

## The Basics: Pre-Test

Before beginning, please answer the following questions to the best of your ability.

QUESTIONS	NO	I THINK SO	YES
I can turn on my cellphone.			
I can turn off my cellphone.			
I know what a home screen is.			
I can download apps on my cellphone.			
I can send a text with my cellphone.			
I can add a contact on my cellphone.			
I know the difference between Wi-Fi and data.			
Use internet search engines to find and locate information.			
Send an email on my cellphone.			
Take pictures and know where to find them.			
Attach a picture to Facebook or email.			
Know all the icons on my phone.			
Know what to do when my cellphone freezes.			

## Activity #1

## What are you worried about when it comes to your cellphone?

1. On a piece of paper, jot down five fears or concerns that you have regarding about your cellphone. (**I.E. Memory issues, breaking it, etc.**)
2. You can either collaborate with a classmate; share as a group discussion, or with your tutor/instructor.
3. Have them share one or two things from their list with a tutor/instructor, or pick one learner at a time and have them chose from their list for an open discussion.

[illegible]

# HOW TO USE YOUR SMART PHONE

All cell phones may be different, but they can do basically the same thing. Therefore, here are some easy simple steps that will help you to use your cellphone better. In this booklet, you will learn just the simple basics of how to use your phone.

## TURNING ON YOUR CELL PHONE

- Look at the right side of your phone. There will be a small rectangular **POWER** button. (If it is not on the side, it could be on the very top of the phone)
- Click the button or hold it down for a few seconds until your phone comes on.
- Once your phone is on, there will be a picture on the screen.



## HOW TO CHARGE YOUR PHONE

Your charger is small and the cord may be very short, so as suggested, you should place it on a counter where it is away from small children. When you are charging your phone, place your adapter charger in the socket, then attach your cord to the adapter charger, and lastly attach your phone to the cord. You will know when it is time to charge your phone, because it will either beep or flash **Battery Low** on the screen as a reminder to charge it.



## WHAT TO DO WHEN YOUR CELL PHONE WILL NOT TURN ON

While there are many things that might contribute to your phone not turning on, a simple restart or update will usually fix the problem.

### PLUG YOUR PHONE INTO A CHARGER:

There is a chance that your phone has run out of battery and will not turn on. Plug your phone in and let it charge for a few minutes before trying any of the following steps.

- If you see a battery outline appear when you connect your phone to the charger, your phone's battery is dead.

- Make sure that the charger you use is functioning properly. If the battery symbol does not appear within 10 minutes of plugging in the phone, try a different charger/outlet.

## RESTART YOUR PHONE MANUALLY

If your cell phone freezes, you can try restarting it to see if that fixes the problem. Press and hold the **POWER** button on your phone until you see where it says to **POWER OFF**. Tap or swipe **RESTART**. If this does not work, move on to the next step.

## MANUAL RESTART FOR IPHONES

If your Phone is not responding to your power button or screen taps, you can force your phone to restart. Here are some tips for your phone.

- iPhone 8 – Quickly press and release the volume up, and do the same for the volume down button, and then press and hold the power button until you see the Apple logo appear on-screen.
- iPhone 7 – Hold down the volume down button and the power button at the same time until you see the Apple logo appear on-screen.
- All other iPhones – Hold down the home button and the power button at the same time until you see the Apple logo appear on-screen.
- Android phones - If your phone is frozen with the screen on, **hold down the power button for about 30 seconds to restart**. This may take a few minutes.

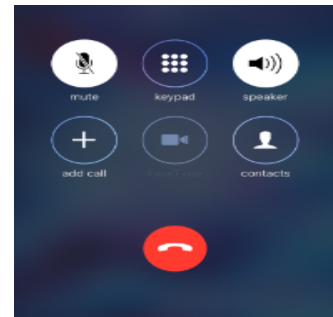
## HOW TO MAKE A CALL

- Tap the **PHONE** icon.
- Tap Keypad at the bottom of the screen, and then enter the phone number you want to call.
- Tap **CALL** to place the call.
- When the call is finished, tap the red **END** button to hang up.



## HOW TO HANG UP A PHONE CALL

- When you are done with your phone call, press or swipe the **POWER** button when it is red to hang up on your current call.
- Tap Decline to reject a **call**
- Press one of the volume buttons to silence the ringer.



## HOW TO ADD OR CREATE A CONTACT:

Tap **CONTACTS** on the home screen if it is there. If not, tap on the **PHONE** icon. Tap the **+** (**Create**) symbol on the screen. Fill in the text fields with the information you know, such as first name, last name, phone number, plus perhaps an email address. Then once you have completed that click on


**SAVE** or **DONE**. Your contacts will be in alphabetical order when they are placed in your phone.

## HOW TO SEND A TEXT MESSAGE ON YOUR PHONE


There are two ways to send a message to your family and friends. These are easy steps to follow and to guide you through them.

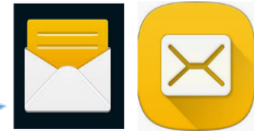


### To send texts through the phone icon:

- Tap on the **Phone icon**. 
- Then tap on **Contacts**.
- Scroll down to the person's name to which you want to send a text message.
- A page will come up and you will tap on a Yellow Envelope, a green Speech bubble or a blue Speech bubble.
- Start to type your message.

### To send texts through the message icon:

- Tap the icon that says **MESSAGES**. 
- Tap on **Compose**, or a pen, or start.
- Enter the recipient. If they are already in your contacts, the number will appear as soon as you start typing.
- Type your message
- Check your message before you send it (spelling/make sure it makes sense)
- Then click send. It may be just an arrow.



## HOW TO DELETE A CONTACT

- Tap the **CONTACTS** icon. The name of the app will vary depending on what device you are using.
- Tap **MORE, DELETE, EDIT** or the three dots at the right side of the screen.
- Tap the contact you want to delete.
- You may have to tap **yes** to confirm that you want to delete the selected contact.

## HOW TO BLOCK A CONTACT

To block someone who has been added to your phone's **Contacts**, go to **Contacts**, then the **3 dots** or **More**, then **Settings**, then **Call Rejection or Block Contact**. In instances where you want to block a number that isn't stored as a contact in your phone, go to the Phone log and select the number you want to block. Tap the three dots at the top and then **Add to Auto Reject List**. That number will no longer be able to call you.



## HOW TO USE YOUR CAMERA ON YOUR PHONE



Your camera on your phone works the same way as any digital camera. After it is started, the **Camera** app on your Android takes over the phone, turning the touchscreen into a viewfinder. The stock Android version of the **Camera** app is shown here. Your phone may have different features and effects. Even so, all variations of the **Camera** app sport similar features.

### What is touch focus in a mobile camera?

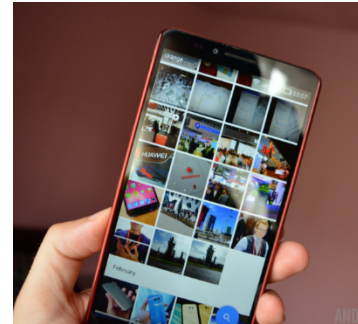
In touch focus devices, the user can select which part of the image the camera should focus on by touching the object in the viewfinder. You can also zoom in on an object before you take the picture by pinching your fingers on the screen and then sliding them open.

### How to Take a Picture:

- Tap the **Camera** app.
- Ensure that it is in **camera** mode.
- Point the **camera** at the subject.
- Touch the **Shutter** icon. The phone makes a noise when the picture is snapped. Some cameras take longer for the shutter to close.

## How to Take a Selfie:

- Whether it is your cell phone or your I-phone, tablet, or even your computer or digital camera, you can use it to take your selfie.
- Tap on the **Camera** function.
- Tap the **Switch** button.
- Point the camera at yourself making sure you are centered.
- Tap the Shutter icon.



## How To Make A Video With Your Phone:

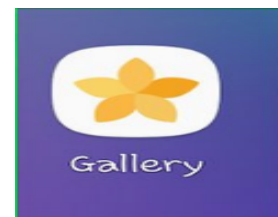
- Open the **camera** app.
- Click on the video camera icon.
- Once you have clicked the video camera icon, it will automatically start recording. You will see the timer counting.
- When you are done making a video, tap the square button to stop.

## Where do I look for my pictures and videos?

All of your pictures and videos are stored in the Gallery. Tap the Gallery icon. It will likely be on the Home screen or in the Apps icon. How the Gallery looks varies from phone to phone, but generally, the images are organized by albums. The following figure shows a typical Gallery app with images organized into albums, or piles. The same applies for your videos as well.

### Delete Single Photo

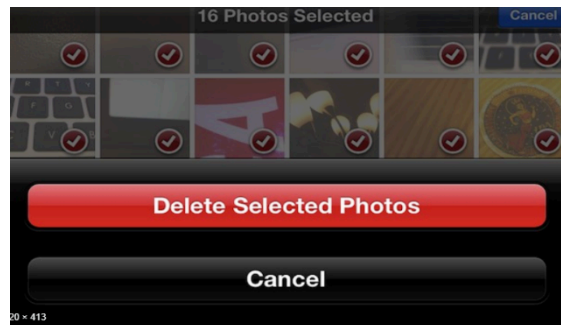
- Open the **Gallery** or **Photos** app.



- Open the album that contains the photo you wish to remove.
  - Tap and hold the photo until a trash icon appears at the upper-right portion of the screen.
  - Tap the **Trash** icon located at the upper-right portion of the screen.
  - Confirm your selection by tapping **OK** (Gallery) or **Move to Trash** (Photos) and the photo is deleted.
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## Delete Multiple Photos

- Open the **Gallery** or **Photos** app.
- Open the album that contains the photos you wish to remove.
- Tap the **More** or the **3 dots** icon located at the upper-right corner of the screen.
- Choose **Select** (Gallery) or **Select** (Photos).
- Tap the photos you wish to remove. They will become highlighted.
- Tap the **Trash** icon located at the upper-right corner of the screen.
- Confirm your selection by tapping **OK**(Gallery) or **Move to Trash** (Photos) and the photo is deleted.



## SETTINGS

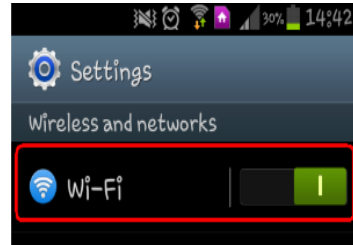


**There are two ways to get into your phone Settings.**

1. You can swipe down on the notification bar at the top of your phone display. Then tap on the **Settings** icon.
2. You may also find a **Settings** icon on the main screen if you swipe left. Remember all phones are different.
3. In addition, a picture of a Gear Icon app will be displayed on your phone. You may need help finding the settings on your phone, someone can show you where it is.

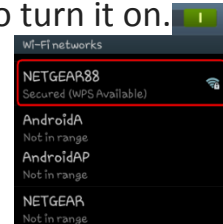
In your settings, you will notice that there is a list of options. Here are some of the options you may find with explanations as to what each one means. We will go through some of the items. If you want to learn more please ask your Tutor/Instructor or Staff.

- Wi-Fi
- Data Usage
- Bluetooth
- Sounds and Notifications
- Lock Screen



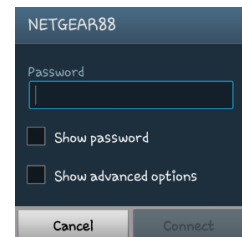
## CONNECTING TO WIFI

**WI-FI:** Wi-Fi is a wireless network that your cell phone can use to connect to the internet. In your **SETTINGS**, you will see **WI-FI**. Tap the **Wi-Fi** button on. You may see a switch to swipe to turn your WI-FI. Once you have swiped the button a green light will appear. This means that you are now connected to WI-FI. You can also find WIFI in the notifications bar. Tap to turn it on. The icon will be green.



There will be a list of WI-FI Networks for you to Connect to. Make sure that you are on the right Network for the WI-FI to be connected.

In order for you to get connect with a network, you must know the Admin password first. Once you have placed the password in the box, it may take a few seconds to get connect to the internet.



Some places that you will go to will or may have **FREE WI-FI**, you would have to ask for assistance if they have that in their store. Most places today

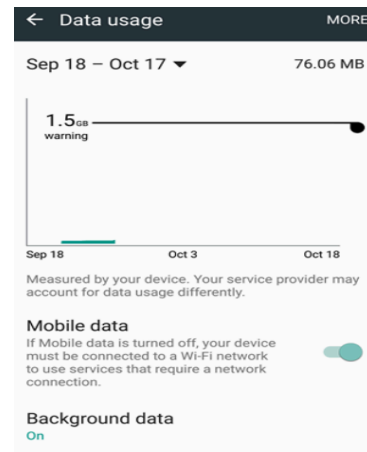


will have a symbol around their property to let their customers know they have free Wi-Fi.

When you are not using your Wi-Fi, you can turn it off. You would turn it off the same way you turned it on. The way you know that you have turned off your Wi-Fi is when you do not see the green light anymore.

## USING DATA

When it comes to cell phone plans, **DATA** usage is the amount of data you use in a billing cycle (usually a month to month). Your data is used whenever you use your phone's internet connection to perform any task. (Except if, you are using free WIFI.) If you are using data, you should check the usage regularly to make sure you don't go over your limit.



If you are not at a location where you can use Wi-Fi, this means connecting to a mobile data network. **Mobile Data** can be either part of a **Cellular Plan** or on **Pay As You Go** (costs money), so it is sensible to try to reduce the amount of mobile data you use whenever possible. Some common ways data are being used on smartphones includes:

- Browsing the internet
- Downloading and running apps
- Checking email
- Posting on social media
- Playing games
- IMessaging (on iPhones)
- Watching streaming video
- Listening to streaming audio

When it comes to how we use our phone, it is especially important to understand data usage. After all, with no-strings-attached unlimited talk and text being relatively standard offerings on cell phones plans, what most of us are really paying for when we pay our phone bills is the data. If you want to make sure that you get the best service possible when you are using your phone to browse the internet, download apps, or stream videos, you will need to understand your data usage.



## **WHAT IS BLUETOOTH EXACTLY?**

Bluetooth is a standard for a short-distance wireless connection between electronic devices. Instead of sending data through a cable (like when your Ear Pods are connected to your phone), it sends data over radio waves. For a device to be Bluetooth enabled, it must have a small, usually low-cost Bluetooth chip inside.

### **What is the difference between WIFI and Bluetooth?**

The main difference is that Bluetooth is primarily used to connect devices without using cables, while Wi-Fi provides high-speed access to the internet. Bluetooth, therefore, acts much like a cord between the two devices by creating a secure, wireless personal area network in which these devices can communicate.

### **Do you need an Internet connection to use Bluetooth?**

Essentially, Bluetooth speakers can work perfectly well without

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being connected to Wi-Fi. In fact, they do not need a Wi-Fi connection to perform adequately since Bluetooth is already a form of wireless transmission.

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## Does Bluetooth cost money?

It does not cost anything; it is a short-range communication protocol and does not use your data plan.

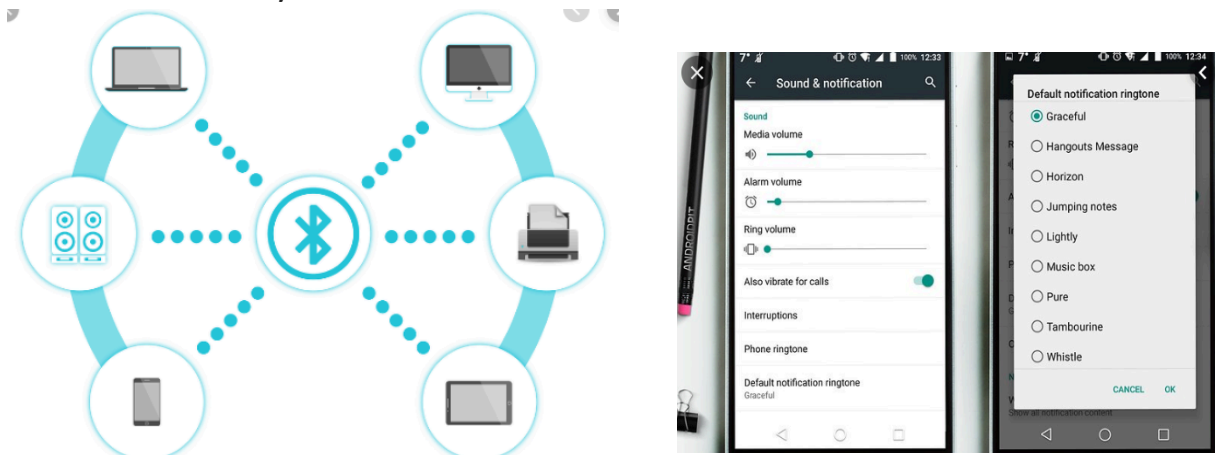
## What can Bluetooth do?

Bluetooth-enabled consumer electronics such as phones, cameras, televisions, speakers and headphones simplify data sharing between devices. A Bluetooth mobile phone, for example, can wirelessly connect to a headset to make hands-free calling easier or can send pictures to another phone or computer.

## How do I use Bluetooth?

- Open your phone's **Settings** app.
- Tap **Bluetooth**. You may have to tap on **Device Connectivity** first.
- Switch to the ON position.
- Tap **Pair new device**.
- Tap the name of the Bluetooth device you want to pair to.
- Follow any on-screen steps.

If you want to use Bluetooth with a car, you will need to pair the device and then initiate Bluetooth on the car's stereo and then follow the prompts. Bluetooth will only work with newer cars that have this feature.





## SOUNDS AND NOTIFICATIONS

### RINGTONES

Go to **Settings**. Tap the **Sounds and Notifications** section and tap **Sound**. Select a new **ringtone** from the list, and then tap OK. Once you are done, tap the back-arrow button in the upper

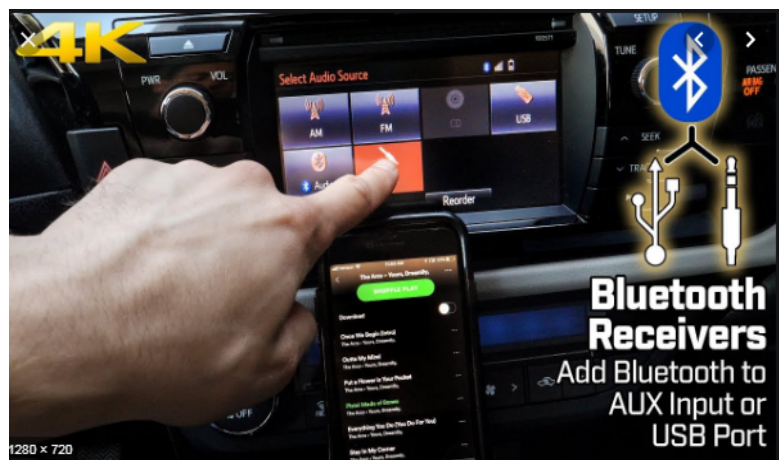
left to leave the **Settings** screen. You can use WIFI to get custom ringtones, but **BE CAREFUL** because some ringtones cost money.

### TEXTS:

Follow the same directions as for Ringtones, except tap on Notifications. Choose the notification sound you want.

### SYSTEM SOUNDS:

Your phone can make many sounds: when you type, when you change screens, and when you turn it on and off. Most people would prefer that you turn all these sounds off. You can turn these on and off under **Sounds**.



## RECEIVING NOTIFICATIONS FROM APPS:

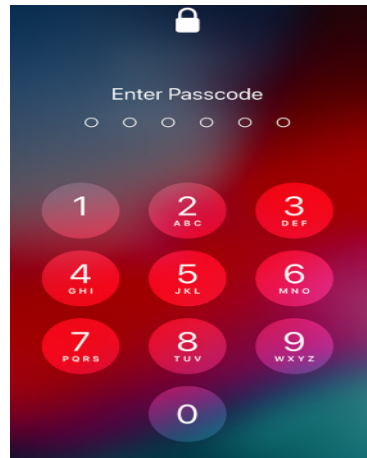
- Open **Settings** and then select **Applications**. It will show you a list of all the apps in the device.
- Tap the App name, and then turn the **Notifications** on or off.

## How do I turn off notification sounds on my phone?

- Open the **Phone** app.
- Tap the **more** button or the **3 dots** at the top – right of the screen
- Select the **Call settings** options
- Scroll down and tap on **Call Alerts** to turn on or off **Notify during calls** to prevent alarms and notifications from sounds during your calls.

## How do I stop pop up notifications on Android?

Open the **Settings** app, and then tap **Sounds & notification**. Tap **App notifications**, then tap the name of the app you no longer want to see notifications for. Next, toggle the **Block Notifications** switch to the off position—it will turn from green to gray. Just like that, you will no longer receive heads-up notifications for that app.



## LOCK SCREEN:

You can secure your phone by setting a screen lock. Each time you turn on your device or wake up the screen, you will be asked to unlock your device, usually with a PIN, pattern, or password.

- Go to the **Settings** menu on your device.
- Scroll down until you find **Security** or **Security and Lock Screen** and tap it.
- Tap the **Screen Lock** option.
- From here, select which lock type you want to use, whether it is Pattern, PIN, or Password.

## Activity #2

Match the following by drawing a line between the Icons and the Apps names.

### APPS Names

Settings

Phone

Gallery

Play Store

Maps

Gmail

Game App

Chrome

### ICONS/SYMBOLS



# APPS

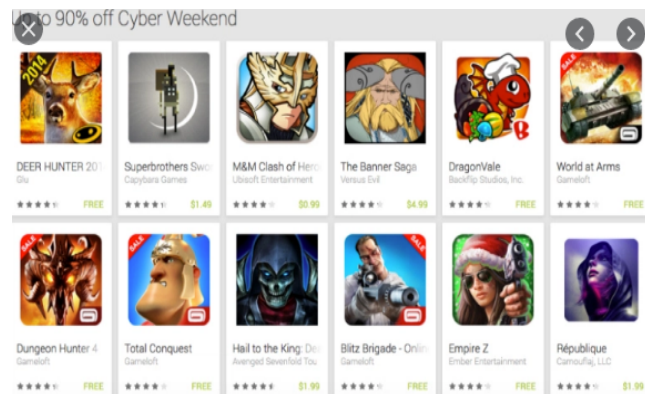
## What is an app and how does it work?

Simply put, an (application) or **app**, is a type of software that allows you to perform specific tasks. When you open an **app**, it runs inside the operating system until you close it. An **app** is a modern term for a software application, and it is most often used in reference to a mobile **app** or a small piece of software that runs on a website.



## Do apps cost money?

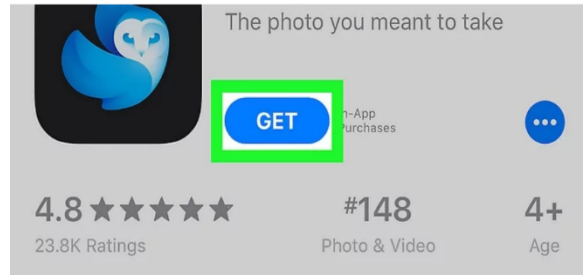
Most **apps** are free or cheap to buy, but some **apps** can be expensive. You will need to register a credit or debit card with your relevant **app** store to buy these and you will be charged for them on your monthly bill or out of your credit. When you download an **app** without WIFI, you use data. An in-**app** purchase is any fee an **app** may ask for (beyond the initial cost of downloading the **app**). Many in-**app** purchases are optional or give users additional features; others serve as subscriptions and require users to sign up and pay a fee to use the **app**, often after an initial **free** trial. On Android, **free apps** have an “Install” button, while paid **apps** show the price and “Buy.” **Free** Android **apps** may also have in-app purchases. To find **free**



**apps** on an iPhone, open the App Store and tap **Apps** at the bottom of the screen. From there, scroll down to the Top **Free** section and tap See All.

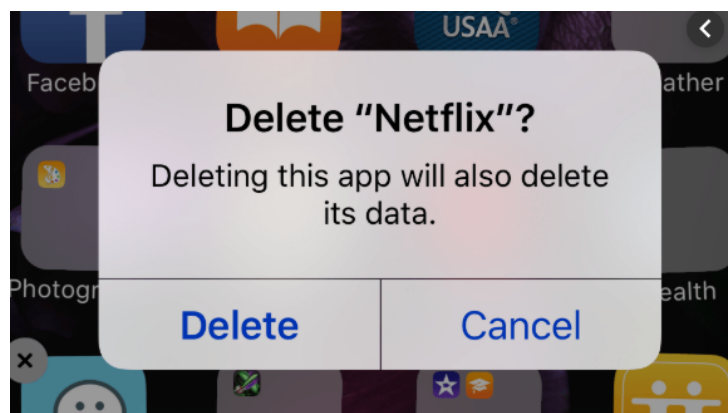
### How do I install or download an app?

- From the Home screen, tap **Play Store, Galaxy store, or App Store**
- Browse the store, tap **App** that you want
- Scroll down, and then tap the desired category (e.g., Top Paid, New Apps We Love, Top Categories, etc.).
- Check that the app is reliable, find out what other people say about it.
- Tap the app you want to install and then tap **Install**



### DELETE INSTALLED APPS:

To delete an app, you can tap and hold on the icon until Delete or Remove appears on the screen. There may also be an Edit button at the top of the screen. Tap on this and then on the app you want to remove.



## **Activity #3**

Now is the time for a fun activity. Download and APP that is going to be **EDUCATIONAL**. Here are some that you might want to download on your phone that are FREE. Now these games will also help you on improving with your goal path. Here's the list.

**Word cross brain word search (helps with spelling words)**

**Spelling bee**

**Sudoku**

**Math challenge math maze**

**Math Games (helps with adding, subtracting, multiplying & division)**

**Learn and play English (teaches different languages)**

**Trivia**

**Grammar**

**Word explorer game**

**Sight words (helps those who are ESL & ELL)**

# GIFT CARDS

## How much is a Google Play Card?

Buying **Google Play** cards allows you to buy **PLAY STORE** content. Cards are available in these amounts \$10, \$15, \$25, \$50, \$100, or even \$500. Once the gift card has been redeemed, you can use it for buying apps, games, movies, TV shows, music, and books. As a reminder, the **Google Play** Store is different from the **Google Store**: **Google Play** gift cards cannot be used to purchase physical products from the **Google** Store.



## How to redeem your Google Play card or iTunes card

- Open the **Google Play** store or **App Store** app.
- Swipe right to open the menu.
- Tap **Redeem**, then enter the code on the card.
- Some phones may allow you to use your camera to add a gift card.
- Tap **REDEEM**, then an alert message will come through to let you know you have completed the transaction.

A screenshot of the Google Play 'Redeem Code' screen. At the top left is the Google Play logo. To its right is the text 'Redeem Code' followed by a greyed-out email address ending in '@gmail.com'. Below this is a red circle with the number '1' pointing to a text input field containing the code 'HJC0GZA96KVJ7JCF'. Under the input field, there is a line of small text: 'By clicking Redeem, you agree to the Gift Card & Promotional Code Terms and Conditions, as applicable.' At the bottom right, there is a red circle with the number '2' pointing to a 'Redeem' button. A 'Cancel' button is located to the left of the 'Redeem' button.



## INTERNET



In today's age of connectivity, smartphones and tablets are becoming more of a necessity rather than a luxury. Whether it is not to miss important mails, being updated with the news or finding directions when lost – connecting to the **Internet** anytime and anywhere is becoming an integral part of our lives. It is now possible to get internet access in any location as long as your phone gets a good signal from the cellular network. You can also use public **WIFI** hotspots to connect to the Internet through a shared connection. So how exactly does the Internet, which was made for computers, work on your mobile phone?

There are usually two ways to connect to the internet through your mobile phone – Via a cellular telephone service provider or by using standard Wi-Fi. A Wi-Fi enabled device lets you surf the Web at free Wi-Fi hotspots, which is helpful when the phone network connection is not that strong. It is also free, so you don't have to use your data. Through a cellular service provider, the phone connects to the Internet through data transfer the

same way a PC does, but with a wireless link. We can access the same Web applications just like in our PCs if we use a Wireless Application Protocol (WAP)-enabled cell phone.

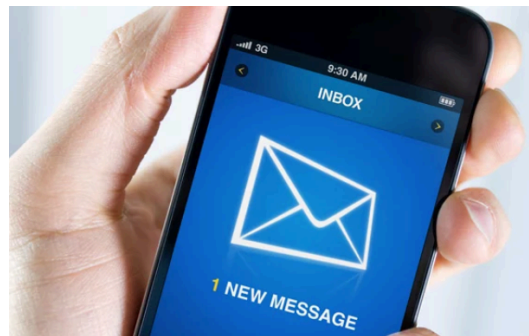
Cell phones have an in-built antenna, which is used to send packets of digital information back and forth with cell-phone towers via radio waves. Mobile phones connect to a cell tower in the area, and instead of connecting to another phone; it connects to the Internet and can fetch or retrieve data.

Most phones have an Internet icon and possibly a Google Chrome button. Tap on either of them to get on the internet.

## HOW CAN I ACCESS MY EMAIL ON MY CELL PHONE?

- Tap on the **Play Store** icon.
- Search for your email program in the search bar at the top.
- Install the app.
- Once the app is installed, type in your email address and password. You should only have to do this once because your phone will store this information.

**Now you have your email account set up on your phone.**



**\*\*\*Milestone 54 – logging into an account.\*\*\***

## **TURNING OFF YOUR CELL PHONE**

- Hold in the **POWER** button on the side of the phone for a few seconds. Then, you may have to touch the screen where it says **SHUT OFF** or **POWER OFF** a couple of times.
- Some could have you swipe your phone to shut off after you have held in the Power button.

**CONGRATULATIONS!!**

**YOU ARE NOW**

**AS SMART**

**AS YOUR PHONE**



## The Basics: Post – Test

Now that you have completed the manual, please answer the following questions to the best of your abilities.

QUESTIONS	NO	I THINK SO	YES
I can turn on my cellphone.			
I can turn off my cellphone.			
I know what a home screen is.			
I can download apps on my phone.			
I can send a text with my cellphone.			
I can add a contact on my cellphone.			
I know the difference between Wi-Fi and data.			
Use internet search engines to find and locate information.			
Send an email on my cellphone.			
Take pictures and know where to find them.			
Attach a picture to Facebook or email.			
Know all the icons on my phone.			
Know what to do when my cellphone freezes.			

## Orillia & District Literacy Council

### Cellphone Group Class Evaluation

Name: \_\_\_\_\_ DATE: \_\_\_\_\_

Rating Scale: 1. Very Low 2. Low 3. Medium 4. High 5. Very High

Group Class Name(s)	Basic Cellphone
Did you enjoy the class?	
Did you learn all that you needed in the class?	
Was the Instructor easy to follow?	
Was the length of the course too short?	
Were the activities fun and useful?	
Were the learning materials suitable to your skill level?	
What could be changed to make the class better in the future?	
Do you think there are other upgrading skills you could benefit from, that we could help you with? What are they?	
Additional Comments.	