

Developing your Information Communication Technology (ICT) skills

Used in conjunction with the *Information Communication Technology (ICT) skills for students*, this document will give you links to a range of resources to help you develop your ICT skills for use at university.

General computing

- Training for those very unfamiliar with computers is available through the Essential IT skills program, offered as an option in the UniStart enabling program, held at the beginning of each semester. Contact the Flexible Education Unit for details, ph: 03 6226 1905.
- To improve your mouse skills, try the games at <http://www.scatty.com/games.html> particularly *Ants* and *Check box challenge*
- To improve your keyboard skills try the typing tutor *jsKeyboard* at <http://www.southwest.com.au/%7Ejfuller/keyboard/jskeyboard1.htm>
- If you have some computing skills and would like to improve these, use **IT Training Online** available at http://www.utas.edu.au/it_training/
- The International Computer Driver's Licence tutorials are very good, particularly *3 Using the computer and managing files*
- For information on both Mac and PC's use the **IT Training Online Operating Systems** link to select the appropriate operating system tutorial for your needs.

Usernames / Passwords

- Use the Help Sheet – *Usernames and passwords* – available from the Service Desk website
- For password problems phone the Service Desk.

File Management

- Use the Help Sheet – *File Management* – available from the Service Desk web page.
- Use the **IT Training Online** tutorials available at http://www.utas.edu.au/it_training/
- The International Computer Driver's Licence tutorials are very good, particularly *3 Using the computer and managing files*

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- For information on both Mac and PC's use the **IT Training Online** *Operating Systems* link to select the appropriate operating system tutorial for your needs.

Word Processing

- Use the **IT Training Online** tutorials available at http://www.utas.edu.au/it_training/
- The International Computer Driver's Licence tutorials are very good, particularly *4 Word Processing*
- For information on particular versions of Microsoft Word use the **IT Training Online** *Microsoft Office* link to select the appropriate version of Word for your needs, and then check through the various modules to find the one that is appropriate for your needs.

Email

- Use the Help Sheets – *How to Access Web Mail, Use Web Mail and Web Mail Attachments and other Features*, available from the Service Desk web page.
- You can access Web Mail from the Current Students webpage
- For email problems phone the Service Desk.

Internet (World Wide Web)

- The Library web page has some very useful sections on Searching the web. From the Library web page click the *Information Resources* button and under Web Resources look at *Searching the World Wide Web, Search Engines* and *Web Directories*.
- Use the **IT Training Online** tutorials available at http://www.utas.edu.au/it_training/
- The International Computer Driver's Licence tutorials are very good, particularly *8 Information and Communication*
- For information on Internet Explorer 6 use the **IT Training Online** *Internet Explorer 6* link and choose the topics that interest you.

WebCT and WebCT Vista

- From the Current Students web page, select *Learning Online*, this site provides information about both WebCT and WebCT Vista
- For WebCT and WebCT Vista problems contact the Service Desk.

Library

- The University Library provides training in using Library resources through the UniStart enabling program at the beginning of each semester and workshops throughout the year. Contact the Library for details.
- The Library web page <http://www.utas.edu.au/library> has a range of helpful information on using the Library's online resources. Just follow the links from the Library web page.
- The Library communicates with students via email. Any communication about requests, overdue books etc will be sent to your university email address.
- To find the phone number of your university Library branch, from the Library web page click the *Contact* link at the very top of the window.

Printing

- Use the help sheet – *Using CaPS* – available from the Service Desk web page
- Using your “new” student or staff id card, you can deposit money into your CaPS account at the Service Desk at the Morris Miller, Launceston Library or the Administration Office at the Cradle Coast Campus (EFTPOS only). Alternatively you can use coin machines in library branches or the Cradle Coast Campus, Information Resources area. Deposits to CaPS accounts are also accepted at the Contact Centre in Hobart, Entrepot Art Supplies Hunter St and the Student Association Office in Launceston.
- For printing problems contact the Service Desk.

More information

Please contact the Service Desk.

Website: <http://www.utas.edu.au/servicedesk>

Telephone: 1818 (on campus) or 1300 304 903

Fax: 6226 7669

Email: ServiceDesk@utas.edu.au