



# Workshops!

Need to boost your digital skills?  
Enrol onto a digital training workshop!

Non-Accredited workshops

<p><b>Sgiliau Digidol</b></p> <p>Digital Skills</p>	<p><b>Cyflwyniad i ddefnyddio cyfrifiaduron. Gan gynnwys Windows. Cadw'n ddiogel ar-lein. Defnyddio'r rhyngrwyd. Negeseuon e-bost, cadw mewn cysylltiad, a llawer mwy.</b></p> <p>An introduction to using computers. Including navigating Windows. staying safe online. using the internet. navigating emails, staying in touch, and much more.</p>
<p><b>Cyflwyniad i Microsoft Word</b></p> <p>Introduction to Word</p>	<p><b>Deall nodweddion sylfaenol Word. Gan gynnwys bwydlenni a'r bar offer; Creu, golygu a chadw dogfennau; Mewnbynnu a fformatio testun a delweddau; Cadw, rhannu ac argraffu dogfennau a defnyddio'r gwiriwr sillafu a gramadeg</b></p> <p>Understand the basic functions of Word. Including menu and toolbar functions; Creating, editing and saving documents; Entering and formatting text and images; saving, sharing and printing documents and using spellcheck and grammar checker</p>
<p><b>Cyflwyniad i Microsoft Excel</b></p> <p>Introduction to Excel</p>	<p><b>Deall nodweddion sylfaenol Excel. Gan gynnwys bwydlenni a'r bar offer; creu, golygu a fformatio data; Creu tablau, siartiau a fformiwlâu sylfaenol a chadw, rhannu ac argraffu taenlenni</b></p> <p>Understanding the basic functions of Excel. Including menu and toolbar functions; creating, editing and formatting data; Creating tables, charts and basic formulas and saving, sharing and printing spreadsheets</p>
<p><b>Sut i: Gadw'n Ddiogel Ar-lein</b></p> <p>How To: Stay Safe Online</p>	<p><b>Awgrymiadau gwyh sy'n dangos i chi sut i gadw'n ddiogel ar-lein fel sut i adnabod sgamiau, gwirio a yw gwefan yn ddiogel, a diogelu eich gwybodaeth bersonol</b></p> <p>Top tips showing you how to stay safe online such as how to identify scams, checking if a website is safe, and protecting your personal information</p>
<p><b>Sut i: Fynd ar y Cyfryngau Cymdeithasol</b></p> <p>How To: Navigate Social Media</p>	<p><b>Cyflwyniad i'r cyfryngau cymdeithasol (Facebook). Cynyddu eich dealltwriaeth o osodiadau preifatrwydd, defnyddio Messenger, dod o hyd i bobl, creu swyddi, defnyddio Marketplace ac adnabod sgamiau</b></p> <p>An introduction to social media (Facebook). Increasing your understanding of privacy settings, using messenger, finding people, creating posts, using marketplace and identifying scams</p>
<p><b>Sut i: Ddefnyddio eich Dyfais</b></p> <p>How To: Use Your Device</p>	<p><b>Gosod a defnyddio eich dyfais Android. Byddwch yn dysgu sut i wneud eich gosodiadau, newid nodweddion hygyrchedd a phreifatrwydd, lawrlwytho apiau a defnyddio'r sgrin gartref a'r botymau</b></p> <p>Setting up and using your Android device. You will learn how to navigate your settings, change accessibility and privacy features, download apps and navigate the home screen and buttons</p>
<p><b>Sut i: Ddefnyddio'r We i Hysbysebu'ch Busnes</b></p> <p>How To: Use Online Tools to Advertise your Business</p>	<p><b>Cyflwyniad i bethau sydd ar gael am ddim i greu cynnwys, gan gynnwys negeseuon a logos cyfryngau cymdeithasol, creu tudalen fusnes ar Facebook, mynd i Ystafell Fusnes Meta</b></p> <p>An introduction to free tools available to create content, including social media posts and logos, setting up a business page on Facebook, navigating the Meta Business Suite</p>