

## Course duration

- 1 day

## Course Benefits

- Set up your iPad.
- Use and configure the Safari web browser.
- Setup and use iPad Mail.
- Configure and use the Calendar, Contacts, and Reminders apps.
- Install third party apps from the App Store.
- Create and Manage Files on your iPad.
- Manage iPad security.
- Explore other iPad capabilities, settings, and general management and maintenance of your iPad.

## Course Outline

1. Getting Started with Your Apple iPad
  1. Activate Your iPad
  2. Navigate the iPad Interface
  3. Use Built-in iPad Functions
  4. Connect to a Wi-Fi Network
  5. Care and Maintain Your iPad
2. Using the Safari® Web Browser
  1. Browse with Safari
  2. Configure Safari
3. Configuring and Using iPad® Mail
  1. Set Up and Use iPad Mail
  2. Customize Mail Settings
4. Using Calendar, Contacts, and Reminders Apps
  1. Navigate the Calendar
  2. Navigate Contacts
  3. Navigate Reminders
5. Installing Apps and Managing Files
  1. Install Apps
  2. Identify Useful Business Apps
  3. Manage Files
6. Manage iPad® Security
  1. Customize Personal Security Settings
  2. Integrate Organizational Security
  3. Locate a Lost iPad

## Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.

### Class Prerequisites

Experience in the following *is required* for this Business Management class:

- Ability to perform basic end-user business computing tasks, including managing email, calendar, contacts, and tasks in any standard email program.
- Ability to access Internet information in a standard web browser.
- Ability to utilize any common office productivity suite.
- Ability to perform common computer system tasks such as managing files, launching programs, etc.