IPAD INTRODUCTION

BENEFIT:

This course is designed for those delegates who wish to acquire the skills to use their iPads effectively. It would benefit anyone puzzled by the multi-functionality of their iPads and the use of basic features.

OBJECTIVES:

On completion of this course, attendees will have the confidence to use their iPads. They will know the purpose of each button, know how to customise their iPad, change settings, multi-task effectively, enter and edit text, access the internet and browse the Worldwide Web. They will be shown how to download apps and email.

PRE-REQUISITES:

Attendees do not need any previous experience of use of an iPad. Familiarity with a keyboard would be an advantage.

COURSE OUTLINE

Getting Started
- Home Screen
- Accessories
  - o Power Adapter
  - o Lightning to USB cable
  - o Charging the battery
- Buttons on your iPad
- Status Icons
- Connect to Wifi and the Internet
- Apple ID
- Changing your Settings and password

Basics
- Use Apps
- Multi-tasking
- Quick tips and tricks

- The notifications bar – how to use it
- Clearing open pages (Swipe feature)
- The quick-load bar
- Removing Icons
- Zoom in or out
- Change the screen orientation

Customising the iPad
- Change the wallpaper
- Adjust the screen brightness

Entering and editing text
- Enter text
- Predictive text
- Edit text

Safari
- Search the web
- Browse the web

Downloading applications
- App store – downloading applications
- Updating applications

Emails
- Setting emails as read/unread
- Forwarding an email
- Replying to an email (to one or all senders)

LEARNING APPROACH: Informal / Practical
LENGTH OF PROGRAMME: 4 Hours