In this iPad Productivity training course, you’ll receive guidance and tips on how to make the most effective use of your iPad for personal and business productivity. This training course explains how to download and manage apps, configure email accounts, manage calendars and contacts, and troubleshoot common device issues.

What you’ll learn in this training course
- Setting up iPad
- Using Mail, Calendar and Contacts
- Web browsing with Safari
- Using the App Store
- Reading books on the iPad
- Addressing accessibility
- Leveraging iPad for business
- Troubleshooting common problems

Audience for this training course
This course is designed for users of varied computer experience who are interested in getting the most out of their Apple iPad, iPad 2, and iPad 3 devices.

Training course duration
This class is a one-day in length. It runs from 9:30 am-4:30 pm. Lunch break is approximately from noon-1:00 pm.

Training course curriculum
This training course uses content from the iPad User Guide, published by Apple in PDF form. AGI’s training courses are delivered by the same instructors who write and edit the best-selling Digital Classroom series of books.

Enrolling in this iPad Productivity training class
You can register for this training class online at agitraining.com, or by calling 781-376-6044 or 800-851-9237.

Locations for this iPad Productivity training class
You can attend classes at your training centers located in Boston, New York City, Philadelphia, on site at your office, or on-line. You can select the course location at the time of your registration.

Private and customized training course options
This training course can be offered as a private class for groups or individuals, and the content can be customized to meet your specific needs. You can call to speak with a training representative at 781-376-6044 or 800-851-9237 to discuss customizing this training course.

Goals and objectives for this training course
American Graphics Institute is focused on providing high-quality training courses for your professional development. We provide regularly scheduled small group courses along with private or customized training.
IPad Productivity training course topics:

Lesson 1: Overview
About iPad
iPad controls
Setting up iPad
Managing content
Using iCloud
Connecting to your computer
Syncing with iTunes

Lesson 2: Basics
Using apps
Customizing iPad
Typing and dictation
Searching for content
Using Notifications
Sharing files
Working securely

Lesson 3: Mail
Reading mail
Sending mail
Organizing mail
Printing messages
Working with attachments
Mail accounts
Mail settings

Lesson 4: Calendar
Exploring the Calendar
Viewing and editing events
Importing events
Responding to invitations
Working with multiple calendars
Sharing calendars
Calendar settings

Lesson 5: Contacts
Using My Info
Searching contacts
Adding and deleting contacts
Sharing contacts
Editing contacts
Using Groups
Contacts settings

Lesson 6: Safari
Searching the web
Tabbed browsing
Viewing articles in Reader
Creating a Reading List
Bookmaking pages
Using History
Saving downloads

Lesson 7: Apps
Using the App Store
Creating an Apple ID
Adding apps
Downloading updates
Viewing your account
Managing apps
Deleting apps

Lesson 8: Ibooks
Exploring the iBookstore
Reading books
Interacting with books
Notes and lists
Organizing books
Syncing books and PDFs
Printing and sharing

Lesson 9: Accessibility
Using VoiceOver
Getting to know Siri
Enlarging text
Inverting colors
Speak features
AssistiveTouch
Accessibility settings

Lesson 10: Business
Corporate support
Using configuration profiles
Microsoft Exchange settings
VPN access
LDAP accounts
CardDAV accounts
Using the iWork suite

Lesson 11: Troubleshooting
Safety and handling
Security issues
Getting support
Common problems
Restarting and resetting
Backing up
Updating and restoring