

MOVING ON WITH YOUR iPad

BENEFIT:

This course is designed for those delegates who are acquainted with their iPad and can use the basic features of it. It will enable them to multi-task effectively and use the device as an essential tool.

OBJECTIVES:

On completion of this course, attendees will know how to customise their iPad, change settings, multi-task, set bookmarks whilst browsing the web, remove and save icons. They will also be able to move through documents and be able to use the calendar and contacts effectively when emailing as well as building signatures for their emails.

PRE-REQUISITES:

Attendees will need to be proficient with the basic functions of their iPad and be able to type.

COURSE OUTLINE

Basics / Customisation

- Use Apps and multi-tasking
- Quick tips and tricks
- The notifications bar – how to use it
- Clearing open pages (Swipe feature)
- Removing Icons
- Organise with folders
- Change the wallpaper
- Adjust the screen brightness

Safari

- Browse the web
- Save a reading list for later
- Keep bookmarks
- Save an icon for the current page on your Home Screen
- Saving annotated documents

Emails

- Setting emails as read/unread
- Forwarding an email
- Replying to an email (to one or all senders)
- Opening an attachment
- Deleting an email
- Calendar Function / Create an event
- Deleting an event
- Building and editing contacts/ and adding external contacts from received emails.
- Signatures

Making the most with your camera

- Fault finding
- Rotating, Cropping and Editing photographs
- Managing your photograph storage
- Managing your photograph albums
- Sending Photographs

Other easy to use features

- Personal Calendar
- Find Places
- Notes (including using the device in meetings, opening multiple agenda items, book marking pages/documents)
- Reminders
- Scheduled reminders
- Having problems? Close it down

LEARNING APPROACH: Informal/ Practical

LENGTH OF PROGRAMME: 4 Hours