harvard.edu) or [skillbase.hks.harvard.edu/skillbase-cheatsheet](http://skillbase.hks.harvard.edu/skillbase-cheatsheet). Learn computer skills, digital work and job skills, and apply for a job.

**Operation ABLE:** Able beginnings program that is free for SNAP recipients.  
<https://operationable.net/snap-enrollment>

**Alison:** Visit [www.Alison.com](http://www.Alison.com) to search for free online computer classes.

**LinkedIn Learning:** Use the resources on [www.lynda.com](http://www.lynda.com). The website normally requires a paid subscription, but you can use their library of on-line training courses for free if you have a Boston Public library e-card. The card is free, and you don't have to be a Boston resident to obtain one. You will access [www.lynda.com](http://www.lynda.com) through the Boston Public Library website.

## Typing Tutorials

<http://www.goodtyping.com/default.htm>

<https://www.typing.com/>

<https://sense-lang.org/typing/>

## Learn How to Use a computer mouse

<http://pbclibrary.org/mousing/intro.htm>

**Additional resources, some with related data files (including Computer, Windows, Internet, and E-mail Basics; Access, Excel, Outlook, PowerPoint, and Word versions 2007 and newer; Software Development, Information and Cyber Security courses and certifications):**  
Microsoft Word, Microsoft Excel, PowerPoint, Access, Windows, Paint Shop Pro, SQL  
<https://www.tutorviacomputer.com/microsoft-word-2013-tutorial-free-online/>

Learn in Pictures: Microsoft Office, Google Suite, Web Skills  
<http://inpics.net/word2013.html>

Excel Exercises

<http://www.wiseowl.co.uk/free-exercises/excel-2010.htm>

Microsoft 365 Training

<https://support.office.com/en-us/article/Office-training-b8f02f81-ec85-4493-a39b-4c48e6bc4bfb>

# Digital Literacy Resource Guide

## Additional Digital Literacy Suggestions

- Search for training videos and tutorials on **YouTube**.
- Check out your local library. Some libraries offer computer classes.
- Check out your town's Adult Education classes. Many towns offer computer classes at a reasonable price.