iPad + iPhone – Complete Course for End-users

Course code: IOS1

This course will familiarize the user with iPad and iPhone and iOS. The course focuses comprehensively, from the basics, through description and demonstration of control, to personalization settings. The user will be familiarized with terms such as AppleID, iCloud, App Store, iTunes Store, etc., in short: this is a complete initiation into the world of Apple mobile devices. The link between and combined work on tablet and computer (Mac or PC) is also discussed during the course. Last but not least overview of applications and tips for work and entertainment comes.
On the course, participants will use a borrowed iPad.

Who is the course for

The course is designed for all iPhone and iPad owners who want to get acquainted in detail with their operation and take

full advantage of all their features.

What we teach you

- basic and advanced control iPhone and iPad
- device settings
- establishing and managing ApleID, iCloud, App Store, iTunes accounts
- embedded applications
- iLife, iWork
- security synchronization and backup
- tips and tricks for work and play

Required skills

Basic knowledge of MS Windows or Apple Mac OS X.

Course outline

Familiarization with device

- iPad – technical description
- iPhone – technical description
- device control – differences between the two
- using Apple Pencil and Apple Smart Keyboard (iPad Pro)

Basic controls

- first steps after unwrapping
- basic operations
- gestures, including multi-fingered

iOS – a bit of theory

- version 9 – news and hidden features
- iOS specifically compared to other systems
- iOS vs. (Mac) OS X

Settings

- categories in Settings step-by-step
- new features in the settings (hidden options)
- adjustment of device
- wallpaper, sounds, brightness

AppleID

- purpose
- how to open account (with or without a credit card)
- use in device

GOPAS®

- differences between other accounts (one account for everything)

iCloud
- purpose
- how to open account
- services which are covered
- iCloud drive and family sharing
- what is backed up
- service parameters, paid options
- interconnection with other device or computer
- advanced functions (Find my iPad/iPhone/Mac, Photostream, photo sharing)

Synchronization a backup
- using iTunes (OS X / Windows)
- using iCloud
- manual control and settings

Security
- PIN
- lock by code, Touch ID
- child lock
- how to find lost iPhone/iPad
- Keychain in iCloud + alternatives (1Password)

App Store
- management and account opening
- shopping
- managing the content

iTunes Store
- management and account opening
- shopping
- use Apple Music (3 months free)

Built-in applications in iOS
- differences between iPad and iPhone
- clocks
- Calendar
- Contacts
- iMessage
- Facetime
- working with photos

iLife for iOS
- specificity of work in iOS
- iMovie
- GarageBand
- connection with OS X application versions, differences

iWork for iOS
- specificity of work in iOS
- Pages
- Numbers

- Keynote
- connection with OS X application versions, differences

Applications at App Store
- must-have – top 10
- interesting apps for work
- learning and study
- utility programs
- entertainment and multimedia
- games

Hardware accessories and extensions
- original from Apple
- usage of peripherals
- interesting accessories from 3rd-party manufacturers

Tips and tricks
- fast and effective shortcuts, ˝power-control˝
- effective work on iPad
- iPad as replacement of notebook
- iPhone as universal assistant