Smartphone 101 Android
Were you successful at customizing your Home Page?

Which tasks did you do?

- Rearrange icons
- Add Icons
- Delete icons
- Add additional pages

What did you learn?
Were You Successful?

Inputting data into your device?
Which keyboards did you use?
Did you use voice input?
What did you learn?
Important Icons to Know

- Voice call
- Text message
- Video call
- Voicemail playback
- Open keypad
- Close keypad
- Compose or Create
More Important Icons to Know

- More options
- Voice Input
- Select
- How many items have been selected
- Email or text notification
- Search
- Navigate up
- Navigation drawer
Input Via Voice Recorder

Your device has a built-in microphone. When you activate that microphone and speak into it, your device will translate from voice to text everything it HEARS you say including punctuation and errors.

Note: it sometimes HEARS incorrectly or picks up background conversations and noises.
Creating a Contact(s)

1. Open your “Contacts” app by tapping on the “Contacts” icon on your home page. Your device will display a list of all your existing contacts in alphabetical order by first or last name.

2. Tap the “Create New Contact” icon. Depending on the make and model of your device, this may be the word “create” near the top of the page; or, a plus sign near the bottom of the page. A Blank “Contact” screen will be displayed.

3. Tap on the “Name” field. A box will appear around the field and an alpha-numeric keyboard will be displayed.

4. Enter the name(s) of the person(s) by tapping the appropriate keys. In this field, your device will automatically capitalize the first letter of each word because it knows you are entering a proper noun.
Creating a Contact(s)

5. Tap on any field that you want to complete. A box will appear around that field and the appropriate keyboard will be displayed.

6. Enter the data. I recommend that you include area codes so that if you are outside of your device’s area code, your call will go through properly. You do not need the “1” in front of a long distance number.

7. When you have entered all the information you want to add to this person’s file, tap the “Save” button.

That person’s information now appears in your “Contacts” in alphabetical order.
More Contact(s) Options

Once you have created a contact, you can do many things with that/those file(s).

- Open it;
- Edit it;
- Delete it;
- Add it to your “Favorites” list;
- Select two or more contacts (thus creating a sub-list) to complete a function for all the members of this sub-list at the same time.
Opening a Contact

Before you can complete a function (call, text, edit, delete, etc.) a person in your contacts list, first you have to open that contact.

1. Tap on the “Contacts” icon. A list of all your contacts will be displayed.

2. Scroll down to the name of the contact you want to open.

3. Tap on that person’s name. Depending on the make and model of your device, one of the following will be displayed:
   1. A list of their phone numbers. If this is displayed:
      1. Tap on the phone number you want to use (mobile, home, etc.)
      2. Tap on the function you want to perform (call, text, etc.).
   OR
   2. A default phone number with a list of functions (call, text, etc.). If this is displayed, tap on the function you want to use (e.g., call, text, etc.)

We will discuss each type of communication when we discuss those apps later in the class.

NOTE: You can only “Open” one contact at a time.
Editing a Contact

1. Open the “Contacts” app.

2. Open that person’s contact. Depending on the make and model of your device, one of the following will be displayed:
   1. The “Edit Screen” (a list of that person’s number(s) with an “Edit” box at the top of the page); or
   2. A list of icons that includes “Details”. If this is displayed, tap the “Details” icon. Now the “Edit” screen is displayed.

3. Tap the “Edit” button.

4. Change, delete, or add any data you want in any of the fields. The new data will replace the previous data. All previous data will be lost forever.

5. When you are finished, tap the “Save” button.
Deleting a Contact(s)

1. Open the "Contacts" app.

2. Long press on the name of the contact. It will be highlighted.

Depending on make and model, tap on one of the following options:

1. "Delete";

OR

1. More options;

2. Tap on Delete;

3. Tap on "Done".

Your device may ask you to confirm your choice.
About Selecting Multiple Contacts

Occasionally, you may want to complete the same function (deleting, adding to a group, etc.) with multiple contacts. Rather than completing that function multiple times by doing one contact at a time, you can create a sub-list by first selecting all of the contacts you want and then tapping on the function once. Your device will complete that function on each of the selected contacts all at the same time.
Selecting Multiple Contacts

1. Open the “Contacts” app.

2. Depending on make and model:
   1. Tap on the “More Options” icon.
   2. Tap on select. Empty circles will appear in front of every name in your contacts list.
   3. Continue with remaining steps.

OR

3. Tap on the name of the first contact you want to select.

4. A colored circle with a check mark will appear in front of that name. Empty circles will appear in front of every other name in your contacts list.

5. Tap on all the names you want to add to this list. The circle will change color and a check mark will appear. Notice the number next to the “selected” icon at the upper left corner of the page will change each time you add or delete a contact to the list.

6. When you have selected all the contacts for the list, tap on the function that you want to complete with these contacts. Remember, there may be more functions listed by tapping the “More Options” icon.
Phone Calls

On your Smartphone, you can make/receive phone calls to/from any other phone (e.g., land line, dumb phone, Smartphone, etc).

Calls can be made in a number of ways:

- Using your “Contacts”;
- Dialing a number using the phone keypad.
- Using the Personal Assistant in your phone (Google Assistant or Bixby).
Placing a Call Using “Contacts”

1. Open the “Contacts” app.

2. Open the person’s contact file. Depending on the make and model of your device, one of the following will be displayed:
   1. A list of that person’s numbers with the call, text, or video call icons next to each number. If this is displayed, go to Step 3.

   OR

   2. A default phone number with the call, text, video call, and details icons. If this is displayed and it is the number you want to use, go to Step 3.

   1. If you want to use a different number for this person, Tap the “Details” button. A list of all numbers you have entered for this contact with function icons will be displayed.

3. Tap the “Call” icon next to the number you want to use (e.g., home, mobile, etc.) Your call will be placed using that number.
Placing a Call
Using the Keypad

1. Open the “Phone” app. Depending on the make and model of your device, one of the following will be displayed:
   1. The keypad. If this is displayed, go to Step 2.
      OR
   2. A list of your recent calls with a “keypad” icon at the bottom right corner of the screen. Tap the “keypad” icon. A keypad will be displayed.

2. Enter the phone number you want to call. NOTE: If you are physically in the same area code of the number you are calling, you do not HAVE to enter the numbers for the area code. NOTE: You do not need the “1” if you are placing a long distance call.

3. Tap the “Call” icon. Your call is now placed.
Placing a Call Using Personal Assistant

As far as I know, all Android Smartphones have the Personal Assistant app on them. It will complete many tasks for you including making phone calls.

1. Depending on the settings in your device, you will complete one of the following.
   1. Say “Hey Google”. Your assistant will be activated
      1. Then go to Step2.
   OR
   2. Tap the Google icon. A Google Search screen will be displayed.
      1. Tap the microphone icon.

2. Tell the assistant what you want it to do. NOTE: If you are making a call to one of your contacts, you need to say the name of the contact and which phone number you want it to use.

3. The call will be placed.
More Phone Calls Options

• Caller ID – your device alerts you to who is calling before you answer.
• Send call to Voicemail - this is your phone’s built in answering system.
• Speaker Phone – have a hands-free conversation on the phone. NOTE: Know that everyone around you can hear your conversation.
• Keypad – displays a telephone keypad on your screen.
• Add Call – add one or more callers to an existing call.
More Phone Calls Options – Part 2

• Video Call – see a real-time video image of the person you are talking to using the video camera app of each Smartphone.

• Bluetooth (def. A short-range, wireless connection between electronic devices.) - use another Bluetooth device near you such as your car’s Bluetooth connection when your phone is paired to that device.

• Mute – Silence your end of the conversation but still allows you to hear the other party(s).
Phone Settings

There are many options in the settings of the “Phone” app. These are the ones we are going to discuss.

• Notifications
  • Turn notification sounds and vibrations on/off
  • Change the sound of the notification
  • Change the notification vibration intensity
• Icon Badges
• Missed Calls
• Voicemail
• Changing ring tone
• Deleting calls from the list
Text Messaging (Texting)

Texting is sending/receiving a written message to/from another device with a screen using the "Messages" app.

- Efficient
- Less intrusive for the receiver
- The receiver can respond if/when they choose
- You can include photos, videos, or emoticons
Text Messaging - Part 2

• Every time you send or receive a message, your device will keep that item in your “Messages” app until you delete it.

• If a recipient responds to your text or you send additional message(s) to that same person(s), your device will automatically reopen the original message and add new text boxes for each time there is communication. This is called “creating a thread”. In other words, your device keeps all messages between you and the recipient(s) all together until you delete all/part of that thread.
Text Messaging - Part 3

- **Send an Individual Message** - Only that person will receive the message. They can respond to you and only you will see the response.

- **Send a Group Message** – You can send a message to two or more people at the same time by creating a sub-list. Every person you add to the sub-list can read and respond to the original message and any/all subsequent responses to that message. All communication is transmitted to all the members of the group at the same time.
Sending a Text– Part 1

The first few steps for sending a text are the same as they are for placing a call, except you tap the “Messages” icon instead of the “Phone” icon.

When you open the “Messages” app, a list of your recent messages with a compose or “New Message” icon will be displayed.
Sending a Text - Part 2

There are two ways to initiate a message. Both instances will display a “New Message” screen.

1. If there is no existing thread (no message) in the list for the recipient(s):
   1. Tap the “Compose” icon.
   2. Tap the “Recipients” box. It will be highlighted and the keyboard will be displayed.
   3. Enter the name(s) of all the recipient(s).
   4. Go to Step 3.

2. If there is an existing thread for the recipient(s): Tap that message. A “New Message” screen with the recipient(s)’ name(s), all undeleted previous conversations, and an “Enter Message” box will be displayed.

3. Tap the “Enter Message” box. The box will be highlighted and the alpha-numeric keyboard will be displayed.

4. Enter text for the message.

5. Tap “Send.”
Messages Settings

There are many options in the settings of the “Messages” app. These are the options we are going to discuss.

• Notifications
  • Turn notification sounds and vibrations on/off
  • Change the sound of the notification
  • Change the notification vibration intensity
• Icon Badges
• Unread Messages

• Deleting messages and threads
Calendar

Your device has a built-in “Calendar” app. This will keep track of all your appointments, events, birthdays, etc., in one place.

- Sync your phone to your computer’s calendar or keep separate.
- Check calendar anywhere
- Add, change, or delete an event on the spot
- Mark yourself as busy so you don’t receive calls or notifications during a meeting
Calendar – Part 2

Every calendar event MUST have:

• Title
• Time frame
  • Beginning date and time
  • Ending date and time
• All day event
• Multiple day event
Calendar – Part 3

Each calendar event may include any/all of the following options as well as a few we are not going to discuss in this class:

- Reminder – your device will send a notification a set amount of time before the event starts
- Location of the event
- Notes
- Frequency of a recurring event (e.g., daily, weekly, etc.)
- Duration of recurring event (e.g., a month, forever, etc.)
- Invite other people to the event
Creating a Calendar Event

1. Open the “Calendar” app. Unless you have changed your settings, the calendar for the current month with the current day highlighted and a list of any events for that day will be displayed.

2. Tap on the date for which you want to create an event. That day will then be highlighted and a list of events for that day will be displayed.

3. Tap the create event icon. A blank event screen will be displayed.

4. Enter the “Title” and time frame and the text for any other fields you want to include in this event.

5. When finished, tap “SAVE”.
Homework Assignment

Practice any/all of what we have learned today.

- Making/receiving calls
- Sending/receiving text messages
- Creating calendar events
- Use your GPS
- Customizing settings in apps (e.g., ringtones, notification sounds, etc.)