iPad For Business:
Essentials and Beyond

CLASS TRAINING

General Outline

This course covers the 'full range' of the basics in using the Apple iPad, mainly for business use.

Participants are expected to bring along their own iPads for use during the course.

The course focuses on using the iPad for business and workplace use, and looks at how to customise its settings for your own needs and requirements.

The course also covers how to use iPad's built-in applications and how they might integrate or work with applications in your business or workplace.

You'll also receive some great suggestions on how to find, install and use third-party apps that can help to manage business activities more effectively while away from the office.

Hands-on exercises are carried out during the 1-day course, and you can bring along your specific queries.

SEE THE NEXT PAGE FOR DETAILED CONTENT OF THE COURSE.

Client Reviews

"The trainer was able to cater for individual's specific needs. The course will greatly help improve my management of calendar and reminders on my iPad."
Michelle, Radiographer

"I was impressed with the extensive knowledge of the trainer."
Vicki, Typist

"I really like the ease of use of the iPad workbook."
Mavis

"I was impressed with the relaxed environment."
Maureen

"Easy to follow course and manual."
Chris, Garden Maintenance

"I was impressed with the relaxed, easy learning atmosphere."
Cherly, Administration

"The skills I learnt will improve my time saving and organisational skills."
John, Carpenter

"I was impressed with the presentation of the course."
Ines, Nurse/Admin

"Most impressed with the knowledge of the instructor and the clearly explained examples."
Scott, Defence

Duration & Rate:

- 1 day public course ($330) OR
- 3 x 1-hour online ($132) OR
- Closed / Onsite (inquire)

Prerequisites:

No experience with using an iPad is required, however basic computer and Internet/e-mail knowledge will be an advantage.

Public Course Includes:*

- Use of a computer for hands-on exercises.
- Extensive training manual.
- Refreshments.
- Certificate of attendance.
- After-course support.
- Free refresher course.

* Inquire re details.

How to Book:

- Phone us on (02) 6041 2711.
- Email us at **office@classtraining.com.au**.
- Book online at **www.classtraining.com.au**.

CLASS Training
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Albury NSW 2640
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Work Smarter!

iPad for Business - Essentials & Beyond

Detailed Course Outcomes

Introduction for Business (1 day):

Using the iPad:

♦ Use extensive gestures/shortcuts to navigate the interface.

♦ Customise and change iPad settings (passcode lock, timeout, reminders, email signature block, etc).

♦ Work with and customise app icons and the **Home** screens, create folders.

♦ Use iPad's extensive 'Search' feature to look for information.

♦ Use data-entry shortcuts with onscreen keyboard and dictation.

♦ Set up and join a Wi-fi / Mobile network.

♦ Use shortcuts to browse the Internet.

♦ Use extensive information 'sharing' features.

Contacts / Email / Calendar:

♦ Manage contacts, keep them up to date.

♦ Send, receive and manage e-mail.

♦ Send, receive and view attachments via e-mail.

♦ Use calendar and reminders (to-do) list, and implement some time management features.

♦ Ensure efficient synchronisation with desktop e-mail/ calendar, if relevant.

Multi-media:

♦ Create, edit and manage photos.

♦ Share images, make them available to other devices.

Managing Documents / Information:

♦ Create and edit documents / files / information.

♦ Use extensive sharing features to collaborate with others.

♦ Use free, online storage apps (Dropbox / Google Docs) for managing documents / files / information.

♦ View, manage and annotate PDF files with free Adobe Reader.

♦ Investigate how to access office PC remotely.

Doing More:

♦ Search for apps and install them.

♦ Investigate and use other apps (Evernote, iAnnotate, DocstoGo, Pages, Keynote, Numbers, etc.)

♦ Ask your specific questions.

Course Delivery Options:

This course can be delivered:

♦ as a public course with maximum ten (10) participants.

♦ onsite in your training rooms, and with optional laptops/notebooks.

♦ as one-on-one executive or small group courses.

♦ as a live, interactive webinar for up to 100 participants.

Content of course can be customised to meet specific requirements that best suit you and your personnel.

The course has simple-to-follow, hands-on exercises. An extensive training manual of step-by-step instructions is yours to keep.

Course Includes:

All participants receive the following:

♦ Use of a fast PC – one person per PC.

♦ An extensive training manual of step-by-step exercises.

♦ Refreshments.

♦ Certificate of attendance listing the outcomes covered.

♦ Support via phone, fax or e-mail for content covered.

♦ Support from our online Help Desk and Knowledgebase.

♦ Answers to your specific queries.

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