

Apple® iPad® for Business Use (iOS 7)

Course Specifications

Course Number: ELK91-054_rev1.0

Course Length: 1 day

Course Description

Overview: The Apple® iPad® is rapidly becoming a powerful and valued business tool for use in the office and on the go when you're away from the office. When you integrate your iPad with regular business practices, you can get seamless access to email, the Internet, calendaring and messaging, cloud-based data, and productivity apps that you'll easily discover and include in your working day. As you travel through this course, your journey will begin with navigating the basic features of your iPad, followed by exploring and using the various apps that make your iPad an exciting and productive business tool.

Course Objective: Upon successful completion of this course, you will be able to perform common business productivity tasks on an iPad device.

You will:

- Navigate the iPad interface by using the basic components, buttons, controls, and gestures.
- Manage wireless connectivity and sync with iCloud.
- Communicate with others by using the Mail, Contacts, and Calendar apps.
- Create, modify, and share basic word processing, spreadsheet, and presentation files.
- Maintain and secure your iPad device, and install apps from the App Store.

Target Student: This course is intended for business professionals in a variety of roles such as sales, finance, and general management who need to use the iPad device in their professional capacities to create and share information; connect to public and corporate networks; and perform tasks productively and efficiently with a focus on the business environment.

Prerequisites: To ensure your success in your course you should have the ability to perform basic end-user computing tasks, including managing your personal or business email, calendar and contacts in any standard email program; accessing Internet information in a standard web browser; and using any common office productivity suite. You can obtain this level of skills and knowledge by taking a Logical Operations course, such as Introduction to Personal Computers Using Microsoft® Windows® 8. Experience with Mac OS® or with iOS-based devices is helpful but not required.

Hardware Requirements

The instructor and students will each need their own iPad 2 (or later).

- Any of the available iPad models are acceptable (that is, iPad 2, iPad Air, iPad mini, iPad mini with Retina display). Keep in mind that features can be slightly different between models, and iOS® incremental updates might cause slight differences in performance as well.
- Each iPad will need Internet access through a wireless network that is not password protected. Providing a password-protected network is optional.
- Each iPad will need access to the App StoreSM to download free apps (that is, Find My iPhone) during class.
- Only the on-screen keyboard is required; however, if an external Bluetooth®-enabled keyboard is available, you might want to demonstrate how to use it.
- Instructor only: You will need access to a desktop or laptop computer with Internet access and a web browser installed to download and distribute the data files.

Instructor iPad Only

- The instructor should have the appropriate Apple adapters to connect the instructor iPad to a projection system to display the screen. For example, an AirPlay® receiver such as AirServer can be used to mirror the instructor's iPad on a computer; and a Google Hangouts session can be used to share the classroom projection with remote students.)
- In Settings, set Auto-Lock to Never so the iPad remains on.

Course Content

Lesson 1: Getting Started with the iPad

- Topic A: Use Built-In iPad Buttons and Controls
- Topic B: Navigate the iPad Interface
- Topic C: Use the Keyboard

Lesson 2: Connecting with the iPad

- Topic A: Connect to the Internet
- Topic B: Use the Safari App
- Topic C: Sync with iCloud
- Topic D: Customize Connection Settings

Lesson 3: Communicating with the iPad

- Topic A: Work with Mail Accounts
- Topic B: Work with Contacts
- Topic C: Work with Calendar
- Topic D: Use Messages and FaceTime

Lesson 4: Using iWork Apps

- Topic A: Use Pages
- Topic B: Use Numbers
- Topic C: Use Keynote

Lesson 5: Maintaining and Securing the iPad

Topic A: Manage General Maintenance and Settings

Topic B: Use the App Store

Topic C: Handle Security Concerns

Topic D: Observe Good iPad Etiquette

Appendix A: Storing Files

Appendix B: Accessibility Options