

Unleash The Power of Your iPhone/iPad

Know more. Do more. Spend less.



Length of Workshop: 3 Hours

Overview

This interactive and hands on workshop is designed for the new iPhone user as an introduction to the device and its world of software applications that works for **you**. Attendees will use their own devices during the session as most of us learn by doing. Reference material is sent to participants after the session so there is no need to take notes.

Participants will:

- ✓ understand the buttons and features of their device
- ✓ learn the gestures and shortcuts that will increase their productivity
- ✓ customize their device according to their own needs

Module 1 - iTunes

Tour iTunes screen
Preferences
Updating iTunes &
iPhone/iPad
Synchronizing

Module 2 - The iPhone

Locking the device and
setting a passcode
Settings &
customization
Using folders
Multi-tasking

Module 3 - Using the phone **

Making calls Voice
dialing
Getting the most out
of Contacts
Checking voicemail

Module 4 - Email & Text Messaging

Using email
Using text
messaging**

Module 3 - Connectivity

WiFi vs. 3G (N/A on all
models)
Saving money and
conserving battery life
Setting up Find my
iPhone/iPad

Module 4 - Productivity

Using Calendar
Using Notes and Voice
Memos
Using Safari
Using the camera

Module 5 - Apps

Navigating the App
Store on your device
Deleting & updating
Apps
Useful Apps for your
industry
Using FaceTime