

TABLET TRAINING — LEVEL 3

COURSE OBJECTIVES

PURPOSE

These courses are designed for Teachers to learn how to use:

- The Internet to look up websites, search for information and read news online, use email and social media (YouTube and Facebook), keep notes, play games, etc., and
- Smartphone and iPad/Android tablets.

COURSES MODULES

- Computer, Internet and Email
- Social Media (YouTube & Facebook)
- Using the power of a Smartphone
- Using a Tablet (iPad or Android Tablet)

COURSE MODULES

GETTING STARTED WITH YOUR TABLET

- Activate Your Tablet
- Navigate the Tablet Interface
- Use Built-in Tablet Functions
- Connect to a Wi-Fi Network
- Care and Maintain Your Tablet

USING THE WEB BROWSER

- Browse
- Configure

CONFIGURING AND USING TABLET MAIL

- Set Up and Use tablet Mail
- Customize Mail Settings

USING CALENDAR, CONTACTS, AND REMINDERS APPS

- Navigate the Calendar
- Navigate Contacts
- Navigate Reminders

INSTALLING APPS AND MANAGING FILES

- Install Apps
- Identify Useful Business Apps
- Manage Files

MANAGE TABLET SECURITY

- Customize Personal Security Settings
- Integrate Organizational Security
- Locate a Lost Tablet

Duration: 1 Day | SACE Points: 10