

TABLET TRAINING — LEVEL 1

COURSE OBJECTIVES

The Tablet is rapidly becoming a powerful and valued business tool for use in the office and on the go when you're away from the office. When you integrate your tablet with regular business practices, you can get seamless access to email, the Internet, calendaring and messaging, local and cloud-based files, and additional add-on productivity apps that you'll quickly and easily discover and begin including in your working day. As you travel through this course, your journey will begin with setting up your tablet, followed by basic features, and then you'll begin to expand your knowledge into the many useful features that make your tablet such an exciting experience.

IN THIS COURSE, YOU WILL PERFORM COMMON BUSINESS PRODUCTIVITY TASKS ON A TABLET DEVICE. YOU WILL:

- Set up your tablet.
- Use and configure the Safari web browser.
- Setup and use tablet Mail.
- Configure and use the Calendar, Contacts, and Reminders apps.
- Install third party apps from the App Store.
- Create and Manage Files on your tablet.
- Manage tablet security.
- Explore other tablet capabilities, settings, and general management and maintenance of your tablet.

COURSE MODULES

GETTING STARTED WITH ANDROID TABLETS

- That Out-of-the-Box Experience
- Android Tablet On and Off
- How the Tablet Works
- Creating and Editing Text
- All Your Friends
- You've Got E-Mail
- Tablet Web Browsing
- Digital Social Life
- Like a Phone Does
- There's a Map for That
- Everyone Say, "Cheese!"
- Digital Photo Album
- Music, Music, Music
- Other Amazing Feats
- More Apps to look out for
- It's a Wireless Life
- Connect, Share, and Store
- On the Road
- Customize Your Android Tablet
- Maintenance and Troubleshooting
- Ten Tips, Tricks, and Shortcuts
- Ten Things to Remember

Duration: 1 Day | SACE Points: 10