

16hrs – ICDL Tablet Fundamentals

Course Duration: 2 days (16 hrs of training), 9:00am – 6:00pm

Course Outline:

Tablet Concepts

- Difference between tablet and smartphone
- Examples of tablets
- Android operating system
- Physical components of tablets
- Advantages and disadvantages
- Connecting to other devices
- Tablet uses

Getting Started

- Common Operations
 - Start up & shut down tablet.
 - Unlock home screen.
 - Learn touch screen gesture: touch, double-tap, long press, swipe, pinch, spread.
 - Input data methods using virtual keyboard, predictive text, voice recognition, stylus.
 - Restart, reset a non-responding tablet.
- Tools and Settings
 - Change configuration settings: date, time, volume, background, resolution
 - Learn the tablet energy saving practices & different modes
- Security
 - Understand the importance of securing a tablet
 - Use Lock screen

Networks, Account

- Network Connections
 - Define WI-FI & purpose of a Wi-Fi network.
 - Understand the wireless network, Bluetooth and Personal Hotspot.
- Account Creation
 - Create an account with an online services provider like: e-mail. Online storage, social media.
 - Understand synchronization of information from an online account.

Web Browsing and Search

- Using a Web Browser
 - Enter a URL in the address bar and go to the URL
 - Refresh a web page, stop a web page downloading.
- Tools and Settings
 - Understand the importance of removing redundant personal data. Delete history, temporary internet files, saved form data.
- Search
 - Define the term search engine and carry out a search using a keyboard, phrase
- Use of Bookmarks

Working with Images & Videos

- Capture & View images and videos
 - Use the camera to create an image, video
 - Take a screenshot
 - Use the photo/gallery application to view and organize images, videos
 - Crop, resize, rename, rotate an image
 - Share pictures, videos using option like e-mail, messaging, social media, Bluetooth.

Application Store

- Use of the Application Store
- Managing an Application on Updates and remove an installed application.

Storage

- Concepts
 - Use types of storage media and learn the importance of having a backup procedure in case of loss of data.
- Using storage
 - View available storage like: device memory, memory card storage, cloud-based storage.
 - Use cloud-based storage to upload, download, delete, share online files and folders.