

# Guide For Basic Technology

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Developed by Jacob Saada for MWCN and funded by Canadian  
Heritage in collaboration with New Frontiers School Board

# Course Outline

Week 1 How to use different devices and Photos 101 (2 classes)

- iPhone
- Samsung Galaxy
- iPad
- Other Tablets
- How to use a camera device

Week 2 How to upload and download pictures and how to be safe online (2 classes)

Week 3 Working with files and folders and Social Media (2 classes)

Week 4 Search Engines and Emails (2 classes)

- How to create an email account
- How to retrieve and send an email

Week 5 Mobiles and Tablets (2 classes)

- How to use the settings on a device
- How to send text messages
- How to call using a tablet or smart phone

Week 6 How to upload and download music and how to use Youtube

How to do online Banking

How to download games from an app store or the Internet (2 classes)

# How to use the iPhone


- To turn on the iPhone press the power button on the right side of the iPhone
- To turn off the iPhone press the power button on the right side of the iPhone until you see the Slide to Power off button on the screen. This is to confirm that you really want to shut it off.
- To increase or decrease the volume of the iPhone press on the volume button on the left side of the iPhone.
- Press on the home button to return to the home screen of your iPhone.
- To download apps, go to the app store.



## Newer iPhone and older iPhone

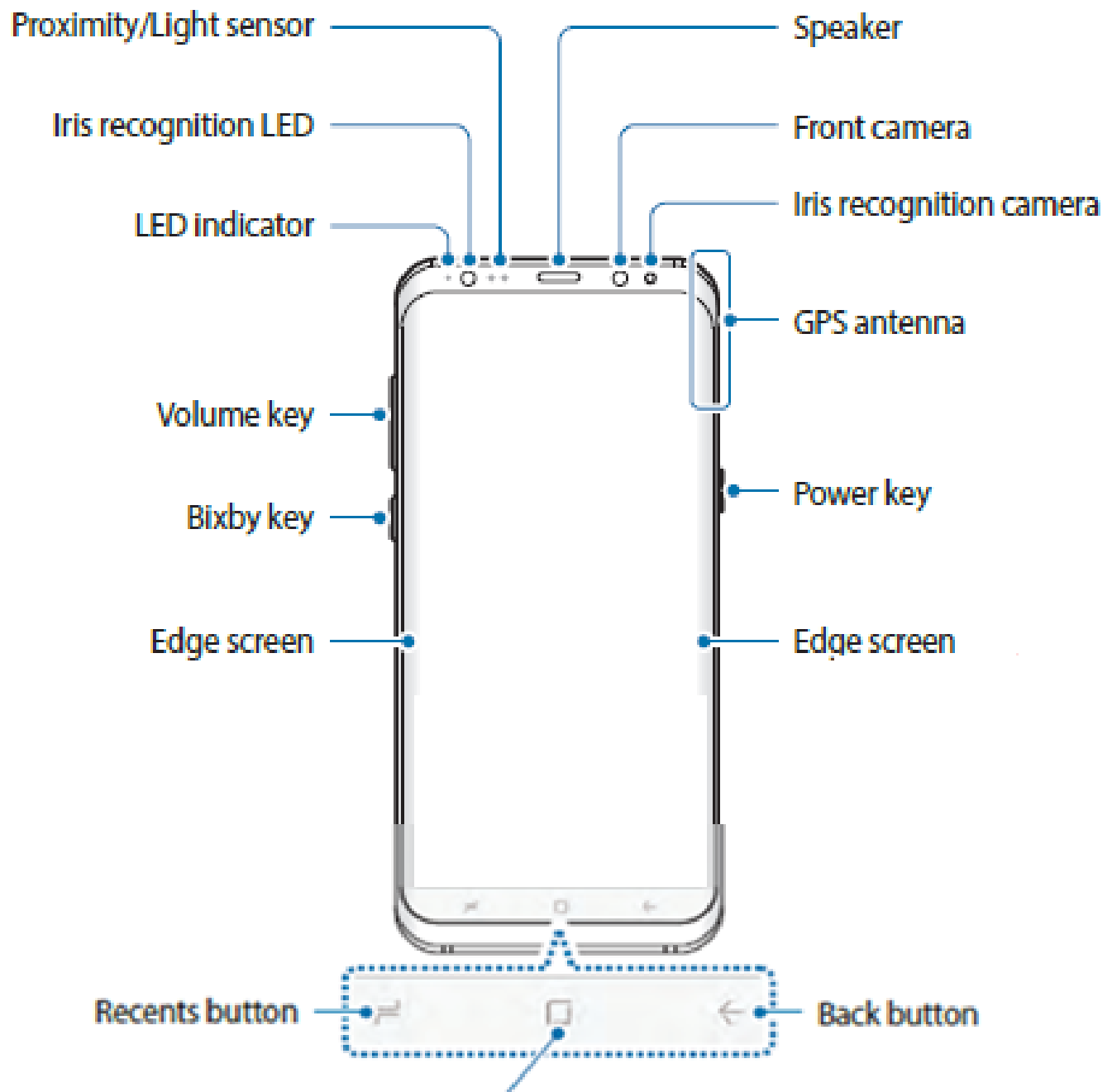


# Texting and Calling

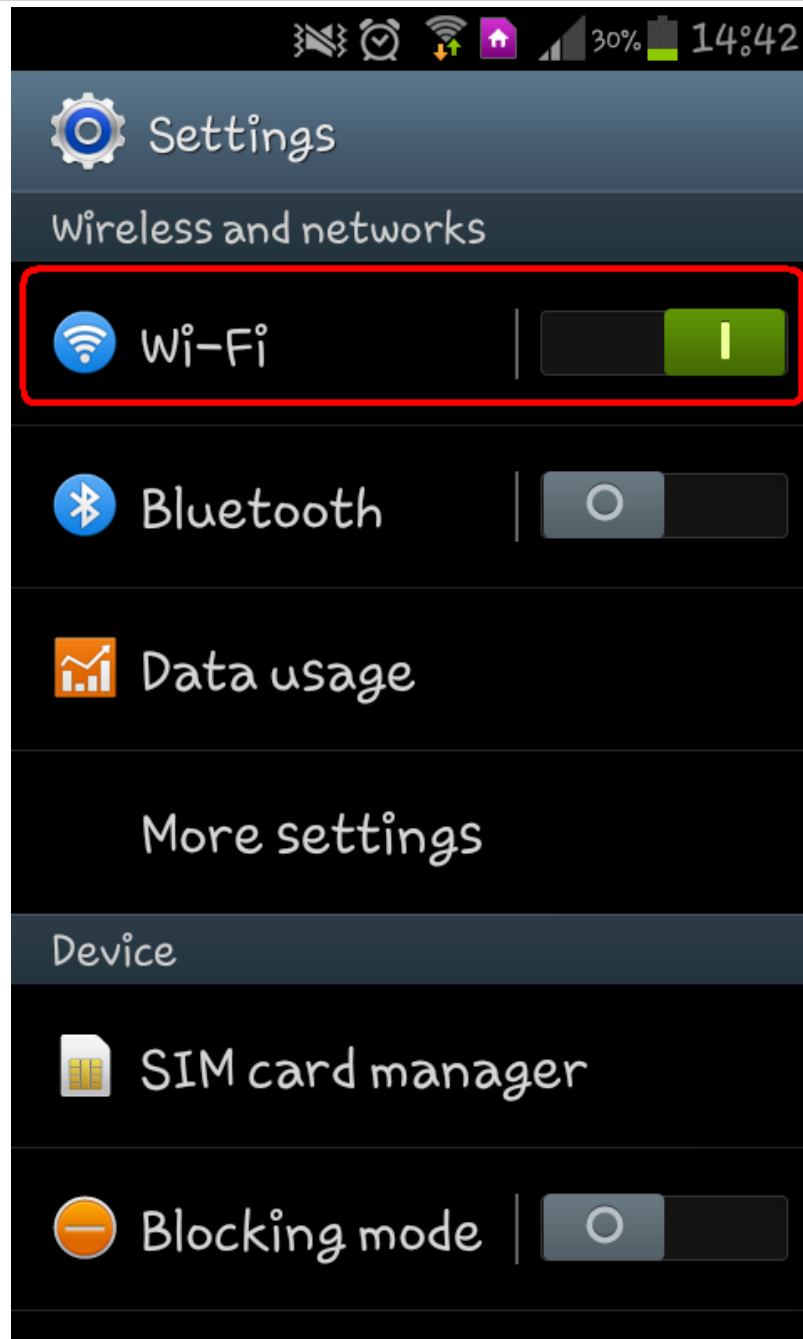
- To text look for the following icon  and click on it on your smart phone or tablet.
- When open it should look similar to this.
- In the bar where it says **To** enter the number you wish to send your message to.
- Type your message in the box right above the keyboard.
- When you are finished your message click on send.



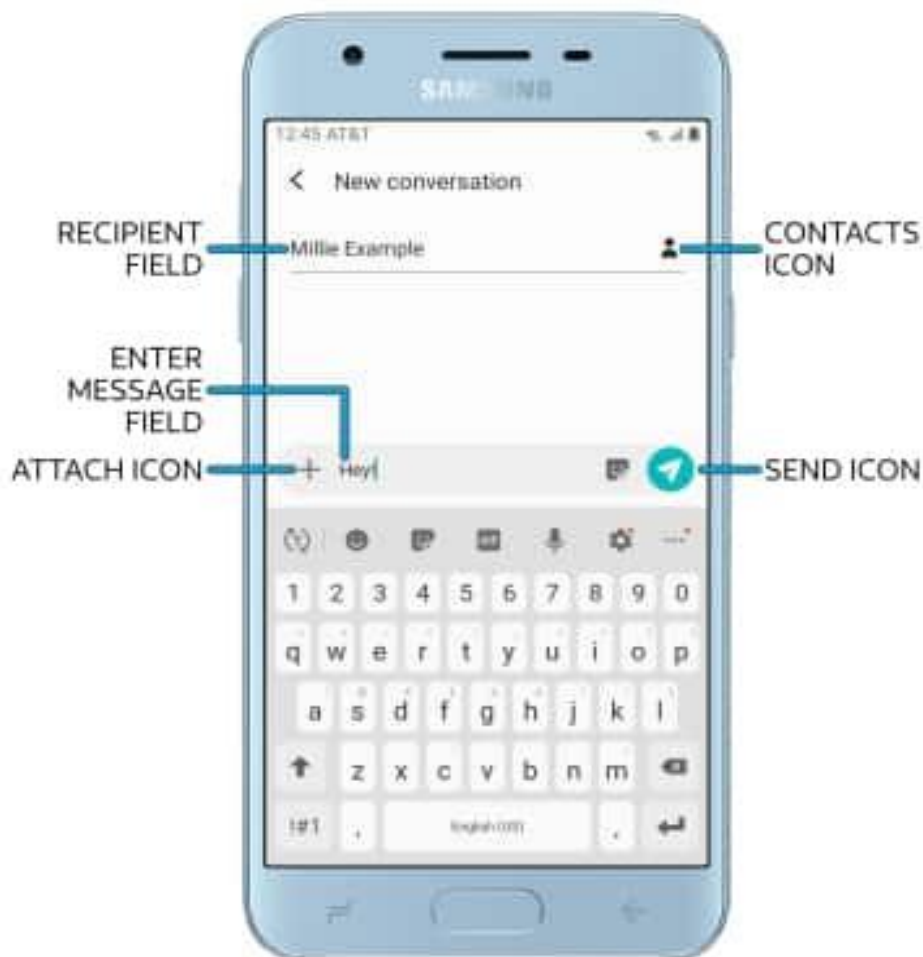
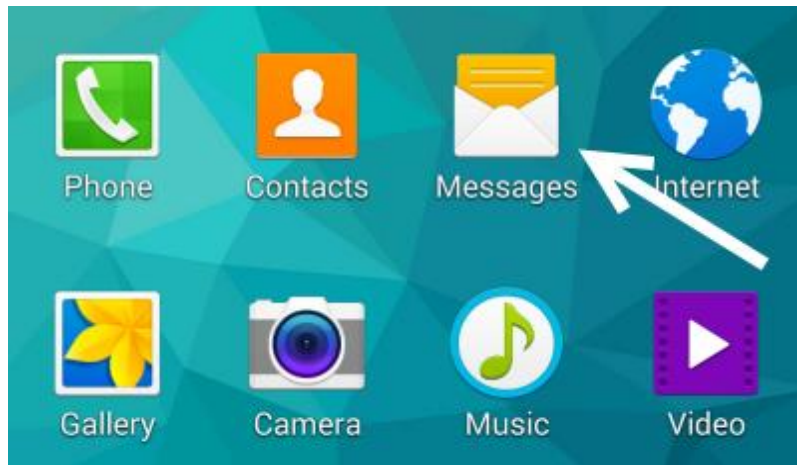
# Samsung Galaxy



# How to use a Samsung Galaxy and settings on devices (ex: wifi, texting and calling)



# How to send text messages using Samsung Galaxy



# How to make a phone call using Samsung Galaxy



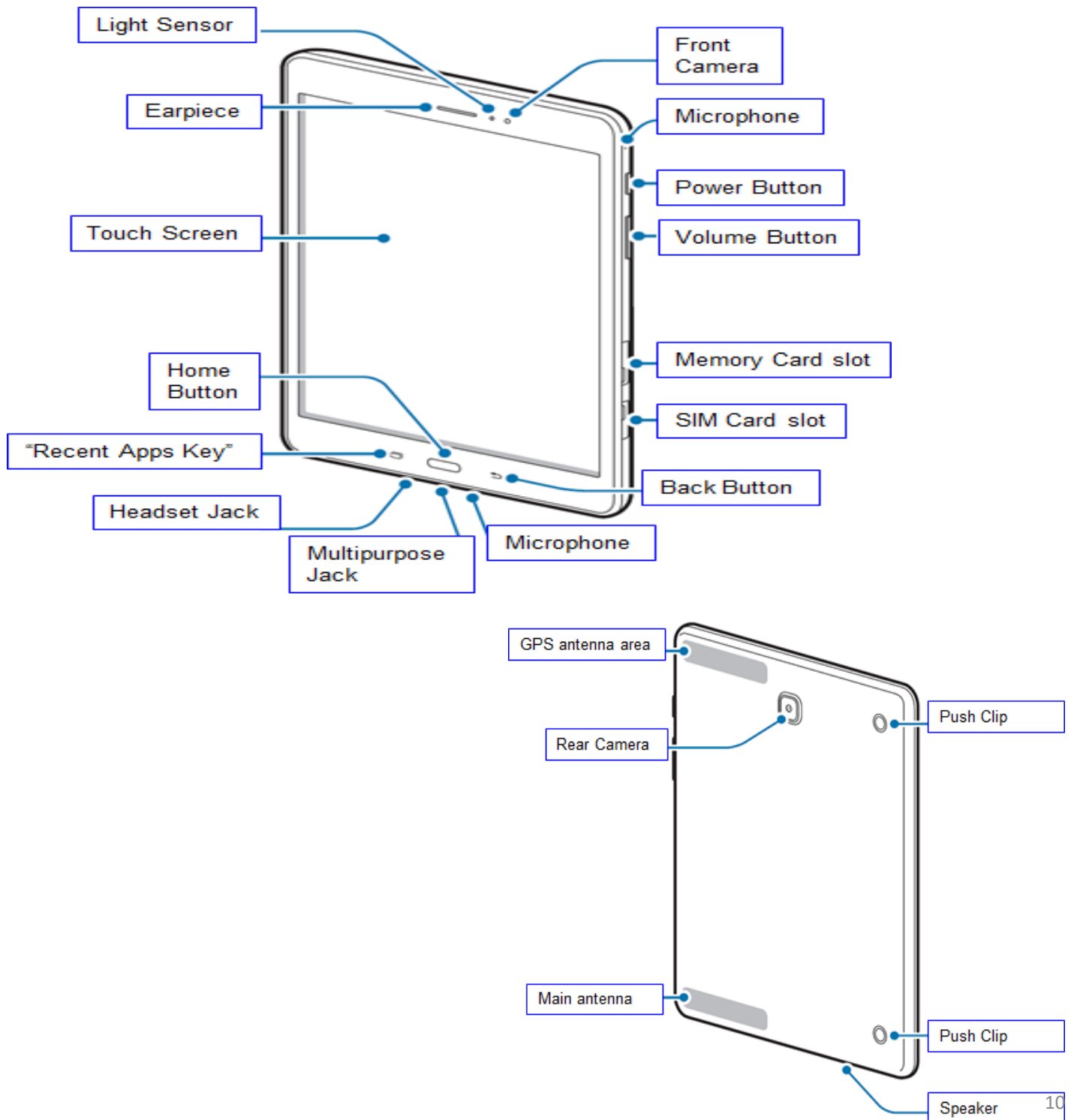


# How to use the iPad

- To turn on the iPad press the power button on the top right of the iPad
- To turn off the iPad press the power button on the top right of the iPad until you see the Slide to Power off button on the screen. This is to confirm that you really want to shut it off.
- To increase or decrease the volume of the iPad press on the volume button on the right side of the iPad.
- Press on the home button to return to the home screen of your iPad.
- To download apps, go to the app store.



# Other tablets (for example Samsung tablet)



# Pros and Cons of devices

## Pros

Laptops and Smart devices (smart phones and tablettes.)

- You can bring them anywhere.
- They are quick to use, efficient, and easily accessible.
- You can use them for many purposes for example (looking up directions, searching for recipes, searching for information about a trip you want to go on etc.).
- Cons: They can be a major distraction, time consuming, addictive, etc.

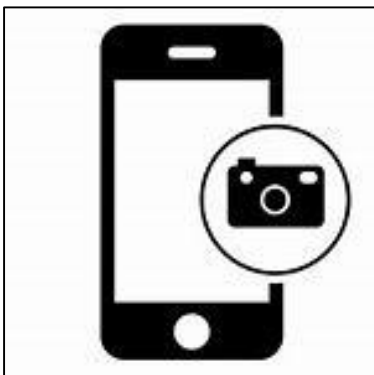
# How to use the camera device on your smartphone or tablet



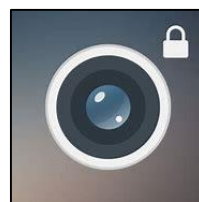
- When you take pictures they will automatically be stored in the photo library of your phone or tablet.
- The pictures will be stored in the order you took them, by location and time they were taken.

Locate these features or apps on your smart phone or tablet to take pictures

Smart phone  
Cameras



Camera device on  
tablets



# Working with and organizing photos (uploading and downloading photos)

- To transfer pictures from your device (smart phone, or tablet) to your computer, you need a USB cable. Connect your cable to your device and the other end to a computer.
- Create a file on your desktop by right clicking on your mouse, select first new, then folder. Give your new folder a name (example Summer 2019 or Jenny's wedding).
- Go to your pictures on your phone or tablet
- Authorize the transfer
- Check the pictures you want to transfer.
- Click on import.
- When the transfer is done disconnect the cable.
- Create a new folder every time you transfer photos or add photos to an existing folder.

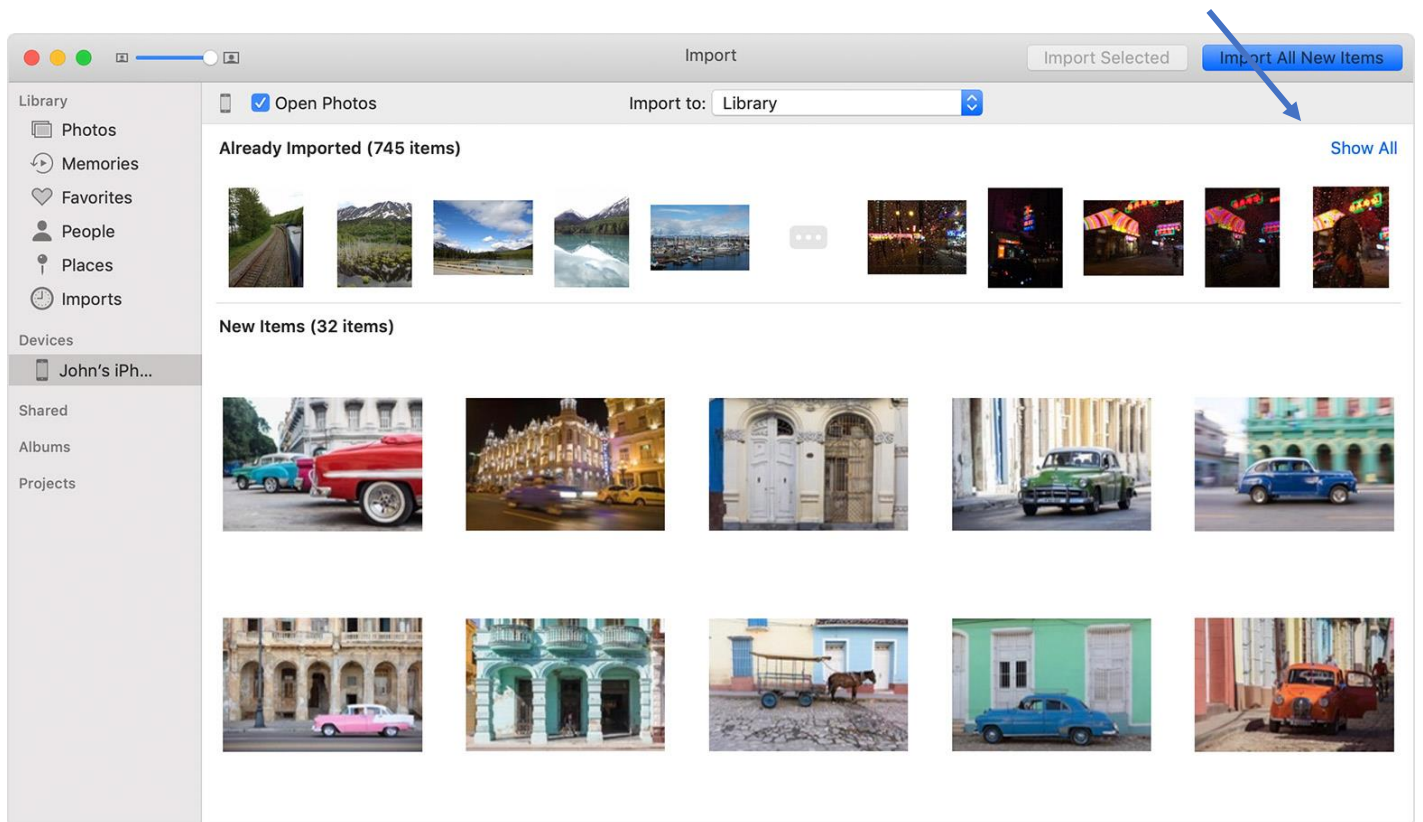


## USB Cable

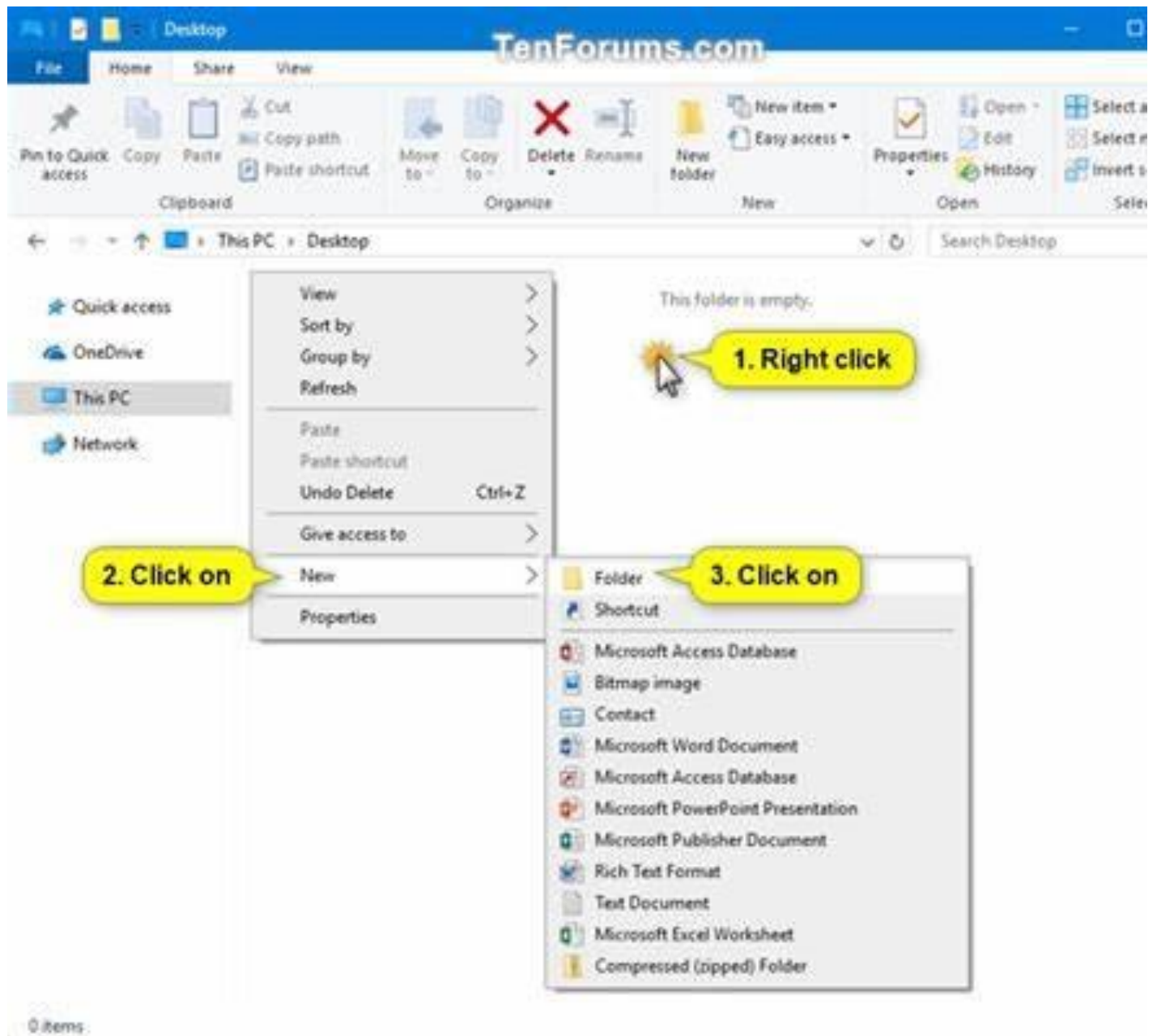


# Uploading and downloading photos

Click on import all new items to upload and download pictures



# Working with files and folders



# Online Safety Measures

- Password: don't use 123456, avoid your birthdate, your address, use different passwords for different logins (bank, credit cards, online orders, etc.) Change passwords regularly. Don't give your password to others, even family members or good friends.
- Log out: always log out when you are finished reading your email, checking your banking account, when you finish your session.
- Email: don't open a message from an unknown or an unreliable source and delete it.
- Never give any personal information on the internet (social security number, banking account numbers, passwords etc) .
- Photos from your trip: wait until you are back from your trip to post your pictures



# What is Social Media?

- Social media are websites and applications that enable users to create and share content or to participate in social networking.
- Some forms of social media are Facebook, Instagram, Twitter, WhatsApp.

## Which Social Media is good for you?

- Facebook: if you are trying to stay in communication with friends and family and if you want to meet new people.
- WhatsApp: to communicate with family and friends living far away (it's free).
- Twitter: if you want to follow famous people for example athletes, actors, musicians, artists and politicians.
- Instagram: if you want a simple, fun and creative way to capture, edit and share photos, videos and messages with friends.

# Social Media: Facebook

- To create a Facebook account:
- Click on the web browser(Internet Explorer, Google Chrome, Mozilla Firefox or Safari)
- In the Search Bar type Facebook.com
- Under the word sign up enter the following information (your first and last name, your mobile number or email, your password, your date of birth and your gender).
- When creating a password (use the criteria of slide 19 to create your password).
- At the very end of the registration process you will receive a code by email to confirm your registration. Enter this code immediately in your Facebook account, your Facebook account is now created.

facebook

Email or Phone

Password

Log In

Forgot account?

Connect with friends and the world around you on Facebook.



See photos and updates from friends in News Feed.



Share what's new in your life on your Timeline.



Find more of what you're looking for with Facebook Search.

## Sign Up

It's quick and easy.

First name

Last name

Mobile number or email

New password

Birthday

Feb 22 1995 ?

Gender

☐ Female ☐ Male ☐ Custom ?

By clicking Sign Up, you agree to our [Terms](#), [Data Policy](#) and [Cookies Policy](#). You may receive SMS Notifications from us and can opt out any time.

Sign Up

Create a Page for a celebrity, band or business.

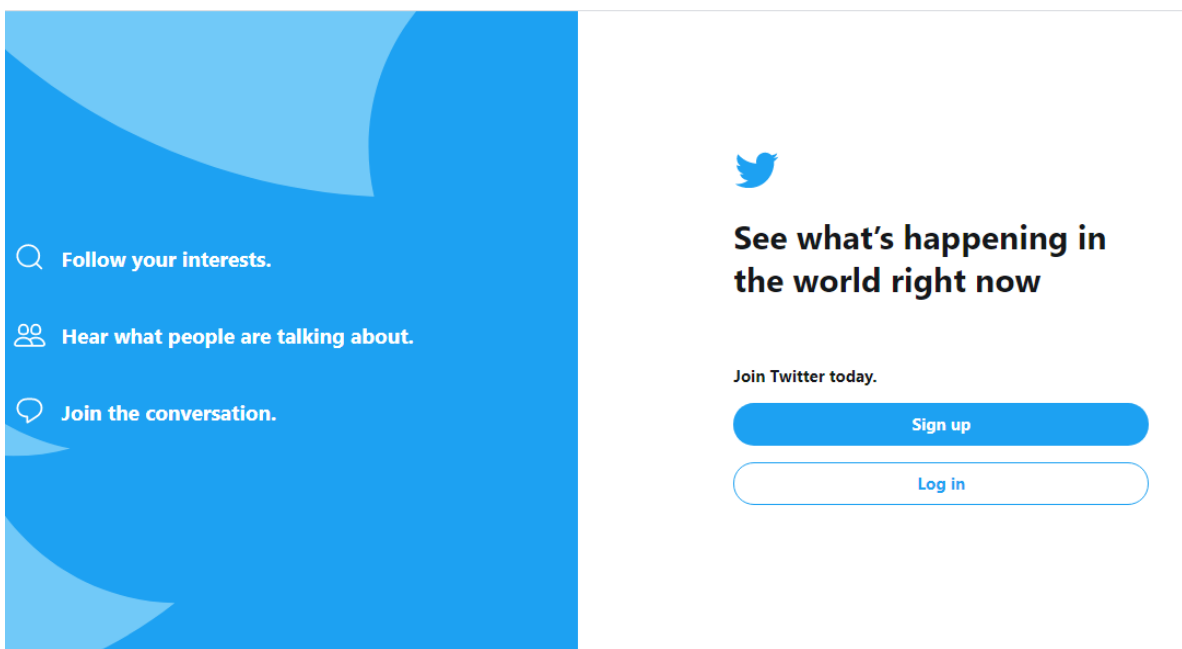
Friend Requests

Find Friends · Settings

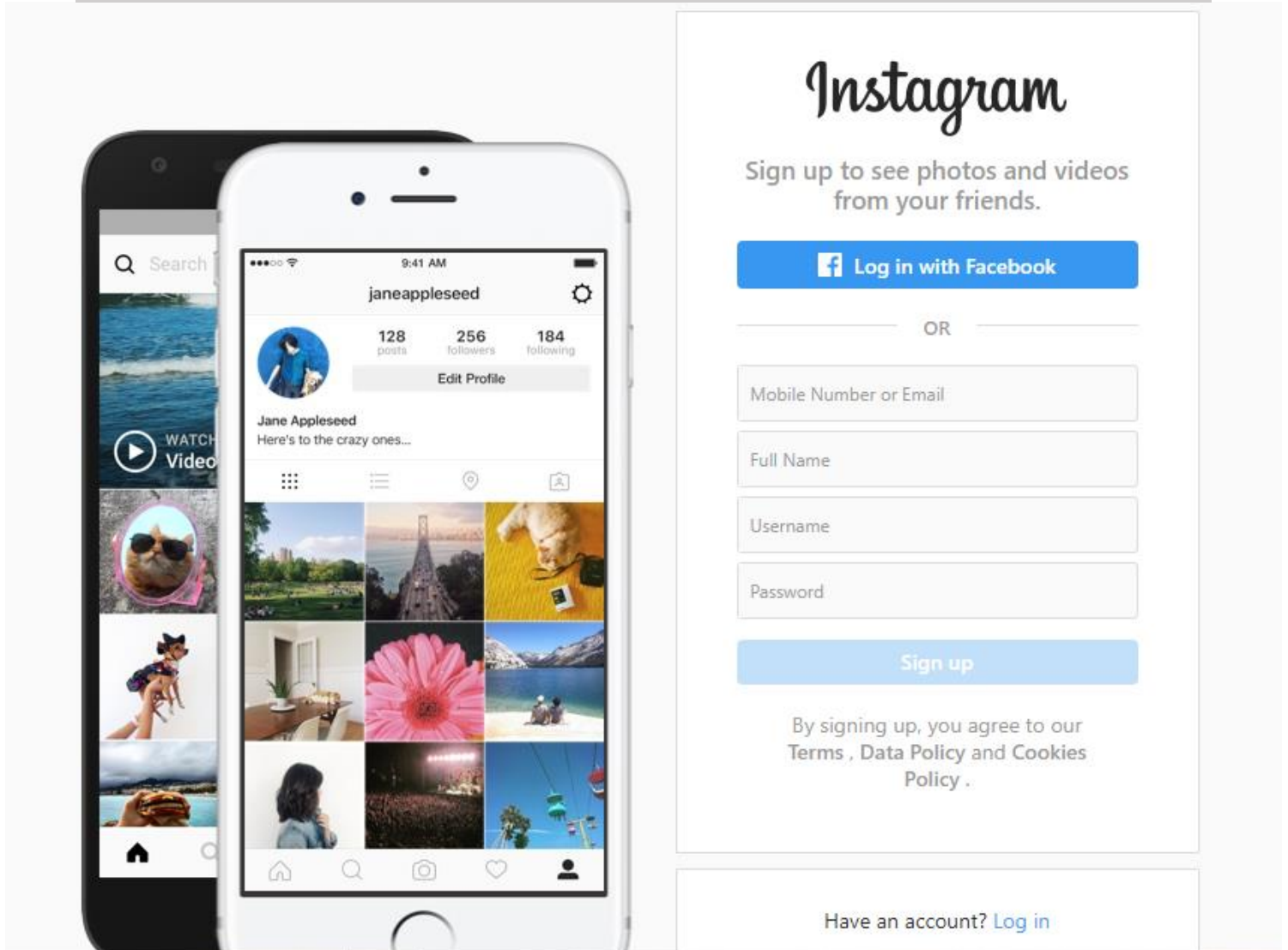
	Jonah-Lyn P Rinon 13 mutual friends	Confirm	Delete Request
	Jonah-Lyn Pechon 9 mutual friends	Confirm	Delete Request
	Julius Reha 8 mutual friends	Confirm	Delete Request
	Kai Villan 18 mutual friends	Confirm	Delete Request
	Jennifer Cunanan 49 mutual friends	Confirm	Delete Request

# Social Media: Twitter

- To create a Twitter account
- Click on the web browser(Internet Explorer, Google Chrome, Mozilla Firefox or Safari)
- In the Search Bar type Twitter.com
- Click Create account and enter your name, your phone number or email address and your date of birth.
- Click on ``next`` where it says next and then click sign up.
- You will receive a code by email to confirm your registration. Enter this code immediately in your Twitter account, your Twitter account is now created.
- The last step is to create a password (use the criteria of slide 19 to create your password).



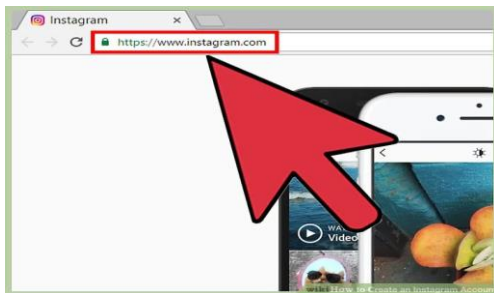
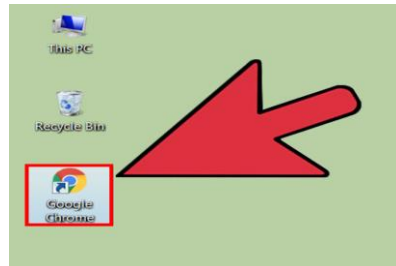
# Creating an Instagram account



# Creating an Instagram account

## Step 1

Click on your preferred internet browser



## Step 2:

Type Instagram.com in the Search Bar

## Step 3:

Logging in with Facebook or by entering your personal information



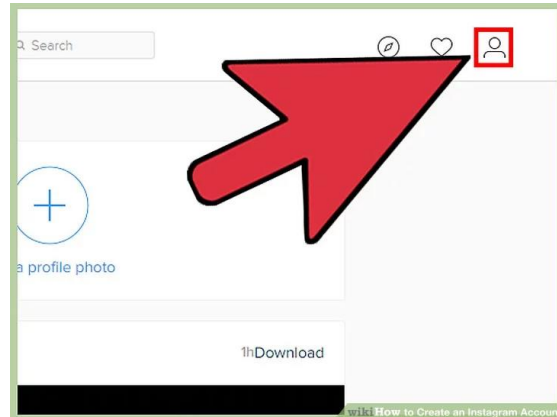
## Step 4:

Click on Sign up

# Creating an Instagram account

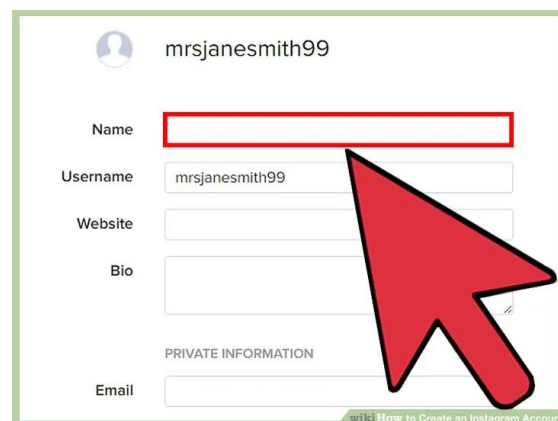
Step 5:

Viewing your profile



Step 6:

Editing your profile



Step 7:

Adding any additional information you wish to add.

# Social Media: WhatsApp

- To install WhatsApp on your smartphone
- Click on the Appstore icon
- In the search bar type WhatsApp
- The icon you are looking for is this one
- Once you have found it click on it and download it, and then click on open.
- Follow the steps to upload your contacts to WhatsApp.
- You can text, talk on the phone or video chat for free (Wifi required).





# Search Engines

## Using Google's Search Engine



- To utilize Google's Search Engine, simply type whatever it is you would like to research or find in the search box
  - Then click the Google Search Button.

# Choosing a strong password

How to create a strong password (Trick)

**1)** Think of a phrase or sentence with at least eight words. It should be something easy for you to remember but hard for someone who knows you to guess. It could be a line from a favorite poem, story, movie, song lyric, or quotation you like. Example: **"I Want To Put A Dent In The Universe"**

**2)** Remove all but the first letter of each word in your phrase: **IWTPADITU**

**3)** Replace several of the upper-case letters with lower case ones, at random: **iWtpADitU.**

**4)** Now substitute a number for at least one of the letters. (Here, we've changed the capital "I" to the numeral 1): **iWtpAD1tU**

**5)** Finally, use special characters ( \$, &, +, !, @) to replace a letter or two -- preferably a letter that is repeated in the phrase. You can also add an extra character to the mix. (Here, we've replaced the "t" with "+", and added an exclamation point at the end.) : **iW+pAD1tU!**

# Creating an email account

1. Open your internet Browser by clicking on either one of these icons on your desktop.



Google  
Chrome



Firefox



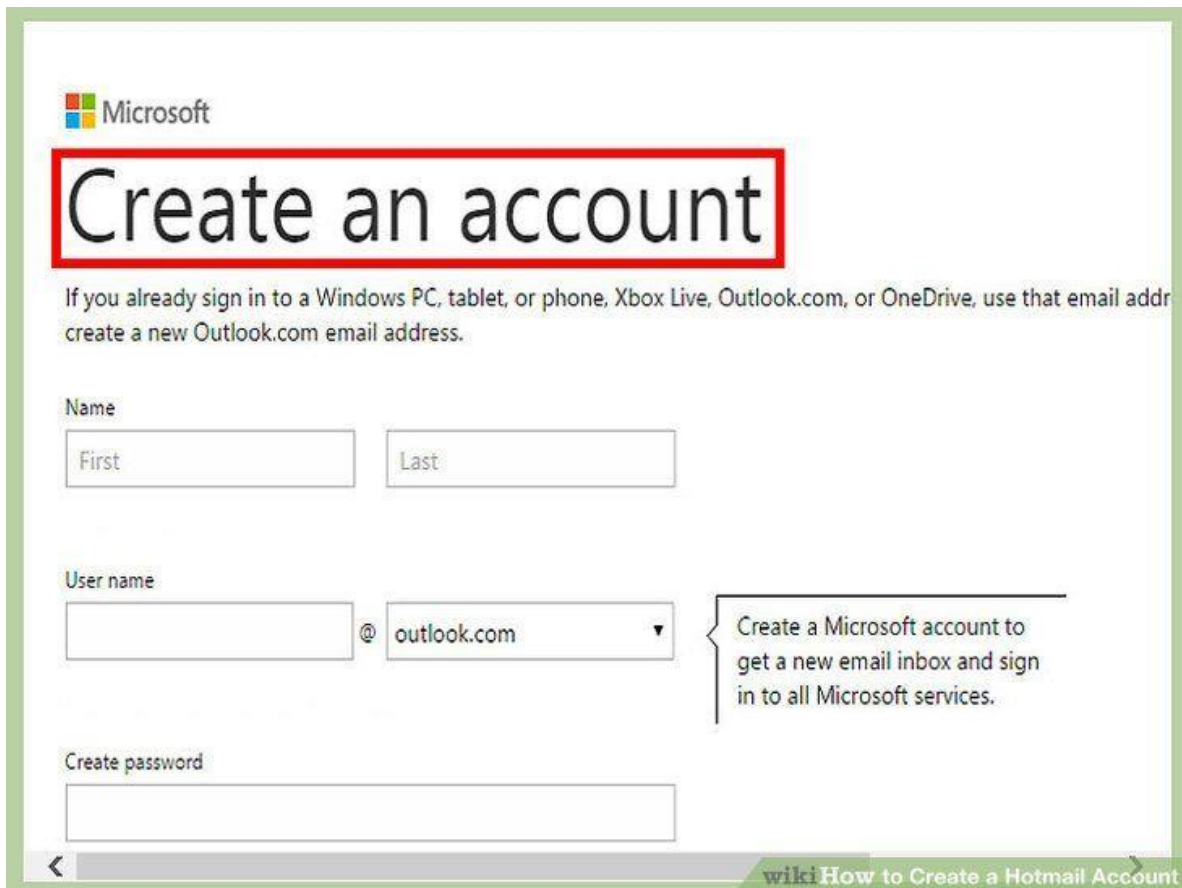
Internet  
Explorer



Safari

- In the search bar type Hotmail or Gmail.
- On either of these sites click on create account.
- To create your account type the name of your choice in the box. example: johnsmith or smithjohn or john.smith, jothec clown, etc.
- Your email address will be for example [jothec clown@hotmail.com](mailto:jothec clown@hotmail.com), [johnsmith@gmail.com](mailto:johnsmith@gmail.com), then create your own password (avoid obvious choices). Now choose a password.
- Now give your email address to all your contacts.

# Creating an email account



The screenshot shows the Microsoft 'Create an account' page. At the top left is the Microsoft logo. The main heading 'Create an account' is enclosed in a red rectangular box. Below the heading, a paragraph states: 'If you already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.com, or OneDrive, use that email address to create a new Outlook.com email address.' The form consists of three main sections: 1. 'Name' with two input fields labeled 'First' and 'Last'. 2. 'User name' with a single-line text input field, an '@' symbol, and a dropdown menu currently showing 'outlook.com'. 3. 'Create password' with a single-line password input field. To the right of the 'User name' section, a callout box contains the text: 'Create a Microsoft account to get a new email inbox and sign in to all Microsoft services.' At the bottom of the page, there is a navigation bar with a left arrow, the text 'wikiHow to Create a Hotmail Account', and a right arrow.

Microsoft

## Create an account

If you already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.com, or OneDrive, use that email address to create a new Outlook.com email address.

Name

First Last

User name

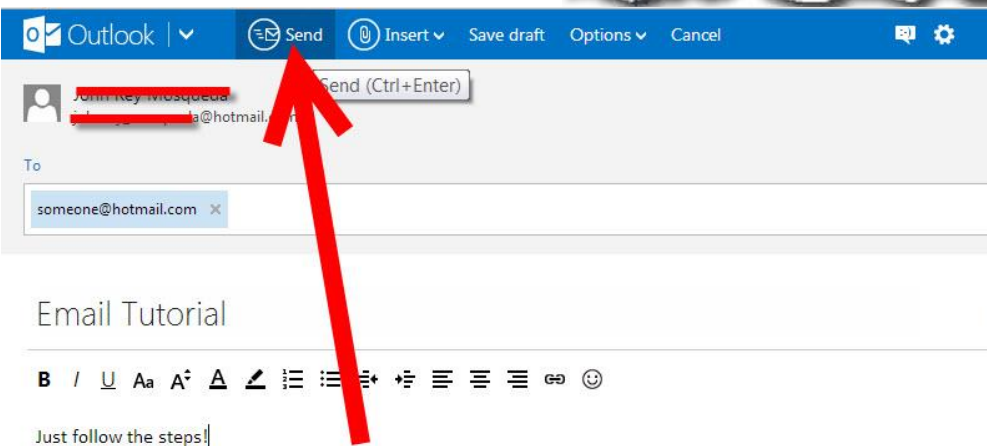
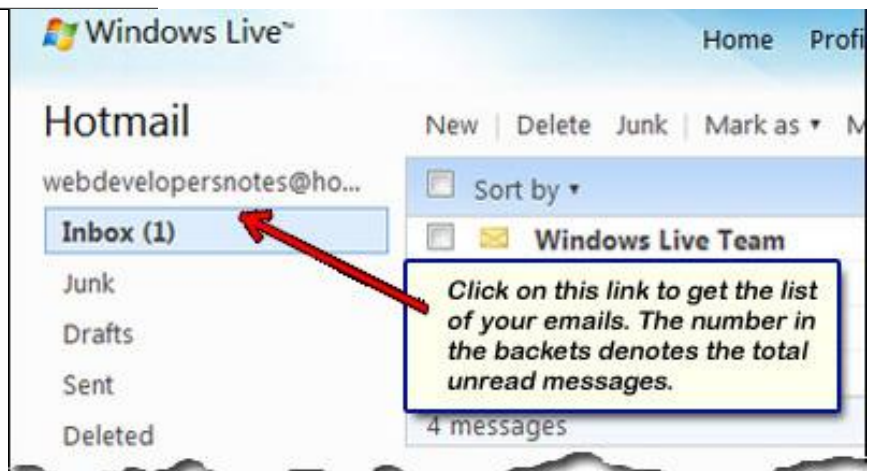
@ outlook.com ▼

Create password

Create a Microsoft account to get a new email inbox and sign in to all Microsoft services.

< wikiHow to Create a Hotmail Account >

# Logging in to your email



# How to create a Gmail Account

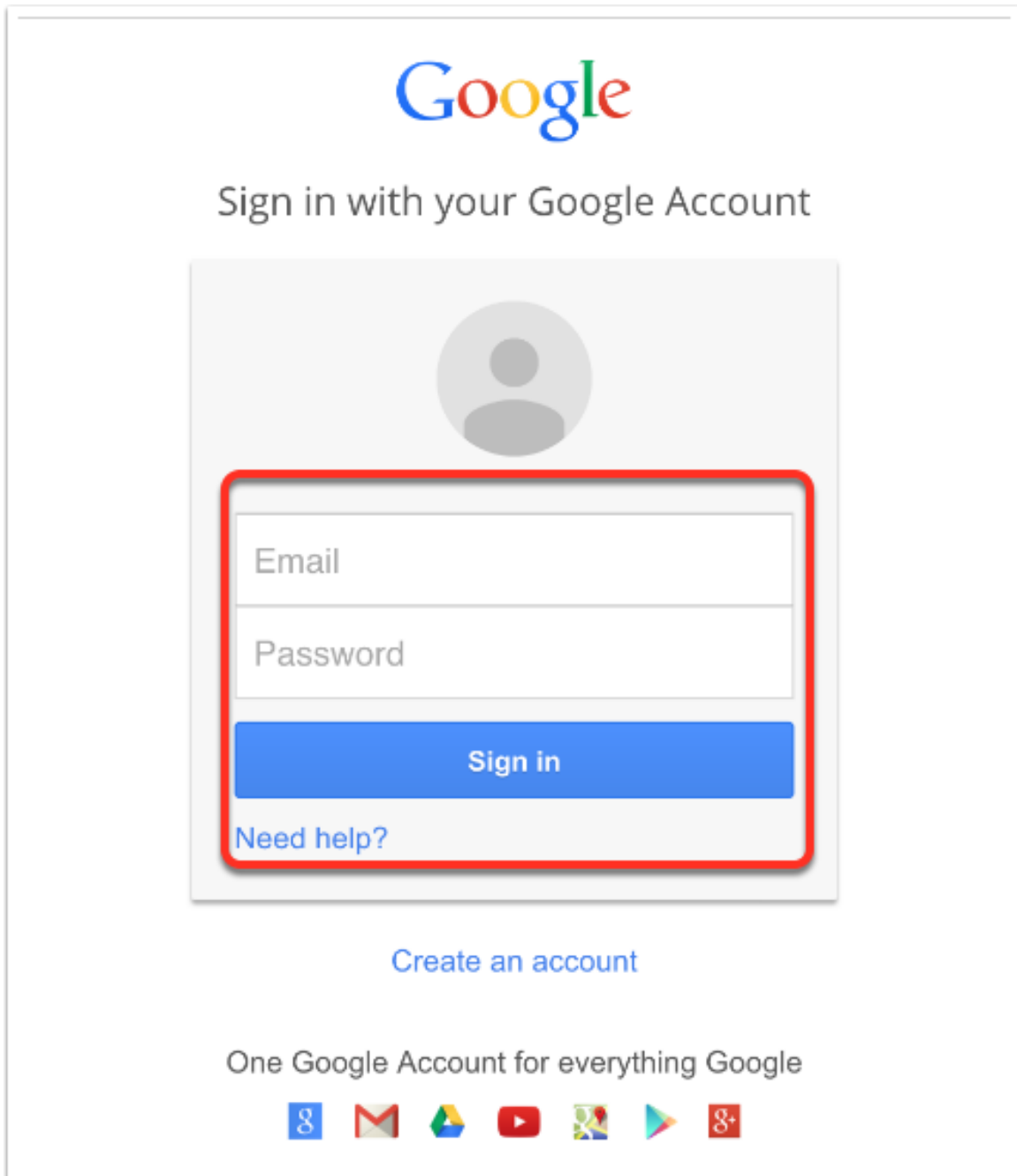
The image shows the Gmail account creation form with eight numbered steps indicated by arrows:

- 1** (Green arrow pointing right): Points to the "Name" section, specifically the "First" and "Last" input fields.
- 2** (Yellow arrow pointing left): Points to the "Choose your username" section, specifically the input field and the "@gmail.com" suffix.
- 3** (Green arrow pointing right): Points to the "Create a password" section, specifically the input field.
- 4** (Green arrow pointing left): Points to the "Confirm your password" section, specifically the input field.
- 5** (Green arrow pointing right): Points to the "Birthday" section, specifically the "Month", "Day", and "Year" input fields.
- 6** (Red arrow pointing left): Points to the "Gender" section, specifically the "I am..." dropdown menu.
- 7** (Green arrow pointing right): Points to the "Mobile phone" section, specifically the input field.
- 8** (Red arrow pointing right): Points to the "Next step" button at the bottom right of the form.

The form fields include:

- Name: First, Last
- Choose your username: [input field] @gmail.com
- I prefer to use my current email address (link)
- Create a password: [input field]
- Confirm your password: [input field]
- Birthday: Month, Day, Year
- Gender: I am... (dropdown)
- Mobile phone: [input field] +92
- Your current email address: [input field]
- Location: Pakistan (پاکستان) (dropdown)
- Next step button

# How to log in to your Gmail account



The image shows the Google sign-in page. At the top is the Google logo. Below it is the text "Sign in with your Google Account". In the center is a light gray box containing a circular profile picture placeholder. Below the placeholder is a red rectangular box that highlights the sign-in fields. Inside this red box are two input fields: "Email" and "Password". Below these fields is a blue "Sign in" button. At the bottom of the red box is a link that says "Need help?". Below the red box is a link that says "Create an account". At the bottom of the page is the text "One Google Account for everything Google" followed by a row of icons for Google services: the Google 'G' logo, Gmail, Google Drive, YouTube, Google Maps, Google Play, and Google+. The red box highlights the email and password fields, the sign-in button, and the "Need help?" link.

Google

Sign in with your Google Account

Email








Password

Sign in

[Need help?](#)

[Create an account](#)

One Google Account for everything Google

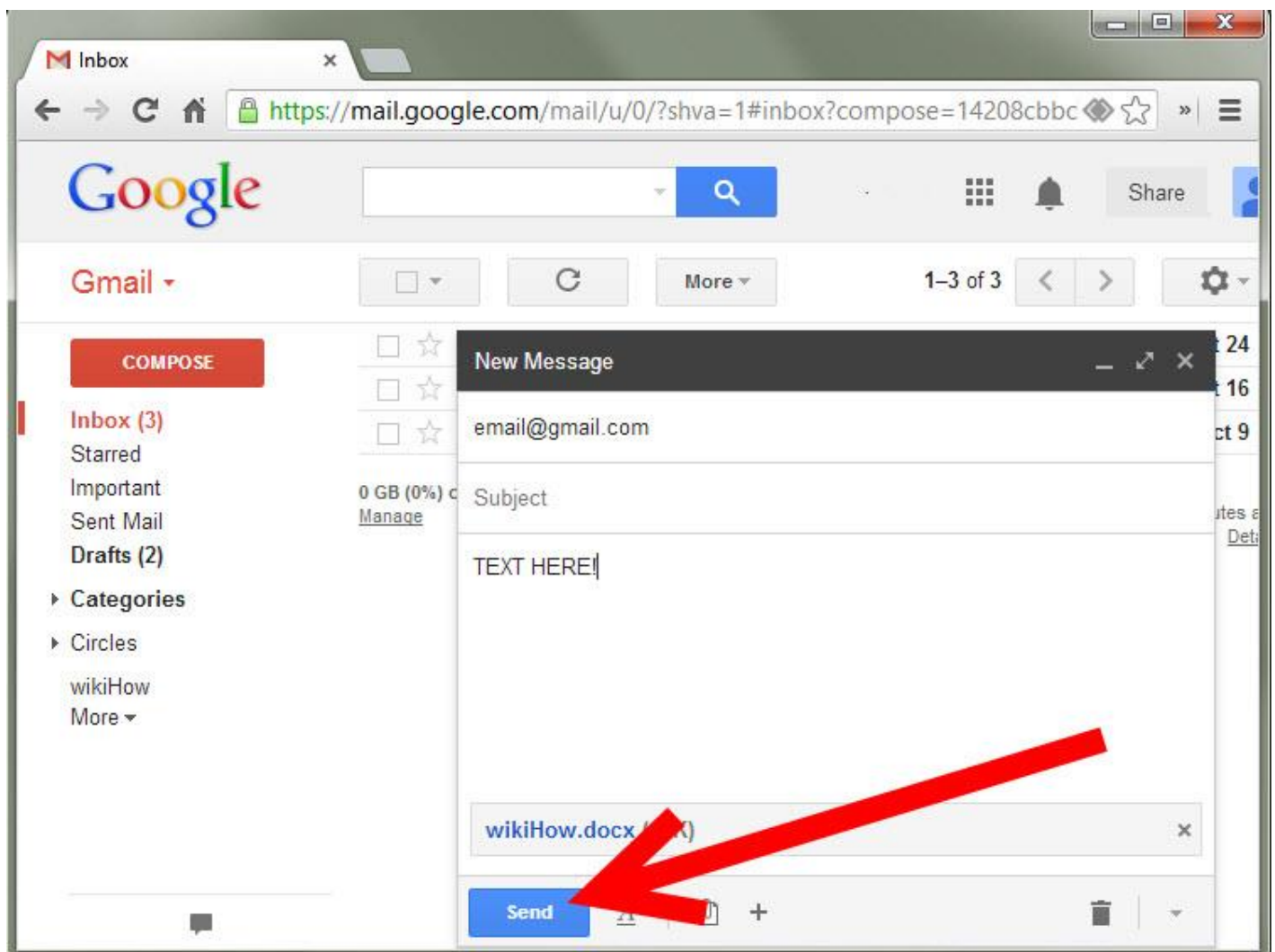
      

# How to retrieve and send your messages

- Open your browser (Google Chrome, Internet Explorer, Firefox, Safari).
- Type Gmail or Hotmail in the search bar depending on your address.
- Click on the login icon.
- Type your email address in the box and your chosen password  
(8 characters minimum, letters and numbers and at least one special character. See next page for choosing a strong password).
- You will have access to your messages. Click on one to read it. To answer, click reply. To delete a message, click on the garbage can icon. To log out, click on sign out. To send a message, click on **new message**, enter the email address of your contact, write your message and press **send** at the end.



# How to Send an email with Gmail



# Online Banking

Click on the web browser (Internet Explorer, Google Chrome, Mozilla Firefox or Safari)

In the search bar type the name of your banking institution. Enter your banking card number and choose a password(make sure not to choose an obvious one)

Click on register

You will see your accounts information right away.

You will be able to send money, pay bills, transfer money between accounts.

To make things easier you can download the application of your banking institution on your screen.

Don't forget to click on quit at the end of your session.



On YouTube you can watch videos and listen to music.

Type YouTube.com in your internet browser (Internet Explorer, Google Chrome, Safari, Mozilla Firefox etc.)

To have a YouTube account you must create a Google account and follow the instructions.

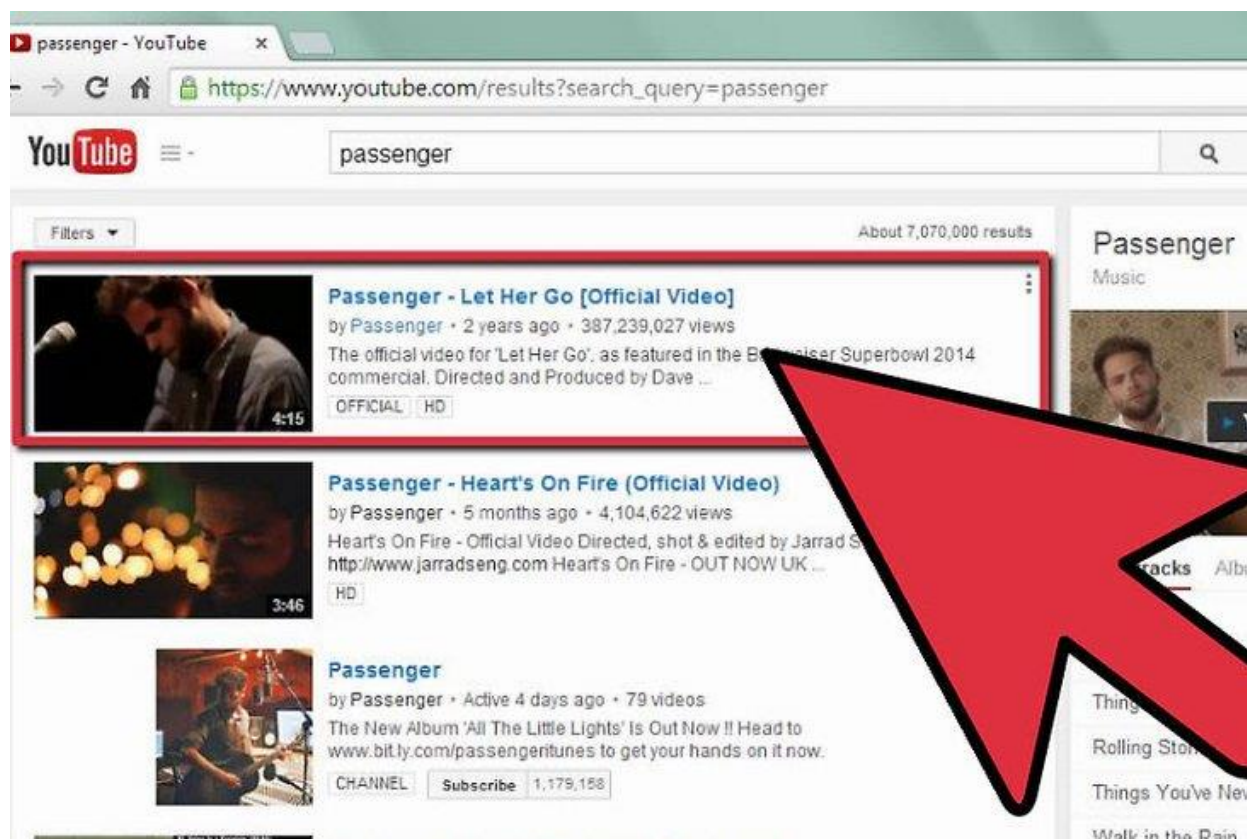
Click on sign in and this will bring you to the Google page to create your Google account.

You don't need a Youtube account to use YouTube.

# The multiple uses of YouTube...

- Listening to music
- Watching movies and shows
- Watching tutorials
- Finding information about different destinations
- Finding recipes

## How to search for music and videos on youtube



# Online Games

To download games on your computer, smart phone or tablet click on the app store icon.

To search for free games type free games in the search bar and search the game you want (Scrabble, Boggle, Tetris, Ruzzle, Sudoku, etc.)

You can also read your daily newspaper on your iPad by downloading the app from the app store (The Montreal Gazette \$9.99 per month, La Presse free).

