

Program Name	Technology Strategies for Working Remotely
Level	N/A
Pre-Requisite(s)	N/A
Recommended WPE Programs To Have Completed Prior to Starting this Program	N/A
Total Hours	40
Description	This program is ideal if you want to gain a basic understanding of the operation of a computer and other devices such as tablets and phones as tools to help you operate remotely. From being able to identify basic features of these devices and knowing which security measures to put in place to hosting meetings online, working with various types of documents, and navigating email, Technology Strategies for Working Remotely will help you gain skills and confidence for working with others online.

Learning Outcomes:

- Explain the purpose of the key components of a computer
- Identify the basic features of a desktop/laptop, tablet, and phone
- List the key security measures for working remotely
- Identify the elements of the screen, standard toolbars and ribbon tools
- Host a meeting via Zoom, Microsoft Teams and Google Meet
- Demonstrate how to work with templates, editing tools, copy and paste options
- Demonstrate how to use simple formulas, functions, and basic spreadsheet operations
- Work with documents by navigating and editing files online and offline
- Print and share files remotely
- Set up, navigate, send, and receive messages
- Insert tables, graphics, and images into emails
- Use folders and rules for better email organization
- Work with calendars
- Use OneNote for notes and organizing ideas
- Use Microsoft To Do to stay organized and complete tasks

Standard Topics:

- Orientation to devices online and offline - computer, tablet, and phone
- Desktop basics
- Computer and Internet security
- Navigating the Internet (including downloading images and files)
- Managing documents remotely
- Managing spreadsheets remotely
- Using presentations remotely
- Electronic file management
- Email fundamentals
- Strategies for effectively working with others remotely