

What are you interested in learning from Stepping UP? - please tick on the survey any topics that interest you

**Digital steps for work**

**Design – creating documents**

- setting up a newsletter
- designing cards
- designing invitations
- designing posters

**Office skills – using computers**

- file management and searching for files
- typing skills
- minutes and agendas
- file formatting and templates

**Computer WOF**

- learn about viruses and how to protect your computer
- internet security – keeping your family safe
- ergonomics – making sure your computer and chair is set up correctly

**Finances – keeping track of finances**

- budgets (Excel)
- online banking and bill payments
- accounting programmes e.g. Xero

**Applying for work**

- writing a CV
- covering letters
- applications, forms and tests online
- online interviews

**Microsoft skills –next steps**

- Excel - formulas
- Word - mail merges, spell check, track changes etc.
- PowerPoint
- Office - booking meetings

**Digital communications – for work**

- emailing and sending attachments
- sharing documents online
- creating email lists
- wikis
- blogs

**Online research**

- search engines and internet searches
- maps and driving directions
- online encyclopaedias e.g. Wikipedia and Te Ara
- evaluating resources and information for accuracy and usefulness

**Buying and selling online**

- understanding risks and commitments
- using online auctions e.g. Trade Me
- ordering online and price comparisons

**Other – please specify**

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**Digital steps for home**

**Pictures and videos – sharing and enhancing your photos and home videos**

- managing photos with Office Picture Manager
- sharing photos using online applications
- scrapbooking electronically
- YouTube
- video editing with Windows Movie Maker

**Entertainment – watching and creating TV, music and videos**

- accessing podcasts
- TV online
- downloading music, ipods
- using music software
- recording sounds

**News – accessing information locally, nationally and internationally**

- newspapers online
- radio online
- alerts

**Homework – tricks and tips to help your kids with schoolwork**

- School projects
- designing posters
- researching and finding information with the Internet e.g. Any Questions, Studyit
- writing assignments e.g. formatting, layout, inserting pictures etc.

**Keeping in touch – communications with family and friends**

- emailing and sending attachments
- creating email lists
- Skype and MSN
- social networking sites e.g. Facebook and Bebo
- blogs e.g. Twitter

**Other – please specify**

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