

EFFICIENT USE OF AN IPHONE

OBJECTIVES

At the end of the course, the participant will have learnt the parameterization and the use of an iPhone, in order to use standard applications. They will know how to navigate the system and settings, discover how to synchronize the address book, calendar and emails with an iPhone, and download an application.

They will be able to move from a professional or personal workstation (mail, contact, photos, music, etc...) to their iPhone. The role of iTunes, therefore, is clearly specified, so as to be completely autonomous in the administration of content (applications and data), backup and synchronization management, thus experiencing no bad surprises and to be able to find the data regardless of the context.



TARGET CLIENTELE

Public

PREREQUISITES

None

COURSE SYLLABUS

1. Fundamentals

- Start
 - What information is stored on SIM cards
 - Lock, unlock and standby
 - Who to call in case of problems
 - Connecting equipment to the computer
 - Restarting and resetting the iPhone or Android



- The basics
 - "Physical" overview of the iPhone or Android
 - Mechanical actions
 - The apps home screen
 - Rearranging applications
 - Sorting the Accessories for iPhone/iPad or Android
- Standard applications and basic
 - The icons
 - Icon groups
 - Global navigation in different applications
 - Use Safari effectively/Chrome to navigate Internet
 - Setting up photos and videos
 - Make a screenshot
 - Find your photos/videos in relation to a place
 - Use GPS to locate or find a route
 - Display modes (map, satellite, mixed, list)
 - Taking notes
 - Create a weather "notebook" of several cities
 - Find information when you only have one part

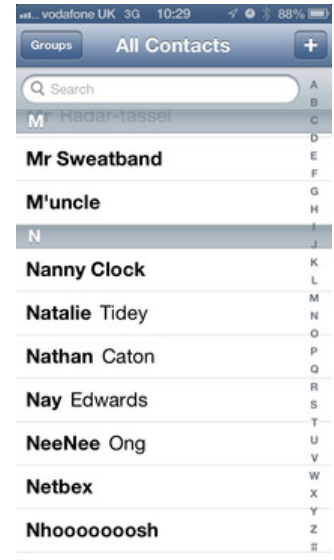
2. iPhone/Android Settings

- Basic settings
 - Know how to read your current configuration
 - The available features in "airplane" mode
 - Ringtones, volumes, vibrate
 - Change your wallpaper
 - Connect to a WiFi network
- Advanced settings
 - Manage app notifications
 - Choose your operator manually
 - Disable data abroad
 - Disable 3G for more autonomy
 - When to turn on Bluetooth
 - Disable the use of localization by certain applications
 - Use your iPhone to access Internet from a PC
 - Configure a VPN link
 - Back to factory settings on your iPhone or Android



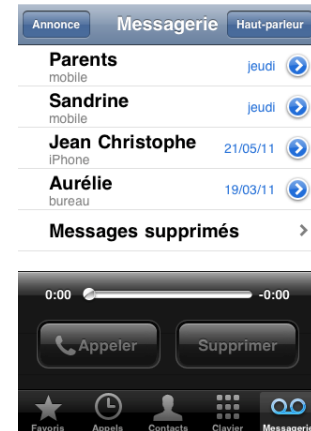
3. Contacts and Phone

- Contacts
 - Create a new contact
 - Import contacts from email with iTunes
 - Find, edit, or delete a contact
 - Create a list of favorite contacts
 - Send a contact card by email or MMS
- Call
 - The different ways to call a person
 - The call log
 - Navigating the mail
 - View data without interrupting the conversation
 - Choose a ringtone and a photo for a user



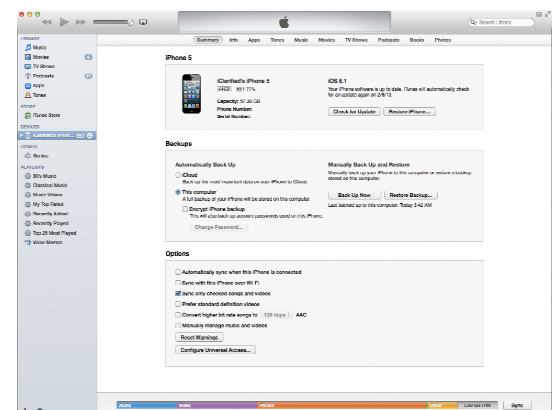
4. Email

- Email-specific network settings
 - Set up your email in an iPhone
 - How to send messages outside the Office or Home
 - Includes vocabulary (SMTP server, POP, and IMAP)
 - Create an account and set it up
 - Send secure mails
 - How to improve the speed of receiving mails
- Using email
 - Sending/receiving emails
 - How to leave emails on the server to find them from your location



5. The Essential iTunes Software

- Philosophy
 - Linking equipment to what can be installed
 - General route of the different menus
 - Storing data (CDs, files...) in libraries
 - Interest of reading lists



- Power your iPhone with iTunes
- Purchases (iTunes store/ Appstore)
 - What can you buy (ringtones, music, audiobooks, iBook, ...)
 - How can you find yourself in the hundreds of thousands of apps (App store)
 - Presentation of a *Best of free* and paid applications
 - Use unofficial apps (jailbreak)
 - View account information
 - Allow a computer to "use" a purchase
- iPhone sync with the iTunes data
 - Syncing may mean... Removed!
 - Precautions to be taken
 - Mastering synchronization options
 - Synchronizing contacts
 - Mail and email synchronization
 - Synchronizing data
 - Synchronization traps
 - Change computer
- Essential applications
 - Working with Excel or Word files
 - Access your PC remotely
 - Classic multimedia applications

6. Troubleshooting

- Backup/restore
 - Make a total backup of equipment
 - Update the operating system of his equipment
 - Restore factory configuration (default)
 - Restore a configuration from a backup
 - Case of disparate equipment (iPhone, iPod, iPad)
- Network
 - Changing a WiFi key
 - Enabling/disabling connection modes
 - Airplane mode
 - Issues related to travel abroad
- Sync
 - Restore data following a bad synchronization