



This is to certify that

has completed the following Exercises

About IT

- Mouse and keyboard skills
- Basic IT tasks
- Using the internet

eCommerce

- Look for information/
- entering personal data/
- buying a TV

Leisure & Entertainment

- Booking a ticket online
- Playing a music video
- Looking up sports results

Work

- Filling in an online CV

Communications

- Email and attaching
- Sign up to Hotmail
- Join an online forum
- New Group
- Subscribe to an
- online newsletter
- Instant chat/messaging

Active Citizenship

- Your local area

Tutor Signature