

MS Office for iPad Course Outline – Introduction level



Course Objectives

This introduction course is for anyone who needs to understand how to use MS Office on their iPad. It's suitable for complete beginners or those who have a little self-taught knowledge.

By the end of this course you will get to know your iPad, use the touch gestures (swipe, tap and pinch), manage and work with apps such as Safari, the camera, Notes, Maps, the clock and reminders, change the settings, work with emails by adding an account, changing the email settings, setting a signature, send, reply and forward emails and manage emails. You will also be able to work with contacts and your calendar.

Estimated Course duration is 2-3 hours. Each lesson takes on average 3-5 minutes to complete.

Topics covered

Getting Started

- Getting to Know Your iPad
- Locking and Unlocking for I-Pad
- Setting Up Touch ID and Passcode
- Hidden Features

Touch Screen Gestures

- Swipe
- Pinch
- Tap and Double - Tap

Managing Apps

- Using the Favourites Bar
- Adding Apps
- Moving Apps Around
- Creating Groups
- Deleting Apps

Settings

- Air Plane Mode
- Connecting to Wi-Fi

Working with Apps

- The Basics of Working with Apps
- Safari - The Basics
- Safari - Home Page
- Safari - Sharing Links
- Camera's
- Notes
- Maps for iPad
- Clock - Stopwatch and Timer
- Reminders

Mail

- Add an Email Account
- Email Settings
- Set a Signature
- Send a New Email
- Replying and Forwarding
- Add a Mailbox
- Edit and Delete a Mailbox
- Managing Emails
- More Ways to Manage Emails

Contacts

- Create a Contact
- Edit and Delete a Contact
- Create a Contact Group

Calendar

- Create a New Event
- Create a Repeat Event
- Send an Invitation