

iPad # 1

**iPad Buttons include
Home, Power, Volume,
Volume, Headphones and
30-Pin/ Lightning**

*Task: Identify the name and
function of each of the 6
buttons or ports.*

iPad # 3

Multitask bar

*Task: Demonstrate 2 ways to
get to the multitask bar and
name 3 things you can do
with the multitask bar.*

iPad # 5

Organize your iPad

*Task: As an exercise, put 3
apps that begin with A-M
into a folder called A-M and
put 3 apps that begin with N-
Z into a folder called N-Z.*

iPad # 2

Settings and Camera

*Task: Put these two
important icons into the
dock and snap 1 picture with
the front camera, 1 with rear
camera and make 1 video
under 33 seconds.*

iPad # 4

The App Store

*Task: Put the App Store into
your dock, then visit the App
Store and find the top 3 free
education apps.*

iPad # 6

**Customize your dock which
can have a max of 6 icons**

*Task: Take any 2 icons out of
your dock and put at least 2
other icons into it. Open each
app and close by using the 5
finger pinch shortcut.*

iPad # 7

Important Numbers

Task: using settings (general, about) find your serial number and find how full your iPad is in terms of gigabytes used and total gigabytes.

iPad # 9

Spotlight Search

Task: Do a Spotlight Search (swipe to the left) and search for a common word such as "bird" or your first name; now program your Spotlight Search and turn off all the checks and search again.

iPad # 11

Change the Side Switch

Task: Use the multitask bar to change the meaning of the side switch so that it locks the orientation instead of muting. Test it out.

iPad # 8

Open Apps

Task: open any 3 apps and then use the 5 finger swipe to go from 1 to the next; then, go to the multitask bar and close all open apps and try the 5 finger swipe again.

iPad # 10

Multitasking gestures

Task: Count the number of multitasking or multi-touch gestures that you have learned and see if a neighboring team knows more.

iPad # 12

Keyboard Shortcuts

Task: Program your email address into the iPad using a 3 letter shortcut of your choice such as sbe with your initials; test it by going to Notes or any writing app.

iPad # 13

Find my iPhone

Task: go to FIND MY IPAD under ICLOUD within SETTINGS and make sure it is on. Now go to the APP called FIND IPHONE -- enter your login/password (same as iCloud) -- to see where your device(s) are right now.

iPad # 15

Dictate to your iPad 4

Task: dictate a paragraph using some use of these commands -- comma, quote, end quote, new paragraph, cap, caps on, caps off, all caps on, all caps off, no caps on, no caps off, no space on, no space off, smiley, frowny, winky, exclamation mark.

iPad # 17

Add international keyboards

Settings > General > International > Add New Keyboard

Task: Add 3 new keyboards with 1 of them being Emoji ("e-mo-gee") Do spell checking and voice recording with the new keyboard for a nice surprise! If you have an iPad 4, note that you can change the language for SIRI.

iPad # 14

Joining a wireless network

Settings > General > Wi-Fi

Task: find the WI-FI option. Then go down a few and check out the features where it says DO NOT DISTURB.

iPad # 16

Add a passcode

Settings > General > Passcode Lock

Task: go to this feature and notice that the switch for SIMPLE PASSCODE (4 digits) can be changed so that your password can be anything, alpha or even 1 character.

iPad # 18

Change auto-correct

Settings > General > Keyboard

Task: Pretend you have a colleague annoyed with auto-correct. Turn it off and test that it is truly off.

iPad # 19

Use Side Switch

Settings > General > Use Side Switch to lock screen orientation or to mute

Task: change the side switch so that it functions to be the lock orientation switch instead of the mute switch.

iPad # 21

Brightness & Wallpaper

Task: use the shortcut to get to the multitask bar and change brightness from one extreme to the other. Speculate battery savings. Within settings choose Brightness & Wallpaper and change wallpaper to a new picture in your camera roll.

iPad # 23

Virtual Keys

Press and hold on a key for diacritics (any letter), currency (\$), apostrophe ('), quotation marks (.), degree symbol (°)

Task: type 1 or more of these words (où, 33¢, mañana, 360°).

iPad # 20

Splitting your Keyboard

When using the keyboard, rip the keyboard apart with your thumbs (or press and hold on the keyboard icon on the bottom right and choose Split).

Task: go to summercore.com/typing and time yourself with SPLIT vs. non-SPLIT on one of the challenge sentences there.

iPad # 22

Control Notifications

Settings > Notifications

Task: check out what your notifications are within SETTINGS and make a few changes.

iPad # 24

Undocking your Keyboard

When using the keyboard, undock it with lower right icon so that it is now in the center of the iPad.

Task: try it and then speculate why anyone would want this.

iPad # 25

Double space after a sentence

Double tap the space bar button to end a sentence with a period and new space.

Task: Make sure the feature is on and try it!

iPad # 27

Lookup and Define Words

Highlight to select a word and then tap on define.

Task: Make sure the feature is on and try it!

iPad # 29

Reader Mode

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).

Task: Go to nytimes.com, click an article and when you see READER, try it!

iPad # 26

Cut, Copy and Paste Text

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. *Task: Type your name and copy it 3 times.*

iPad # 28

Search within a website

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.

Task: go to boston.com and search for "sox" on the front page.

iPad # 30

Add Bookmarks

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.

Task: Add up to 3 bookmarks from the web to your home screen.

iPad # 31

Save Images from Web

Tap and hold on an image.

Save the image to your photo library (camera roll).

Task: Add 3 pictures from the web to your Camera Roll.

iPad # 33

Slideshow on wake

Look for the icon to the right of "slide to unlock" after putting your iPad to sleep.

Task: test your slideshow and customize it using PICTURE FRAME within SETTINGS.

iPad # 32

Take a Screenshot

Push and hold the power and home buttons simultaneously until the screen flashes. The photo will be stored in your photo library (camera roll).

Task: Add 3 screenshots to your Camera Roll.