



# iPad in Business Training



The iPad is changing the face of business and we'll show you how. Already familiar with using your iPad at home for personal use? We'll take it so much further. Learn the basic orientation and functions of your iPad, irrespective of which version you have.

We'll give you some productivity tips, teach you how to sync files and transfer data to places like iCloud, Dropbox or Evernote.

**Prerequisite:** Candidate must have a basic understanding iOS Platform.

The following application must be loaded on the iPad:

- Pages, Numbers, Keynote, Evernote, Dropbox & Grafio

**Duration:** 4 Hours

## **Course content:**

- **Use iCloud Functionality**
  - Connecting to iCloud
  - Syncing functions
  - Backup setting
  - Location services

## **Pages**

- Functionality of the interfaces
- Document management
  - Creating new documents
  - Adding documents through USB
  - Adding documents using iCloud
  - Word processing techniques and tools
  - Using additional tools
- Sharing & exporting
  - Emailing documents

## **Numbers**

- Functionality of the interfaces
- Document management
- Spreadsheets handling
  - Setting multiple workbooks
  - Setting multiple tables
  - Columns and rows editing
- Formatting cells
- Formulas and functions
- Sharing & exporting

## **Keynotes**

- Functionality of the interfaces
- Document management
- Slides handling
  - Adding slides
  - Grouping slides
  - Hiding slides
- Content handling
  - Inserting content
  - Editing content
- Adding transitions
- Adding presenter notes
- Additional tips and hints

## Dropbox

- Additional setting
  - Sharing items in Dropbox
  - Setting items for offline use

## Evernote

- Understanding Evernote
- Application interface
- Working with notebook & notebook collections
- Working with notes
- Adding content
  - Text
  - Documents
- Images
  - Applying OCR