

Activity Sheet: Tablets: Getting Started



Activity #1

Practice locating your main buttons

1. Locate the **Power** Button on your tablet (if the device is not already turned on, do so now)
2. Locate your **Volume** control buttons
3. Locate your **Home** button
4. Identify any remaining buttons on the device
5. Tap the **Power** button once to put the tablet in "sleep" mode
6. Tap the **Power** button again to "wake" the device
7. Unlock your device by swiping in the appropriate direction. Note: If you have a password or pin, enter it now to access your home screen

Practice using the Home button

1. **Android** Users
 - a. Hold down the **Home** button to activate the Google app/Voice commands
 - b. Ask a question using voice command, such as "How fast is a cheetah," or "How many ounces are in a gallon?"
 - c. Tap the **Home** button once to return to the home screen
2. **iPad** Users
 - a. Hold down the home button to activate Siri
 - b. Ask a question using voice command, such as "How fast is a cheetah," or "How many ounces are in a gallon?"
 - c. Tap the **Home** button once to return to the home screen

Activity #2

Practice accessing your home screen and notifications

1. **Android** Users
 - a. Swipe through to determine how many screens you have
 - b. Tap the Home button to return to the main screen
 - c. Access the Notifications screen
 - d. Swipe to clear a notification, if you have one
2. **iPad** Users
 - a. Swipe through to determine how many screens you have
 - b. Tap the Home button to return to the main screen
 - c. Access the Notifications screen
 - d. Swipe to clear a notification, if you have one

Practice moving apps

1. Press and hold on an app
2. Drag the app to a different location on the screen, into the docking area or create a folder
3. If necessary, press the Home button to return the device to its normal state

Activity #3

Practice accessing settings to view common features

1. Access your **Settings**
2. Find where you could change the **Screen Brightness**
3. Find where you could change the **Screen Time-Out** or **Auto-Lock**
4. Find where you could turn on **Location**

Practice connecting to Wi-Fi

1. Find where you could turn on **Wi-Fi**
2. If Wi-Fi is not already turned on, do so now
3. Tap on **Gailnet** to connect to the library's Wi-Fi

Practice accessing security features (passcodes/pins)

1. Find where you could adjust security settings on your tablet (Ex: Screen Lock, Passcode, or Security)
2. Explore the options for your device and if you would like, choose one
3. Follow the on-screen instructions to complete the steps

Activity #4

Practice opening and closing apps using the Task Manager

1. Tap on any app to open it
2. Tap the home button to return to the main page
3. Open a different app
4. Use the Task Manager to close those apps

Activity #5

Practice using the keyboard

1. Open up your Internet Web Browser (Chrome, Safari, etc.)
2. Type Gail Borden (capital G and B) in the Search Bar, then tap the Space Bar
3. Tap the 123 or Sym button to access numbers and symbols, then type 2016
4. Tap on the Smiley Face button and select an emoticon/emoji
5. Return to the ABC letter keys on your keyboard, then use the Use Backspace to remove the emoticon/emoji,
6. Tap Enter or the magnifying glass on the page to complete the search
7. Use the task manager to close the web browser