



trainwest
training your future



Digital Skills Workshop

Empower Yourself in the Digital Age!

Are you ready to build confidence, refresh your digital skills and take the next step in your learning journey?

The Digital Skills Workshop develops the essential digital skills needed for success in your Trainwest course.

Whether new to technology or looking to boost existing skills, this workshop offers hands-on support, helping you feel prepared and empowered.



Course Overview

The **Digital Skills Workshop** allows students to develop their digital skills to prepare them for their Trainwest course.

This workshop is responsive to students' needs and builds upon existing skills and knowledge. It is also an opportunity for students to refresh their skills and support engagement in upcoming enrolments.



Recommended For

This workshop is available to students enrolled in, or will be enrolling in, any Trainwest training course.



Course Structure

This workshop covers the following topics:

- Using computer hardware and connecting to other hardware (e.g. mouse, keyboard)
- Navigating the desktop
- Performing desktop functionalities, such as:
 - Connecting to Wi-Fi
 - Using the internet
 - Keyboard shortcuts
 - Working with other documents and functions
 - Storing and organising files and folders
- Introduction to software and other desktop applications and their basic features:
 - Email applications
 - Word
 - Excel
 - PowerPoint
 - Teams
 - Canvas and EndNote
- An overview of eSafety
- Using your phone to create content.



Delivery Modes

This workshop is delivered through face-to-face training. Attend 1 day of classroom training with practical training and supported post-workshop self-study (optional) delivered at our Trainwest Training Centre.



Course Duration

This workshop is delivered over one (1) day, 8:30am to 4:00pm.



Course Outcome

Upon completion, students will receive a Certificate of Attendance.



Course Requirements

To be eligible for this course, students must meet the following course requirements:

Prerequisites

- Enrolled, or enrolling, in a Trainwest course.

Student Resources

Students need to have the following resources:

- Laptop with Wi-Fi capability, a USB port and Microsoft Office.



Course Fees

Tuition Fee	\$200 (including GST)
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Next Step

Ready to enrol?

Visit our website to view upcoming course dates and submit an enrolment application. Scan the QR code or [click here](#) to get started.

Need more information?

Contact our Support Services Team if you have any questions.



Training Hours

8:30am to 4:00pm



Training Location

[Level 1, 23 Abbott Road, Perth Airport, WA 6105](#)

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Enrol Now!

Contact Us



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trainwest.com.au