"HANDS- ON"
TABLET TRAINING FOR SENIORS

"Hands-On" Tablet Training for Seniors

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Preface

This curriculum is written specifically to teach senior citizens how to use a tablet. This can be used to teach in a small group or in a one-on-one setting. While this curriculum is designed specifically for use with the Galaxy Samsung Tab A, much of the content will be applicable to other tablets and even the Apple brand iPad.

It is important to note this curriculum will not cover all of the possible uses/apps of a tablet. The goal of this curriculum is to give seniors a foundation of skills to allow them to feel confident using a tablet and exploring its applications independently.

This curriculum contains links and information that were active at the time of the publication of this curriculum. Please be aware that links may become inactive or change as technology is constantly changing and developing.

Each Unit of the curriculum is set up in two parts: the first section is a Lesson Plan, which is designed for the Instructor. This section includes:

- Learning goals/Key concepts
- Teaching details
- Materials required
- Estimated time frame to complete the unit and activities (this has been included in the first Lesson Plan, but it will be up to the instructor to include for each subsequent Plan as there are too many variables that might affect the pace of the training)

Immediately following each Lesson Plan, (with the exception of Unit 1), is a **Pre-test** and a **Post-test**. The Pre-test can be used by the Instructor to determine the learner's skill/knowledge level prior to beginning the training module. *(It is up to the Instructor to determine each learner's specific learning needs. There might be some sections of this curriculum that a learner may already know or that may not be of interest to a learner.)* The Post-test is designed to be completed by the learner following the lesson's delivery to evaluate the effectiveness of the training and to identify any potential sections that need to be reviewed.

The second section of each Unit is "For the Learner" and contains the relevant reading notes, activities, definitions, pictures/images and links. It is up to each instructor to decide on how to use the "For the Learner" sections, as they can be used simply as teaching notes to follow, they can be read aloud, or they can be given to each learner to read independently. It will be important to consider the literacy skill level of each learner when making this decision. The more an Instructor can "bring the curriculum content to life", the more engaged the learners will be. An engaged learner is a successful learner.

There are pages in the "Learner" section that are designed to be "Handouts" to be reproduced and given to each learner – these are clearly designated as such. These handouts contain valuable notes and steps for the learners. As well, it will be beneficial for the instructor to print some of the "Activities" sections for the learners. It will be important to find a balance between using a variety of teaching methods (handouts, discussion, hands-on, lecture etc.) in order to accommodate the different learning styles of the senior learners. An effective instructor will vary these activities and be prepared for **teachable moments** – when a good opportunity for learning something about a course topic appears as a result of a discussion, question, or comment.

Throughout this curriculum, you will also find links to information related to elder abuse and other topics of "high interest" particular to seniors. This will help to maintain the senior learners' interest in the curriculum and ensure that the content reflects their needs.

Activities are included throughout the curriculum and Instructors and Learners are encouraged to use them and re-use them if a review is needed. Hands-on practise using the Tablet will be very important to the learning process and often times it will be necessary to re-try learning activities several times in order to fully achieve success.

Repetition leads to Success

Repetition leads to Success

Repetition leads to Success

Key tips to consider when teaching this curriculum:

- Some seniors may struggle with manual dexterity, vision, and/or hearing issues – speak clearly, slowly and at good volume, use large, clear print if writing notes on a board

- You may have learners with different learning styles (auditory, visual, kinesthetic) so you will need to include different teaching techniques in your training session to accommodate each learning style

- Provide learners plenty of time to write notes as you teach

- Have learners work in pairs to encourage them to support each other

- Use individual instruction as needed

- Always use easy to follow steps

- Avoid using technical terms and acronyms until you've explained the terms to your learners

- Repetition will be key as some seniors have memory retention issues

- Some seniors may have a more limited attention span – in this case teach one or two concepts at a time – consider shorter training sessions

Some learners may not make it through this entire curriculum and that is just fine. They may only use certain sections of the curriculum that they find more relevant to them. Overall, it is more important that the learners begin to build a solid foundation of skills as they begin their journey to learning Tablets. Self-confidence and curiosity will be essential building blocks in this process.

Unit One: Introduction

Unit One: Introduction – Lesson Plan

Time (minutes)	Learning Goal(s)	Details
30 min	**Introduction** *The purpose of this unit is to introduce your learner(s) to the concept of Tablet training specific to seniors.*	1. Distribute Handout #1 and discuss with your learner(s). 2. Complete Activity #1 and find out if your learners have any specific learning goals. 3. Discuss with your learner(s) what factors might affect their ability to learn how to use a Tablet.
60 min	**Instruction of New Information** *Build on prior knowledge and introduce new key points of understanding. Have learners complete learning activities to solidify understanding of new concepts.*	1. Read/paraphrase "What's a Tablet?" with learners. Discuss with learners what factors might affect one's ability to use a Tablet. 2. Complete Activity #2 "What are you worried about?" 3. Read/paraphrase "Benefits of technology to Seniors". 4. Read/paraphrase "The Tablet" and "Parts of your Tablet". Distribute Handout #2, then complete Activity #3.
20 min	**Questions and Review** *Provide an opportunity for learners to pose any further questions and ask for clarification.*	Ask for any questions from learners. Pose questions to confirm their understanding. Provide a point form review of key concepts discussed (via whiteboard/blackboard/orally).
10 min	**Independent Practice**	Have learners hold and become accustomed to the Tablet.
	Closure *Assign homework or review activities.*	None.
Materials Required:		
Tablets Curriculum Handouts #1 and #2 Activities 1, 2, and 3		

Handout #1

Welcome!

Welcome to "Hands-on: Tablet Training for Seniors" and congratulations on taking an important step in learning how to use a tablet. This curriculum is designed specifically for teaching seniors how to use a tablet. The content, format, language, style and organization have been carefully chosen to reflect the specific learning needs of seniors. Tablets are known for being user-friendly and intuitive, but many people find learning the device on their own challenging. This training curriculum, combined with the knowledge and experience of your instructor, will give you a solid beginning as you learn new skills.

What can I do on a Tablet?

Tablets can be used for so much:

- **Play games**
- **Stay in touch with family and friends**
- **Email**
- **Read the news**
- **Listen to music**
- **Create lists/set reminders**
- **Take photos**
- **Surf the Internet**
- **Do your banking**
- **Shop online**
- **Track Health Information**

For senior citizens, learning computers and basic internet skills is not only for accessing information, it is a useful tool for keeping in touch with family members and engaging in social interactions. Tablets allow seniors to access the Internet, engage with friends/family members, play games, read the news, and listen to music. Many of the elderly fear the computer, but basic computer skills are very easy to learn – more so today when everything is designed to be user-friendly and visually accessible.

Activity #1

Have your learner(s) brainstorm different possible uses that they will have for their tablets. This can be done orally, and the list created on a blackboard/whiteboard (optional). The goal is to find as many uses and fun activities for the learners to use their tablets. This will increase their motivation to learn how to use tablets. This list can be used to guide the content of future training sessions.

Tablets are known as the easiest device for the elderly. They are much simpler to learn and use than other computer systems. They have made technology truly accessible to everybody and useful to everyone – even seniors. Seniors no longer need to type on bulky keyboards and master clicking and double-clicking the mouse. This is especially important as some people with arthritis have difficulty operating a mouse. With a tablet, basic activities like browsing the Internet, reading the news, checking emails, listening to music, taking photos, and sending messages is now possible at the touch of a fingertip.

What's a Tablet?

The term tablet refers to touch screen-based computers that tend to be light and easily portable. Touch screen means, quite simply that you touch the screen to use it – it is NOT controlled by a mouse and keyboard. You control it by touching the images on the screen. The touch screen interface of these devices tends to be relatively easy for seniors to learn and many of them tend to understand what to do very easily. The iPad is one of the more well-known examples of these,

Factors that might affect speed or natural skills when learning to use a tablet:

- Past experience using traditional desktop computers and laptops
- Digital literacy skills
- Support from family and friends
- Any vision, hearing and mobility impairments
- Basic comfort level with technology
- Experience using a cell phone

and is a product made by the Apple Company. Samsung has created a Tablet called the Galaxy, and this is the Tablet used in designing this curriculum.

Tablets may range from a screen size of around 5 inches all the way up to around 10 inches, with screen sizes from 7 to 10 inches being the most common. This measurement is the diagonal length of the screen. Larger tablets work best for seniors, especially those with poor eyesight, as these have larger font sizes and the onscreen buttons tend to be bigger.

Because they are a type of computer, tablets have their own operating system and can run a large number of applications (these are called apps- and will be discussed in detail in this training), including many different games. Tablets will run either an Apple or an Android operating system. This curriculum will focus on the Android operating system, as this pertains to the Samsung Galaxy Tablet. Most simply, the

operating system is the base software that controls the tablet. The operating system is the "base" software that runs the tablet and controls how it functions. Different operating systems look and work a little differently, although there is also a lot in common between tablet operating systems.

Most tablets are designed to be carried around in a bag or case. They are much lighter than regular computers and so you can bring them and use them almost anywhere.

As you might expect, there is a bit of a learning curve with tablets.

Activity #2

What are you worried about? Have your learners:

1. On a piece of scrap paper, jot down any fears or concerns they have regarding learning to use a tablet (i.e. memory issues, breaking it etc.). Tell them not to worry about spelling or neatness.
2. Partner with one classmate. Take turns sharing your lists.
3. Have each group share one or two of their concerns/fears with the entire class (if they feel comfortable).
4. Remind your learners that all learners feel nervous about being in class and that technology can be intimidating for everyone.

Benefits of technology to seniors

Builds Social Skills

One of the biggest advantages of using tablets is that it allows us to socialize with others. Easy to use apps for texting, voice calling, and video chatting let seniors be in contact with their loved ones in an instant. Moreover, they do not even have to leave the comfort of their homes. In a way, tablets help connect people who live miles and miles away. This reduces loneliness and isolation with the press of an icon in a just a few seconds. The tablet promotes social engagement and increased interpersonal and inter-generational communications.

Lifelong Learning

Tablets also help seniors learn and acquire new skills very easily. There are dozens of free and paid apps (programs for the tablet) that cater to the interests of seniors. New skills are learned by watching videos about their hobbies or even downloading a new movie. These tasks give seniors a sense of pride that does wonders for their self-esteem. This new way of learning and improving themselves has made tablet computing very popular among the seniors.

Convenience

Tablets help people do many basic activities of daily life easier and quicker. Some examples are shopping for groceries, banking, or ordering food from a restaurant. These can be done right from the comfort of their homes 24 hours a day, 7 days a week. Banking, shopping, learning, socializing are all major activities that are covered by a simple tablet. No having to get dressed, drive to town, make the purchase, load up the car and drive back home. Some seniors are unable to do these types of tasks. So, it is safer for them to use technology for these.

The Tablet

The Samsung Galaxy Tab A was chosen for the purpose of this training curriculum

for many reasons, including: It's 10-inch screen is user-friendly for seniors who may have difficulty seeing a smaller screen. Tablets come in a variety of different sizes and shapes from all different manufacturers. The screen size, like television screens, is a measure of the distance between opposite corners on the rectangular screen.


1. The tablet runs on Android technology (that's the name of its Operating System) so most apps work on it.
2. It has a large memory capacity.
3. The camera can take high quality still pictures as well as videos.
4. The tablet is light enough to carry around.
5. The tablet comes pre-loaded with software for reading magazines, listening to music, playing games and more!

While many of the functions of this tablet are similar to the iPad they are not exactly the same. Much of this curriculum can be applied to learning iPad and other Tablets, but there will be variances in terms and some functionality.

Parts of your Tablet

There are many different tablets and each one is set up slightly differently from the others. It is most important to learn the basic parts. Each tablet has a "front" and a "back". The front of the tablet is the screen where all the action takes place! This is where you will tap and swipe and make your device come to life (more on all that later). The back of the tablet is plain black (for the Galaxy Tab A) and has the word Samsung written on it.

There is a camera on both the front and the back – which allows you to take photos from either side.
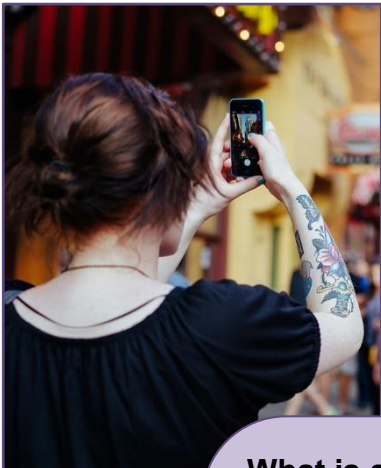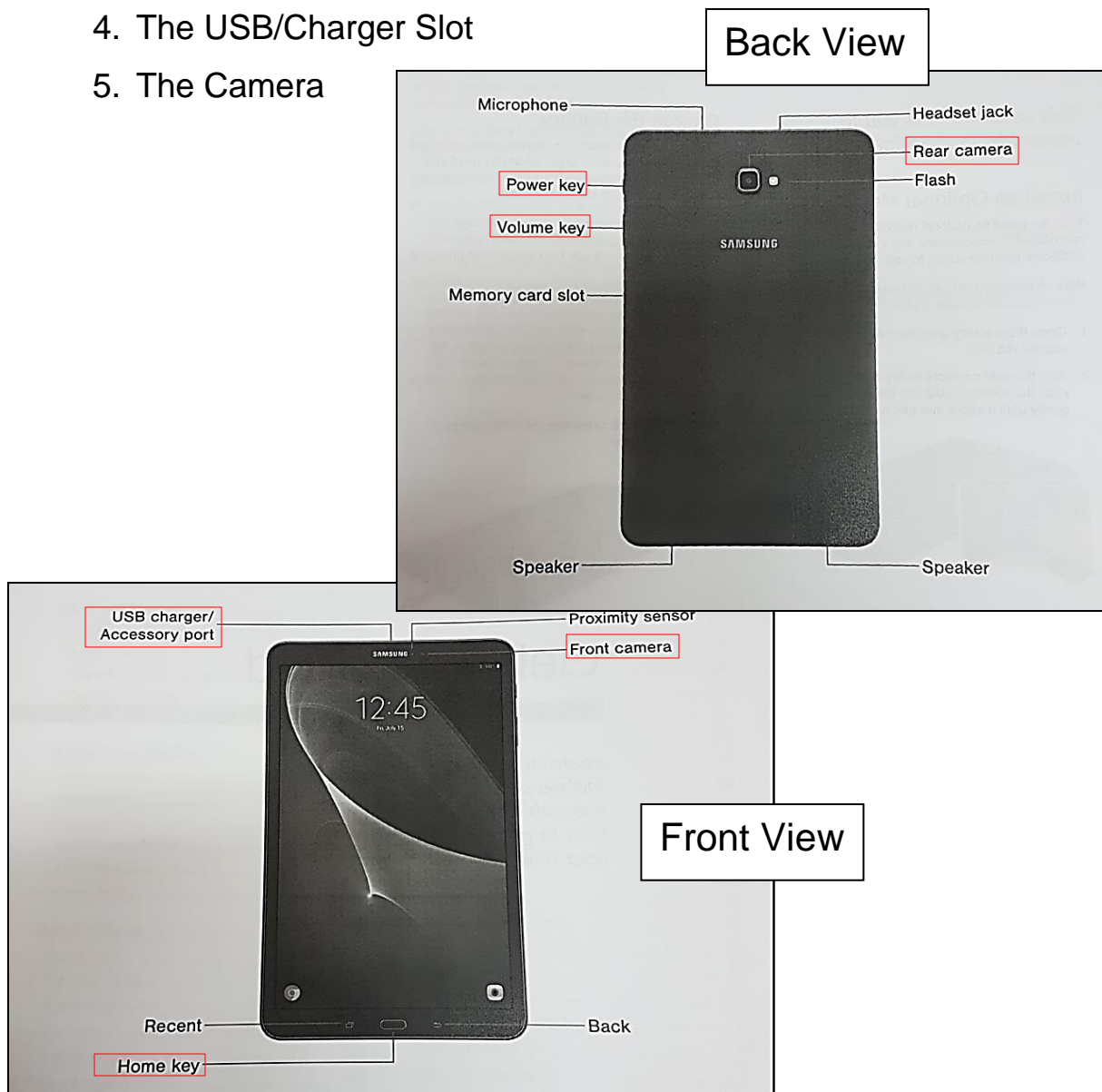
What is a "SELFIE"?

Many young and tech-savvy people use the term "selfie". This is a self-portrait photograph (sometimes with more than one person), typically taken with a smartphone/tablet which may be held in the hand or supported by a selfie stick. Selfies are often shared on social networking services such as Facebook, Instagram and Snapchat.

Handout #2

The following is a list of the MAIN parts of a tablet. The images show where they are found on your tablet.

1. The power key
2. The volume key
3. The home key
4. The USB/Charger Slot
5. The Camera

Back View

Microphone
Headset jack
Rear camera
Power key
Flash
Volume key
SAMSUNG
Memory card slot
Speaker
Speaker

USB charger/
Accessory port
Proximity sensor
Front camera
SAMSUNG
12:45
Fri July 15

Front View

Recent
Back
Home key

Activity #3

Have your learner(s) take out their Tablets. Have them find and identify the
different features of the Tablet, including:

1. **The power key**
2. **The volume key**
3. **The home key**
4. **The USB Charger Slot**
5. **The Camera**

Give the learners time to hold their Tablets and get accustomed to the
weight and feel of the Tablet. Make sure they can identify each of the 5
listed parts of the Tablet as they will be referred to throughout the
training. This can be done individually or as a group,
sharing the answers orally.

Unit Two: The Basics

Unit Two: The Basics- Lesson Plan

Time (minutes)	Learning Goal(s)	Details
	Introduction *The purpose of this unit is to teach your learners basic functions necessary to operate a tablet (turning on/off, gestures, charging etc.)*	1. Read/paraphrase/distribute the following sections: Turn on your Tablet, Close Apps, First Time Use, Locking and Unlocking. 2. Complete Activity #4.
	Instruction of New Information *Build on prior knowledge and introduce new key points of understanding. Have learners complete learning activities to solidify understanding of new concepts.*	1. Read section "What you see – Your Home screen". 2. Supply learners with Handout #3. 3. Complete Activity #5. 4. Read/paraphrase (while making notes on whiteboard or blackboard if possible), section "Basic Gestures". 5. Distribute photocopies of Activity # 6 and have learners complete it. 6. Supply learners with Handout #4. Assist them make any corrections to Activity # 6. 7. Have learners complete Activity #7. It is encouraged to spend a good amount of time on this activity, so learners are able to perform the basic gestures to effectively navigate their Tablets. 8. Read/paraphrase the section on "Screen Rotation". 9. Supply and read/review Handout #5 (2 sides). Continued on next page…

		10. Paraphrase section "Boosting battery life".
		11. Activity# 8: Print this activity and have your learners fill in the blanks based on their new knowledge of tablet charging. This can be modified to be done orally as required by any learner(s) special visual or fine motor needs.
		12. Show learners short video clip regarding app permissions.
		13. Read section on "Changing Settings". Then have learners complete Activity #9.
		14. Read/teach section "Wallpaper Setting". Then have learners complete Activity #10.
		15. Read/teach "Typing on a Keyboard" and "Using Google Voice Typing". Then distribute copies of Activity #11 for learners to complete alone or in small groups. Give a great deal of time for this section as this is a very senior friendly feature and it will be very useful to the learners.
	Questions and Review *Provide an opportunity for learners to pose any further questions and ask for clarification.*	Ask for any questions from learners. Pose questions to confirm their understanding. Provide a point form review of key concepts discussed.
	Independent Practice *Students practice on their own to apply new concepts, review notes etc.*	Allow students 20- 30 minutes to practise these new skills at the end of each session. Seniors often have a fear of technology and this practise time will encourage them to overcome these fears.
	Closure *Assign homework or review activities.*	

Materials Required:
Tablets   Internet Connection   Curriculum   Handout #3, #4, #5,   Activities 4, 5, 6 (printed for learners), 7, 8 (printed for learners), 9, 10, 11

Unit Two: The Basics: Pre-Test

Before beginning Unit Two, please answer the following questions to the best of your ability.

	No		I think so	Yes	
I can turn on my Tablet.	1	2	3	4	5
I can turn off my Tablet.	1	2	3	4	5
I know what a home screen is and its use.	1	2	3	4	5
I understand what screen rotation is.	1	2	3	4	5
I can charge my Tablet.	1	2	3	4	5
I can adjust text font size.	1	2	3	4	5
I can use google voice typing.	1	2	3	4	5

Unit Two: The Basics: Post-Test

Now that you have completed Unit Two, please answer the following questions to the best of your ability.

	No		I think so	Yes	
I can turn on my Tablet.	1	2	3	4	5
I can turn off my Tablet.	1	2	3	4	5
I know what a home screen is and its use.	1	2	3	4	5
I understand what screen rotation is.	1	2	3	4	5
I can charge my Tablet.	1	2	3	4	5
I can adjust text font size.	1	2	3	4	5
I can change use google voice typing.	1	2	3	4	5

Unit Two: The Basics

If you've just purchased your tablet, or you are new to Tablet Technology, you may have many questions…

- Where is the on and off button?

- How do I make the tablet work?

- How and when do I charge my tablet?

- How do you open and close the various programs (apps) on your tablet?

- How do you control apps by touching the screen?

- How do you type using the onscreen tablet keyboard?

- How do I change the settings on my tablet?

This unit will answer these questions and more!

The Basics

Turn on your Tablet

The first thing to do is to turn on your tablet. To do this, **Press and Hold** the **POWER KEY** until it turns on.

Close Apps and Turn off your Tablet

Before turning off your Tablet it's important to **close your apps**. To do this **tap** the button to the left of the "home key" (it looks like a rectangle), which is known as the "recent" key. All of the apps you opened and/or used recently will come up layered one on top of the other (if you haven't used any then message "No recently used apps" will appear. To close the apps, tap the **"CLOSE ALL"** that appears at the bottom middle of your screen. If you don't close your apps, they will begin to slow down your device.

Now you are ready to turn your Tablet off. **Press and Hold the POWER KEY** until the **MENU** is displayed. When prompted, **TAP** on the screen where it says **Power Off.**

First Time Use *(this section only applies to the first time you use your tablet)*

The very first time you use your tablet, the Welcome screen will be displayed. This will guide you through the initial set up of your Tablet. Follow each prompt to set up language, time zones etc. You will only need to do this once-the first time you use your brand-new tablet. In fact, some stores that sell Tablets will do this step for you for a fee.

You will be asked to create an account (usually a Google email account) so that you can access content and apps on your device. Follow the prompts to set up the account to use for your device. You can always link any current email address you use (for example a Hotmail address) at a later time. Many people only use the google account to set up the tablet. If you don't already use email, then it might be a good option to use this Google (Gmail) account as your email.

Accounts and Passwords

ALWAYS write down any account names and passwords that you create. Many people think "I'll remember that" and then they forget it. To be safe, always write them down and keep in a **safe place**.

Locking and Unlocking your Tablet

Locking your Tablet can also be considered putting it to 'sleep'. This is a security feature and will also be discussed later in Unit 3.

To lock the Tablet:

Your Tablet will lock automatically in a certain number of minutes/when the screen times out. This is a normal feature built into most devices and is a security feature and a power-saving feature. You can also lock it yourself by pressing the **POWER KEY** once.

To unlock the Tablet:

1. Press the Power or Home key.
2. Drag your finger across the screen.

Activity #4

Have your learner(s) take out their Tablets. Have them turn on the Tablet. Have them practise locking and unlocking their Tablets. Then have them turn it off, then back on again.

What you see – Your Home screen

Once the tablet is switched on, you should find yourself at what is called the **Home Screen**. This is the starting point for using your Tablet. This is where you launch your apps. *(Apps are mini programs that add functionality, such as a calendar, clock, or game. Tablets come with some apps pre-installed, and you can also download new apps from online stores. There are more than a million apps to choose from…. more on that in Unit Four!)*

The home screen can be seen as the "home" of the Tablet. If you get 'lost' in your Tablet you can always hit the "home" key to re-orient yourself and start over. When you turn your tablet on, you will always have the home screen on the display.

On the screen, you'll see a number of icons (these are graphical images each representing a different app). You could see a letter icon for your email program, a browser icon for your web browser, a camera icon for taking photos and so on.

You may also see extra things on the Home screen, like a clock, local weather, a Google Search bar or notifications window. On the top of the screen on most Android tablets you'll also see the **Status/ Notifications bar**. It will have a clock, battery indicator and a number of indicator lights, such as wireless signal strength and little icons for notifications for specific apps. Often, if a notification appears, such as a new email or a calendar event that is about to happen, tapping on the notification icon will bring you to the relevant app.

Once the tablet is switched on, you should find yourself at what is called the **Home Screen**. This is the starting point for using your Tablet. If you get "lost" in your tablet, you can hit the home screen button to return to this spot.
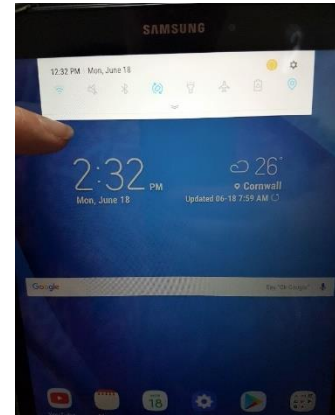
You can also access a "notification panel" from the home screen by touching the status bar and dragging your finger slowly downwards. This will give you the details from the Status Bar. When desired, you can clear items from the notification panel by taping "CLEAR". This panel gives you quick access to functions like Wi-Fi, display settings and more.

The Status bar at the top of the Home screen provides device information (such as network status, battery charge, and time) on the right side and notification alerts on the left.

Status Icons

Icon	Description
	Battery full: Battery is fully charged.
	Battery low: Battery is low.
	Battery charging: Battery is charging.
	Mute mode: Mute mode is enabled.
	Wi-Fi active: Wi-Fi is active.
	Wi-Fi available: A Wi-Fi network is available.

Notification Icons

Icon	Description
	New email: New email has arrived.
	New Gmail: New Gmail has arrived.
	New voicemail: New voicemail message has been received.
	File download in progress: Download of a file or app is in progress.
	File upload in progress: File is being uploaded or sent.
	GPS active: Location service (GPS) is active.
	App updates available: App updates are available from the Google Play store.
	App updates complete: App installation or updates are complete.

One special thing about the Home screen is that you can have more than one. If you have so many apps installed on your tablet that their icons can't fit on the one screen, extra icons will appear on secondary (and tertiary, and quaternary and so on) home screens. To access additional Home screens, you use the swipe gesture anywhere on the home screen. Swipe left to go to the next home screen, swipe right to go back.

Activity #5

As a group, turn on your tablets and look at the Home Screen. Complete the following tasks (it is recommended to do each step together and wait for each learner to accomplish each step before moving on as a group):

1. List everything you see on the Home Screen (using proper terminology).
2. As a group, discuss what you think each icon will be used for.
3. Locate the Status/Notifications Bar.
4. Explore the Notification Panel.
5. Determine how much of your battery power is left.
6. Find the clock to see what time it is.
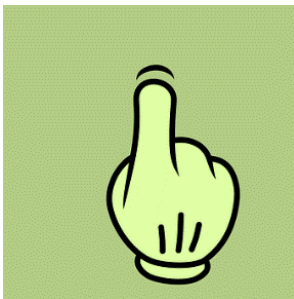
Basic gestures

Gestures are what you'll use to interact with your device's **touchscreen**. For instance, instead of clicking something with your mouse, you'll tap the screen with your finger or using a Stylus (an input device that looks and acts like a pen. Instead of drawing with ink, it sends a digital signal to a compatible touchscreen, which

interprets the pressure) We'll refer to gestures throughout this curriculum, so make sure you're comfortable with the different terms and how to apply them.

The following are the main **Gestures** used with tablets:

1. **Tap:** This is simply a quick touch of the screen with one finger. It's the simplest gesture there is. Tap is used to launch apps, select items, follow web links and so on. Tap is the equivalent of a left-click on your desktop computer.

2. **Tap and hold (and drag):** Touch a part of the screen and keep your finger in contact with the screen. The effect of this varies, depending on the application. Tap and hold is often the equivalent of a right mouse click on your computer, bringing up a context menu. On your Home screen, tap and hold can be used to move icons and widgets around. Tap and hold so that the icon appears to "wiggle", then drag it to where you want it.

3. **Scroll:** Simply touch a part of the screen that doesn't have a button or link. Keep your finger in contact with the screen and move it up or down, left or right. This is most commonly used for scrolling documents or web pages. If you visit a web page that's too long to see on the screen, for example, touch any part of the page that's not a link near the bottom of the screen, then push your finger up the screen, as if you were pushing the web page up to reveal the rest of it. This will cause the web page to scroll. Obviously, you can do the same in reverse – or left and right if the page or image is too wide.
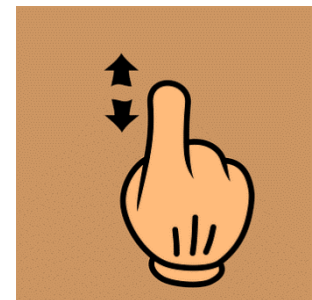
4. **Swipe:** Swipe is a quick slash across the screen. It can be in whatever direction is required. Swipe is most commonly used when flipping between pages (in a book) or images (in a slideshow). The swipe is like flinging the current page or image aside to reveal to the next page. In an image program for example, swipe right to left to move to the next image. Swipe is also used on your tablet's home page - if you have a lot of apps installed (too many to fit on one screen), you can have several Home pages. You swipe left or right to switch between them. Swipe can also be used for fast scrolling – you can fling a web page up or down. The velocity of the swipe actually determines how far it scrolls.
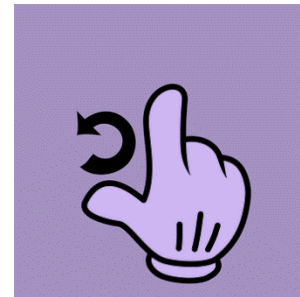
5. **Pinch-to-zoom:** Pinch-to-zoom requires more than one finger. Place two fingers (usually the thumb and forefinger, but it doesn't really matter) around a part of the screen you want to enlarge or zoom out of. Then move the two fingers apart to zoom in (enlarge that part of the screen) or pinch them closer together to zoom out. You can think of it like squeezing or expanding the screen. Pinch-to-zoom is often used in web browsers, allowing you to zoom in on part of the page that might not be clear, is too small, or might have a link that's difficult to tap. It's also used in image programs to zoom in and out of a photo.

6. **Double tap** This gesture involves simply tapping on the screen twice in quick succession. It most often serves a similar function as pinch to zoom: in your web browser, double tap on a part of the page you want to zoom in on (which makes it easier to touch hyperlinks); double tap again to zoom out.

Activity #6

Match the following gestures to their meaning/use.
(This can be done on the blackboard or as a printed activity sheet).

PINCH TO ZOOM   Tapping the screen twice in quick
                             succession.

SCROLL   Making a quick slash across the
                             screen, like turning a page in a book.

TAP   Touch a part of the screen and keep
                             your finger in contact with the screen.

JOGGLE WIGGLE   Placing 2 fingers on an area to zoom
                             and spreading fingers slowly to make it
                             larger or smaller.

SWIPE   Holding your finger on the screen and
                             sliding up or down to move the
                             document.

DOUBLE TAP   This is not a gesture…it is nonsense
                             words included here to make me smile.

TAP AND DRAG   A quick touch of the screen with your
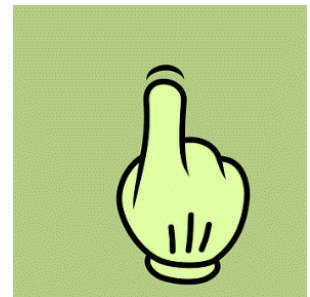   finger.

Handout #4

The Basics

Here are the following basic things to know about operating your Galaxy Tablet:

Turn on: Press and Hold the POWER KEY until it turns on.

Turn off: Press and Hold the POWER KEY until the MENU is displayed. When prompted, TAP on the screen where it says Power Off.

To lock the Tablet: Your Tablet will lock automatically when the screen times out. You can also lock it yourself by pressing the POWER KEY once.

To unlock the Tablet: Press Power or Home key <u>or</u> drag a finger across the screen.

GESTURES:

Tap: A quick touch of the screen with one finger. Tap is the equivalent of a left-click on your desktop computer.

Tap and hold/drag: Touch a part of the screen and keep your finger in contact with the screen. Tap and hold is often the equivalent of a right mouse click on your computer. On your Home screen, tap and hold can be used to move icons and widgets around. Tap and hold so that the icon appears to "wiggle", then drag it to where you want it.

Scroll:

Simply touch a part of the screen that doesn't have a button or link. Keep your finger in contact with the screen and move it up or down, left or right. This is most commonly used for scrolling documents or web pages.
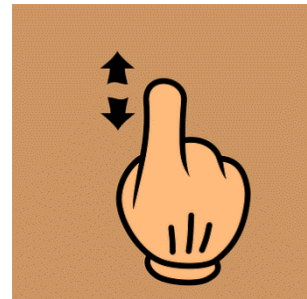
Swipe:

Swipe is a quick slash across the screen. It can be made in whatever direction is required. Swipe is most commonly used when flipping between pages (in a book) or images (in a slideshow).

Pinch-to-zoom:

Pinch-to-zoom requires more than one finger. Place two fingers (usually the thumb and forefinger, but it doesn't really matter) around a part of the screen you want to enlarge or zoom out of. Then move the two fingers apart to zoom in (enlarge that part of the screen) or pinch them closer together to zoom out.

Double tap:

This gesture involves simply tapping on the screen twice in quick succession. It most often serves a similar function as pinch to zoom: in your web browser, double tap on a part of the page you want to zoom in on (which makes it easier to touch hyperlinks); double tap again to zoom out

Nearly all tablets and touchscreen phones now use what is called a **capacitive touchscreen.** It responds not to pressure but to the electrical charge inside your body. For this reason, they need only the slightest touch to work – they will register even the lightest contact. It also means that, to the tablet, a slight touch is the same as a heavy one – **if something isn't working, pressing harder won't change anything!**

Activity #7

Have the learners use the tablets to practice the following gestures. The instructor should observe that all learners are able to perform these gestures before continuing with the curriculum. Encourage learners who are able to do this to help their peers master each gesture.

1. Tap
2. Double Tap
3. Tap and drag/hold
4. Swipe
5. Scroll
6. Pinch to zoom

Screen rotation

Screen rotation can cause some problems for those who are not used it. When this setting is enabled, the screen automatically rotates when you move your tablet between portrait mode and landscape mode.

To enable or disable screen rotation, follow these steps:

1. From your Home screen, tap and drag your status bar to reveal the notification screen.
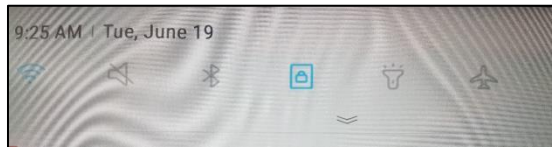
2. You will see the following Icon.
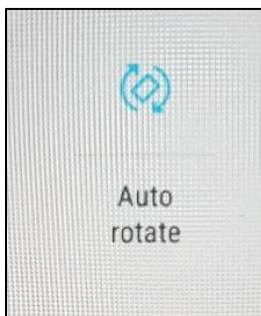
    This means that Auto-rotate is enabled and your screen will flip depending on how you hold it. The purpose of this is that the screen will automatically adjust depending on which direction you are holding your tablet.

3. To disable this setting, tap the icon (where is says "auto rotate") so it appears like this. Your screen will then stay in portrait mode, regardless of which direction you hold your tablet.
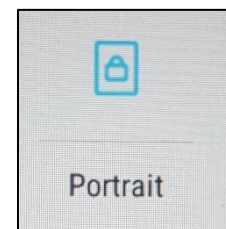
4. To re-enable this feature, tap the icon (which now says "portrait") once more. You will see that each time you touch the icon, it reverts back again.

Charging

Your Galaxy Tab A is powered by a rechargeable battery. A USB charger (cord and block) is included in the box when you purchase this tablet. The block can be plugged into most any electrical outlet. The cord plugs into both the Tablet and the block.
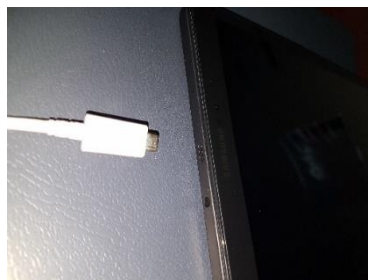
How to Charge:

1. **Plug the larger end of the cord into the block.**

2. **Plug the smaller end of the cord into the USB slot on the Tablet (this is found on the top, above the word Samsung).**

3. **Plug the block into an electrical outlet.**

Notes on Charging:

- The battery comes partially charged. A fully discharged battery requires up to four hours of charge time. You can use the device while charging.

- It is recommended to use only Samsung-approved charging devices. Samsung accessories are designed to maximize battery life. Using other accessories may invalidate your warranty and may cause damage.

- When the battery is weak and only a few minutes of operation remain, the device sounds a warning tone at regular intervals. In this condition, your device conserves its remaining battery power by dimming the screen.

- When the battery level becomes too low, the device automatically turns off.

- It's recommended you fully charge your Tablet before using your device for the first time.

To check your battery level look at the top right-hand corner of your Tablet screen. You will see a symbol that looks like this:
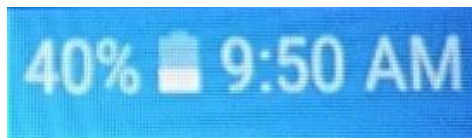

(The symbol is to the left of the time)

A solid white colour indicates a full charge. The percentage number to the left of the symbol indicates the percentage of battery charge that is left.

Boosting your battery life

Each tablet is different, but most of them have a strong enough battery to get you through the day (so you only have to charge at night). A battery will perform best if you let it fully charge each time you use it, instead of charging it just enough to use it for a few minutes.

If you feel like your battery is getting drained **too quickly**, there are a few simple things you can try.

- Many tablets have big, bright screens—which is great for you, but not so great for your battery! Fortunately, reducing your **screen brightness** can help. To access this feature, go to your device's **settings**, then look for **Display**. Once there, you have the option to set it to Auto Brightness or to use the Brightness bar to reduce the brightness of your screen.
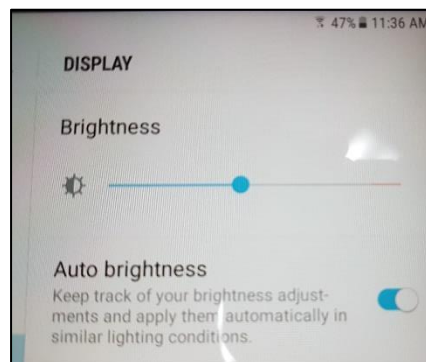
- Certain **apps** and **background processes** use more battery than you might think. To find out what's drawing the most power on your device, go to your settings, then tap Battery. If you see an app that you hardly use near the top of the list, you might want to uninstall it or attempt to adjust its settings. ***This step is a bit more advanced, so you may want to wait until you are more comfortable with your tablet before attempting these adjustments.*

Activity #8

Fill in the blanks. Use the given word bank if needed.

WORD BANK:

LARGER	FOUR
RIGHT	BLOCK
RECHARGEABLE	CORD
USB SLOT	CAN
SAMSUNG	FEW MINUTES
WHITE	BATTERY

Charging a Tablet

Your Galaxy Tab A is powered by a _____ battery. A USB charger (cord and block) is included in the box. The _____ can be plugged into most any electrical outlet. The _____ plugs into both the tablet and the block. The first step is to plug the _____ end of the cord into the block. Plug the smaller end of the cord into the _____, found above the word _____. Plug the block into an electrical outlet.

The battery comes partially charged. A fully discharged battery requires up to _____ hours of charge time. You _____ use the device while charging.   When the battery is weak and only a _____ of operation remain, the device sounds a warning tone at regular intervals. In this condition, your device conserves its remaining battery power by dimming the screen. When the _____ level becomes too low, the device automatically turns off. To check your battery level look at the top _____ corner of your tablet screen. A solid _____ colour indicates a full charge. The percentage number to the left of the symbol indicates the percentage of battery charge that is left.

Locking your device

Locking your device ensures that if you leave it somewhere or it is stolen, you can be confident no one can access your content. Setting up a screen lock is easy - let's go!

When the screen lock is turned on, your secret password/pattern needs to be keyed in every time you turn on your tablet, and when it has been in sleep mode. Android tablets offer a number of ways to set up a screen lock. You can trace a pattern on the screen or set a password or a four-digit PIN (personal identification number).

When setting up a PIN or Password always be sure it's a number you can remember and make a note of it somewhere.

Steps to set up a screen lock

Tap the Settings icon.

1. Tap Lock Screen and Security.
2. Tap PIN from the options under Screen Lock Type.
3. Type four digits into the box.
4. Tap Continue.
5. Re-type the digits to confirm your passcode.
6. Tap OK.
7. On the next screen, tap Done.
8. Tap the Home icon to return to the tablet's home screen.

**You can change the lock screen code as often as you like.

Security

People lose their devices or experience some breach of privacy more often than you might think. Luckily, there are several things you can do to protect your phone or tablet—and, by extension, your personal information.

Some of these precautions involve enabling something on your device (for example, a screen lock that provides extra security). Others depend on your knowledge of safe browsing habits, like knowing when to avoid public wi-fi.

A few simple strategies can go a long way toward protecting your device. Here are some everyday tips to help safeguard your information and keep your device safe, secure, and healthy.

- Update your version of **Android** whenever prompted. System updates often contain bug fixes and other improvements that can protect your device from the latest security threats.

- Know how to access your **security settings**. Take some time to review them, and make sure you understand how they work. Everyone's security settings are different—you can usually get to them in your device's **settings**.

- Be careful when **downloading apps**. Many apps in the Play Store are safe, but some may pose a risk to your privacy. Stick to apps you trust and think carefully about any permissions they require. Click on the following link to show a short video about app permissions:

https://www.youtube.com/watch?v=hdwk7AQXy5Q&list=PLpQQipWcxwt9qeniFKxjpVhk77b4Pfe8s&index=3

Changing Settings

FONT SIZE CAN INCREASE

One of the biggest complaints you'll hear from seniors regarding any tablet is that the text is too small. However, it is possible to increase the font size on your tablet by following these steps:

1. **From your tablets home page tap "settings".**
2. **On the left side you will see a list of categories. Tap "Display".**
3. **On the right side you will now see options. Tap "Screen zoom and font".**
4. **To change the font size, drag the blue circle on the line under "font size" along the continuum from small to huge. This will either increase or decrease your font size depending on which direction you drag the blue circle. By default, this should be set to "Normal," but changing it to "Large" or "Huge" can really help anyone with any vision problems.**

Activity #9

Have your learner(s) take out their Tablets and practice completing steps 1-4 to change the font size of the tablet text. This will allow them to feel comfortable adjusting the font to suit their personal vision needs.

Wallpaper Settings

Every phone or tablet comes with a selection of wallpapers — images for your home screen or lock screen background that give your device a bit of personality. You can change the appearance of your Tablet's home and lock screen by changing the wallpaper selection. The wallpaper is the background that you see and does not affect the functionality of your Tablet or its apps. You can use a photo that you have taken with your tablet or you can choose from a selection of pre-loaded choices. There are 2 ways to do this.

Method #1:

1. On your home screen, pinch the screen (as if trying to make it smaller).
2. Then tap on Wallpapers on the bottom left corner.
3. You will then see your choices. Tap your choice.
4. A choice of three options will then appear at the bottom of your screen. These options are:

    - Home Screen: this sets it as the background for your home screen.

    - Lock screen: this will set it as the background for your lock screen.

    - Home and lock screens: this will set it for both home and lock screen.

    (it is possible to use different wallpaper for each screen)

5. Choose one option. You will be shown a preview of what it will look like.
6. Tap the "set as wallpaper" on the bottom of the screen to complete.

Method #2:

1. On your home screen, tap "settings".
2. On the left-hand side, tap "wallpaper".
3. Follow steps 3-6 from method #1.

Activity #10

Have your learner(s) take out their Tablets and practice changing the wallpaper setting of the tablet. Have them complete the following:

➢ Pick a new wallpaper and set it as wallpaper for their home screen.
➢ Set a new wallpaper for the lock screen.
➢ Choose another new wallpaper and set it as both home and lock screen.
➢ Change back to the original home and lock screen.

*You can also download free apps that will allow you to choose from an extensive collection of wallpaper choices. This will be addressed in Unit 4 of this curriculum. Some of these sites where you can find other wallpapers are:

- Google wall papers
- Zedge
- Backdrops
- Muzei

Text can be entered on your Tablet by using the keyboard or by speaking. When typing is an option, a traditional keyboard will appear, and you simply tap each letter to enter it. In addition, most devices now have **predictive text**. Predictive text suggests words that match your text entries and can automatically enter the word your device thinks you want to use. The more you use your device the better the predictive text will become at anticipating the words you use frequently.

Using Google Voice Typing

Another way to enter text onto your device is by using Google Voice Typing. This uses Google voice recognition to convert speech to text. This feature allows you to speak to your tablet and ask it questions and change settings.

To use this feature on your tablet, follow these steps:

Ways you can use your voice

If voice search is available in your language or country, you can say most of these examples. But some aren't available in every language.

- Account, privacy & search
- Calendar, alarms, reminders & information
- Communicate with friends & family
- Entertainment (music, movies, TV, books & images)
- Directions & travel
- Facts & quick answers

1. On your home page, tap on the Google icon. The big multicoloured G.

2. In the top left corner, you we see a small picture of a microphone. Tap this picture.

3. You can now speak to your tablet. Speak into the microphone in a loud clear voice and watch your text being entered.

4. You will then hear an answer.

There are many fun things that are very convenient to use your google voice typing for including the following examples. Your tablet will be able to answer many, but
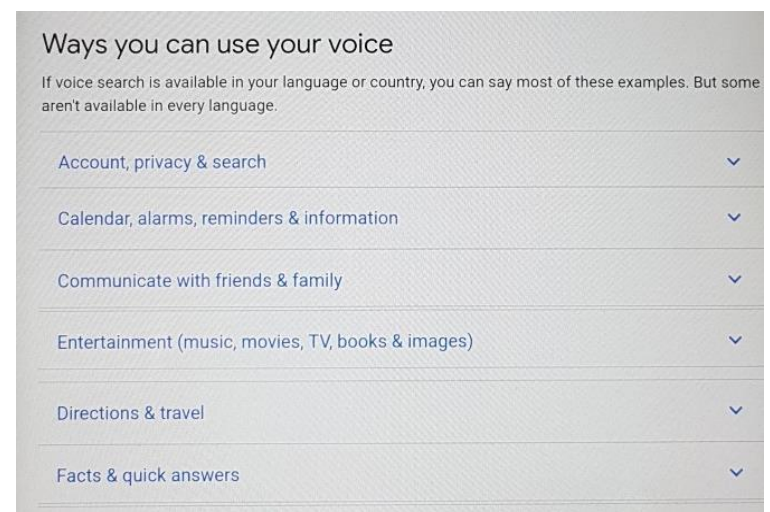
not all questions. As you begin to use this feature you will see which tasks/questions it is capable of answering.

- Setting an alarm
- Playing music
- Setting a reminder
- Sending an email
- Getting directions
- Finding places nearby
- Checking the weather
- Finding out the time in yours or other time zones
- Answering trivia questions
- Calculating prices and/or tips
- Defining a word
- Converting between units
- And much more!

Activity #11

This activity can be done in small groups, partners or alone. Have your learner(s) take out their Tablets and practice changing using the Google Voice Typing Feature (they may need a quiet space to do this activity, particularly if they are hard of hearing). Have them access Google Voice Typing and then ask their tablet the following:

> ➢ "Will I need an umbrella tomorrow?"
> ➢ "What will the temperature be on Saturday?"
> ➢ "Set an alarm for 3 o'clock pm".
> ➢ "Navigate to 401 East"
> ➢ "What did Chuck Berry sing?'
> ➢ "Define 'hematoma'"
> ➢ "How many ounces in one cup?"
> ➢ "Go to CTV News"
> ➢ "What's the nearest Tim Horton's"
> ➢ "What time does Walmart open?"

Now have your learner(s) think up their own questions that they might want answers to in their daily lives. Have them share some of their ideas with their classmates if possible. Discuss which prompts were successful and which were not.

Unit Three: Getting Online

Unit Three: Getting Online – Lesson Plan

Time (minutes)	Learning Goal(s)	Details
	Introduction *The purpose of this unit is to help seniors learn to get onto the Internet to perform simple searches.*	1. Begin the class by asking your learners who has Internet/wi-fi at home and who has used the Internet in the past. This will help gauge learners experience and skills using the Internet. 2. Read/paraphrase the first page of this unit and discuss with seniors if they have wi-fi at home.
	Instruction of New Information *Build on prior knowledge and introduce new key points of understanding. Have learners complete learning activities to solidify understanding of new concepts.*	1. Read/paraphrase the unit sections on wi-fi Security and Connecting to Public wi-fi. 2. Distribute and read/review Handout #6 (2 sides). 3. Complete Activity #12. It is recommended to correct this as a group orally as it can be a difficult activity. 4. Complete Activity #13. 5. Complete Activity #14. It is highly recommended that the Instructor ensure that all learners can do this activity. 6. Read/paraphrase Using the Internet. 7. Complete Activity #15. 8. Supply and read/review Handout #7. 9. Complete Activity #16. Continued on next page…

	Questions and Review *Provide an opportunity for learners to pose any further questions and ask for clarification.*	Ask for any questions from learners. Pose questions to confirm their understanding. Provide a point form review of key concepts discussed.
	Independent Practice *Students practice on their own to apply new concepts, review notes etc.*	Provide learners with as much time as possible to explore the Internet as much of this will be a compilation of all the skills they have learned in this training.
	Closure *Assign homework or review activities.*	Encourage learners to review the handouts provided to them thus far and to review their own notes, practising with a tablet daily if they have access to one.

Materials Required:

Tablets
Internet Connection
Curriculum
Handout #6, #7
Activities 12 (printed for learners), 13 (printed for learners), 14, 15, 16

Unit Three: Getting Online: Pre-Test

Please answer the following questions to the best of your ability.

	No		I think so	Yes	
I have wi-fi at home and know the password.	1	2	3	4	5
I understand wi-fi security.	1	2	3	4	5
I know how to connect to public wi-fi.	1	2	3	4	5
I am comfortable going online and using Internet.	1	2	3	4	5
I can log on to the Internet on a tablet.	1	2	3	4	5
I can search the Internet on a tablet.	1	2	3	4	5

Unit Three: Getting Online: Post-Test

Please answer the following questions to the best of your ability.

	No		I think so	Yes	
I have wi-fi at home and know the password.	1	2	3	4	5
I understand wi-fi security.	1	2	3	4	5
I know how to connect to public wi-fi.	1	2	3	4	5
I am comfortable going online and using Internet.	1	2	3	4	5
I can log on to the Internet on a tablet.	1	2	3	4	5
I can search the Internet on a tablet.	1	2	3	4	5

Unit Three: Getting Online

Tablets don't **need** an internet connection to function, however you can't access a lot of their capabilities if you don't have them connected (much like computers). Tablets use a home wireless network (wi-fi) to access your broadband internet connection.

Do you have a wireless (Wi-Fi) network in your home?

That's the first question. If you have internet at home, it's very likely that the modem router (the device you use to connect to the internet) has wireless capabilities. Nearly all such devices sold today have wireless. During the initial setup of the modem router, you'll be asked if you want to set up wireless. That involves choosing a network name and a password (so that people walking by on the street can't access it).

Do you know what the name and password for that network is?

You need to know the name and password of your network in order to have your tablet connect to it. If you don't know, you may have to contact the person or company that set up your internet connection or consult the modem router manual. Once you know what your wireless network name and password is, you just have to configure your tablet to connect to it (this process will vary slightly from device to device).

Wi-Fi security

Using wi-fi instead of mobile data is one of the best ways to stay connected on your device. However, your privacy and security could be at risk if you aren't careful about the **networks** you use. When connecting to Wi-Fi, consider these tips:

- If you have a **home wi-fi** network, make sure it's secure (i.e., you have to enter a password to connect to it). If you don't know how to set this up, try asking a friend, relative, or even your Internet service provider for help.

- Avoid using **public wi-fi** for sensitive tasks like online banking or shopping. Even if the network is secure, someone else on the network (for example, a patron at the same coffee shop) could gain access to your activity.

- Never connect to an **unsecured network** (in other words, one that doesn't require a password)—especially an unidentified hotspot in a public place. Criminals sometimes set up rogue networks with common names like "Free wi-fi", making it easy for them to access your information.
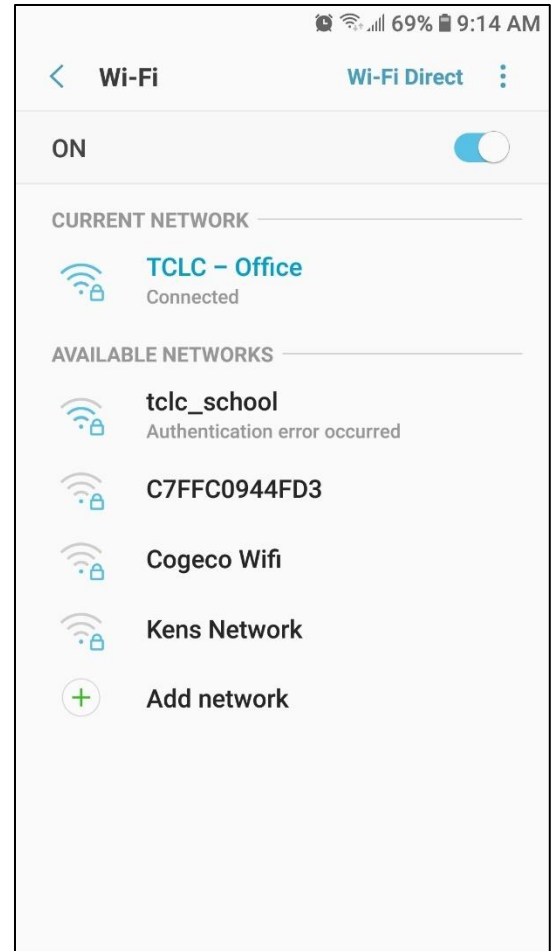
Connecting to Public Wi-Fi

Your device can connect to the Internet almost anywhere, either though **mobile data** (3G/4G or LTE – this is something you would pay your service provider extra money for) or nearby **wi-fi**. So, what exactly is the difference? Most data plans only give you a certain amount of data per month, and there can be repercussions if you go over your limit. With wi-fi, you can use the Internet as much as you want, and it won't count against your data. Most people with Tablets don't pay for a data plan – they simply use wi-fi at home/work/library.

Do you have access to a nearby **wi-fi network** (for example, at home, the public library, or at work)? You can easily connect to it using the following steps. For networks that you access repeatedly, you generally only have to do this once. The next time you're in range, you'll be connected to the network automatically, as long as you leave the wi-fi feature turned on. This is the Auto Reconnect option and is often the easiest set-up for your home and places you frequent.

The following handout explains how to connect to your wi-fi at home and to a public network.

Steps to Connect to your home's wi-fi:

1. On the home page of your tablet, tap on the "**Settings**" button.
2. Tap **"Connections"** on the left. You will then see **"wi-fi"** as an option. Tap this.
3. Make sure wi-fi is switched to **"On"** (if it's **"Off"**, tap it to switch **"On"**).
4. From the list of wireless networks on the right, tap on the name of your wireless network.
5. You will be asked to enter a password. The onscreen keyboard will come up. Use it to type in the network password and press **"Connect".**
6. If the password is correct, you should be connected; a little note will appear under the network name saying it's connected.
7. Press the Home or Back button to return to the Home screen.

When you are connected to wi-fi, you will see the following symbol displayed in your status bar at the top of your home page.

If wi-fi is available, but your tablet is not connected to it, the same symbol will appear but will have a question mark beside it. (When wi-fi is turned on, your device automatically looks for available wi-fi so that you can choose to connect to it).

Further Options:
There are further options with your wi-fi that you can set up when you feel more comfortable, for example you can select **"Auto-Reconnect"** to reconnect to a certain wi-fi automatically whenever you are there. This can be particularly helpful to set up for your home or places you frequently visit like the public library, and homes of friends/family.

Steps to Connect to Public Wi-Fi

1. From your Home screen, open **"Settings".**

2. Tap **"Connections".**

3. Tap **"Wi-Fi"**. (Make sure it is set to On).

4. You will see a list of available wi-fi networks.

5. Tap to select the network of your choice. If the network is secured, you will be prompted to enter a password to access it.

6. When you're done, your device will remember the details of the network (including the password if applicable), so you can connect to it automatically in the future. If you ever want to change these settings, **tap and hold** the network name, then choose "**Forget"** or "**Modify"**.

7. If the network you're connecting to is **unsecured**, you can access it without a password, but you should think carefully before you do (especially if it's a public hotspot, like wi-fi at your local coffee shop). Anything you view or share over an unsecured network is not necessarily safe from prying eyes.
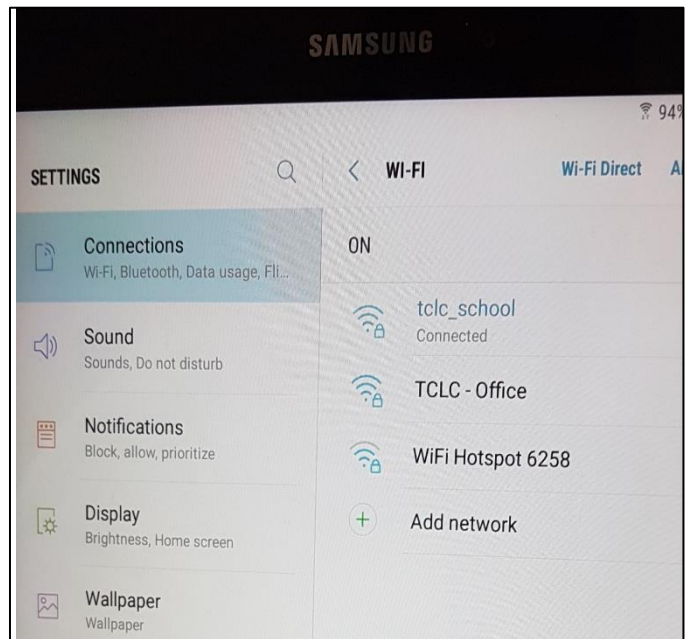
Activity #12

Have your learner(s) turn their Handout #6 over to complete this activity. It is recommended they attempt this activity without using it as a resource.

The following are the steps to connect to home wi-fi - out of order. Put them in the correct order by numbering them from 1 to 7.

— From the list of wireless networks on the right, tap on the name of your wireless network.

— If the password is correct, you should be connected; a little note will appear under the network name saying it's connected.

— Make sure wi-fi is switched to "On" (if it's Off, tap to switch On).

— On the home page of your tablet, tap on the "Settings" button.

— Press the Home or Back button to return to the Home screen.

— Tap "Connections" on the left. You will then see wi-fi as an option. Tap this.

— You will be asked to enter a password. The onscreen keyboard will come up. Use it to type in the network password and press Connect.

Activity #13

Have your learner(s) complete the following multiple-choice activity (this can be done orally or with pen and paper):

1. The first step to connecting to public wi-fi is to tap "settings" on your home screen.
    a. True
    b. False

2. What needs to be On for you to continue?
    a. Connections
    b. Wi-Fi
    c. Settings

3. If the network is secured what do you need to know to continue?
    a. The alphabet
    b. A password
    c. The phone number

4. All public wi-fi is safe to use all the time.
    a. True
    b. False

5. Connecting to public wi-fi is:
    a. Easy
    b. Too hard for me
    c. A bit of a challenge but I will try

Using the Internet

You've connected the tablet to the internet and learned how gestures work, now it's time to actually use the tablet. Let's start with the web browser. Your tablet has a web browser, very much like the one on your desktop computer. You can use it to browse the same web pages you do on your computer. Remember- your tablet is basically a mini version of your computer and can do almost all of the same things!
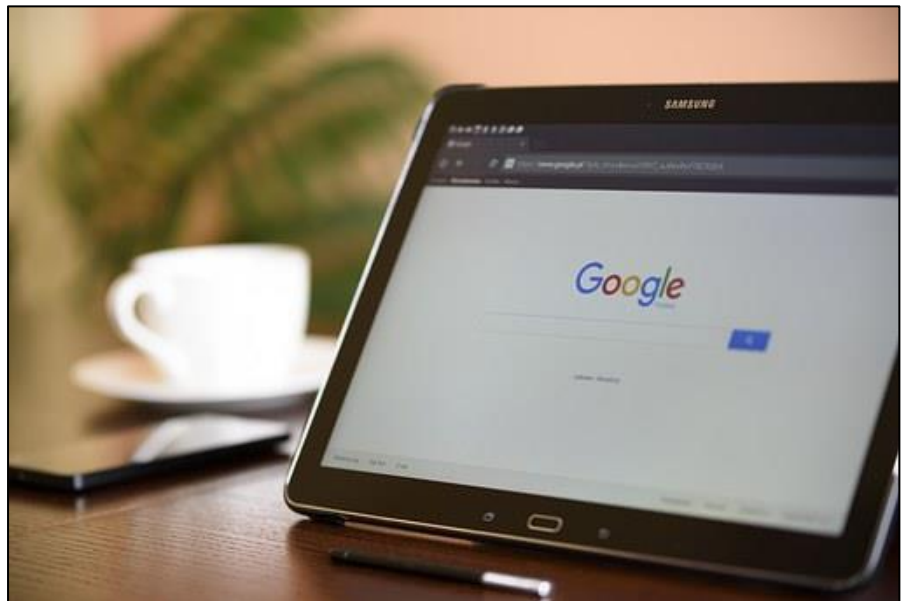
As long as you are connected to a wi-fi network, you can access the Internet.

For those of you who are new to the Internet, it is defined by Wikipedia as the following:

The **Internet** is the biggest world-wide communication network of computers. It has millions of smaller domestic, academic, business, and government networks, which together carry many different kinds of information. The term is sometimes abbreviated as "the net". The World Wide Web is one of its biggest services. It is used by a few billion people all over the world. Internet is used for many things, such as electronic mail/email, online chat, file transfer, and the interlinked web pages and other documents of the World Wide Web. The Web contains websites, blogs, and so much more. Internet can be seen and read by anyone.

Obviously, there's a lot more to the web than we have time for here, but let's just see how you can use your tablet to access it. If you've never used a web browser, don't be afraid to ask your Instructor for help.

To access the Internet, follow these steps:

1. Tap on the Browser (Google) icon. Like your computer browser, it has a tab at the top of the screen, allowing you to open more than one web page at once. Most tablets have a Google bar on the middle of your homepage- tap that to open Google.

2. To open a web page, tap on the Address bar near the top of the screen. You will see the word "search" in light gray to the right of a multi-coloured G (the symbol for Google). The onscreen keyboard will pop up, allowing you to tap in the web address of the site you want to visit. You'll see that the keyboard only displays letters and a limited selection of punctuation

marks. If you want to type in numbers you need to press the button that says
!#☺ . That switches the keyboard to numbers. (Tapping the ABC button
switches back to letters). If you want to type upper-case letters, tap on the Shift
key, which is the arrow pointing upward. This has the same function as the
shift key on a PC keyboard (Shift-tap only locks on for a single letter and turns
off automatically. To "caps-lock" a tablet, tap and hold on the shift key.). The
keyboard will appear in any situation where you need to type. If you tap on a
text field on a web page (like the Google Search bar), the keyboard will appear.
In any other app where you need to type it will also appear.

3. You can also perform a search by typing the search terms into
the Address bar. This feature allows you to search a topic of
interest, as opposed to directing you to a specific web page. The
browser will detect that it's not a web address and will perform
a Google search instead. Remember that if you don't find what
you are looking for, alter your search slightly by adding,
removing or changing a work or two. For example, if you are looking to learn
about quilting, simply search by typing "quilting". As you type the work, you may
notice the Tablet will anticipate what you are asking and give you a short list of
suggestions that will appear beneath the words you are typing. Some of these
suggestions are "quilting patterns, quilting fabric…". If one of the suggestions
suits the topic you are looking for, then tap on the words. It will take you to
options related to that topic. If not, finish typing your search word and tap the
symbol that looks like a magnifying class to begin your search. You will then see
the options listed. Tap the one of your choice.

4. Now the tablet should load up the web page. It's time to explore. Remember your gestures? Tap once on a link to follow it. Tap and hold, then move your finger up and down to "push" the page up and down. Swipe the screen to scroll really fast. Pinch to zoom in and out. Tap on the X in the tab at the top to close a tab. Tap on the left and right arrows at the top of the screen to back and forward, just like on your PC browser. On Android, the Back button on the bottom of the screen also works.

5. When you're done browsing, you can just tap on the Home button to return to your home page (don't forget to close all your apps before you turn your tablet off).

**Now that you know how to do this the standard/more difficult way, from your homepage tap on the Microphone picture on the far right of the Google bar (or say "ok Google"). Your tablet will listen to you. You can speak to give it directions to a web page, for example say "Ontario.ca" or to search a topic, by saying something like "exercise for seniors". This might be easier for any learners who have difficulty typing on the Tablet.

Note to the Instructor: Browsing the Internet might be entirely new for your learner(s) so be sure to allow adequate time for your learners to explore this topic and to complete the following activity.

Activity #15

Have your learner(s) take out a blank sheet of paper and write down how to access the Internet to browse. This can be done in point form and working with a partner, if possible. Once completed, as a group identify and list the correct steps to access the Internet (writing them on the blackboard/whiteboard if available). You may have to reteach this lesson a few times before the learner(s) feel comfortable and/or are able to follow the steps to get onto the Internet.

Handout # 7

Using the Internet

1. Tap on the Browser icon (for the Samsung Tab A it is the Google Bar.

2. Then tap the address bar on the top left corner of your tablet (you will see the word "Search" in light grey). A keyboard will appear onscreen and you can type the address of the website you want to visit. A specific website address will be you to that specific website and will start with a "www". For example: www.tricountyliteracycouncil.ca Now you are on a website and can explore by tapping, swiping and reading.

3. You can also use this Google bar to search for a topic of interest by typing some key words ("low fat recipes"). As you type, you may notice your tablet suggesting options for you – if you want to take the suggestion just tap it.

4. When you are done browsing, tap the Home button to return to your Home Page (don't forget to close all your apps before turning your tablet off).

You must connect to wi-fi to access the Internet

Activity #16

Have your learner(s) turn on their tablets and spend as much time as the classroom setting permit access the Internet to search for websites and topics of personal interest. Some starting points might include the following:

- *www.ontario.ca/page/serviceontario*
- *www.cbc.ca*
- *www.td.com*
- *Local bus schedule*
- *Senior centres/activities*
- *Location of churches*
- *Reviews of restaurants*
- *Operating hours of clinics or doctor's office*
- *Personal hobbies (book recommendations, quilting, wood working, walking groups, etc.)*
- *Anything of personal interest!!!*

Please allow extra time for this activity

Unit Four: Apps

Unit Four: Apps – Lesson Plan

Time (minutes)	Learning Goal(s)	Details
	Introduction *The purpose of this unit is to teach your learners how to use some pre-installed apps and to download and manage new apps.*	1. Read/paraphrase the chart with App names and symbols. 2. Complete activity #17.
	Instruction of New Information *Build on prior knowledge and introduce new key points of understanding. Have learners complete learning activities to solidify understanding of new concepts.*	1. Read/paraphrase "Finding a specific app" and "To add/move an app on the home screen". 2. Complete activity #18. 3. Continue going through/reading/paraphrasing curriculum sections on pre-loaded apps (clock). 4. Complete activity #19. 5. Teach section on "Camera". 6. Provide learners with Handout #8. 7. Complete activity #20. Provide adequate time for this activity and encourage leaners to walk around to take pictures, perhaps even outside. 8. Teach sections on "Weather" and "Maps". 9. Complete activity #21 (printed for learners). 10. Read/Paraphrase "Adding Apps", "How to find an app", "Steps to download an app", and "App safety". 11. Complete Activity #22. 12. Provide learners with Handout #9. Continued on next page…

		13. List and explain "Additional Apps that may be of interest to seniors". Feel free to add to this list and to have a classroom discussion if any seniors have used any apps in the past or if they are curious regarding different apps that may be available. The goal of this section is to ensure senior learners realize the scope and potential of the apps available to them. 14. Complete Activity #23 (printed for learners).
	Questions and Review *Provide an opportunity for learners to pose any further questions and ask for clarification.*	Ask for any questions from learners. Pose questions to confirm their understanding. Provide a point form review of key concepts discussed.
	Independent Practice *Students practice on their own to apply new concepts, review notes etc.*	
	Closure *Assign homework or review activities.*	

Materials Required:

Tablets
Internet connection
Curriculum
Handout #8, #9
Activities 17 (printed for learners), 18, 19, 20, 21 (printed for learners), 22, 23 (printed for learners)

Unit Four: Apps: Pre-Test

Please answer the following questions to the best of your ability.

	No		I think so	Yes	
I can identify basic preinstalled apps by symbol.	1	2	3	4	5
I can locate, move and remove apps on my tablet.	1	2	3	4	5
I know how to use the clock for alarms and timers.	1	2	3	4	5
I am able to take photos and find them again later.	1	2	3	4	5
I can use the Maps app to find directions to a specific address.	1	2	3	4	5
I know how to search for and download a new app from the Play Store.	1	2	3	4	5
I have a general understanding of app safety.	1	2	3	4	5

Unit Four: Apps: Post-Test

Please answer the following questions to the best of your ability.

	No		I think so	Yes	
I can identify basic preinstalled apps by symbol.	1	2	3	4	5
I can locate, move and remove apps on my tablet.	1	2	3	4	5
I know how to use the clock for alarms and timers.	1	2	3	4	5
I am able to take photos and find them again later.	1	2	3	4	5
I can use the Maps app to find directions to a specific address.	1	2	3	4	5
I know how to search for and download a new app from the Play Store.	1	2	3	4	5
I have a general understanding of app safety.	1	2	3	4	5

Unit Four: Apps

Everything you do on a tablet is through an application (App). Apps are basically pieces of software that can be very simple, for example a flashlight, or they can be very complex. Most tablets come with pre-loaded apps already on them and often cannot be removed. Some of the apps that are pre-loaded on the Galaxy Tab A include:

App name	Icon/symbol
Calendar	
Calculator	
Clock	
Camera	
YouTube	
Maps	
Memo	

Check your device for these basic built-in apps. They may go by slightly different names depending on your tablet, but the icons will usually give you some clue.

Match the following by drawing a line between the icon and the App name:

| App name	Icon/symbol
Maps	
Memo	
Calculator	
Clock	
YouTube	
Camera	
Calendar	

Finding a specific app

The Apps that are already on your tablet can be found in two places on your device:

The first is the **Home** screen, which should include shortcuts to several common apps by default (you can even add shortcuts to your own apps when you download them—which will be discussed later).

The second place is in the Apps view, accessed by tapping Apps on the Home Screen. This special view gives access to every app on the tablet. Some of the Apps are grouped together in a Folder. For example, in the Google folder you will find several apps including Gmail, Maps, and YouTube. To open the folder to access these apps, simply tap the folder then tap the app.

Folder
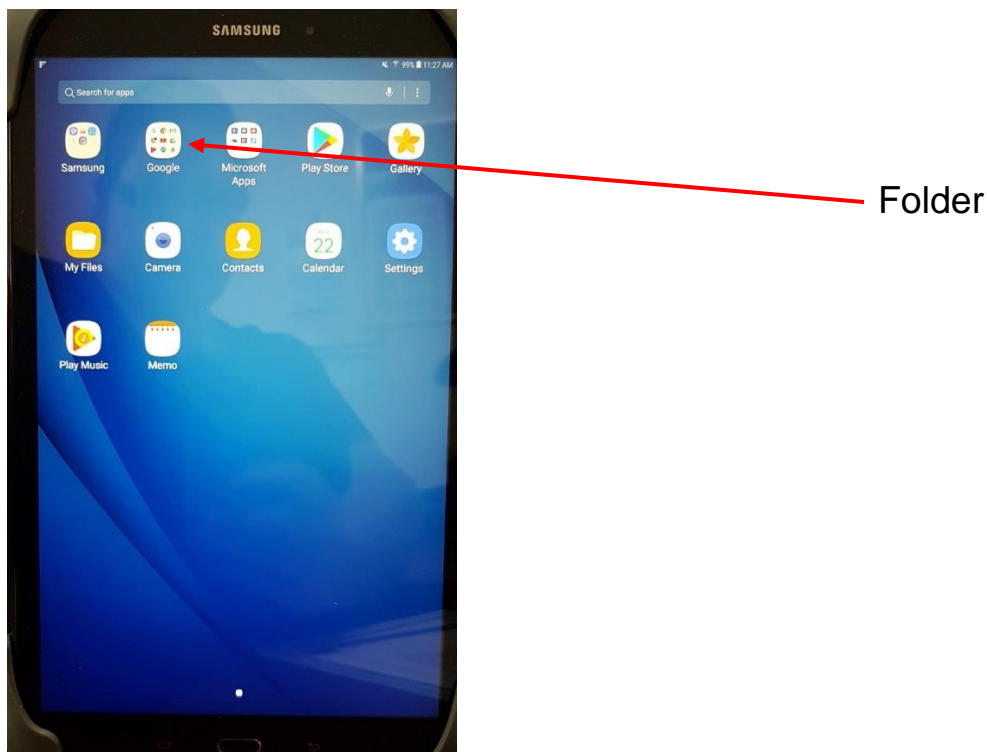
To add/move an app on the Home screen

Any app can be added to the tablet's Home screen. This is a good idea for Apps that are used frequently. Adding an app to the Home screen is a lot like adding a shortcut on your computer desktop. You're not moving or altering the original app in any way—you're just creating a **link**. Ultimately, this is a great way to make your favorite apps easier to get to.

1. Open the **Apps** view, then find the app you want.

2. **Tap and hold** the app (be careful not to let go!), and you'll be taken to a special view of your **Home** screen.

3. **Continue to hold** the app while you decide where to put it. If your primary Home screen is full, you should be able to access/create another one by dragging the app all the way to the **right**.

4. **Release** the app once you've chosen a spot, and it will be added to your Home screen.

Activity #18

Have your learner(s) practise moving apps around by finding the calculator app and moving it to the home screen. Then have them move it back into the folder. This can be a challenging task for many learners so have them practise moving apps around until they feel comfortable with the task. Try to have them return all the apps to their initial locations.

Removing App shortcuts from the Home Screen

You can also remove any shortcuts you don't need, like if your device came with a shortcut you don't really use. By tapping and holding the icon, then dragging it to the "Remove Shortcut" option that will appear. (Keep in mind that this won't delete the app from your device. It will only remove the shortcut from the Home screen.)

Apps that come pre-loaded on your Tablet

All tablets come with some apps already set to go. Some of the function of these apps are as follows:

Clock

The Clock app offers features for keeping track of time and setting alarms.

To open the clock from a Home screen, tap **"Apps"** then tap **"Samsung folder"**, then tap **"Clock"**. There are 4 different features under Clock:

1. **Alarm:** Set an alarm to ring at a specific time. You can set one-time or recurring alarms and choose options for how to be notified. From a Home screen, tap "**Apps**", then "**Samsung folder**" then "**Clock**".

   <u>To set an alarm:</u>

   • Date: Choose the day for this alarm.

   • Time: Set a time for the alarm.

• Repeat weekly: Alarm can be repeated, if desired.

• Options: Tap to view and set the following options:

  ✓ Volume: Drag the slider to set the volume of the alarm.

  ✓ Alarm tone: Choose a sound to play for the alarm.

  ✓ Snooze: Allow snoozing. Set interval and repeat values for the alarm while snoozing.

  ✓ Increasing volume: Start playing the alarm tone at a low volume at an interval before the alarm time, and slowly increase in volume. Available when you have chosen an alarm type that includes sound.

  ✓ Alarm name: Enter a name for the alarm.

• Tap **"Save"** to save the alarm.

To delete an Alarm:

• From a Home screen, tap "**App**s", then **"Samsung folder"**, then **"Clock"**.

• Find the alarm in the alarm list, then tap **"Delete"** in the upper right corner of the alarm entry.

2. **World clock**: View the time of day or night in other parts of the world. World clock displays time in hundreds of different cities, within all 24 time zones around the world.

3. **Stopwatch:** Measure intervals of time.

4. **Timer:** Use a timer to count down to a pre-set time length (hours, minutes, and seconds). This can be useful for cooking or baking.

Activity #19

Have your learner(s) practise using the clock by finding the clock app and completing the following tasks (write each on the blackboard or give them orally, one at a time):

➢ Set a one-time alarm to ring two minutes from now AND give the alarm the name "Wake Up"

➢ Set a recurring alarm to ring every Thursday at 3:50 p.m.

➢ Change the alarm tone to "Race"

➢ Go to the world clock and see what time it is in San Francisco and London

➢ Try the stopwatch feature

➢ Set the timer for one minute

Camera

The camera on your tablet can be used to take photos or short videos. You can take pictures from either the front or rear camera on the tablet. To use the camera, follow the steps outlined in Handout # 8.

The Camera

Each tablet comes with a camera app. You can take photos from the rear or front camera on the tablet. Follow these steps to use the camera:

1. Tap the camera icon from your home screen.

2. The icon in the top left corner flips from front camera to rear camera, and back again as needed.

3. The top middle icon will turn the auto flash on or off, and back again as needed.

4. The top right icon will open the camera settings including picture size, timer, location tags and more.

5. On the bottom of the screen you will find a red circle icon on the left. If you tap this, you will start taking a live video.

6. The grey circle button in the middle is the camera button. Tapping this will take a photograph.

7. The icon on the bottom right is where you can view the photographs you have already taken. If you tap to view your photographs you will see options to:
    i. **"Share"** the photo on the left. Photos can be shared via Gmail, email, Facebook etc. by following the prompts.
    ii. **"Edit"** your photo. There are many options to edit photos including, rotation, re-size, altering tones and colours, etc.
   iii. **"Delete"** your photo.
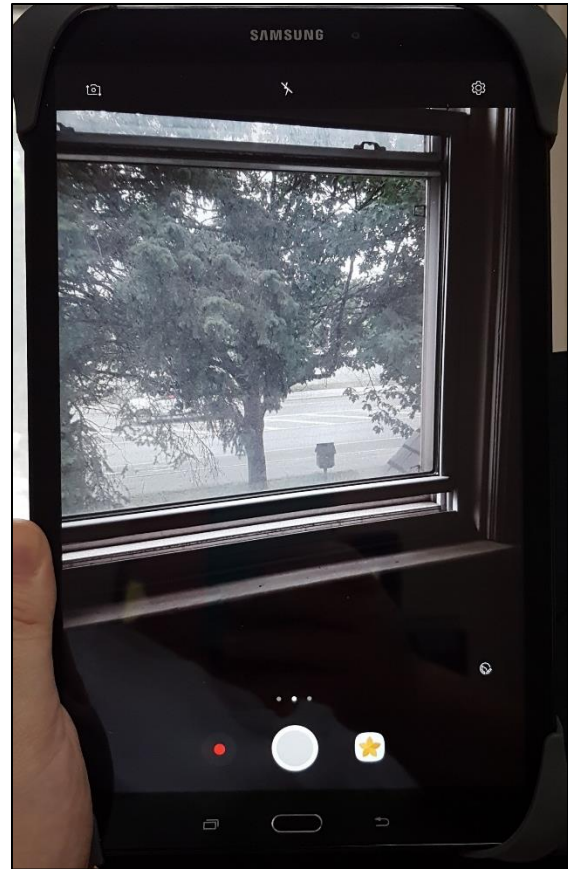
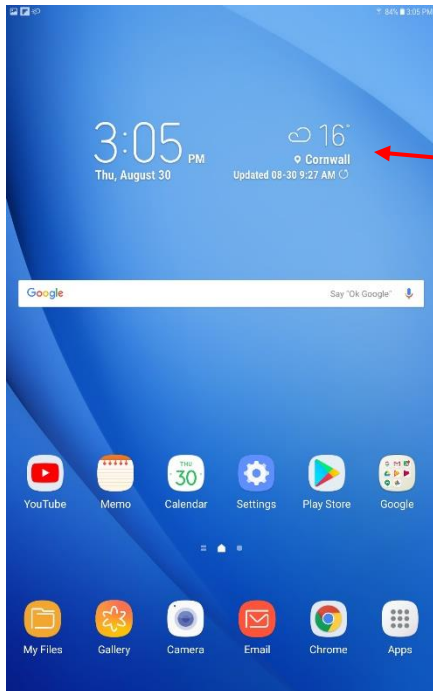*all photos stored on the tablet can be accessed by tapping "Gallery" on your home screen.*

Have your learner(s) practise using the camera by taking photos around the classroom and taking a few "selfies". Encourage them to explore the editing options and deleting some photos. **Allow ample time for this activity as it is designed to be a fun and hands-on experience.**
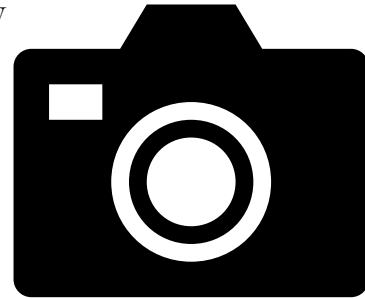
Weather

You will find at the top of your home screen a weather app that is pre-installed on your tablet. Simply tap the weather area on the screen to enter the app. You can then tap and swipe and look at the options to change cities and view the long range and daily forecast for the specified city.

Maps can help you find your current location and help you find directions. You need to have wi-fi working for this app. To use Maps, enter the Google folder on your home screen, then tap on Maps. This app will open to a map of your current location (as the Tablet detects this- this is why you need to have wi-fi access to use this feature).

You can then type an address or place name in the top "search here bar" or use the microphone option to enter the data orally. The app will then provide you directions in both text and orally to the location. The app will also provide you options to explore the current city and link to nearby restaurants, gas stations, ATM's, pharmacies and post offices. Simply tap on any of the options for more detailed information and directions. The icon to get directions is the blue diamond with a white arrow in the middle. The map will also appear indication the location of nearby places.

This feature can be particularly useful if you are traveling and stop at a rest stop with wi-fi. The driving directions for any location searched can be downloaded to your tablet to use "offline" (that means when you no longer have wi-fi access – you can still see the directions for your route).
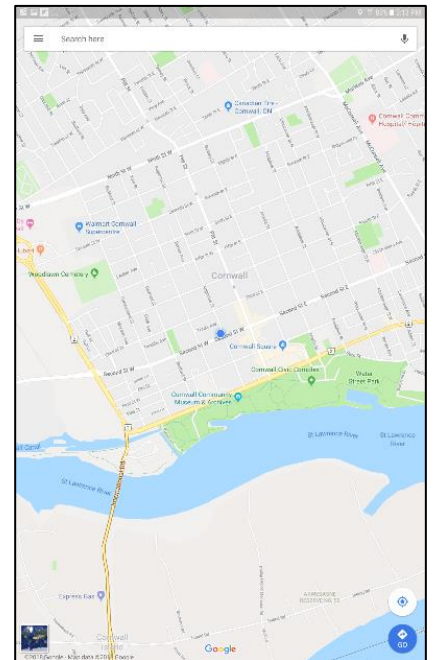
Activity #21

Now is the time for a fun activity. Have your learners use the Maps app to explore the world. Have them search the following, using Maps:

Your home address ☐

The nearest gas station ☐

Your favourite restaurant ☐

Your childhood home ☐

Your doctor/dentist's office ☐

The local library ☐

Your elementary school ☐

Adding Apps to the Tablet

You don't have to limit yourself with the applications that came with your tablet. Much as with a regular desktop computer or a cell phone, you can download and/or buy new apps and install them on your tablet. From brain training to medical journals, there are over 1 million apps designed for tablets. The fun of a tablet can be selecting which apps will be useful and/or fun for your everyday use.

How to find an app

This is where the **Play Store** comes in (also known as **Google Play**). The Play Store gives you access to thousands of apps, services, and other media—everything from games like Angry Birds to tools that can help you with everyday tasks, like flashlights. Some app possibilities include:
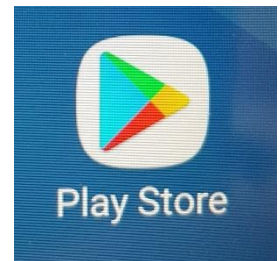
- Games
- Productivity programs like word processors
- Media viewers
- News feeds
- Fitness and health apps
- Email
- Weather
- Cooking
- Social Networking
- Navigation apps

As more seniors are starting use this technology on a daily basis, more apps are being designed for seniors. For example, a few tablet-based medication management applications have been specifically developed for older adults and a number of tablet-based applications have been designed to promote physical exercise among older adults. These apps can be used by seniors to help stay

healthy and active. Depending on the app, they may have reminders that can be set to remember to take medication or take a short walk.

The Play Store comes pre-installed on every Android device. To get started, open the app found on the home screen. It looks like this:
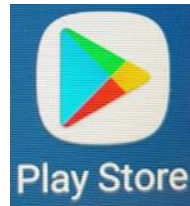
Many of the apps in the Play Store can be downloaded for free. Others cost as little as $0.99, although some may be more expensive. To purchase apps from the Play Store, you'll need to have some form of payment on file with your Google account, such as PayPal or a credit card. If you don't have this set up yet, that's OK—the app will walk you through it.

However, it is not necessary to purchase apps as there are many thousands of FREE APPS that you can download. It can be scary for many people, including seniors, to enter credit card information into a device and online. It is always best NOT to do this if you are in any way uncertain.

To look for new apps, you can use the search feature (the rectangular bar at the top of the page that says Google Play in light gray) to search for something specific, such as the name of an app, the company that makes it, or something descriptive (like "photo editor").

Steps to Download an App

To browse apps simply open the Play Store (tap the icon). Across the top you will find options such as "For You", "Top Charts", "Categories", and "Family". Simply tap any of these options to begin exploring apps. For example, from the "Categories" section you can tap "Medical" and explore thousands of apps in that category, such as "Medication Reminder and Pill Tracker". To download or learn more about an app, tap the one you're interested in. You'll be taken to the product page, where you can check out reviews, screenshots, and a description of the app.

If you tap "Top Charts", you will be taken to a selection of "Top Free Apps".
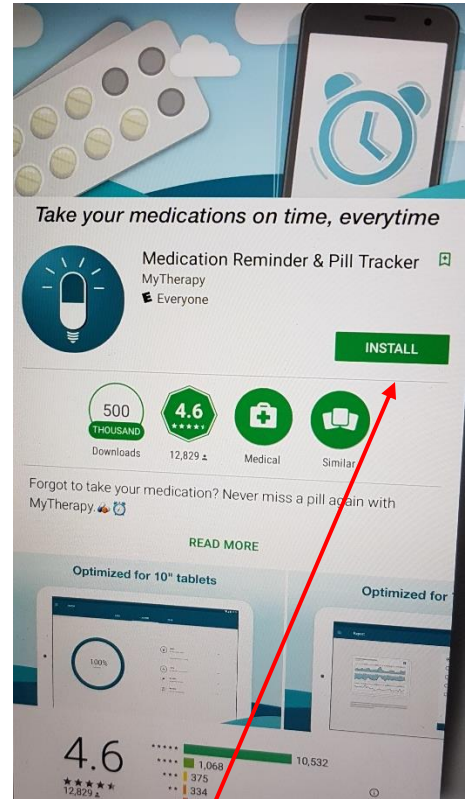
 To download the app (this means to put it on your tablet), tap the **install** button (it will say "install" if the app is free or will tell you the purchase price), then follow the rest of the instructions (if prompted to enter a credit card or PayPal account – you have the option to "Skip" and it will continue to download the free app). Press the Back button (the left pointing arrow) at the bottom of the screen to go back to a previous window at any time. It is possible to download many apps on a tablet, depending on the amount of storage on the tablet. Once you have downloaded an app you will find the icon for it on your home screen or in the App section of your tablet.

App safety

Many apps in the Play Store are perfectly legitimate; however, there will always be a few exceptions. For example, some apps may compromise your privacy by sharing your personal information with advertisers. Others may even contain malware, which can affect the operation of your tablet.

The best way to protect yourself is to stick to apps and brands you trust. You should also think critically about the app's reputation before downloading it. You can get a better idea of what it is by checking the user reviews and other details on the product page. For example, do you see a lot of negative comments? How many stars does the app have for its rating? Does the app have fewer than 100 downloads? This is a pretty good indication that the app may be unreliable (or may even be unsafe or a scam). Use your judgement, and don't download anything that makes you feel uncomfortable.

Apps need permission to access certain information on your device in order to work properly. Sometimes this information is completely necessary, and sometimes it isn't—it just depends on the context. For example, if you're downloading a simple flashlight app and it requests access to your phone, contacts, and location, you might want to reconsider. The app's reputation can also help you make smart decisions about permissions.

How to delete/uninstall an app

Uninstalling an app only takes a few minutes. This will permanently remove the app from your device. Keep in mind, pre-loaded apps cannot be uninstalled (the ones that came with your Tablet).

There are two ways to do it. First, if you're viewing the app in the Play Store, all you have to do is tap Uninstall—the app will be removed from your device immediately.

If you're on your home screen, do the following:

1. Tap "Settings".
2. On the left-hand side of the screen, tap "Apps".
3. Swipe up and down until you find the app. Tap the app.
4. Tap "Uninstall" to uninstall the app. The app will be removed from your tablet.

**Activity #22**

a) Have the learners tap to open the Play Store. Then have them find the app called "Word Box". Let them play the game for a few minutes.

b) Now have them search and install "Memory – Cognitive Skills Games". Give them plenty of time to explore the games.

c) Once the learners have explored the apps, have them select either the "Word Box" or the "Memory Games" app to uninstall.

TO DOWNLOAD AN APP

1. Open the "Play Store".

2. To search for a specific app or to browse by keyword or subject, enter text into the top "Google Play" status bar and tap the search button (the one on the keyboard that has the magnifying glass).

3. When you have found the app you want, tap on it. You will be brought to the app install page where you can see its features, ratings and other info.

4. Tap "Install" to install the app. The app will appear on your home screen or in your Apps folder.

_____
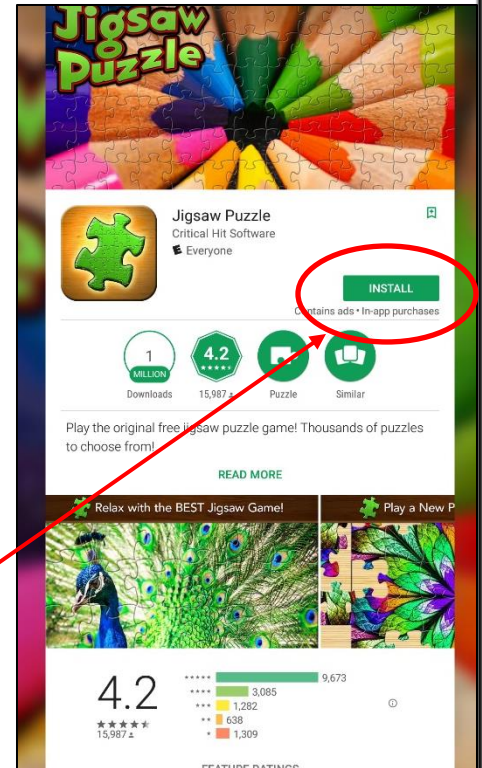
TO DELETE AN APP

1. From your home screen, tap "Settings".

2. On the left-hand side of the screen, tap "Apps".

3. Swipe up or down until you find the app you want to remove. Then tap the App.

4. Tap "Uninstall". This will remove the app from your tablet.
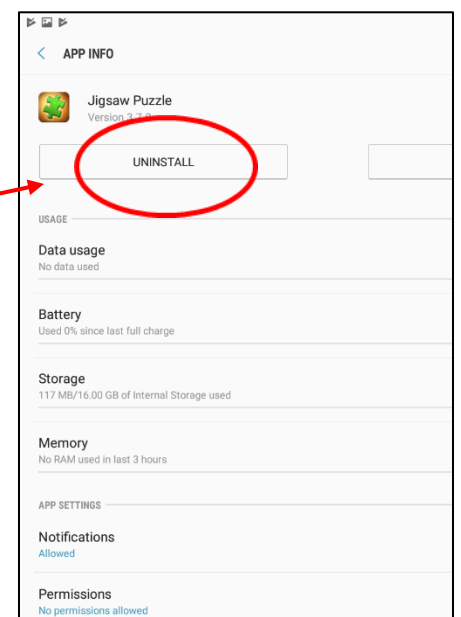
Additional Apps that may be of interest to seniors

(please note this is a sample list and the all the apps on this list are meant to show a sample of the variety of apps available and are not necessarily endorsed by this project)

Block Puzzle: This is a puzzle game where users have to fit blocks within a shape. It is simple to understand but can get challenging as people progress through the game.

Jigsaw Puzzles Epic: Jigsaw puzzles are a fantastic option for seniors and doing them on the tablet is an easier option. This is a free app with a large number of puzzles. Users can choose how many pieces their puzzle is (from 4 to 400) and also whether the pieces of the puzzle can rotate or not. More puzzles can be purchased from the in-game store, but the free puzzles should last most users for a long time.

Word Search Puzzles: This is one of many word search apps out there. It has large text and is easy to use, making it a good option for seniors. However, it does not have a setting for difficulty, so it might not work for everyone.

Words with Friends: With Friends is a turn-based social game that plays like Scrabble. The social element of the game comes from the way that you play against other people, taking turns with them. The game also gives you the ability to chat with the people you are playing against, which can be good if seniors are playing against friends. The free version has ads, which can be a pain, but the social aspect of the game can be appealing to seniors.

Kindle: There are many eBook reading apps for devices and Kindle is just one of them. Kindle can be a good choice, as buying books through the app (or online) is relatively simple and the prices are often reasonable. Most apps for eBook reading offer options to make the book easier to read, such as increasing font size or altering the contrast. Using this type of app can be a great way for seniors to read and give you the ability to make any book into a large-print book.

Audible: Audible is one of many apps for playing audiobooks. As with Kindle, this app makes it easy to buy books. The books must be purchased and can be a bit on the expensive side, but Audible offers a monthly plan that gives users one audiobook per month and 30% off all other audiobooks. This is a great option for seniors who have trouble reading (or don't want to).

Medication Reminders: There is a wide range of different medication reminder apps that can be very useful for anyone taking multiple medications. Simply search under medication reminder to find one that suits you. (Some examples include: Pill Reminder Pro/RxmindMe/Personal Caregiver/Pillboxie)

Blood pressure Log – My Diary: This app has reminders, statistics and can help you track your blood pressure (it does not TAKE your blood pressure for you).

There are also many other blood pressure log apps you can choose from.

Spotify: This is a music app that allows you to stream (play as long as you have wi-fi access) free music of all types. You can create your own personal playlist of favourites from a wide variety of types including, current, pop, jazz, latin, country, oldies and more!! You can also listen to radio stations from all over the world.

Mint: Budget, Bill, Finance: This app is a free way to manage your money. You can track bills, income, investments, and create a budget.

To do list apps: there are many choices of this type of app that allows you to track lists and calendars. They can be used for shopping ideas, to do lists and so much more. Explore the apps by searching for the keywords to fit your personal needs.

Flipp- Weekly Shopping: This app allows you to search local flyers by store, and search by items. You can keep an ongoing shopping list as well.

Activity #23

Have the learners tap to open the Play Store and Search and Install the "**Flipp-Weekly Shopping**" App.

They will have to follow the prompts to set up the app to their location (allow the device to use the location, select local favourite stores, etc.). It is highly recommended to follow these steps as a group, only moving on to the next step when everyone has completed the previous one.

Once the app is set up, give your learners plenty of time to explore and allow your learners time to complete the following tasks:

- Find a store where laundry soap/tide is on sale

  _____

- Name 2 items on the front page of the Walmart flyer

  _____

- What are the sale prices for beef?

  _____

- What are the sale start and end dates for the Canadian Tire flyer?

  _____

Unit Five: Communication and Social Media

Unit Five: Communication and Social Media – Lesson Plan

Time (minutes)	Learning Goal(s)	Details
	Introduction *The purpose of this unit is to provide seniors with an overview of email and social media apps.*	Review the concepts of apps and how to download apps from the previous lesson. Ask learners who is familiar with email, as this knowledge will help you to modify the difficulty level of this unit as needed. This unit is not intended to teach people how to use email, it is intended to help those who already use email to learn how to use it on their tablet. A separate course on email should be recommended to those learners interested in learning email.
	Instruction of New Information *Build on prior knowledge and introduce new key points of understanding. Have learners complete learning activities to solidify understanding of new concepts.*	1. Read/paraphrase the section on email. 2. Show the video in the included link, either on each tablet or on a larger screen. Some learners might choose to watch this video several times. 3. Complete Activity #24. 4. Read/paraphrase the section on contacts. 5. Read/paraphrase the section on Skype. 6. Complete Activity #25. This is a quick video introducing Skype. 7. Read/paraphrase the section on Facebook. 8. Complete Activity #26. This is a 20-minute video about Facebook. Continued on next page…

	Questions and Review *Provide an opportunity for learners to pose any further questions and ask for clarification.*	Ask for any questions from learners. Pose questions to confirm their understanding. Provide a point form review of key concepts discussed.
	Independent Practice *Students practice on their own to apply new concepts, review notes etc.*	
	Closure *Assign homework or review activities.*	

Materials Required:

Tablets

Internet Connection

Large Screen with Projector for YouTube videos (Optional)

Handout #24, #25, #26

Unit Five: Communication and Social Media: Pre-Test

Please answer the following questions to the best of your ability.

	No		I think so	Yes	
I can use email on a tablet.	1	2	3	4	5
I can add an email account to a tablet.	1	2	3	4	5
I know how to add a contact to my tablet.	1	2	3	4	5
I understand Skype.	1	2	3	4	5
I have some knowledge of Facebook.	1	2	3	4	5

Unit Five: Communication and Social Media: Post-Test

Please answer the following questions to the best of your ability.

	No		I think so	Yes	
I can use email on a tablet.	1	2	3	4	5
I can add an email account to a tablet.	1	2	3	4	5
I know how to add a contact to my tablet.	1	2	3	4	5
I understand Skype.	1	2	3	4	5
I have some knowledge of Facebook.	1	2	3	4	5

Unit Five: Communication and Social Media

Email

Email is a universal communication tool that's great for sending and receiving written communications, photos, videos and more.

 Email is probably one of the first things you'll want to set up on your device. If you already use email and have an account, you can set up your tablet to access all your email accounts. This is a great option if you are travelling and need to access email and/or if you have previously accessed your email through a public library or learning center. All you have to do is sign into your account using the appropriate app—then you can start sending and receiving messages just like you would on a regular computer.

If you don't already have an email account you can download an app and follow the prompts to set up an account
(this will not be covered in this curriculum as email could be, and often is, an entire training course all on its own!)

The big question is, which email app do you use? There are quite a few options to choose from. Most people use the "official" app for their email service, such as the Outlook app by Microsoft or the Gmail app by Google.

If you already use Gmail, you're in luck. The Gmail app comes pre-installed on the Samsung Galaxy Tap A, so you don't have to download anything from the Play Store. In addition, there's a good chance your account is connected to the app already (as long as you used the same Google account to set up your device).
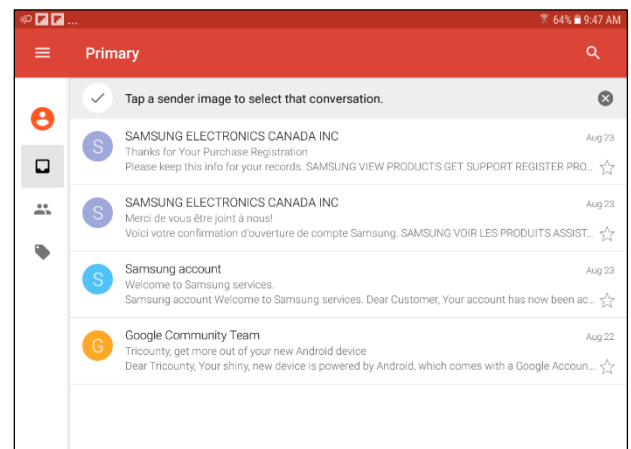
Setting Up Your Accounts - Gmail

You can set up your tablet to access most email accounts in just a few steps. If you already use Gmail and used this to set up your device when you first turned it on, then simply access this account by opening the Google Folder then tap on Gmail. From there, you can begin to send and receive email with that account. It will be listed as your primary email account.
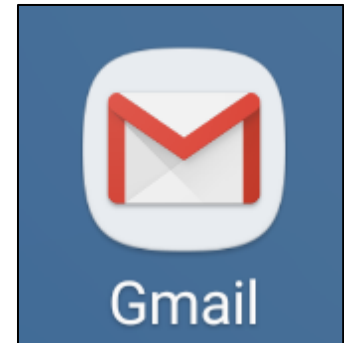
If you did not use your Gmail account but would like to set one up to use on the tablet, then follow these steps:

1. From the Home screen, select Gmail. (It might be in the Google folder).

2. Follow the prompts to create a new account.

3. The device communicates with the Google server to set up your account and synchronize your email, so if you already use it on your desktop computer you can also use it on your tablet.

Other Email Accounts

However, Gmail isn't the only service with its own app. The other main email services have apps of their own, including Outlook, Yahoo!, Mail.com, and AOL. All you have to do is download the appropriate app for the email you want to use from the Play Store, then install it on your device (just as you would any other app).

Alternatively, you can use the all-purpose "Email" app, that came pre-installed on your tablet. Each version of this app is different, but it's generally designed to be more

universal. In other words, you can use it to set up any type of account, including Outlook, Yahoo!, and everything in between.

Also, your tablet can synchronize information from a variety of accounts, including your Email accounts. With synchronization, you can ensure that information on your device is updated with any information that changes in your accounts.

> **Synchronization means your account will be updated and any new emails received will be found on your device.**

Also, you can use **more than one Email** account on your device. **If you already have an additional email account, you can set it up/link it to access it from your tablet in addition to the current email you have on the tablet.** To add an additional email account to your tablet's email, follow these steps:
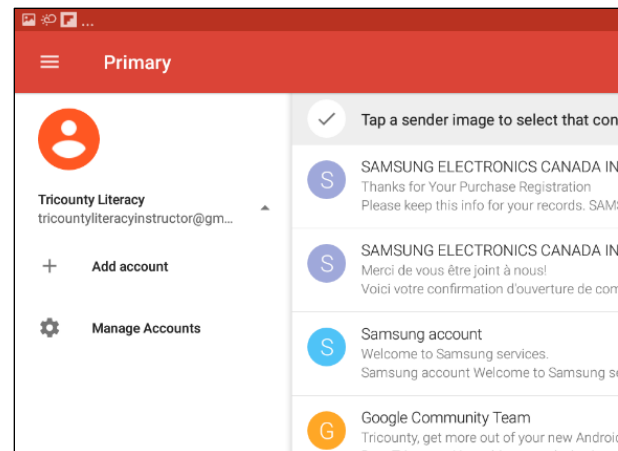
1. From the Home screen, navigate to Gmail.
2. In the top corner you will find three horizontal lines. Tap there.
3. Then tap the arrow that is to the right of your Gmail address account.
4. Tap "Add Account".
5. Select the type of email account you want to add (i.e. Yahoo, Hotmail, Outlook etc.)
6. Follow the prompts to connect to that account.

Composing and Sending Gmail

1. From the Home screen, select Gmail.

2. Select an account from, then touch Compose.

3. Touch fields to enter recipients and the email text.

4. While composing a message, you can use these options:

   • Touch Save draft to save the message for sending later.

   • Touch Attach to add a file or picture to the message.

   • Touch Discard to close the message without saving.

5. Touch Send to send the message

Email on your tablet will work much the same as the email on your desktop.

The following is a link to a short video about "Sending email with Gmail":

https://www.youtube.com/watch?v=GwZ8Aon_4hc&index=3&list=PLpQQipWcxwt9ChBbNZ1T-1_H1QRHhAyuA

Activity #24

If you have more advanced learners who are familiar with Gmail, have them practise sending an email to the Instructor and/or fellow learners or volunteers.

***Less advanced learners, or those not familiar with email, might struggle significantly with this activity.

Contacts

Your contacts list is one of the most important things on your device. It's where you'll save contact information for the people you know, including their names, phone numbers, and email addresses.
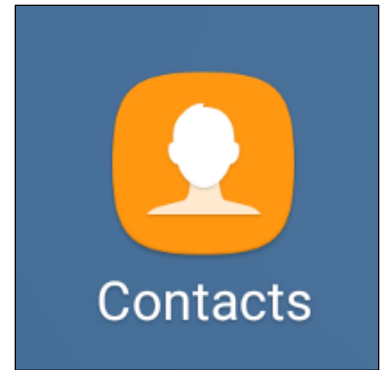
This information isn't just for your records—it's also used by other apps. For instance, if you need to call or text one of your contacts, thankfully you don't have to remember his or her phone number. All you have to do is start entering information and the app will pull up the rest.

To get started adding contacts, open the contacts app that came pre-loaded on your device. In this case it's called "Contacts" and is an orange icon with a white outline of a person's head in it. (It's sometime called "People" on other devices).

You can add a new contact using the add contact button (which is identified by a + sign in an orange circle on the bottom of the screen). Tap the + and a list of fields will appear where you can enter any kind of information you need, including a person's name, email address, and multiple phone numbers.

For more tech-savvy users there are ways to import contact lists from other apps and files but since this is a beginner's curriculum, that data will not be covered.

To Create a Contact:
1. From the Home screen, touch "Apps", then "Contacts", then "+".
2. Enter the required information.
3. Touch contact fields to enter information. While entering information, touch to add fields, or to delete a field:

- Touch the blank Photo to choose a picture from your gallery to identify the contact. You must take the photo and save it first!
- Enter the contact's name in the First name and Last name fields.
- Touch Organisation fields to enter a Company name and Job title.
- Touch Phone to enter a telephone number, then touch Label to choose a label from Home, Mobile, Work, Work Fax, Home Fax, Pager, Other, or Custom to create a custom label.
- Touch Email to enter an email address, then touch Label to choose a label from Home, Work, Other, or Custom to create label.
- Touch Address to enter a physical address, then touch Label to choose a label from Home, Work, Other, or Custom to create your own label.

4. When you finish entering information, tap "Save".

You can return to the contact app whenever you need to view or edit one of your contacts.

- To browse your contacts, scroll up and down the list. They're usually sorted alphabetically by first name.
- To search for a contact, tap the search button. You can find the person you're looking for by entering any contact information, including the contact's name, organization, or email address.
- To edit or delete a contact, tap "Edit" while viewing the contact's information.

Skype

You may have gathered already, but tablets don't come with a phone feature. If you're interested in making calls with your tablet, you might want to look into an alternative like Skype. Skype is used for video and phone calling over the internet. It can be used for calls between any two or more people who have the app on their computers or tablets. Simply put, it is a tool to make a video phone call. This app is very enjoyable for many seniors who enjoy talking to and seeing their loved ones on the screen. This app can be downloaded for free from the Play Store, however it does come pre-loaded on many tablets.

Skype is free to use **as long as you are connected to the Internet,** whether at home, in a hotel, or at a public access spot like a library.

The first thing you will need to do is download the Skype app and install it on your Tablet (follow the instructions on downloading apps from Unit 4 – you will need to create an account for Skype using your Gmail email account used to set up your Tablet from the first time you used it.)

Steps to use Skype once you have downloaded it:

1. Tap the Skype Icon:

    It might be located on one of your home screens, or it might be found in the section on your homepage called Microsoft Apps.
2. Enter you Skype name or the email you used to set up your Skype account.
3. Hit the blue arrow to continue.
4. You will then be prompted to enter the password for your email account

The following video gives a quick overview of Skype (learners may need to watch this video several times):

https://www.youtube.com/watch?v=fK_JGw8WUVY

Facebook

Facebook is a social media app that is used by many people around the world. An entire curriculum could be created around how to use this app for both personal and professional purposes.

According to Wikipedia, Facebook is defined as:

"Facebook can be accessed from a large range of devices with Internet connectivity, such as desktop computers, laptops and tablet computers, and smartphones. After registering, users can create a customized profile indicating their name, occupation, schools attended and so on. Users can add other users as "friends", exchange messages, post status updates, share photos, videos and links, use various software applications ("apps"), and receive notifications of another users' activity. Additionally, users may join common-interest user groups organized by workplace, school, hobbies or other topics, and categorize their friends into lists such as "People from Work" or

"Close Friends". Additionally, users can report or block unpleasant people. Facebook has more than 2.2 billion monthly active users as of January 2018."

Activity #26

The following video is a 20-minute video that will give an idea of how to use Facebook. Again, like email and Skype, this is an app that you can choose to download to your tablet to use.

https://www.youtube.com/watch?v=YMr4M4ponm8

Congratulations! You have made it to the end of the Curriculum:

"Hands-On"

Tablet Training for Seniors

Definitions/Glossary

Definitions/Glossary

ANDROID: An operating system for tablets and phones.

APP (APPLICATION): A software program for tablets and phones.

GESTURE: A particular type of movement that controls a touch screen.

GOOGLE PLAY: An online market for movies, books and apps on Android devices.

GOOGLE VOICE TYPING: A function/program that allows users to perform a google search by speaking into their device.

HOME SCREEN: The main or start screen of a device that displays links to apps and programs.

HYPERLINKS: A link that is a reference to data that the user can directly follow either by clicking, that often leads the user to a new webpage.

ICONS: Graphical images each representing a different app.

INTERNET: A global system of interconnection computers.

MODEM/ROUTER: A device that connects you to a particular (Internet) broadband service.

OPERATING SYSTEM: The "core" software of a computer or computing device.

PREDICTIVE TEXT: Predictive text is an input technology that facilitates typing on a mobile device by suggesting words the end user may wish to insert in a text field. Predictions are based on the context of other words in the message and the first letters typed.

STYLUS: An input device that looks and acts like a pen. Instead of drawing with ink, it sends a digital signal to a compatible touchscreen, which interprets the pressure.

SYNCHRONIZE: "Sync" is short for synchronize. When you "sync" a device, such as a tablet, you synchronize it with data on a computer, and/or cloud storage. This is

commonly put into action by connecting the device you want to sync to the computer via WIFI. Often used to sync email to multiple devices to keep it up to date.

USB: Stands for "Universal Serial Bus." USB is the most common type of computer port used in today's computers. It can be used to connect keyboards, mice, game controllers, printers, scanners, and digital cameras.

WI-FI (WIRELESS HOME NETWORK): A short range wireless network, usually only covering a home, that lets wireless devices access a broadband connection.