Short term basic ICT course for small local producers

- **Basics of Windows computers.**
  This is for those with little or no previous experience in using a personal computer.
- **Creating and Sharing Documents**
  Learn the basics of how to create and edit documents in Microsoft Word, then email them as attachments.
- **Secure Internet**
  Use Stay safe online and learn the basics of secure internet use e.g. secure forms, possible scams, protecting your identity, strong passwords, spam and more.
- **Browse and use the Internet**
  Learn how to access and use the internet, covering the basics of websites, searching and navigating the online world.
- **Email**
  Introduction to email, including the basics and setting up a new Gmail account. Introductory session for those with a recently opened email account. Learn how to send and receive email, attachments and other features - plus email etiquette.
- **Google**
  Learn how to make the most of Google with search tips to find exactly what you are after, plus exploring extra features such as Maps, Streetview, Books, News and Translate.
- **Online Shopping**
  How does online shopping work? Learn about the options for buying online, where to look for bargains, how payments work, and how to keep yourself safe.
- **Social Media - Facebook**
  Get setup on the world's largest social network. Create a new account, find friends and learn the basics of using Facebook.
  Learn more for those with existing Facebook account, learn more about the next level of Facebook features as well as privacy settings.
- **How to sale regional products on the internet**
  Good practice of promotion and selling products on the internet. Can I do it by myself?
  http://serowarpodlaski.pl
  https://smakujlokalnie.pl/
  http://www.lokalninaturalni.pl/