Centre professionnel

ELC

IPAD
FOR PROFESSIONALS AND MANAGERS

OBJECTIVES
At the end of the course, the participant will be able to create and manage many documents every day on their iPad. They will learn about the iPad's environment and its functions; connectivity, possible hardware additions, synchronization, photo and music management, iCloud, eBooks and playback applications, security, etc.

They will learn to use the iPad as the main tool for their meetings. They will save time, increase their productivity and stand out in their company by using the new mobile technology of digital tablets. This course will simplify professional life and paper management.

TARGET CLIENTELE
Any professional and manager

PREREQUISITES
None

COURSE SYLLABUS

1. **Turn On, Shutting Down and Maintaining the Tablet**

2. **Overall View of the iPad**

3. **Initial Settings**
   - Connectivity options
   - Basic adjustment of the device
   - Personalize the iPad

4. Basic Functions

- Open, manage and close applications – quick overview
- Using the keyboard, text editing – basic functions
- SIRI: voice assistance
- Share button
- Notification alerts

5. Specific Functions and Applications

- Internet browsing and search
  - Safari
  - Chrome
  - Google
- Email Manager
  - Mail
  - Other email applications (Gmail, Outlook, Yahoo)
- Store apps
- Shared content
- Calendar
- Address book manager
- Contacts
- Location, GPS and navigation
- Backing up and transferring documents

6. The 3 most Common Errors to Avoid

- Costly errors in time and money

7. Taking Pictures

- Editing pictures and photos
- Managing photo folders
- Capturing and transferring images

8. Taking Notes

- The pen
- Options and application for vocally dictating notes and thoughts
- Exploration of the best written note-taking and audio applications

9. **Word Processing and Spreadsheet**
   - Writing documents

10. **Creating a PDF**

11. **Document Classification and Management**

12. **Scanning Documents**

13. **Document Sharing Options**

14. **List Management**
   - Customers
   - Suppliers
   - Etc.

15. **Visual Audio Conversation**
   - Skype
   - Facetime
   - Etc.

16. **Audio and/or Audiovisual Message Capture**

17. **Outlook and Other Time Management Modes**

18. **Productivity Tools**

19. **Synchronizing Information on all Computers and Devices**
   - iTunes connection

20. **Access to Daily Information**
   - Newspaper
   - Television
   - Blogs

21. **Access to New Media Accounts**
   - Twitter
   - Facebook
   - Etc.