## March 16-18-20: Smart Phones Basic Tuesday, Thursday & Saturday Evening Classes 5:00-7:00 PM Pacific, 6:00-8:00 PM MST, 8:00-10:00 PM Eastern Time On Line Via Zoom (Link will be sent to registered participants) Fee for this Three Evening Information Session is \$10.00

## Participants will acquire basic knowledge on how to effectively use Smart Phones

Course Outline

| Operating system. and Interface | Installing and managing apps                        |   |
|---------------------------------|---|---|
| Getting to know your device     | • The App Store                                     | Android Phones  |
| Home screen                     | Rearrange your icons                                | Android Phones Basics                                     |
|                                 | <ul> <li>Delete apps</li> </ul>                     | Getting started with the Phone                            |
| • Settings                      | <ul> <li>Updates</li> </ul>                         | Operating System. and Interface                           |
| Connecting to Wi-Fi             | Syncing   | Operating System. and interface                           |
| Secure screen lock              | <ul> <li>Syncing with iTunes</li> </ul>             | Security & Passwords                                      |
| PIN or password                 | <ul> <li>Syncing with iCloud</li> </ul>             | Touch   |
| • Touch ID & Passcode           | <ul> <li>Bluetooth settings</li> </ul>              | Swipe   |
| • Pattern                       | Browsing with Safari and Google                     | Browser   |
| Basic apps                      | Favorites page                                      | Settings  |
| • Phone                         | <ul> <li>Multi-touch zoom</li> </ul>                | octingo   |
| Messaging or Hangouts           | Screen orientation                                  | Connect to Wi-Fi  |
| • Email                         | Location Services                                   |   |
| • People                        |   | Connect to Bluetooth                                      |
| • Browser                       | • Enable, Disable                                   |   |
| • Camera                        | Security and Privacy                                | Camera  |
| Play Store                      | set restrictions                                    | <ul> <li>Uploading and Downloading Photo &amp;</li> </ul> |
| Basic gestures                  | Security and general settings                       | Video   |
| • Тар                           | • Tracking and remote erase                         |   |
| Tap and hold                    | Maintaining your Device                             | Setting up Apps   |
| • Drag                          | Boosting your battery life                          | Facebook  |
| Swipe left or right             | <ul> <li>Closing, quitting, and managing</li> </ul> | Twitter   |
| Double-tap                      | apps  | Instagram   |
| Pinch                           | I PHONES  | Mail  |
| • 3D Touch                      |   | Contacts  |
| Virtual keyboard                | Apple ID and a valid credit card                    |   |
| Suggestions                     | Notification Center                                 |   |
| Auto-Correction                 | Control Center                                      |   |
| Spell check                     | Siri <i>and</i> Face Time                           |   |
| Moving the cursor               | My Info card  |   |
| • To copy and paste text:       | Add relationship labels                             |   |
| Adding and managing             | Virtual assistant                                   |   |
| contacts                        | Voice dictation                                     |   |
|                                 |   |   |
|                                 | •   | •   |

Advanced Registration with Pre-Payment Required. Click on this link to Register https://iicanada.org/form/cell-phones-basic

For more information and to register E-mail: epb.crcprairies@iicanada.net Phone or Text: Zull Punjani 403-689-8584 or EPB office Message # (403) 215-6200 Ext. 7039 \*\*Please visit the digital Al-Akbhar for more information\*\*