

Smart Phones Basic

April 20, 22, and 24: 5-7pm PT | 6-8pm MT | 8-10pm ET

Online via Zoom (The link will be sent to registered participants)

The fee for this course is \$10.00

Participants will acquire basic knowledge on how to effectively use smart phones Registration with pre-payment is required:

Operating system and interface Getting to know your device

- Home screen
- Settings

Connecting to Wi-Fi

Secure screen lock

- PIN or password
- Touch ID and passcode
- Pattern

Basic applications

- Phone
- Messaging or Hangouts
- Email
- People
- Browser
- Camera
- Play Store

Basic gestures

- Tap
- Tap and hold
- Drag
- Swipe left or right
- Double-tap
- Pinch
- 3D Touch

Virtual keyboard

- Suggestions
- Auto-correction
- Spell check
- Moving the cursor
- Copying and pasting text
- Adding and managing contacts

Installing and managing application

- The App Store
- Rearrange your icons
- Delete apps
- Updates

Syncing

- Syncing with iTunes
- Syncing with iCloud
- Bluetooth settings

Browsing with Safari and Google

- Favorites page
- Multi-touch zoom
- Screen orientation

Location Services

• Enable, Disable

Security and Privacy

- Set restrictions
- Security and general settings
- Tracking and remote erase

Maintaining your Device

- Boosting your battery life
- Closing, quitting, and managing apps

IPHONES

Apple ID and a valid credit card

Notification Center

Control Center

Siri and Face Time

- My Info card
- Add labels
- Virtual assistant
- Voice dictation

ANDROID PHONES

Basics

Getting started

Operating system and interface Security and Passwords

- Touch
- Swipe

Browser

Settings

Connect to Bluetooth

Camera

 Uploading and Downloading Photo & Video

Setting up Applications

- Facebook
- Twitter
- Instagram
- Mail
- Contacts

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