

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](http://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.*