

# Digital Skills Clusters

These Digital Skills Clusters are filled with resources to connect adults in your community with the digital skills they need in everyday life. Feel free to copy and paste these resources onto your library website, or use them as inspiration to develop a new library service offering.

Email Amanda Sweet ([amanda.sweet@nebraska.gov](mailto:amanda.sweet@nebraska.gov)), the Technology Innovation Librarian with the Nebraska Library Commission, with any questions or recommendations for resources to add to the Digital Skills Clusters in this document.

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## Digital Skill Categories

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# Looking for a New Job?

## Find & Apply for Jobs Online

[Job Search & Networking \(GCFLearn\)](#): Learn how to find jobs online, network, identify your skills, and what to do if you have a criminal record.

[8 Popular Job Search Engines for 2024 \(Coursera\)](#): Expand your job search by finding the best search site to meet your goals.

[Applying for Jobs \(GCFLearn\)](#): Learn about cover letters, interviewing skills, job applications and resume writing. Try this tutorial from GCFLearn to [get started with Indeed](#).

[Learn to Job Search with Indeed \(Coursera\)](#): Find the latest courses to help you with your job search, interview skills, and applications. Most courses can be audited for free.

[Create a Resume & Cover Letter w/ Google Docs \(Coursera\)](#): Use Google Docs, a free online word processor to make your resume and cover letter. The guided project is free as well!

## Improve Your Resume & Cover Letter

[Resume Writing \(GCFLearn\)](#): Try the YouTube playlist or the written guide to build a resume.

[Cover Letters \(GCFLearn\)](#): Try the YouTube playlist or the written guide to write a cover letter.

[Resume Samples & Examples \(Indeed\)](#): Examples for various common job titles.

[Resume & Cover Letter Guided Projects \(Coursera\)](#): Go to Coursera and search for “resume” to find free guided projects using specific tools like Canva or Google Docs.

## Social Media for Professionals

[LinkedIn Basics \(GDFLearn\)](#): Get started with LinkedIn and learn how to network online.

[How Social Media Can Be Used for Professional Growth \(LinkedIn\)](#)

[Using Facebook for Professional Networking \(The Balance Careers\)](#): Learn the do's and don'ts of using Facebook to build your career.

## Learn Microsoft Office for Free

[A Complete Guide to Microsoft Office 365](#): Learn what's included with Microsoft Office 365, what it's used for, and how to get it.

[Microsoft 365 Training \(Microsoft\)](#): Use Microsoft's free training series to learn Word, Excel, PowerPoint, Outlook email and the rest of the Microsoft 365 Suite.

[Microsoft Office Tutorials \(GCFLearn\)](#): This collection of free tutorials will help you learn both new and older versions of Microsoft Office, depending upon what you have access to use.

[Coursera](#): Search Coursera for courses to learn Excel, Word, PowerPoint, or anything in the Microsoft Office Suite. Most courses can be audited for free, or purchase a certificate to prove your skills on a resume.

## Virtual Interview Preparation

[Virtual Interview Guide \(Indeed\)](#): Learn the general process and tips to ace the interview.

[Getting Started with Zoom \(GCFLearn\)](#): Get comfortable using Zoom before the interview.

[Skype Video Calls Tutorials \(GCFLearn\)](#): Get comfortable using Skype before the interview.

## Interview Preparation

[Practice Interview Tips and Techniques \(The Balance Careers\)](#): Use this set of practice interview questions, preparation tips and tricks to ace your upcoming interview.

[Interview Tips \(Department of Labor\)](#): This guide will help you research the company, prepare for common questions, and choose the right outfit to get the job done.

[Follow-Up Email Examples For After the Interview \(Indeed\)](#): Remember to follow-up with a thank-you email after the interview. This guide with examples will help.

## Choose a New Career

[Career Self-Assessments \(CareerOneStop\)](#): Take one or more assessments to choose a new career based on interests, skills, and/ or work values. Career examples are available!

[Find An American Job Center \(CareerOneStop\)](#): Enter your zip code to find local job centers, employment and training programs.

[Job Seeker Resources \(Nebraska Department of Labor\)](#): Find local jobs, explore career videos, find High Wage, High Demand, High Skills jobs, and find training assistance & programs.

[CTE Career Fields & Career Clusters](#): Six career fields with activities and information sheets to help you understand what's available in different fields.

[Workforce Atlas \(ProLiteracy\)](#): An online career career pathways platform that assesses adults' literacy, numeracy, skills and interests. Find your next career!

## Finding Legitimate Work-From-Home Jobs

- [How to Find Work-From-Home Jobs \(Indeed\)](#): Find tips and tricks for job searches and a list of legitimate work-from-home job search sites.
- [Spotting Job Scams \(Federal Trade Commission\)](#): Not all job listings online are real. Find out how to avoid scammers.
- [50 Work-From-Home Job Ideas \(Forbes\)](#): Use this list to brainstorm work-from-home jobs you can pursue. Some options are easier than others.

# Communicating Online

## Video Conferencing Tools

The tools on this list are free or have a free version. There are more video call services available, but these are the most popular.

- [Getting Started with Zoom](#) (GCFLearn): Get comfortable using Zoom with friends & family.
- [How to Use Zoom Course](#) (Tech Life Unity): Organized by topic to get started with Zoom.
- [Google Meet Training](#) (GCFLearn): Learn the basics of this video meeting platform.
- [How to Use Facetime](#) (Apple): iPhone users can use the built-in Facetime app to connect.
- [Video Call on Facebook Messenger](#) (Facebook): Guide tutorial to get you started.

## Get Started on Social Media

These are some of the most popular social media platforms. Use these tutorial guides to set up your account for the first time, check privacy and security settings, and learn basic features.

Choose your preferred tutorial style from the options below.

### Facebook

[Facebook Tutorial Series](#) (GCFLearn)

[Facebook Guides](#) (Tech Life Unity)

### X (Formerly Twitter)

[X \(Twitter\) Tutorial Series](#) (GCFLearn)

[Introduction to X \(Twitter\) Guides](#) (Tech Life Unity)

### Instagram

[Instagram Tutorial Series](#) (GCFLearn)

[Instagram Guides](#) (Tech Life Unity)

### Pinterest

[Pinterest Tutorial Series](#) (GCFLearn)

[Introduction to Pinterest Course](#) (Tech Life Unity)

## Tumblr

[Blog Basics & What is Tumblr](#) (GCFLearn)

[Introduction to Tumblr Blogging](#) (Tech Life Unity)

## Connecting via Email & Beyond

[Email Basics](#) (GCFLearn): Learn common email features, using calendars, and email etiquette.

[Gmail](#) (GCFLearn): Learn how to use Gmail, Google's free email service.

[How to Use Gmail Course](#) (Tech Life Unity)

[10 of Our Favorite Free Email Accounts](#) (Lifewire)

[Beyond Email](#) (GCFLearn): Learn how and when to use different online communication methods, beyond just email. Options include online chat, blogging, and messages.

## Positive Online Identity

[6 Keys to a Positive Online Presence and Reputation](#): This article in Entrepreneur magazine provides some great tips for putting your best foot forward in the business world.

[Digital Footprint \(Coursera\)](#): The University of Edinburgh offers an online course about how to build a positive professional presence online. The course is free to audit and can be upgraded for a certificate.

[LinkedIn & Professional Online Identity](#): Yale University offers a great set of recommendations for curating your professional online profile.

## Dealing with Miscommunication

[Email in Real Life](#): This is both entertaining and hits home in a lot of ways. See how email can be interpreted in all the wrong ways.

[10 Digital Miscommunications- And How to Avoid Them](#): Harvard Business Review outlines some potential missteps in online communication, and how to avoid some of the major pitfalls.

[Why Is There So Much Miscommunication Via Email and Text?](#) Psychology Today shows why we get so emotional about seemingly simple texts. Find out how to sit back and take a breather.

[\(Video\) The Importance of Nonverbal Cues as Told by "Friends":](#) This YouTube video uses scenes from the TV show Friends to show how communication can go wrong, and what we can do about it online.

## Cyberbullying & Trolling

[What is Cyberbullying:](#) StopBullying.gov is a thorough resource for learning about cyberbullying tactics, prevention, and impact on the lives of students.

[Top Ten Tips for Adults Who Are Being Harassed Online:](#) This printable top ten list can help adults in need of assistance in the cyber world.

[Cyberbullying Research Center:](#) Find a collection of resources for all ages.

[Protecting Kids Online \(Federal Trade Commission\):](#) Guide to keep your kids safe online.

## Online Forums & Discussion Groups

Nearly every hobby, interest, industry, political affiliation, or random topic has an interest group. There are also general interest websites like Reddit or Quora that have separate topic threads for everything under the sun. Learn how to join and interact on forums.

- [How to Join an Online Forum \(WikiHow\):](#) A step-by-step guide to find and join an online community or forum. You might have to try a few before finding one that works for you.
- [Mozilla Forum Etiquette:](#) The ground rules for participation in Mozilla's forums can and should be applied to every forum and social interaction online.
- [Best and Most Popular Forums, Message Boards & Online Communities \(IT-Maniacs\):](#) Sampling of online communities to check out.

# Parenting & Technology

## What is a Digital Footprint?

[Oversharing & Your Digital Footprint](#) (YouTube- **Common Sense Education**): Teens share the truth about sharing information online and what happens to the things you post online.

[Digital Footprints Courses](#) (**Internet Society**): This quick series of tutorials has everything you need to know about online data tracking, including how to take control.

[Help Kids Post, Comment & Upload Responsibly](#) (**Common Sense Education**): 4 tips to help parents guide their kids safely through social media. Includes downloadable PDF.

[What You Need to Know About Sharenting](#) (**UNICEF**): Sharenting describes what parents share about their kids online, and how that affects your child's privacy, safety, and autonomy.

## Online Safety & Security for Kids

[Parent Guides from ConnectSafely](#) (**Connect Safely**): This collection of parent guides covers everything from Tik Tok, Roblox, Cyberbullying, Amazon Alexa, Media Literacy and more.

[Be Internet Awesome](#) (**Google**): Find a collection of information, games and resources to help parents and educators keep kids safe and secure online.

[Internet Safety for Kids](#) (**SafeWise**): Learn about common online threats for kids and how to keep your kids safe.

(Infographic) [Help Boost Kids' Safety, Privacy & Security](#) (**Common Sense Education**): Four tips to help parents protect tweens and teens personal information online.

## Tackling Screen Time

[Kids & Tech: Tips for Parents in the Digital Age](#): (**American Academy of Pediatrics**): Learn how to build a family media use plan to set and enforce healthy digital boundaries.

[Media Guidelines for Teens](#) (**The Mental Healthcare Coalition**): Find guidelines, conversation starters, and other tips for parenting the digital generation.

[Screen Time Tips from Teens](#) (New York Times): Hear tips and guidelines directly from well-informed, educated teens who have found healthy ways to interact with social media.

[Stop Thinking About Screen Time](#) (YouTube- **Connect Safely**): Learn how "screen time" is less important than what you do online. Start asking how and why your kids spend time online.

## Social Media Guide for Parents

[Parent Guides from ConnectSafely](#) (**Connect Safely**): This collection of parent guides covers everything from Tik Tok, Roblox, Cyberbullying, Amazon Alexa, Media Literacy and more.

[Social Media Facts & Advice for Parents](#) (**Internet Matters**): Get familiar with social media safety to keep your kids safe online.

[Guides for Parents & Social Media](#) (**Common Sense Education**): Find guides and articles to help parents navigate common issues with social media.

[Screen Time Tips from Teens](#) (**New York Times**): Hear tips and guidelines directly from well-informed, educated teens who have found healthy ways to interact with social media.

## Dealing with Cyberbullies

[Parent's Guide to Cyberbullying](#) (**ConnectSafely**): Use this guide to keep your kids safe.

(Handout) [Help Kids Fight Cyberbullying](#) (**Common Sense Education**): Six tips to help parents deal with the cyberbullying and mean behavior kids can face online.

[Keeping Kids Safe in Cyberspace](#) (Center for Parenting Education): A guide to help parents learn and navigate safe use of digital communication for children and teens.

[Cyberbullying Organization](#) (**Stop Bullying**): Learn how cyberbullies operate, how to establish online rules, deal with bullies, and prevent your kids from becoming a victim.

## Real vs. Fake Online

[News Literacy](#) (**Games for Change**): Find games, activities and resources for parents, students and teachers about news literacy.

[S.I.F.T. Method to Spot Misinformation](#) (**UChicago Library**): Simple 4-step method to identify misinformation and evaluate resources.

[Parent & Educator Guide to Media Literacy & Fake News](#) (**ConnectSafely**): Use this guide to help kids navigate media online to determine real from fake news online.

## Games, Apps & Websites for Kids

[Free Educational Apps, Games & Websites](#) (**Common Sense Media**): This curated collection of digital options will keep your kids entertained for hours.

[Some of the Best Online Learning Games for Kids](#) (New York Times)

[Parental Control Guides](#) (Internet Matters): Use these guides to make sure your kids stay safe and secure on their favorite apps.

## Stay Safe & Secure Online

### How to Stay Safe Online

- [Top 10 Secure Computing Tips](#) (UC Berkeley): A quick guide to stay safe and secure online.
- [Cybersecurity Basics for Beginners](#) (Norton): Learn about common cybersecurity threats and how to stay safe at home and in the workplace.
- [FTC Smartphone Security Checker](#) (Federal Trade Commission): This tool will allow you to choose your mobile operating system and access ten steps to follow to secure mobile devices.
- (Handout) [10 Steps to Mobile Security](#) (FTC): This is a more generalized list for smartphone safety. This could be printed out and taped to a wall near the computer as a reminder.
- [PixelPrivacy Resources](#) (PixelPrivacy): This collection of resources covers everything from password managers to VPNs and browser safety. Check out the helpful guides and resources.

### Online Identity Theft

- [Recovering from Identity Theft](#) (Federal Trade Commission): “One-stop resource to help you report and recover from identity theft”. This tool will help get back on track.
- [Identify Theft](#) (Privacy Rights Clearinghouse): This collection of articles will help you reduce your risk of identity theft, properly dispose of records containing personal information, and more.
- [Protect Against Identity Theft](#) (ConnectSafely): Tips and tricks to stay safe online.

### Password & Account Safety

- [Use this Infographic to Pick a Good, Strong Password](#) (Lifehacker): There are also additional resources at the end of the infographic.
- [Create and Use Strong Passwords](#) (Microsoft): Use this list as a quick checklist of what to look for in a good password.
- (Handout) [Tips for Strong, Secure Passwords & Other Authentication Tools](#) (ConnectSafely): Find more great password and cybersecurity tips and tricks.

## What is a Data Breach?

- [What to do During a Data Breach \(Privacy Rights Clearinghouse\)](#): Learn what a Data Breach is and how we can take action to protect ourselves.
- [Data Breach Response: A Guide for Businesses \(FTC\)](#): Businesses need help preparing for the digital age as well. This guide will help them protect against data breaches.

## What is Phishing & Other Scams

- [How to Recognize & Avoid Phishing Scams \(Federal Trade Commission\)](#)
- [12 Most Common Cyber Threats \(CrowdStrike\)](#)
- [Phishing Examples \(Phishing.org\)](#): See examples of Phishing attempts so you know what to look for to stay safe.
- [How to Identify & Protect Yourself from an Unsafe Website \(Boston University\)](#)

## Where Does My Information Go Online?

- [\(Infographic\) What Does the Internet Know About Me?](#) This three page infographic tells you what you need to know about where your data goes online.
- [What is a Data Broker? \(McAfee\)](#): Learn how data brokers collect and use your data, and some tips to keep your data safe and as private as possible.
- [\(Video\) How Facebook Tracks Your Data:](#) The New York Times put together this video about how Facebook tracks and uses data to gather insights about people. Facebook isn't the only one who tracks people; they are used as an example because they are a larger tech company.
- [The Wired Guide to Your Personal Data \(and Who is Using it\):](#) Wired allows four free articles per user, per month. This is a great resource, but there are others out there as well.

## Using a Password Manager

- [\(Video\) How To Use a Password Manager:](#) This video from The Verge describes how to set up and use a password manager. It uses LastPass as an example, and provides information about security threats.
- [The Best Free Password Managers for 2024 \(PC Magazine\)](#)

# Fake News & Misinformation

## How to Identify Fake News

[S.I.F.T. Method to Spot Misinformation](#) (UChicago Library): Simple 4-step method to identify misinformation and evaluate resources.

(Handout) [Ten Questions for Fake News Detection](#) (News Literacy Project): Use this quick checklist to make sure you're spreading good information to friends, family and coworkers.

[News Lit Quiz](#) (News Literacy Project): Take this 7 question quiz to test your news literacy.

## Fact-Checker Websites

[Snopes.com](#): Started in 1994, Snopes is the oldest and largest fact-checking website, investigating image manipulation, political facts, urban legends, hoaxes, and a range of topics.

[Politifact](#): Run by the Poynter Institute, this nonpartisan political fact-checking site has been in operation since 2007, with a national umbrella and several, more specific state editions.

[FactCheck.org](#): Run by The Annenberg Public Policy Center, FactCheck.org monitors debates, ads, speeches, interviews & news releases to reduce deception and confusion in U.S. politics.

[Media Bias / Fact Check](#) (MBFC): Go here to find out what kind of bias your favorite news channel has in their reporting. There is also a "least biased" media recommendation list.

[Tools That Fight Disinformation](#) (RAND): Use this collection of websites to detect DeepFakes, identify bot accounts, fact check, learn and teach media literacy.

## What are DeepFakes?

[It's Getting Harder to Spot a Deep Fake Video](#) (YouTube- Bloomberg): Learn what a deep fake is and how this new technology can impact the way you view media.

[What are Deepfakes and How Are They Created?](#) (Institute of Electronics Engineers): This article tells you everything you need to know about Deepfakes in video and audio.

[What is AI-Generated Audio?](#) (McAfee): Audio can be simulated as well, making deep fake videos seem even more realistic, and potentially threatening the music industry.

[Detect DeepFakes \(MIT\)](#): Practice identifying DeepFake videos and find a list of what to look for to better determine if a video is real or AI-generated.

## Social Media & Misinformation

[How Misinformation on Social Media Has Changed News \(PIRG\)](#): Explore how misinformation spreads differently on social media, and how to prevent misinformation.

[Tools That Fight Disinformation \(RAND\)](#): Use this collection of websites to detect DeepFakes, identify bot accounts, fact check, learn and teach media literacy.

[How to Identify Fake News Infographic \(IFLA\)](#): Use this printable checklist any time you are skeptical about a news source.

## Start a Small Business

### General Business Resources

- [SourceLinkNebraska](#): Find guides, entrepreneurial support organizations, events, and everything you need to plan, start, and grow your business.
- [Small Business Administration](#): “The SBA has worked to ignite change and spark action so small businesses can confidently start, grow, expand, or recover”.

- [SCORE](#): “The nation’s largest network of volunteer, expert business mentors is dedicated to helping small businesses get off the ground, grow and achieve their goals”.
- [Nebraska Business Development Center \(NBDC\)](#): “NBDC helps strengthen Nebraska businesses for a healthy economy and prosperous communities”. Statewide program.
- [Nebraska Business Resources \(NE Dept. of Economic Development\)](#): If you already have a business idea, use this guide and direct resources to get up and running.

## Building an Online Craft Business

- [How to Start a Craft Business \(Small Business Administration\)](#): Use this guide to start a craft business. They have additional links in the “Business Guide” section.
- [How to Sell on Etsy \(Etsy\)](#): Sell your crafts through a popular online marketplace.
- [Build Your Online Business \(Grow With Google\)](#): These video lessons use Google tools to help you plan and start your online business.

## Writing a Business Plan

- [Business Planning & Financial Statements Template Gallery \(SCORE\)](#): Download business, financial, marketing, and management plan templates with instructions.
- [Write Your Business Plan \(Small Business Association\)](#): A guide to writing a business plan, including templates and examples for both traditional and lean startup business plans.
- [Business Builder Guide \(SourceLink Nebraska\)](#): Full guide to ideate, research, plan, and develop a comprehensive business plan.

## Setting Up a Business Website

- [How to Make a Small Business Website Step by Step \(WPBeginner\)](#): Learn how to use WordPress to build your website. Try this [Coursera guided project](#) to learn WordPress quickly.
- [Get Found Online \(Grow With Google\)](#): Learn how to use Google tools to build an online presence for your small business, from starting a website to online marketing.
- [Develop a Company Website with Wix \(Coursera\)](#): Use this guided project on Coursera to build your website using templates from Wix.

## Marketing Your Business

- [Grow With Google for Small Businesses \(Google\)](#): Find video courses to build and improve your website, find free tools to build marketing materials, and learn Google’s marketing tools.
- [The Beginner’s Guide to Small Business Marketing Online \(Canva\)](#): Canva is a free to low-cost tool to design both print and digital marketing materials. [Learn Canva](#) for free!

- [Free On-Demand Trainings \(GROW Nebraska\)](#): GROW Nebraska helps small businesses with marketing and training. Try one of these free webinars, or explore their other training options.

## Business Communication

- [Business Communication Tutorials \(GCFLearn\)](#): Use the YouTube Playlist or written tutorials to improve conversation skills, de-escalate arguments, business writing, etiquette and more.
- [Business Communication Courses \(Coursera\)](#): Find free courses to learn effective business writing, online communication, and more. Search for “Business communication” on Coursera.

## Buying & Selling Things Online

### Buy & Sell Crafts On Etsy

[Etsy Buying & Selling Guides \(Tech Life Unity\)](#): Learn how to buy and/or sell items through Etsy, an online store for craft-lovers and craft-makers.

[An Introduction to Buying on Etsy \(Etsy\)](#): Learn the best ways to search for and buy handmade creations, vintage items, tools, and supplies on Etsy.

[How to Open an Etsy Shop \(Etsy\)](#): Learn how to open your shop, add listings, market, and manage your Etsy shop.

[Etsy Seller Tax Preparation Checklist \(TurboTax\)](#): Determine which type of online seller you are and which forms to use to report any necessary income and available deductions.

## Buying & Selling Used Goods Online

### Ebay

[Ebay Buying & Selling Guides \(Tech Life Unity\)](#): Learn how to search for items, pay securely, track and manage orders on Ebay.

[How to Buy Used Gear on eBay \(WIRED\)](#): Find tips for searching, price comparison, efficient bidding, and choosing safe sellers.

[A Tax Filing Factsheet for eBay Sellers \(Turbotax\)](#): Learn when you do and do not have to report eBay sales on your taxes, and which forms to use if reporting is required.

### Facebook Marketplace

[Buying on Facebook Marketplace \(Facebook\)](#): Make sure you look at their FAQ section for helpful tips on safe buying, vetting out sellers, and what can and cannot be sold on Marketplace.

[Selling on Facebook Marketplace \(Facebook\)](#): Find out how to create listings and what can be sold on Marketplace, then check out their FAQ to sell responsibly and safely online.

## Filing Taxes on Online Sales

### Income & Other Taxes

[Etsy Seller Tax Preparation Checklist \(TurboTax\)](#): Determine which type of online seller you are and which forms to use to report any necessary income and available deductions.

[A Tax Filing Factsheet for eBay Sellers \(Turbotax\)](#): Learn when you do and do not have to report eBay sales on your taxes, and which forms to use if reporting is required.

[Do I Need to Report Taxes for Online Sales? \(Experian\)](#): Understand the different types of online sales and tax filing requirements for different situations.

## Sales Tax Specific

[Sales Tax 101 for Online Sellers \(TurboTax\)](#): Learn when you need to collect sales tax online and how sales tax differs from state to state.

[Etsy Marketplace Sales Tax \(Etsy\)](#): Find which states Etsy already collects and remits sales tax, and how the process works.

[Guide to Amazon Seller Taxes \(Amazon\)](#): Learn which types of taxes Amazon sellers need to pay, Amazon's role in sales tax collection, and what the seller needs to do.

## Safe Shopping Tips

[10 Tips for Safer Online Shopping \(PC Magazine\)](#): Tips to stay safe while shopping online.

[Online Shopping Tips \(Privacy Rights Clearinghouse\)](#): This brief list is a good add-on to the PC Magazine tip list.

[Buying Online Guides \(Tech Life Unity\)](#): Find a range of guides to popular sites to buy concert tickets, travel, buy through Amazon, and other common platforms.

[Internet Safety Course \(GCFGlobal\)](#): Following good internet safety overall can help you shop safely online, and while using your computer in general.

## Booking Flights & Hotels Online

[The Best Travel Apps for 2024 \(PC Magazine\)](#): Use these expert recommended apps to improve your travel planning process, from itinerary building to flight and hotel booking.

[Introduction to Expedia Course \(Tech Life Unity\)](#): Learn how to get travel deals and book flights, hotels, and car rentals online using Expedia.

[Introduction to Priceline Course \(Tech Life Unity\)](#): Learn how to "name your own price" on Priceline to get flight, hotel, and car rental deals online.

[Introduction to Kayak Course \(Tech Life Unity\)](#): Learn how to use Kayak to book travel accommodation deals online. Use their tool to track prices over time.

[Introduction to TripAdvisor Course \(Tech Life Unity\)](#): Learn how to use TripAdvisor to find the best restaurants, local attractions, and plan your trip.

[Introduction to Airbnb \(Tech Life Unity\)](#): Learn how to use Airbnb to book hotel alternatives.

## Safe Online Payment Methods

[The Best Ways to Pay Online Safely \(The Balance\)](#): Discover the potential risks and best practices for paying for purchases online.

[Introduction to PayPal \(Tech Life Unity\)](#): Learn how to get started with PayPal for safe, secure online payments and money transfers.

[What is Venmo? \(Tom's Guide\)](#): Venmo lets you pay and request money from friends. Some businesses accept Venmo as well. Learn how it works and decide if it is right for you.

## Buying & Selling on Amazon

[Introduction to Amazon Course \(Tech Life Unity\)](#): Learn everything you need to know about starting an Amazon account to shop at one of the largest online retailers.

[How to Sell on Amazon \(Amazon\)](#): Find out which products you can sell on Amazon and how to get started as a seller on Amazon.

[Handmade Amazon \(Amazon\)](#): Find out how to sell your own handmade goods on Amazon.

# Computers & Devices for Beginners

## Getting Started with Computers

[Computer Basics \(GCFLearn\)](#): Find tutorials on computer basics, using a keyboard and mouse, and everything you need to get started with your first computer.

[Getting Started on a Computer \(DigitalLearn\)](#): Video tutorials to learn computer basics.

[Why Use a Computer \(DigitalLearn\)](#): If you're hesitant to use a computer, try these tutorials.

## Keyboard Practice

[Typing.com](#): Find online practice exercises for beginner, intermediate and advanced.

[Typing Club](#): Learn touch typing through video lessons and online practice activities.

[Typing Tutorial \(GCFLearn\)](#): Take this typing tutorial to get started with a keyboard.

[Types of Keyboard \(Ergonomic Trends\)](#): Find out which types of keyboards are available to choose the right one for you. [Watch the video](#) to see the pros and cons of each.

## Mouse Practice

[Mouse Tutorial \(GCFLearn\)](#): Try this interactive tutorial to get comfortable with a mouse.

[Coloring.com](#): Practice your mouse precision using these online coloring pages.

[Computer Mouse Guide](#) (MakeUseOf): Learn how to choose the mouse that works for you.

## Choosing a Device

[Computer Buying Guide](#) (Consumer Reports)

[Tablet Buying Guide](#) (Consumer Reports)

[10 Types of Computers](#) (HowStuffWorks): Learn how desktops, laptops, tablets, wearables, and other computers have evolved over time, and what's available today.

## Navigating the Web

[Internet Basics](#) (GCFLearn): Learn about web browsers, online safety, how to find information online, and other useful tips and tricks to get the most out of your online experience.

[Intro to the Internet](#) (Tech Life Unity): Find guides on how to clear your cache, understanding internet TV, choosing antivirus software, and other popular topics related to the internet.

## Email Basics

[Email Tutorials](#) (GCFLearn): Learn email basics, get started with Gmail, and find alternative ways to communicate online.

[How to Use Gmail Course](#) (Tech Life Unity): Use this thorough collection of tutorials to get the most out of your free Gmail account.

[Outlook Training](#) (Microsoft): Learn how to use Outlook for email using Microsoft's tutorials.

[How to Choose an Email Service](#) (GCFLearn): Learn the pros and cons of different email services, and what to look for to suit your needs.

## Word Processors

[Google Docs Tutorials](#) (GCFLearn): Learn how to use the free Google Docs platform to write letters, reports, and other documents online. Download to .doc for Microsoft Office users.

[Google Docs Training & Help](#) (Google): Use Google's own training materials and resources to get started with Google Docs. Learn the ins and outs from the people who made it.

[Microsoft Word Tutorials](#) (GCFLearn): Learn how to use the tried and true Microsoft Word for all your word processing needs. Use the YouTube playlist lessons or read the written version.

[Microsoft Word Training](#) (Microsoft): Learn how to use Word from the people who made it.

## Spreadsheets

[Google Sheets Tutorials](#) (GCFLearn): Learn how to use the free Google Sheets spreadsheet tools to build budgets, organize information, and more. Use it for home, work, school and more.

[Google Sheets Training & Help](#) (Google): Learn Google Sheets from the people who made it.

[Excel Basics](#) (GCFLearn): Get started with Excel using these video and written tutorials.

[Excel Video Training](#) (Microsoft): Learn how to use Excel spreadsheets using video training lessons made by Microsoft.

## iPhone & iPad Basics

[iPhone Basics](#) (GCFLearn): Get started with your iOS device using these tutorials.

[iPhones & iOS Guides](#) (Tech Life Unity): Find a growing collection of articles, tutorials, tips and tricks to get the most out of your device.

## Android Phone Basics

[Android Basics](#) (GCFLearn): Get started with your Android device using these free tutorials.

[Android Guides](#) (Tech Life Unity): Find a growing collection of articles, tips and tricks to get the most out of your device.

## Kindle Basics

[How to Operate the Amazon Kindle](#) (wikiHow): Learn what your Kindle can do for you.

[Kindle Buying Guide](#) (Amazon): Explore different types of Kindle and choose which one is right for you and your needs.

# Financial Planning & Online Banking

## What is Online Banking?

[What is Online Banking \(The Balance\)](#): Learn what online banking is, pros and cons to using online services, and how to open an online account.

[How to Keep Your Information Safe When Online Banking \(US News\)](#): Tips for proper security and best practices in online banking.

[Managing Your Money Online \(GCFGlobal\)](#): Understand online banking, how to pay taxes online, different online payment methods, and budgeting apps.

## Budget & Manage Money

[Create a Budget in Google Sheets \(Grow With Google\)](#): Use video tutorials to learn how to make good financial decisions and build a budget using Google Sheets.

[9 Simple & Free Budgeting Tools \(U.S. News\)](#): Explore the best ways to track spending and build a better budget.

[Money Basics \(GCFGlobal\)](#): Learn how to manage money, build a budget, improve your credit, and stay out of debt as much as possible.

[The Best Personal Finance & Budgeting Spreadsheets \(The Balance\)](#): Find a budget spreadsheet template that works for you. There are options for Excel or Google Sheets.

# Health & Wellness Tools Online

## Calorie and Nutrition Trackers

[Health & Wellness Guides \(Tech Life Unity\)](#): Find a collection of guides to help with calorie tracking, fitness apps, mental health tools, and other topics.

[Best Calorie Counter Apps \(Healthline\)](#): Best calorie counter apps, with free and paid options.

[Best Meal Planning Apps \(SpruceEats\)](#): Find the best meal planning apps, some will even generate grocery lists or customize for nutrition goals.

## Meal Planning Online

[Eatwell101](#): An online meal planner that lets you search for recipes, add them to an online planner, and download your meal plan for free.

[MyPlate.gov \(USDA\)](#): Healthy-eating recipes, tips, and tools for all ages and life stages.

[Meal Planner Menu Templates \(Canva\)](#): These stylish options will help you plan ahead.

## Free Online Fitness Videos

[Fitness Blender](#): Start with the free YouTube video collection from Kelly and Daniel at Fitness Blender. Customize to any fitness level! There are free and low-cost programs available.

[Sit and Be Fit](#): Feel good and age well with these free workouts and fitness resources.

[Yoga with Adrienne](#): Use her free yoga videos or try the low-cost calendar options.

[SELF](#): Try the free workout videos, health and fitness resources from SELF. Beginner options!

[20+ Best YouTube Workout Channels for Every Type of Fitness \(Good Housekeeping\)](#)

## Ergonomic Workstations & Digital Health

[\(Video\) Ergonomics Expert Explains How to Set Up Your Desk](#): In this video, an ergonomic expert provides a demonstration of how to setup an ergonomic computer station, along with some stretches and exercises to prevent pain, strain, and injuries like carpal tunnel syndrome.

[Computer Workstations eTool](#): The U.S. Department of Labor provides an evaluation checklist to make sure computer stations are set up correctly.

[Technology & Sleep in the Bedroom \(Sleep Foundation\)](#): Explore the impact of using tech in bed, and how to adjust tech use to improve sleep.

[Digital Eye Strain](#): Learn to recognize and prevent digital eye strain when using your computer or other devices for long periods of time.

[What is Texting Thumb?](#) This interview in Cedars Sinai describes how smartphone use is impacting our tendons and what we can do to change our habits and save our tendons..

## Telehealth & Medical Information

[What is Telehealth? \(HRSA\)](#): Learn how technology will help you do virtual doctor's visits for some health conditions, find healthcare services, and compare prices.

[Telehealth Guides \(HRSA\)](#): Find answers to common telehealth questions in these guides.

[WebMD \(WebMD\)](#): This website provides information about a wide range of health conditions, but it should not be used in place of a licensed medical professional.

[MLA Top Health Websites \(Medical Library Association\)](#): Find trusted online resources for common health topics.

## Online Calendars, Project & Time Management

### Online Calendars

[Getting Started with Google Calendar \(GCFLearn\)](#): This tutorial will get you started quickly!

[How to Use Google Tasks \(Google\)](#): Integrate Tasks with your calendar to remind yourself about goals, meeting items, or other to-do items that don't need to be on your main calendar.

[Outlook Calendar Tutorial \(Microsoft\)](#): Learn how to get up and running with your calendar.

[Calendly](#): Easy scheduling software. Works with most online calendars and Zoom!

[5 Advantages of an Online Calendar \(Calendar\)](#)

### Project Management Tools

[Project Management for Beginners \(toggl\)](#): Understand what project management is and common tools and resources to help you get started.

[Best Free Project Management Tools \(Zapier\)](#): Find the list, then scroll down for a comparison chart. Most tools have free and paid versions.

[Project Management Courses \(Coursera\)](#): Find project management courses online through Coursera. There are free and certificate based options, along with paths to progress further.

### Time Management

[What is Time Management & Strategies \(Coursera\)](#): Helpful article to understand time management and learn strategies.

[The Best Articles on Productivity](#) (**Scott H. Young**): This collection of articles from Scott's blog will help you make time for learning, family time, and getting better at being you.

[Learning How to Learn](#) (**Coursera**): This course offers tips for learning more effectively and finding time to learn. Plenty of tips and tricks for time and project management!