



iPad for Business: Managing Documents

Course Content

General Outline

This half-day (3 hours) session focuses on using the iPad to:

- ◆ Store and share documents online.
- ◆ Create, share and collaborate on documents, reports, etc.
- ◆ Annotate ('add comments', etc) documents, using various apps available.
- ◆ Work with online spreadsheets and other documents to **enter data and report better 'on the road'**.
- ◆ Your particular queries.

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

You'll also receive some great suggestions the types of apps to use and how to work with each other users of documents.

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



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:

- ◆ Half day public course (\$249)
OR
- ◆ 1-hour live online (\$49)

Prerequisites:

Previous experience with using an iPad is assumed, installing apps, etc.

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

Detailed Session Outcomes

Duration: Half-day (3 hours)

Revision of the important shortcuts:

- ◆ Hand gesture shortcuts..
- ◆ Customise apps and screens.
- ◆ **Create folders/groups of apps, 'kill' apps to free memory.**
- ◆ Change settings.
- ◆ Use different data-entry techniques.

Manage Documents with Business Apps:

- ◆ Store and share files and documents using:
 - DropBox.
 - Google Drive.
 - SkyDrive
- ◆ View, navigate and annotate documents, reports, etc., using:
 - Adobe Reader.
 - GoodReader.
 - iAnnotate.
 - PDF Expert.
- ◆ Create, share, and collaborate on online documents, word processor documents (WP), spreadsheets (SS) and presentations (PR) using:
 - Pages (WP).
 - Numbers (SS).
 - Keynote (PR).
 - Google Docs / Drive (WP, SS, PR)
 - DocsToGo (WP, SS, PR).
 - MS Office 365 for iPad (WP, SS, PR).
- ◆ Download online documents as Microsoft Office files, PDFs, and others, for offline access.

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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