L4L Digital Skills Content Overview

Learn more about using digital tools to get things done online! You will work through scenarios and activities to make decisions and troubleshoot in each unit.

- Take Course 1 to learn basic digital skills, then do Course 2, 3, 4, or 5 in any order!
- Each unit is an hour or less.
- Receive optional text messages with digital tips and tricks.

Course 1: Introduction to Digital Skills

Unit 1: How to Sign Up for Email - English, Spanish, English Language Learners (ELL)
Learn how to create an email account and a strong password.

Unit 2: How to Download an App - English, Spanish, ELL
Learn how to find and download apps, and troubleshoot a forgotten password.

Unit 3: How to Navigate the Internet - English, Spanish, ELL
Learn how to do a quick online search using a web browser.

Unit 4: Using Links to Connect to the Internet - English, Spanish, ELL
Learn when and how to click on links to do tasks online, like joining a meeting with a child's teacher.

Unit 5: Finding Information Online- English, Spanish- NEW
Learn a 5-step process to improve online search results and get the type of information you need faster.

Course 2: Work

Unit 1: How to Use a Job Search Website - English, Spanish, ELL
Get started with a popular job search website. Learn how to quickly find the best job postings for you.

Unit 2: How to Fill Out an Online Job Application - English, Spanish, ELL
Look at different examples of online applications and troubleshoot common issues with online forms.

Unit 3: How to Use and Manage Your Email Inbox - English, Spanish, ELL
Explore tips for sending and receiving emails, and using your email inbox during the job search.

Unit 4: Intro to Google Docs- English, Spanish- COMING SOON
Get started with word processing with a free tool. Learn how to get to, create, edit, and save a document, and the basics of document organization.

Unit 5: How to Use Google Docs Templates to Create a Resume- English, Spanish- COMING SOON
Learn how to create and customize a resume with Google Docs by using features such as: cut, copy and paste, undo and redo, font styles, and more.

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Unit 6: - Intro to Google Sheets- English, Spanish- COMING SOON
Learn how to create a spreadsheet for making lists, budgeting, and more. Get started using features such as: merging and formatting cells and adding a formula.

Unit 7: Intro to Google Slides- English, Spanish- COMING SOON
Learn how to create and customize a slideshow for presentations by changing themes, adding text boxes, duplicating slides, and more.

Unit 8: How to Send Your Google Files in an Email - English, Spanish- COMING SOON
How can you share your professional or personal work with others? Learn how to add your work as an attachment or a link to your email, and safety tips for sending and opening attachments in email.

Course 3: Health and Social Services
Unit 1: How to Find and Use Information on a Portal - English, Spanish, ELL
How can signing up for a website for a doctor, agency, or school save you time? Find the answer and look at different areas of websites to find information.

New units coming soon!

Course 4: Online Banking
Unit 1: Online Banking Uses and Benefits - English, Spanish, ELL
Learn how to safely bank online, including how to securely send money and check your account balance.

Course 5: Social Media
Unit 1: Intro to Social Media - English, Spanish- NEW
Learn about popular social media apps and their essential features, such as: DMs, public posts, and profiles.

Unit 2: Privacy and Social Media - English, Spanish- NEW
Learn tips to keep you and your family safe online, including how to change privacy settings on your social media accounts.

Unit 3: Social Media and Mental Health - English, Spanish- NEW
Learn about how cyberbullying, bad news, and comparisons on social media can impact mental health. Explore ways you can protect yourself and your loved ones.

Unit 4: Identifying Red Flags on Social Media- English, Spanish- NEW
How can you tell what to trust, when to check another source, or when to just ignore something you see on social media? Learn strategies for verifying the information you read to keep safe online.

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