



## IPad Productivity Training Course

*In this iPad Productivity training course, you'll receive guidance and tips on how to make the most effective use of your iPad for personal and business productivity. This training course explains how to download and manage apps, configure email accounts, manage calendars and contacts, and troubleshoot common device issues.*

### What you'll learn in this training course

- Setting up iPad
- Using Mail, Calendar and Contacts
- Web browsing with Safari
- Using the App Store
- Reading books on the iPad
- Addressing accessibility
- Leveraging iPad for business
- Troubleshooting common problems

### Audience for this training course

This course is designed for users of varied computer experience who are interested in getting the most out of their Apple iPad, iPad 2, and iPad 3 devices.

### Training course duration

This class is a one-day in length. It runs from 9:30 am- 4:30 pm. Lunch break is approximately from noon - 1:00 pm.

### Training course curriculum

This training course uses content from the iPad User Guide, published by Apple in PDF form. AGI's training courses are delivered by the same instructors who write and edit the best-selling Digital Classroom series of books.

### Enrolling in this IPad Productivity training class

You can register for this training class online at [agitraining.com](http://agitraining.com), or by calling 781-376-6044 or 800-851-9237.

### Locations for this IPad Productivity training class

You can attend classes at your training centers located in Boston, New York City, Philadelphia, on site at your office, or on-line. You can select the course location at the time of your registration.

### Private and customized training course options

This training course can be offered as a private class for groups or individuals, and the content can be customized to meet your specific needs. You can call to speak with a training representative at 781-376-6044 or 800-851-9237 to discuss customizing this training course.

### Goals and objectives for this training course

American Graphics Institute is focused on providing high-quality training courses for your professional development. We provide regularly scheduled small group courses along with private or customized training.



## iPad Productivity training course topics:

### Lesson 1: Overview

- About iPad
- iPad controls
- Setting up iPad
- Managing content
- Using iCloud
- Connecting to your computer
- Syncing with iTunes

### Lesson 2: Basics

- Using apps
- Customizing iPad
- Typing and dictation
- Searching for content
- Using Notifications
- Sharing files
- Working securely

### Lesson 3: Mail

- Reading mail
- Sending mail
- Organizing mail
- Printing messages
- Working with attachments
- Mail accounts
- Mail settings

### Lesson 4: Calendar

- Exploring the Calendar
- Viewing and editing events
- Importing events
- Responding to invitations
- Working with multiple calendars
- Sharing calendars
- Calendar settings

### Lesson 5: Contacts

- Using My Info
- Searching contacts
- Adding and deleting contacts
- Sharing contacts
- Editing contacts
- Using Groups
- Contacts settings

### Lesson 6: Safari

- Searching the web
- Tabbed browsing
- Viewing articles in Reader
- Creating a Reading List
- Bookmarking pages
- Using History
- Saving downloads

### Lesson 7: Apps

- Using the App Store
- Creating an Apple ID
- Adding apps
- Downloading updates
- Viewing your account
- Managing apps
- Deleting apps

### Lesson 8: iBooks

- Exploring the iBookstore
- Reading books
- Interacting with books
- Notes and lists
- Organizing books
- Syncing books and PDFs
- Printing and sharing

### Lesson 9: Accessibility

- Using VoiceOver
- Getting to know Siri
- Enlarging text
- Inverting colors
- Speak features
- AssistiveTouch
- Accessibility settings

### Lesson 10: Business

- Corporate support
- Using configuration profiles
- Microsoft Exchange settings
- VPN access
- LDAP accounts
- CardDAV accounts
- Using the iWork suite

### Lesson 11: Troubleshooting

- Safety and handling
- Security issues
- Getting support
- Common problems
- Restarting and resetting
- Backing up
- Updating and restoring