

iPad for Business Users



Duration: 1 Day Course Code: A-81101

This course has been designed as a BYOD (Bring your Own Device) course allowing you to learn, make changes, configure, setup and start using your own iPad more practically for business from the moment you sit down. Designed for all levels of knowledge.

Learning Outcomes

By the end of this course students will be able to setup, configure and understand iPad settings, Configure and Use the Safari Web Browser, Setup and Use iPad mail, Configure and use the Calendar, Contacts and Reminder apps, Understand how to Find, Download and Install third party Apps from the App Store, Look at "must Have Apps", Understand File Management on an iPad, Manage iPad Security, Explore other iPad Capabilities, and understand general Management and Maintenance (including Updates) of your iPad.

Prerequisites

There are no prerequisites for this course. Some previous experience using an iPad would be beneficial.

Getting Started

- Activating your iPad
- Navigating around your iPad
- Restarting your iPad
- iPad Customisations
- Understanding the Interface
- Working with Bluetooth
- Using built-in iPad Functions
- Using the iPad Camera
- Connecting to a Wi-Fi Network
- Care and Maintaining your iPad

Using Safari

- Using the Web Browser
- Searching for Information & Resources
- Configuration Settings
- History, Cookies, Popups and JavaScript & Bookmarks

Using iPad Mail

- Configuration Settings for Email
- Creating, Sending, Forwarding and Replying to Messages
- Customising Mail Settings
- Additional iPad Mail features

Using Calendar, Contacts and Reminder Apps

- Understanding the Calendar
- Appointment Creation
- Edit, Modify or Delete Appointments
- Customise Appointment Settings
- Calendar Synchronization
- Syncing through iCloud
- Calendar Subscriptions
- Using Meeting Invitations
- Working with Contacts
- Using Contacts with other Apps
- Synchronizing your Contacts
- Navigating Reminders
- Customizing Reminder Settings

Installing Apps and Managing Files

- App Store Basics
- Genius, Top Charts and Updates
- App Store Accounts
- How to Install Apps
- Browsing the App Store
- Useful Business Apps
- Useful Travel Apps
- Remote Access Apps
- Social Media Apps
- File Management Essentials
- Storing and Retrieving Documents

Managing iPad Security

- Customising Personal Security Settings
- Integrating Organizational Security
- Accessing a Secured Network
- Locating a Lost iPad

Managing and Maintaining your iPad

- Working Offline
- Reconnecting & Syncing
- Messages and Facetime
- Configure a Personal Hotspot
- Cellular Data Connections
- Using iCloud
- Storage Management
- Subscribing to a Calendar

