

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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