Design Document: Tablets – Working with Apps

Class Description

Learn about some of the best apps for enhancing your life and having fun with your tablet. Must bring your own device and understand how to download apps.

**Curriculum Track**

Software & Apps

**Audience**

Adults

**Course Length**

90 minutes

**Training Method**

Instructor-led hands-on

**Purpose**

To help tablet users understand what an app is and expose them to several popular apps to allow them to get the full potential of their devices

Equipment Requirements

Projector and projection screen; computers with internet access for the instructor and each participant; laser pointer (recommended)

Software Requirements

Windows 7

Material Requirements

Pens or pencils, activity sheets, handouts, participant surveys

**Learning Objectives**

At the end of the session, learners will be able to:

* Find and open the app store
* Download apps
* Open apps
* Uninstall apps

**Assessment Technique(s)**

Questions and answers

Content Outline

**Note: (\*Next)= move to next slide.**

**Agenda (3 mins)**

* Outline the following topics that will be covered in class:
  + About the apps
  + The app stores
  + Free Vs. Paid apps
  + Popular apps
  + Installing apps
  + Updating apps
  + Removing apps **\*Next**

**About Apps (2-3 mins.)**

* Define what an app is
  + Apps: Apps are anything that runs on your tablet. It is the equivalent to a program on a computer.
  + List some examples of different apps such as internet browsers, games, etc.**\*Next**
* Give some brief characteristics overview of apps. All of this will be explained in greater detail later in the presentation.
  + Apps are downloaded from a store using the internet
  + Apps can be free or paid for with a credit card
  + Take up varying space on your hard drive depending on the app
  + Many apps are preinstalled and some cannot be removed.
  + The more apps open at once the more it will drain your battery
  + Some may require location services to operate correctly **\*Next**

**App Stores (2-3 mins.)**

* Talk about the 3 main app stores **\*Next**
  + **Apple app store:**
    - Apple has the highest quality control so almost all apps are high quality and will work correctly when purchased.
    - Apple has most of the popular apps that people are looking for.
    - Because of the high quality demands some apps that are on Android never make it to Apple’s app store. **\*Next**
  + **Google Play:**
    - Google Play has more apps than any other app store
    - Android devices can install apps without using the app store
    - Google’s quality control is the lowest of all app stores. This allows it to have more apps than other stores, but it also allows many poor quality and even some broken apps to be sold. **\*Next**
  + **Kindle App store:**
    - The Kindle app store has many popular apps, but is missing quite a few that are found in the other stores.
    - Similar to android tablets, apps can be installed without the store, but not all apps are compatible with Kindles. **\*Next**

**Free Vs Paid Apps (2-3 mins.)**

* Explain the pros and cons of free apps compared to paid apps
  + **Free apps Pros**
    - Free apps have no initial cost
    - Allows you to try an app without paying for it first
    - You can install as many free apps as your tablet can hold
  + **Free apps cons**
    - Many free apps are trials, or stripped down versions of the paid version
    - Many free apps have in app purchases
    - Most free apps will have ads to make revenue **\*Next**
  + **Paid apps Pros**
    - Paid apps usually work better and have less bugs then free apps
    - Paid apps do not have ads
    - Paid versions are full versions that contain all features
    - Paid versions almost never have in app purchases
  + **Paid apps Cons**
    - Paid apps have an upfront cost
    - If a paid app is not as advertised, it can be a hassle to get a refund **\*Next**

**Popular apps (15 mins.)**

* Depending on interest and time give a brief synopsis of what each individual app and field questions about that app.
  + **Social Media**
    - **Facebook:** Does everything the website does, but makes Facebook simple and easy to use for a smaller screen and a touch interface. (Note: Facebook messenger is a separate app)
    - **Pinterest:** Makes viewing and posting items on Pinterest easier for a smaller screen and touch interface.
    - **Twitter:** Allows a user to send and receive short messages to and from other twitter users. (Similar to sending a group text on a phone)
    - **Flickr:** Makes viewing and posting pictures on Flickr easier for a smaller screen and touch interface. (geared towards photographers)
    - **Instagram:** Makes viewing and posting pictures on Instagram easier for a smaller screen and touch interface. (geared towards average people who want to share)
    - **SnapChat:** Allows you to send and receive short texts, pictures, and videos that will be deleted after they are viewed.
    - **LinkedIn:** Is Facebook for professionals. The apps does everything the website does, but makes it simpler and easier for a smaller screen and touch interface.
    - **Skype:** Allows you to make instant message, video chat, and make phone calls to friends and family using the internet. **\*Next**
  + **Banking apps:**
    - Most major banks have their own app that allows you to make transactions, view bills, and have access to information to your account. Each bank is a little different and has their own features. **\*Next**
  + **Financial Management:**
    - **Mint:** Helps you pay your bills easily by having all of them in one location. It also gives you reminders when your bill is due, gives you financial information, and can even keep you updated on your credit score.
    - **Expensify:** Helps you keep track of your expenses. You take pictures of receipts and it keeps track of the cost and builds reports for you. **\*Next**
  + **Pay Electronically:**
  + Explain that all of these methods have fees that go along with them.
    - **Google Wallet:** Attach a credit card or banking account to your wallet and it allows you to easily transfer money between friends and family, as well as pay with your cellphone where ever Debit MasterCard is accepted.
    - **PayPal:** Attach a credit card, debit card, or banking account to your account and it allows you to easily transfer money between anyone with a PayPal account as well as pay in a quick and secure method at participating stores and websites.
    - **Square:** Allows a business owner to easily receive credit card payment through a small device that attaches to a smart device. It can also be used to transfer money electronically via a credit or debit card.
    - **Apple Pay:** Pay for apps or at participating store locations with your credit card or debit card with your apple smart device. **\*Next**
  + **Navigation & Traffic**
    - **Google Maps:** Uses GPS or the internet to give you directions to your desired location. It has voice directions as well as text directions.
    - **Waze:** Similar to Google maps, but allows users to share gas prices, police locations, safety hazards, and delays in real time as well.
  + **Quick Taxi Service:** Explain that these are not traditional taxi services. Uber and Lyft drivers can be anyone that has passed the companies back ground checks and owns a newer dependable vehicle.
    - **Uber:** An app that allows you to request a ride from any Uber driver in your vicinity.
    - **Lyft:** An app that allows you to request a ride from a Lyft driver in your vicinity. **\*Next**
  + **Travel apps:** 
    - **Trip Advisor:**  Helps you find low rates on airfare and hotels. It also helps you find places to eat and fun things to do no matter your location.
    - **Kayak:** Helps you travel by helping you find the cheapest hotels, flights, and car rentals.
    - **Travelocity:** Helps you travel by helping you find the cheapest hotels, flights, and car rentals.
    - **Priceline:** Helps you travel by helping you find the cheapest hotels, flights, and car rentals. **\*Next**
  + **Mail apps:** These apps allow you to have easy access to your mail. It keeps you logged in on your device and gives you notifications when you receive mail. Most major email providers have an app. **\*Next**
  + **Productivity**
    - **Microsoft Office:** A mobile version of the popular office tools by Microsoft. It has most of the features of the full computer version and allows you to create, edit, and view word, excel, PowerPoint, and publisher files from your tablet.
    - **Google docs:** Office program created by Google. It is compatible with Microsoft office file formats and makes it easy for you to give or receive access to documents. Free version is only reads files you need to pay to edit.
    - **Evernote:** An app that allows you to easily organize notes which you can sync between all of your devices.
    - **Office suite:** A free app that allows you to read and write word, excel, PowerPoint, and PDF files on your tablet. **\*Next**
  + **Music:**
    - **Pandora:** Allows you to create, find, modify, and listen to Pandora radio stations.
    - **iHeart Radio:** An app that allows you to listen to radio stations from all around the country on your tablet
    - **Spotify:** Allows you to find and listen to your favorite songs, albums, and artists. You can also create your own play lists and build up a music library. **\*Next**
  + **TV/Video:**
    - **You Tube:** allows you to watch You Tube videos and follow your favorite content creators.
    - **Crackle:** Allows you to watch TV shows, and movies for free. (does include ads)
    - **Netflix:** For a subscription fee you can have access an unlimited amount of Netflix movies and TV shows ad free. **\*Next**
  + **Purchasing:**
    - **Groupon:** An app that allows you to buy restaurant, bar, and entertainment coupons at a reduced group price.
    - **eBay:** Gives you a tablet friendly version of the most popular online auction website.
    - **Amazon:** Gives you a tablet friendly version of the most popular online store.
    - **Walmart:** Allows you to see pricing, availability of items, and purchase items from Walmart on your tablet.
    - **Living Social:** Gives you local deals on food, entertainment, hotels, and unique products. **\*Next**
  + **Cloud Storage:** Cloud storage allows you to save and/or back up your files in the cloud which can be easily accessed on your tablet and other devices. These services can be free or have a cost depending on features and your storage needs.
    - If you have an apple ID you automatically have iCloud and if you have a gmail account you automatically have Google drive.
    - Explain what the Cloud storage is if people are not familiar with the term
      * **Cloud Storage:** Is a server owned by a company that allows you to save your files onto it for easy access where ever you have internet. **\*Next**
  + **Health and Wellness:**
    - **Yoga.com:** Gives you access to hundreds of different yoga poses and breathing exercises explained to you through video and text.
    - **Fit Bit:** Works with bit trackers and smart scales to represent the data gathered by these smart devices.
    - **Map my Run:** Uses your devices GPS to track your run distance, time, average speed, etc.
    - **7 minute workout:** Gives you step by step instructions of different types of 7 minute workouts every day.
    - **My Fitness Pal:** Allows you to enter data about your food, weight, and fitness level to help you count calories and reach your fitness and weight goals. **\*Next**
* **Installing apps: (5 mins.)**
  + Encourage the class to follow the PowerPoint on their tablets. Remind them that they will be deleting the app later so do not worry about installing unnecessary apps.
  + **iPad:** Give the class step by step instructions on how to find and install apps on their tablets. If possible a live demo would be good for this section.
    - **Step 1:** Open the app store **\*Next**
    - **Step 2:** Find an app by browsing or using the search bar in the top right corner **\*Next**
    - **Step 3:** Once you found an app you want tap on the **get** button **\*Next**
    - **Step 4:** Click on the **Install** button that opens up after you tap get **\*Next**
    - **Step 5:** Type in your iTunes password and tap **OK** **\*Next**
    - **Step 6:** Wait for the app to download and install. Progress will be shown by bar filling up around a circle
    - **Step 7:** Open your app and enjoy. An icon will automatically be placed on the next open space of your home screen. **\*Next**
  + **Android:** Give the class step by step instructions on how to find and install apps on their tablets. If possible a live demo would be good for this section.
    - **Step 1:** Open up the Google Play Store **\*Next**
    - **Step 2:** Find an app by browsing or using the search bar **\*Next**
    - **Step 3:** Once you find an app you want tap on the install button **\*Next**
    - **Step 4:** Look over the apps requirement and if you still want to download the app tap accept.
      * Make sure to explain what some apps will need such as Wi-Fi, GPS location, in app purchases, photos, etc. **\*Next**
    - **Step 5:** A download/instillation bar will show you the progress of the app
    - **Step 6:** Open your app and enjoy. An icon will automatically be placed on the next open space of your home screen. **\*Next**
  + **Kindle:** Give the class step by step instructions on how to find and install apps on their Kindle tablets. If possible a live demo would be good for this section.
    - **Step 1:** Show the class that you can access the app store by either clicking **apps** above the carousel on the home page or by clicking **store** in the top right corner of your apps page. **\*Next**
    - **Step2:** Browse for an app or use the magnifying glass in the top right corner to search **\*Next**
    - **Step 3:** Once you find an app click download and wait for it to download and install **\*Next**
    - **Step 4:** Open your app and enjoy it. An icon will automatically be placed on the carousel on your home page as well as an icon on your apps page. **\*Next**
* **Updating apps (5 mins.)**
  + Explain to the Class that to get the best experience update your apps regularly.
  + Again encourage the class to follow along with you if they have apps that need to be updated.
  + **iPad:** Give the class step by step instructions on how to update apps on their tablets. If possible a live demo would be good for this section.
    - **Step 1:** Look to see if the app store has a red circle with a number in the top right of your app store icon. That circle will notify if there are updates and how many there are. If there are open the app store. **\*Next**
    - **Step 2:** In the lower right hand corner there is an updates button tap that button **\*Next**
    - **Step 3:** You can now update all apps individually or tap the update all button in the top left of the screen. **\*Next**
  + **Android:** Give the class step by step instructions on how to update apps on their tablets. If possible a live demo would be good for this section.
    - **Step 1:** Open up the Play Store **\*Next**
    - **Step 2:** Tap on the 3 lines in the top search bar
    - **Step 3:** When the menu opens up tap on My apps **\*Next**
    - **Step 4:** You can now update all apps individually or tap the update all button in the top right of the screen. **\*Next**
    - Explain that Android users will also be notified of apps that are updated in the notification bar. You can update apps from the notification bar by simply taping on the notification. **\*Next**
  + **Kindle:** Give the class step by step instruction on how to update apps on their tablets. If possible a live demo would be good for this section
    - **Step 1:** Tap on apps from the main screen
    - **Step 2:** Tap on the 3 lines in the top left corner
    - **Step 3:** Tap on **apps library**
    - **Step 4:** You can now update all apps individually or tap the update all button in the top right of the screen. **\*Next**
* **Removing Apps (5 mins.)**
  + Encourage the class to follow along and delete The Battle Cats app we installed earlier in the class.
  + **iPad:** Give the class step by step instructions on how to remove apps on their tablets. If possible a live demo would be good for this section.
    - **Step 1:** Hold your finger down on the app you want to uninstall until the icons begin to shake and an X appears in the top left corner of the app.
    - **Step 2:**  Tap the X on the app you want to delete
    - **Step 3:** Confirm that you want to delete the app taping the delete button **\*Next**
  + **Android:** Give the class step by step instructions on how to remove apps on their tablets. If possible a live demo would be good for this section.
    - **Note:** Explain that depending on the version of Android buttons and menus may be located in different locations.
    - **Step 1:** Open up the settings app on your tablet
    - **Step 2:** Tap on applications in the top right corner of the screen **\*Next**
    - **Step 3:** Tap on the app you are interested in deleting
    - **Step 4:** Tap on the uninstall button **\*Next**
  + **Kindle:** Give the class step by step instructions on how to remove apps on their Kindle tablets. If possible a live demo would be good for this section.
    - **Step 1:** Find the app in your carousel or app page on your Kindle
    - **Step 2:** Hold your finger down on the app icon for a couple seconds until a menu appears
    - **Step 3:** Choose the option **Remove from Device**
    - **Step 4:** Wait for the app to disappear. Depending on the size of the app this could take up to a minute. Be patient and just wait for it to disappear. **\*Next**

**Questions and Answers/Live Demo (if time allows) (3 mins.+)**

* Highlight the upcoming technology classes and share the types of topics that will be covered
* Ask if there are questions and answer any that were “parked” during the session
* If time and equipment allows attach a tablet to the projector and give a live demo to patrons interested
* Thank participants for coming and ask them to complete the class survey before leaving