

### 33 iPad Skills

1 iPad Buttons	<i>Home, Power, Side-Switch, Volume, Headphones, 30-Pin/Lightning</i>
2 Sleeping your iPad and turning off device	<i>Tap on the Power Button to sleep your iPad. Hold on the Power Button to turn the iPad off.</i>
3 Multi-task bar	<i>Double-tap on the home button or swipe up to access the multi-task bar.</i>
4 Download an app	<i>Visit the App Store and search for an app to purchase or download. Browse through Apple's categories, featured apps, and top charts.</i>
5 Organize your iPad	<i>Touch and hold on an app to move to a different location or by moving it to the left or right side, to a different screen. Drag one app directly on top of another app to create a folder.</i>
6 Customize your dock	<i>Touch and hold an app and drag it to the dock on the bottom of the screen. Remove apps from the dock by dragging them back to the app screen.</i>
7 Manage and access files on your device	<i>Use Dropbox, Google Drive, Box.net and other free cloud-based Apps to access your files on your iPad.</i>
8 Reset an app	<i>Access the multi-task bar and then press and hold on an app. Click the little X on the top left corner to close the app.</i>
9 Spotlight search	<i>Swipe to the left until you see the Spotlight Search which includes apps, emails, calendar information, contacts, and more. You can also search directly on the web on in Wikipedia.</i>
10 Multi-touch gestures	<i>Five-finger pinch to close an app, swipe up to access multi-task bar, swipe left or right to navigate between apps</i>
11 Access brightness, volume, and Airplay	<i>Swipe all the way to the left on the multi-task bar to lock orientation or mute the iPad, adjust the brightness, play or pause music, or turn on mirroring for your iPad.</i>
12 Run updates	<i>Go to the App Store and tap Updates on the bottom menu in order to update all of your apps that need updates or just one at a time</i>
13 Find my iPhone	<i>Settings &gt; iCloud &gt; Find My iPad</i>
14 Joining a wireless network	<i>Settings &gt; General &gt; Wi-Fi</i>
15 Set Auto-Lock for sleeping	<i>Settings &gt; General &gt; Auto-Lock</i>
16 Add a passcode	<i>Settings &gt; General &gt; Passcode Lock</i>
17 Add international keyboards	<i>Settings &gt; General &gt; International &gt; Add New Keyboard</i>
18 Change auto-correct	<i>Settings &gt; General &gt; Keyboard</i>
19 Set side-switch	<i>Settings &gt; General &gt; Use Side Switch to</i>
20 Control Spotlight Search	<i>Settings &gt; General &gt; Spotlight Search</i>
21 Change wallpaper background	<i>Settings &gt; Brightness &amp; Wallpaper</i>
22 Control Notifications	<i>Settings &gt; Notifications</i>
23 Virtual Keys	<i>Press and hold on a key for diacritics (any letter), currency symbols(\$), apostrophe (,), quotation marks (.), and degree symbol (0).</i>
24 Splitting your keyboard	<i>When using the keyboard, separate the keyboard with your thumbs (or press and hold on the keyboard icon on the bottom right and choose Split).</i>
25 Double space after a sentence	<i>Double tap the space bar button to end a sentence with a period and new space.</i>
26 Cut, Copy and Paste text	<i>Tap and hold on a word. Drag the blue highlight to the selection that you want to copy. In order to paste the text, go to an area where you can type and tap and hold, then select paste.</i>
27 Lookup and define words	<i>Highlight to select a word and then tap on define.</i>
28 Search within a website	<i>Click in the Search bubble on the top right. You will see the keyboard appear on the bottom. Directly above the keyboard is a search field to find text on the page.</i>
29 Reader Mode	<i>When using Safari, tap on Reader mode in the website address bar to read a website in full-screen reader mode (text only with adjustable letter size and no ads).</i>
30 Add Bookmarks	<i>When using Safari, add a website to the home screen by clicking on the save/open in button on the top (square with an arrow) and select Add to Home Screen.</i>
31 Save images from web	<i>Tap and hold on an image. Save the image to your photo library or copy the image to your clipboard.</i>
32 Take a Screenshot	<i>Push and hold the power and home buttons until the screen flashes. The photo will be stored in your photo library.</i>
33 Record video / take pictures	<i>Use the camera feature on the iPad to record video and take pictures. You can switch between still and video mode, as well as switch between the front and back cameras.</i>