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.