

# *iPad Introduction*

## **Changing settings**

- Home Screen
- Home Button
- Notification Centre
- Keyboard Settings
- App Store

## **Using Apps**

- Opening and switching between apps
- Spotlight Search
- Organising apps - creating folders
- Scrolling and Zooming Techniques
- Multitasking
- Portrait and landscape orientation

## **Essential Apps**

- Safari
- iBooks
- Photos
- Facetime

## **Work Apps**

- Numbers
- Pages
- Keynote
- PDF and Annotation Apps

## **Reducing Paper Usage**

- Evernote, Skitch, Penultimate
- Jot Not Pro
- Presenting from your iPad

## **Trouble shooting**

- Managing data - software updates, streaming and downloads
- Software reset

*\* Course content can be modified to suit your organisation*



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