

iPad Practice

1. Hold down the **on/off button** until the slide to power off option comes up. Turn the iPad off.
2. Hold down the **on/off button** until the Apple logo appears on the screen to turn the iPad on.
3. *Swipe to the right* to unlock the screen.
4. *Swipe down* from the top of the screen to open the **Notification Center**. *Drag* the notification screen back up to the top.
5. *Swipe up* from the bottom of the screen to open the **Control Center**. Adjust the sound and brightness to the midway point on their sliders by *touching and dragging*. *Tap* the arrow at the top of the **control center** to close it.
6. *Tap* on the **Notes** app to open it.
7. Type the sentence iPad basics is pretty fun. Copy the sentence by *tapping* once at the end of the sentence and choosing **Select All**, then **Copy**. Unhighlight the text by *tapping* at the end of the sentence. *Tap* the **Return** key. *Tap* where the cursor is blinking and choose **Paste**.
8. Compose a new note by *tapping* on the compose symbol in the top right corner. Type the sentence All Tablets (and most phones) have touchscreens. *Double tap* the space bar to insert a period and space.
9. Copy the sentence by *double tapping* the word screens. *Drag* the left blue line to highlight the whole sentence. *Tap Copy*. Unhighlight the text by *tapping* at the end of the sentence. *Tap* the **Return** key. *Tap* where the cursor is blinking and choose **Paste**.
10. Compose a new note by *tapping* on the compose symbol in the top right corner. Turn **voice dictation** on by *tapping* the microphone on the keyboard and say I'm using voice dictation to create this sentence exclamation point. *Tap Done*. *Tap* the hide keyboard symbol in the bottom right corner.
11. *Tap* on **Notes** in the top left corner to see all your notes. Notice they will automatically be put in alphabetical order.
12. Press your **Home** button to go back to the home page.
13. Press and hold your **Home** button to open **Siri**. Ask "what is the weather today?"
14. Press your **Home** button to go back to the home page.

15. Tap on **Safari** to open the web browser. Tap in the address bar and type foodnetwork.com. Tap on the new tab plus sign symbol in the top right corner. Tap in the address bar and type yahoo.com.
16. Use the *five finger pinch* to go back to the home screen.
17. Tap on the **Camera** app to open it. Tap on the **camera switch symbol** in the top right corner to turn on the front facing camera. Take a picture of yourself by *tapping* the white circle on the right side of the screen. Turn the camera around by *tapping* the camera switch symbol in the top right corner. Take a picture of something in the room.
18. Use the *four finger swipe* to *swipe* to the left so Safari is back on the screen. Take a snapshot of the page by holding down the **sleep/wake button** and pressing the **Home button**.
19. Use the *five finger pinch* to go back to the home screen.
20. Tap on the **Photos** app. Tap **Select** in the top right corner. Select the 3 photos you took by *tapping* on them. Tap **Add To** in the top left corner. Tap **New Album**. Name it Class Pictures and tap **Save**. To delete photos tap on a photo and tap the **trash can symbol** in the bottom right corner or tap **select** and choose multiple photos to delete.
21. Tap on **Albums** at the bottom of the screen. The **plus sign symbol** in the top left corner is to add an album. The **edit** is to delete albums. Press your **Home** button.
22. Tap the **Calendar** app. Tap Month at the top of the screen. Tap on the **plus sign symbol** in the top right corner. Add an event titled Family Dinner. Have it start on June 13, 2014 at 7:00pm and end on the same day at 10:00pm. Set it to repeat every month. Tap Done.
23. Use the *five finger pinch* to go back to the home screen.
24. Tap on the **App** store. Tap in the **search box** in the top right corner and search for Evernote. Tap on **Free**. Tap on **Install**.
25. Press your **Home** button.
26. *Touch and hold* any icon on the screen till they start to shake. Arrange the icons on the home screen alphabetically by touching and dragging. Drag the **App Store** down to the **dock**.
27. Delete an app by *tapping* the **X** in its corner.
28. Drag the icons from one screen to another by *touching and dragging* them one at a time to the edge of the screen.
29. Now we'll create folders. Drag one app onto another app. This creates a folder with both apps in it and names it based on the type of apps it contains. Now drag another app into the folder you just created. You can rename folders by tapping on the name.

30. Press your **Home** button when your finished

31. Close all your open apps by *double tapping* the **Home** button or *swiping up with four fingers*.
Swipe up on each app.