Smartphone 101 Android
Were You Successful?

Did you practice any/all of what we learned during the last class?

- Making/receiving calls
- Sending/receiving text messages

What did you learn?
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. The calendar for the current month with the current day highlighted and a list of any events for that day should 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”.
Customize Your Device

You will want to customize your device to make it easier to use according to your preferences.

You can:

• Add (download) apps;
• Delete (uninstall) some apps;
• Disable some apps;
• Customize device settings;
• Customize settings inside apps.
Adding (Downloading) Apps

As we discussed on the first day of this class, some apps come pre-loaded on your device. You can add others to your device by downloading them from the Google Play Store.

There are apps for almost anything you want to do on your device (e.g. play games, track physical activity, follow the stock market, etc.)
Most apps are free or cost less than $5.00.

A few are subscriptions (i.e., they have a monthly or annual cost to use them).

Apps often have a free “lite” version with ads or limitations. You can sometimes pay for an ad-free version.

You need a credit card on file to “buy” apps.

Once you have downloaded the app, it is yours.
Deleting Apps

• Some apps can be deleted (uninstalled) from your device. This will permanently delete all information about that app from your device and remove it’s icon from your app screen.

• Some apps cannot be uninstalled; but, can be disabled. The icons for these apps may remain on your app screen. However, your device will no longer accept updates to that app and you must re-activate the app to be able to use it.
Device Settings vs. Individual Apps Settings

- Your device’s general settings are located inside the device “Settings” app. (E.g., Screen brightness, device maintenance, etc.) You access these by tapping the “Settings” icon on your homepage or app screen.

- Other settings that are specific to an individual app are found inside each app. (E.g., in the “Calendar” app there is a setting to show week numbers on the calendar.) You access these by:
  1. Opening the app you want to customize (e.g., “Calendar”).
  2. Tapping the more options button (the three dots in the upper right of the screen).
  3. Tapping “Settings”.
     A list of settings that you can change for that app will be displayed.
Customizing Settings

- Most settings are activated with an on/off switch. If the setting is off, a tap of the button will turn it on, and visa versa.

- Some settings such as screen brightness and volume are adjusted by a slider bar. To adjust this kind of setting, place your finger on the dot on the slider bar and move it left or right.

- A few settings (e.g., ring tone, notifications sounds, etc.) are activated by selecting one of a list of many options. When you tap the selection you want, the circle next to it is filled in.
Keeping Up To Date

It is important that you keep your device updated. These updates are put out by the developers of the software to correct any bugs or errors and to make improvements.

- Your device will generally alert you when updates are available.
- Most often the updates are for individual apps.
- Occasionally, Google will send out “System Updates”.
  - These are usually very large, and take a large amount of time and data to install.
  - Your device should notify you to do this when you are connected to Wi-Fi.
  - Some settings and functions may change or be lost.
  - Once you have installed a system update, you cannot go back to the previous version.
Device Maintenance

To keep your device “optimized” and running smoothly, there are a few things you are going to want to do from time to time.

These include:

- Charging your device;
- Closing all recently opened apps;
- Clearing Cached Data;
- Turning off and restarting your device.
The Big Battery Debate.
To Charge or Not To Charge.
Closing All Recently Opened Apps

We discussed this when we talked about the icons on our homepage. However, it is worth discussing again as it can greatly affect the performance of your device.

- Your device keeps any apps you have used open until you “close” them.

- A list of these open apps is displayed by tapping the “Recents” button probably in the bottom left corner of your homepage.

- You can close them one at a time by tapping the “X” on each open app or all of them at once by tapping the “Close All” button.
Clearing Cached Data

Every time you do ANYTHING on your device, the app you use automatically generates little bits of data to complete that function. Once the function is completed, that data is no longer needed and is stored in a part of your device called “Cached Data”. This “file” can become very large and takes up memory and battery usage to keep it stored. This may affect the performance of your device. Therefore, it is a good idea to occasionally “clear all cached data”. This essentially resets each app as if it is being used for the first time.
How to Clear Cached Data

The procedure for clearing cached data may vary depending on the manufacturer of your device.

Here are the headings to look under to find and complete this task:

• Device “Settings” app
• Device Maintenance
• Storage
• Cached Data
Turning Off and Restarting Your Device

Restarting your device simply allows it to re-boot, reorganize, and clean up all of it’s files. Essentially it is the same as defragmenting your desk-top computer. This will help it to run more efficiently and use less battery power.
Homework Assignment

Customize your device to make it easier to use according to your preferences.

You may want to:

- Download new apps;
- Uninstall some unused apps;
- Disable some unused apps;
- Change device settings;
- Change settings inside apps.