

## **TABLETS**

### **OBJECTIVES**

This course is designed around the most popular uses, such as reading/writing emails, taking and viewing photos and videos, listening to music, surfing the Internet, guiding with GPS, managing the calendar and transferring files.



During the course, the participant will also discover speech recognition, speech recognition of text, music objects, bar-codes, as well as translation, text-to-speech dictation, photo editing and editing videos...The settings of the device parameters will also be studied.

### **TARGET CLIENTELE**

Public

### **PREREQUISITES**

None

## **COURSE SYLLABUS**

### **1. The Configuration**

- Use the device settings
- Connect to Wi-Fi, Bluetooth
- Ensure the safety and confidentiality of the device
- Use text to speech recognition
- Use text and music recognition, bar-codes
- Translation

## **2. Email**

- Write your emails
- Dictate emails
- Read emails
- Manage emails

## **3. Contacts**

- Manage contacts
- Add a contact
- Delete a contact

## **4. The Agenda and Calendar**

- Manage your calendar
- Add an event to the calendar
- Setting the alarm clock

## **5. The Internet and Chrome**

- Browse the Internet
- Download

## **6. GPS and Maps**

- Use cards
- Guiding using GPS

## **7. Photos and Gallery**

- View photos and videos
- Upload photos and videos
- Take photos and videos

## **8. Music**

- Load music
  - Download on a chip card
  - Download directly to the Tablet
- Listen to music.

## **9. Download**

- Choose and install applications
- Use applications
- Install applications
- Exchange files with your PC