



Peak Services delivers deep expertise in the local government sector. We understand the business of councils. Challenge us.

iPAD FUNDAMENTALS HALF-DAY COURSE

REGISTER NOW
07 3000 2148
FIND OUT MORE
training@wearepeak.com.au
wearepeak.com.au

AUDIENCE

This half-day instructor led training course is suited to those new to the use of iPads.

iPads are fast becoming useful workplace tools and knowing how to make the most of your iPad experience is crucial to working effectively and in a timely manner.

Our iPad training course covers iPad features, the interface, adding content, troubleshooting common issues, email and presentations and how to download apps.

Iain Anderson is an Apple Certified Trainer, video editor, iOS developer, presenter, writer, designer and motion graphics artist. His artistic abilities have seen him freelance for Microsoft and the Queensland Government, with his work appearing during the Sydney Film Festival.



SHORT COURSE

Hardware

- Ports
- Charger
- Accessories
- Real buttons

Interface

- The home screen and starting apps
- Tapping (single, double, holding)
- Home button (single, double press)
- Quitting apps, and why you don't usually need to do it!
- Swiping
- Multitouch
- Apple Pencil
- Pinch/Spread for zoom
- Text editing
- Copy and Paste

Basic Apps

- Settings
- Accessibility
- Control Centre and Orientation lock
- Keyboard options
- Siri and dictation

Notes

- Mail
- Calendar
- Reminders
- Alarms
- Maps

Networking

- Internet access options
- Getting data onto and off iPad
- AirDrop
- Email
- Dropbox
- iTunes
- iCloud setup
- Safari
- Reading
- Saving bookmarks
- Exporting to PDF

Apps

- Rearranging apps
- Folders

Video/audio

- Photos app

Communication

- Messages
- FaceTime

Productivity

- Pages (quick Word-like documents)
- Keynote (quick diagrams or page layout)
- iBooks (PDF storage)

Connecting a display

- Wired display connections
- Wireless display options

Duration and Location

Our standard structure for this course is a half-day and can be customised to suit. Our program can be delivered in any metropolitan or regional area of Queensland. Customisation is available to suit specific requirements.

WANT THIS COURSE RUN IN-HOUSE FOR YOUR COUNCIL? CONTACT US FOR A QUOTE