

iPhone Introduction

Course objectives

Use Facetime

Use the Email Features

Calendar Facility

Understand some of the useful inbuilt apps and apps from the App Store (paid and free)

Set up and Print to wireless printers

Audience

This course is **designed for people with busy work schedules** who are **mostly out and about** and need to use iPhone efficiently to get basic things done.

Prerequisite

No Prior experience or knowledge of iPhone is required to attend this course.

Duration

This is a **1 day iPhone Introduction** course. The course starts at **09:30** and runs until **16:30**. **Alternate timings** can be arranged upon request. The course can be held on a **date that suits you**.

Location

Our **iPhone Introduction** course can be **run online** or at our training venue near Liverpool Street (London) or any preferred location in the **UK or Europe**.

iPhone Introduction Course Outline

Mail

Formatting messages
Flagging messages
Searching for messages
Viewing attachments
Saving attachments
Attaching files on a new email
Attaching pictures from the Photos library

Calendar

Adding appointments
Meeting requests
Editing appointments
Deleting appointments
Adding and modifying reminders

Useful inbuilt and App Store

productive apps

Office apps – Word, Excel , PowerPoint, Outlook
Apple apps- Keynotes, Numbers and Pages
Sound recorder
Note Taking Apps
Using Siri to get information
Typing and dictating on iPhone

Browsing using Safari

Using Facetime

Working with general Settings

Setting and using multi-tasking gestures
Connecting via Bluetooth
Shortcut – Tips and Tricks

Printing

Setting up a wireless printer
Printing on a wireless printer