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Tools and Resources for Trainers

How to Use These Resources

Welcome! This site contains all the elements you will need to facilitate a DigitalLearn module or design your own!

These resources are free for you to use and modify as you see fit.

Materials are also available in Spanish. Click on "Spanish Materials" to access those resources.

Course Materials

Select a course below to view and download the supporting materials.

Supporting materials vary by course but typically contain:

- Instructor's Guide/Design Document
- Activity Sheet
- Handouts
- PowerPoint Presentations
- Practice Files

With these resources and a bit of preparation and practice, you will be ready to teach any of our classes in no time!

English Materials

Spanish Materials

Computer Basics

Internet Basics

Learn about search engines and internet and navigating around websites.

This module was made possible by AT&T

Video Conferencing Basics

Learn how to set up and participate in a video conference using Zoom.

This module was made possible by AT&T

Cybersecurity Basics

Learn how to be safe online with accounts/passwords and avoid frauds/scams

Computer Basics- macOS 11

Learn applicable basic skills in operating systems for the macOS.

This module was made possible by AT&T

Email Basics

Learn how to set up and use a Gmail email account.

This module was made possible by AT&T

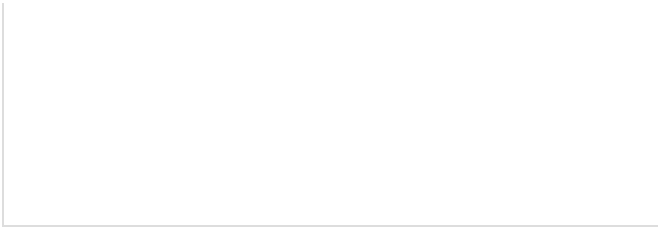
Computer Basics- Windows 10

Learn the basic of using a PC with the Windows 10 operating system.

This module was made possible by AT&T

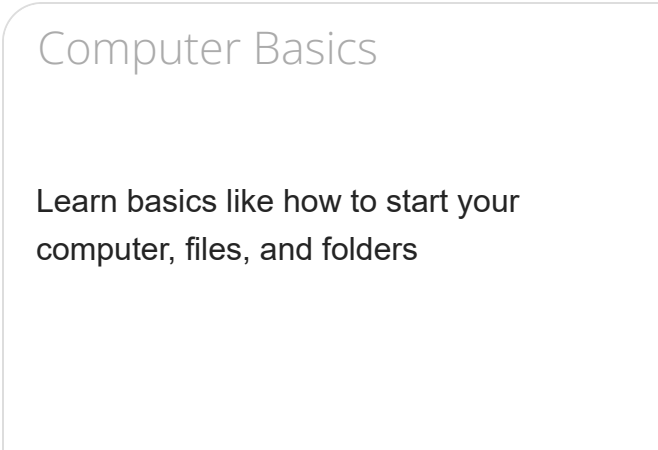
Getting Started with Telehealth

Learn the basics of telehealth



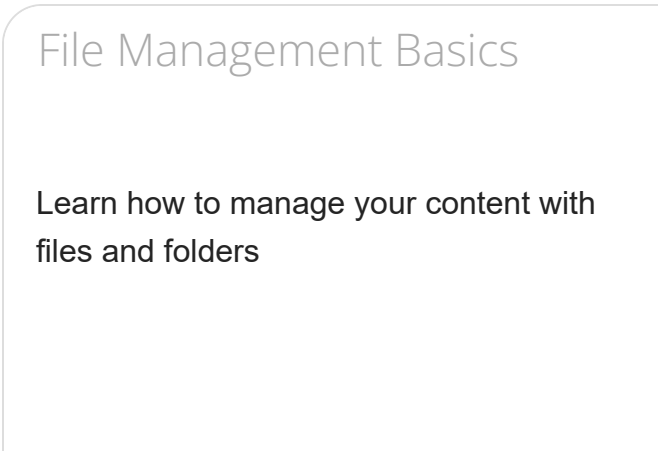
Computer Basics

Learn basics like how to start your computer, files, and folders



File Management Basics

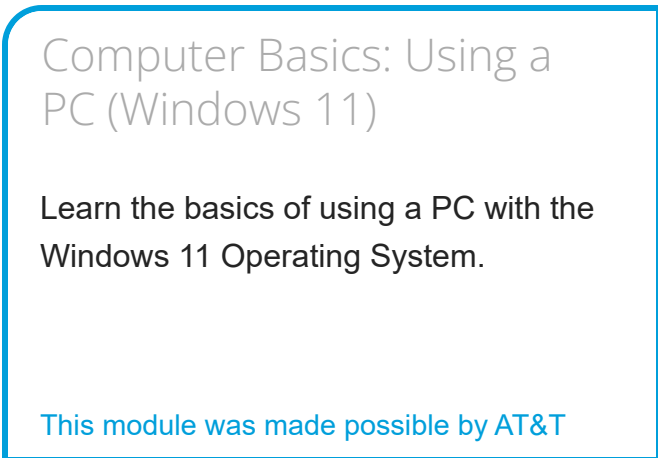
Learn how to manage your content with files and folders



Computer Basics: Using a PC (Windows 11)

Learn the basics of using a PC with the Windows 11 Operating System.

This module was made possible by AT&T



QR Code Basics

Help newly connected users build confidence using QR codes.

This module was made possible by AT&T

Tablet Basics

Mobile Device Basics-Android

Learn features and functions of an Android tablet and mobile devices.

This module was made possible by AT&T

Mobile Device Basics-iOS

Learn features and functions of an iOS tablet and mobile devices.

This module was made possible by AT&T

Working with Apps

Learn about some of the best apps available on your tablet

Microsoft Tools: 2010

Windows 10: Basic

Learn how to use Microsoft's latest operating system, Windows 10

Windows 10: Intermediate

Learn more about Windows 10

2010 Excel: Basics

Learn about using Microsoft Excel to work with numbers and other data

2010 Excel: Charts & Graphs

Learn how to display numbers and data sets in chart or graph format

2010 Excel: Formulas & Functions

Learn how to use formulas to calculate totals, percentages, and more

2010 Excel: Working with Tables

Learn to create tables and pivot tables, sort and filter data, and more

2010 Excel: Advanced Topics

Learn more advanced tips and tools in
Microsoft Excel

2010 PowerPoint: Basics

Learn how to use PowerPoint's basic
features to create presentations

2010 PowerPoint: Special Effects

Learn how to add shapes, logos or
pictures, animate objects, and more

2010 Publisher: Basics

Learn to use Publisher to create flyers,
greeting cards, calendars, etc.

2010 Publisher: Enhancing Your Docs

Learn how to create your own Publisher templates

2010 Word: Basics

Learn how to create text-based documents using Microsoft Word

2010 Word: Formatting Documents

Learn how to format and align text, apply bullets/numbers, and more

2010 Word: Editing Tools

Learn to use Word's built-in editing features like cut and paste, and more

2010 Word: Tables, Images & Graphics

Learn how to use tables, borders, backgrounds, and WordArt

Google Tools

Google Drive

Learn about Google Drive for uploading, organizing, and sharing files

Intro to Google Tools

Learn about Google's tools for communication, productivity, and more

Gmail Basics

Learn to create a free Google Gmail email account and use its features

Google Chrome

Learn how to use and personalize the Google Chrome browser

Google Docs

Learn about Google Docs for creating, editing, and sharing documents

Google Sheets

Learn how to create and manage spreadsheet data with Google Sheets

Google Slides

Learn how to create visual presentations and slides with Google Slides

Google Calendar

Learn how to use Google Calendar to keep track of upcoming events and more

Google Forms

Learn to use Google Forms to create questionnaires, surveys, and quizzes

Social Media

Facebook: Basics

Learn about profiles, messages, posts and adding content to Facebook

Facebook: Getting Started

Learn how to build your profile, add friends and share content

Pinterest: Basics

Learn how you can use Pinterest to share recipes, craft ideas, and more

Pinterest: Getting Started

Learn how to build your collection of pins/boards, follow others, and more

More Websites & Apps

Best Travel Apps

Learn how to use travel apps like Priceline, Trip Advisor, and more

Craigslist Basics

Learn how to use Craigslist, a classified ad site, to buy, sell, and trade

Cut the Cable Cord

Learn how to get rid of cable tv in favor of using Netflix, Hulu, and more

Health & Wellness Apps

Learn about some of the best health and wellness apps

iMovie Basics

Learn the basics of Apple's premier video editing software, iMovie

eBay Basics

Learn how to navigate and buy merchandise on eBay

Selling on eBay

Learn how to sell items online through eBay auctions

What Do I Read Next?

Learn how to use Goodreads and
Novelist apps

Job & Career

Resume Basics

Learn how to create a resume

Customizing Your Resume: Part 1

Learn about resume types, formatting,
language, headings, and more

Customizing Your Resume: Part 2

Learn how to highlight your skills,
experience, and education

Acing Your Job Interview (Updated)

Learn how to prepare for a job interview.

LinkedIn

LinkedIn: Basics

Learn about the main professional
networking site, LinkedIn

LinkedIn: Getting Started

Learn how to create your LinkedIn profile, add contacts, and more

LinkedIn: Tips & Tricks

Learn how to use LinkedIn to enhance your online presence

Other

Course Templates

Use our templates to design your own classroom materials

PC Hardware

Computer Maintenance Basics

Learn how to improve your computer's performance, speed, and stability

Mouse & Keyboard Basics

Learn different ways to click, use special keys and navigate the keyboard

All About Computers

Part one of a the three part series, Build Your Own PC

Disassembly & Re-assembly

Part two of a three part series, Build Your Own PC

Troubleshooting

Part three of a three part series, Build Your Own PC

Youth Computer Take Apart

Kids will explore computer hardware basics in this hand-on class

Creating Online

Coding: HTML Basics

Learn how to manage the appearance of websites with HTML

Coding: HTML & CSS Basics

Learn about the relationship between HTML and CSS

Coding: CSS Beyond Basics

Learn more advanced techniques for styling your web page with CSS

Weebly Basics

Learn how to use Weebly to create your own website

WordPress: Creating Your Website

Get your first website up and running in 5 easy steps using WordPress

WordPress: Designing Your Website

Develop the navigation, style, and layout of your website

WordPress: Adding Function to Your Website

Learn how to use Jetpack with Wordpress to add contact forms and more

Canva

Canva has all the tools you need to design graphics for projects.

Accounting Apps

QuickBooks: Getting Started

Learn how to set up a company, work with accounts, etc.

QuickBooks: Basics

Learn about QuickBooks' accounting software for small businesses

QuickBooks: Working with Items

Learn how to work with QuickBooks' Items module

QuickBooks: All About Customers

Learn how to add, edit, delete, credit customers and more

QuickBooks: All About Vendors

Learn how to add, edit, delete, pay vendors and more

QuickBooks: Wrap Up & Reports

Learn about journal entries, bank accounts, reports, etc.

Microsoft Tools: 2013

2013 Excel: Basics

Learn about using Microsoft Excel to work with numbers and other data

2013 Excel: Charts & Graphs

Learn how to display numbers and data sets in chart or graph format

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Learn how to create your own Publisher templates

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2013 Word: Formatting Documents

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2013 Word: Editing Tools

Learn how to use features like cut and paste, spell check, and more

2013 Word: Tables, Images & Graphics

Learn about tables, borders, backgrounds, and WordArt

Digital Connections Video Series (6-8th Grade)

Connecting with Balance: Digital Habits

Digital habits and learn tips to find balance on and offline.

Connecting with Kindness: Online Relationships

Navigating Online communication

Connecting with Kindness: Digital Drama

Helpful and supportive ways to manage digital drama and Cyberbullying.

Connecting with Vigilance: Cyber Safety

How to keep personal information safe online and not fall prey to scams.

Connecting with Vigilance: Online Misinformation

How to navigate the world of misinformation

Connecting with Purpose: Digital Footprint

Is what we do online a reflection of who we are and who we want to be?

Digital Connections Introduction

Very brief overview of video series.

Microsoft Tools: Windows 11

Windows 11

Learn Windows 11

Instructional Design Training

Designing DigitalLearn
Courses

Learn about creating e-learning content
for DigitalLearn and general best pra...

Templates to Make Your Own Materials

Design Your Own Digital Literacy Classroom Mate...

Use our templates to design your own classroom materials. When you're finishe...

Contribute to DigitalLearn

Share your materials, ask questions, or make su...

Do you have great training materials?
Ideas for DigitalLearn's modules?
Conta...

Additional Resources

Tech Skills Checklist

A tool for Public Library Supervisors & Staff to Evaluate their Tech Skills

Connect on Social Media

Follow DigitalLearn on Facebook

LEARN MORE

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[Bibliography](#)

[Contribute to DigitalLearn](#)

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[Tech Skills Checklist for Public Library Supervisors and Staff](#)

[Contact Us](#)

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