



The Make It Click Project – Example learning opportunities

Learning how to create a CV and present yourself well to employers

Getting to know the basic features of Microsoft Word and Google Docs, including how to format, manage and share documents.

Working from home for the first time.

Exploring video tools for online meetings, apps for managing projects, and tips on how to adapt to remote working.

Understanding why online security is important and what you can do to make sure your information is safe

Learning how to create simple presentations or start working with advanced features, such as images and animations

Get to grips with the main social media sites, including how they work and which are right for you. From Twitter to Facebook and the more career-focused LinkedIn, you'll find what you need to get started.

Learn how to get your small business online and start selling products or services to customers.