



Digital Diary

Name:

Welcome to Digital North Lanarkshire!

We're so glad you've taken the first step in improving your digital skills and hope that you benefit from the many opportunities technology and the internet can bring.

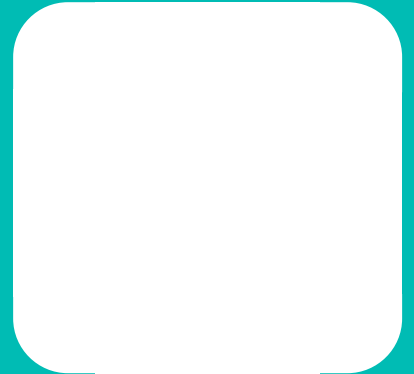
This diary should help you keep track of the fantastic progress you make, and remember there is a whole network of organisations across North Lanarkshire ready to help you get the most out of digital!

Find all the info you need at:

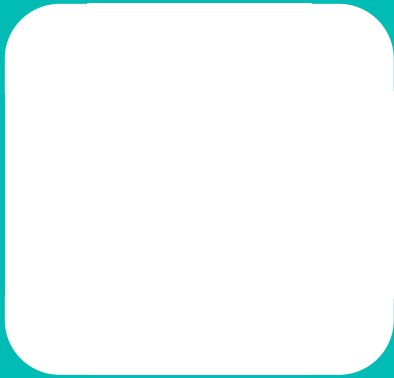
www.digitalnl.co.uk

Digital NL Bronze

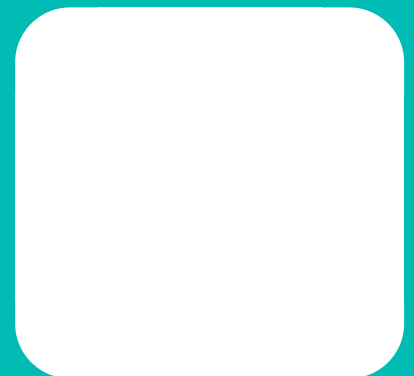
**1: Demonstrate
how to switch on
the device**



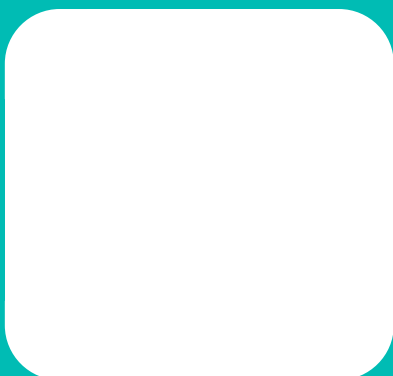
**2: Demonstrate how
to use the keyboard
/ screen**



**3: Operate the mouse
/ input device**

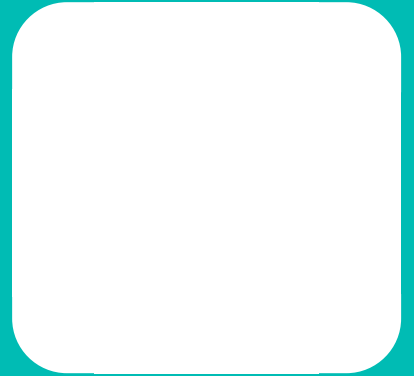


**4: Connect to the
internet via Wi-Fi**

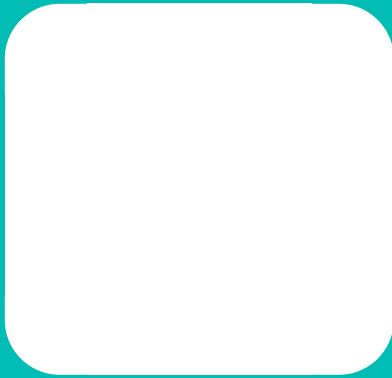


Digital NL Bronze

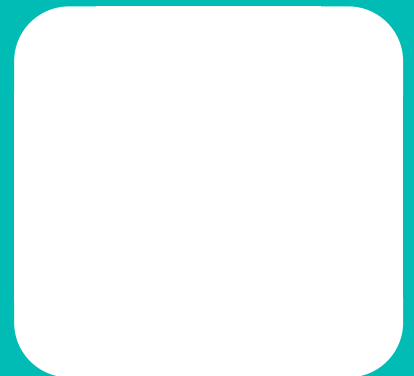
5: Set up an email account



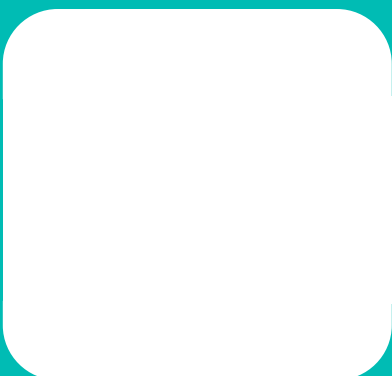
6: Show how to search the internet under supervision



7: Display basic understanding of digital terminology



8: Recognise the importance of internet safety



Congratulations on completing Digital NL Bronze!



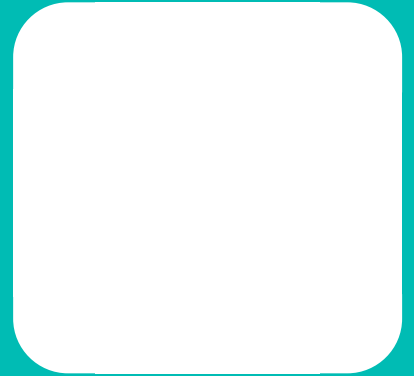
Tutor Comments:

Tutor Name:

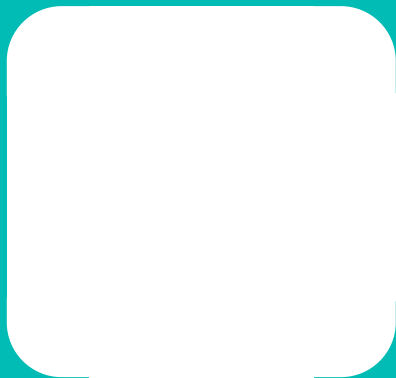
Date:

Digital NL Silver

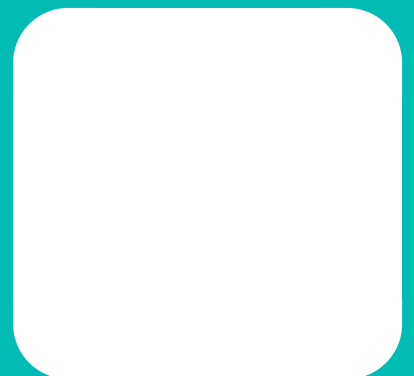
**1: Making the most of
a search engine**



**2: Use a search engine
to find information
on a topic**

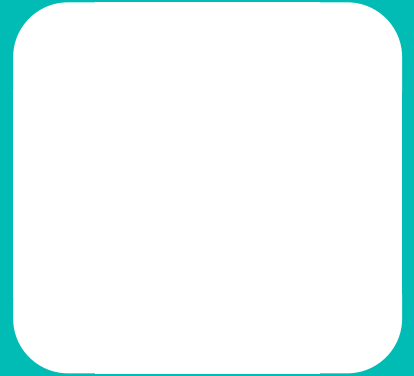


**3: Recognise the
importance of
internet safety**

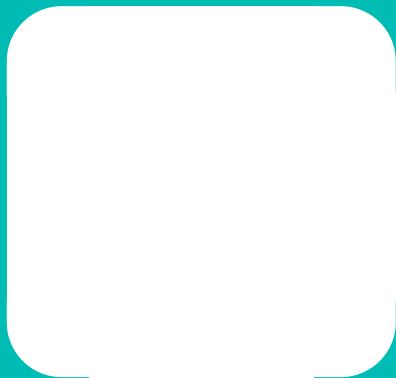


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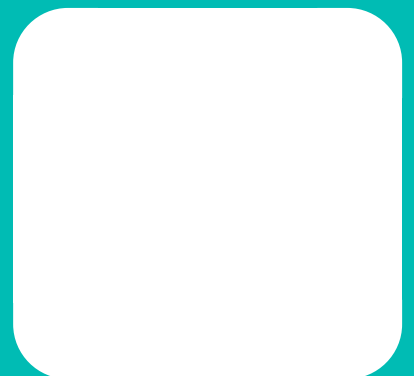
**4: Carry out a task
to narrow an
internet search**



**5: Communicate
information found
using basic tools**



**6: Show how to set up
a secure password**



Congratulations on completing Digital NL Silver!



Tutor Comments:

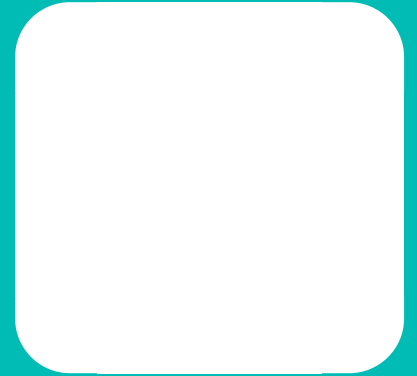
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Tutor Name:

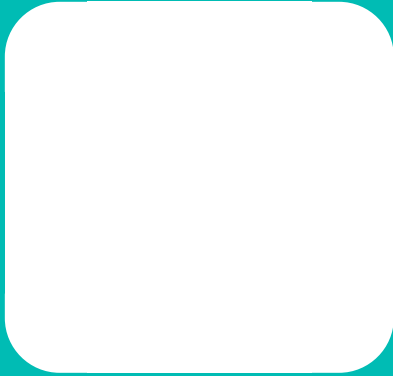
Date:

Digital NL Gold

**1: Demonstrate
how to find a
printing device**



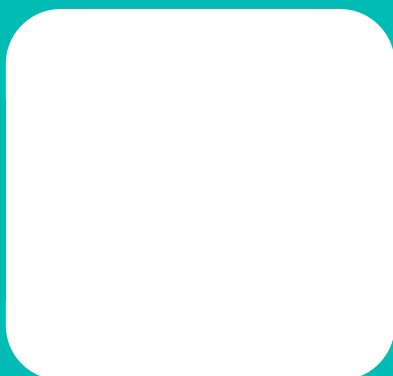
**2: Connect to a
printing device**



**3 & 4: Show how to
attach a document
to email and send**

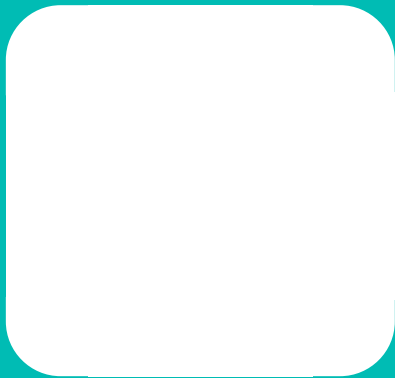
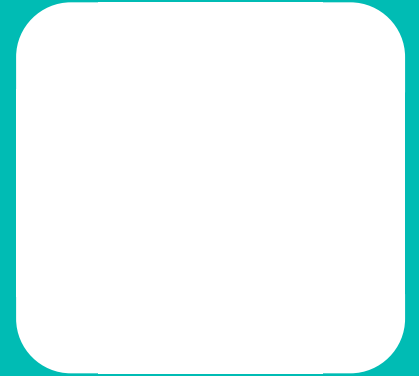


**5: Create word
processing & excel
documents**



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6: Navigate word processing & excel documents



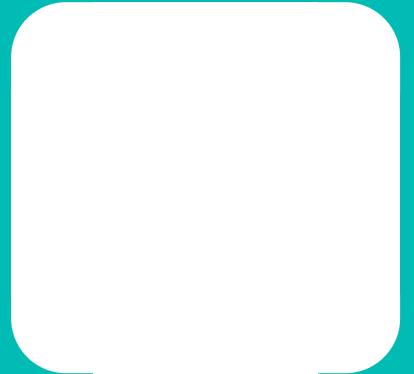
7: Display how to copy and paste text

8: Print your work!

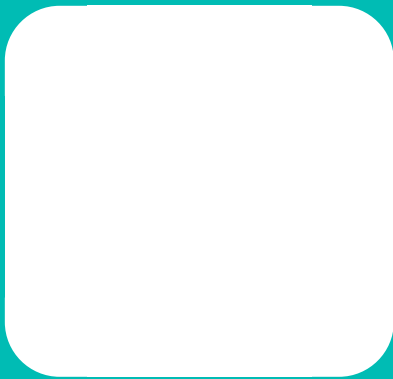


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9: Create a social media account



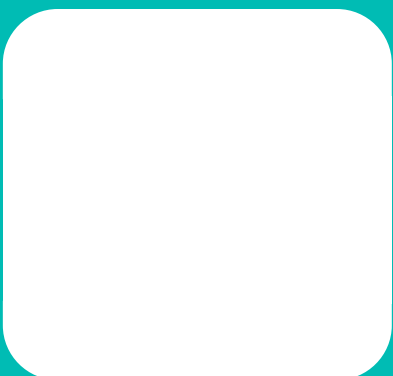
10: Demonstrate how to search for social media



11 & 12: Communicate with family & friends on social media



13: Getting to know online files and folders



Congratulations on completing Digital NL Gold!



Tutor Comments:

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Tutor Name:

Date:

Well done for completing the Digital NL course!

Wondering where to go from here?

**There are organisations around
North Lanarkshire and online who
can help you move forward in the
digital world!**

- **New College Lanarkshire**
www.nclanarkshire.ac.uk
- **Your NL Community**
www.yournlcommunity.com
- **Learn My Way**
www.learnmyway.com
- **Google Digital Garage**
learndigital.withgoogle.com

Digital NORTH LANARKSHIRE

Supported by:

New College
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North Lanarkshire
**Community Learning
& Development**
Partnership

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