

TABLET TRAINING — LEVEL 2

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 YOUR TABLET

SETTINGS

MEMORY MANAGEMENT

DOCUMENT MANAGEMENT

WIFI & MOBILE NETWORK DIFFERENTIATION

USING THE WEB BROWSER

CONFIGURING & USING TABLET MAIL

USING CALENDAR & CONTACTS

USING REMINDERS & APPS

INSTALLING APPS & MANAGING FILES

MANAGE TABLET SECURITY

USING A SMARTPHONE

USING A TABLET (IPAD/ANDROID)

TROUBLE SHOOTING

Duration: 1 Day | SACE Points: 10