

iPad Basics

Buttons

- Physical Buttons
 - Power
 - Volume
 - Home(Some Models)
 - Slide(Some Models)
- Digital Buttons
 - Digital Home Button(Some Models)
 - Swipe up to go home
 - Swipe to the side to change apps

Home Screen

- This is where you see your apps that you have downloaded
- Swipe left and right to change pages
- Tap and hold an app to remove it or change its location on the home screen

Built In Apps

- Pages
 - Apple's version of Microsoft Word
 - Can open and save documents from Microsoft Word
 - Must save file a specific way to let people using Microsoft Word open it
- Numbers
 - Apple's version of Microsoft Excel
 - Can open and save documents from Microsoft Excel
 - Must save file a specific way to let people using Microsoft Excel open it
- Safari
- Web Browser
- Maps

Built In Apps Cont.

- Keynote
 - Apple's version of Microsoft PowerPoint
 - Can open and save documents from Microsoft PowerPoint
 - Must save file a specific way to let people using PowerPoint open it
- Files
 - Browse files stored on your iPad
- Photos
 - View and Share taken photos
- Clock
 - Show times in different time zones, set timers, and set alarms
- Notes
 - Taking notes
- Camera
 - Taking Photos

App Store

- Where you download new apps that don't come with your device
- Apps can be free or cost money
- If you have an iPhone or Mac, some apps you purchase will be shared between devices

Accessibility Settings

- Your iPad comes with many different options that can make it easier to use
 - Increasing the size of things on the screen
 - Reading text on screen
 - Touch screen assistance

Other Settings

- Wallpaper
 - Change the background of your device
- Sounds
 - Adjust sounds for different notifications and adjust volume
- Notifications
 - Change how notifications appear

Widgets

- View info easily without launching an app
- Placed on your home screen
- Built in ones and ones that are added when you install apps

Tips and Tricks

- Closing apps can preserve battery life.
 - Swipe up from the bottom to view open apps and then up on the app you want to close
 - On models with the physical home button double tap and then swipe up on the app.
- Don't leave it plugged in all the time since that can hurt battery life
- Swipe down from the top to bring up search menu
 - Will search apps and settings and bring up web search results
- Turn off Hold power and volume up at the same time