# ANDROID BASICS - COMMON TASKS

OPERATION OF DEVICES > 0.3 OPERATING SMARTPHONES

| TARGET GROUP | AGE GROUP | PROFICIENCY LEVEL | FORMAT | COPYRIGHT | LANGUAGE |
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| Facilitators | N/A | Level 1 | Background information | Protected by United States and international copyright and trademark laws | English |

This resource contains simple steps to complete common tasks on android devices including adding and removing apps from the home screen and accessing the device's settings.

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|---|---|
| **General Objective** | Skillset building |
| **Preparation time for facilitator** | less than 1 hour |
| **Competence area** | 0 - Operation of devices |
| **Name of author** | GCFGlobal.org |
| **Resource originally created in** | English |

WORKSHOP DIRECTIONS

## 1 Working with apps

At this point, you've turned on your device and gotten it all set up. You're probably eager to start **using it**—for things like taking pictures, sending text messages, and all that other fun stuff.

Fortunately, these tasks are fairly easy. You just have to know what **apps** to look for and how to **organize** them so they're easier to get to. Soon, things like making phone calls and customizing your Home screen will start to feel like second nature.

## 2 Finding a specific app

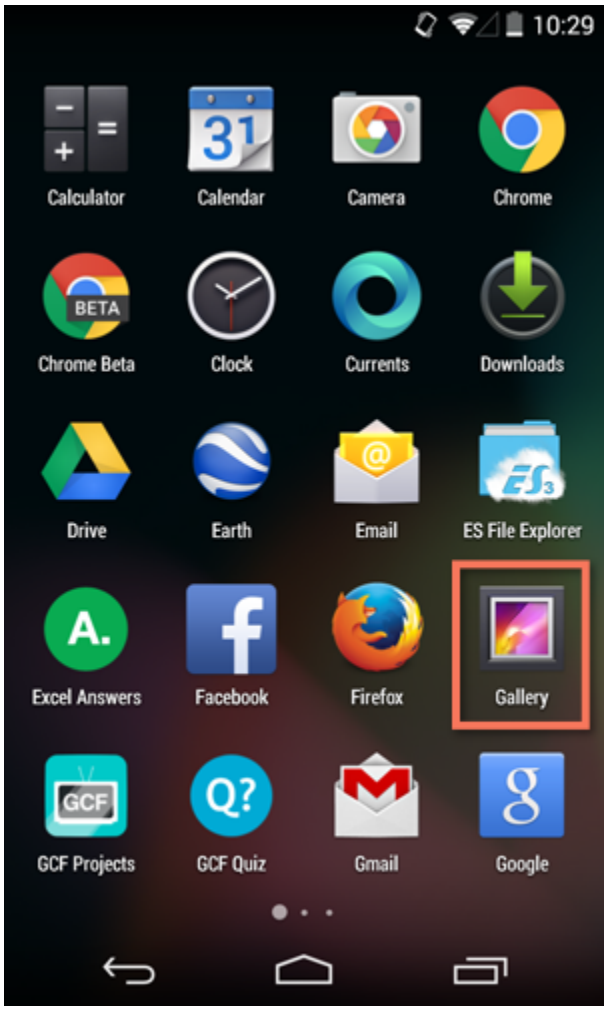
Apps can be found in two places on your device. The first is the **Home** screen, which should include shortcuts to several common apps by default (you can even add your own—we'll show you how in a minute). The second is the **Apps** view, where you can access every app on your device.

As you can see from the image above, you'll open the **Apps** view using the icon on the **Home** screen. The icon may look different on your device—sometimes it's a circle, sometimes it's shaped like a grid or a square. It just depends on your make and model.

# 3 To add an app to the Home screen:

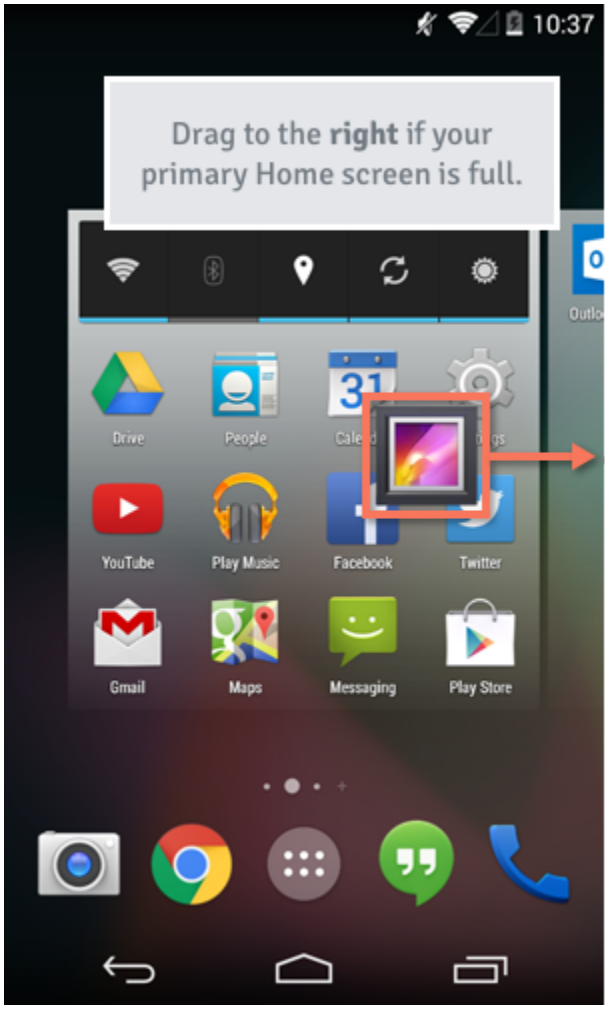
Adding an app to the Home screen is a lot like adding a shortcut on your computer desktop. You're not moving or altering the original app in any way—you're just creating a **link**. Ultimately, this is a great way to make your favorite apps easier to get to.

1. Open the **Apps** view, then find the app you want.

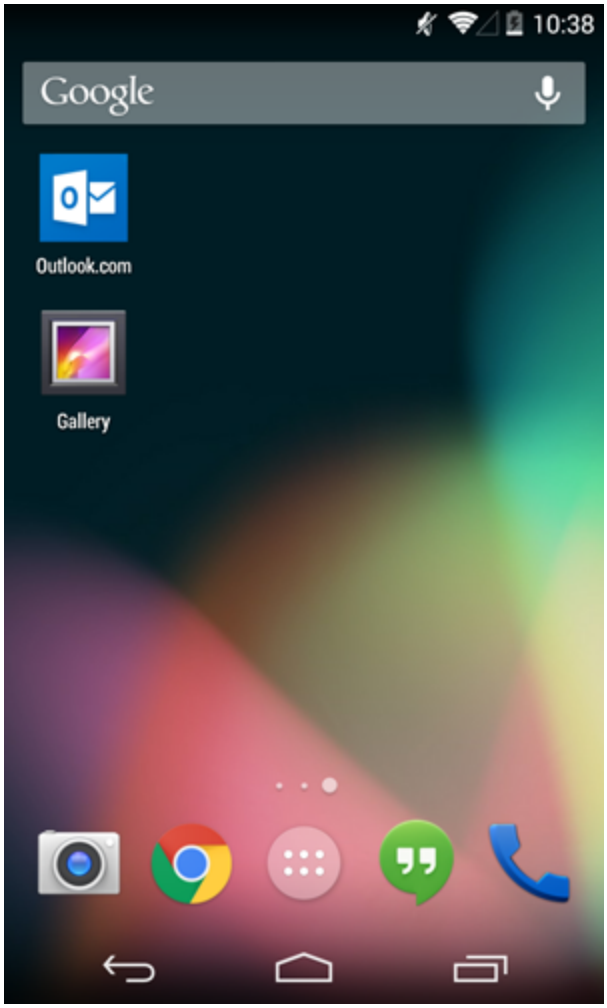



2. **Tap and hold** the app (be careful not to let go!), and you'll be taken to a special view of your **Home** screen.

3. **Continue to hold** the app while you decide where to put it. If your primary Home screen is full, you should be able to access/create another one by dragging the app all the way to the **right**.




4. **Release** the app once you've chosen a spot, and it will be added to your Home screen.



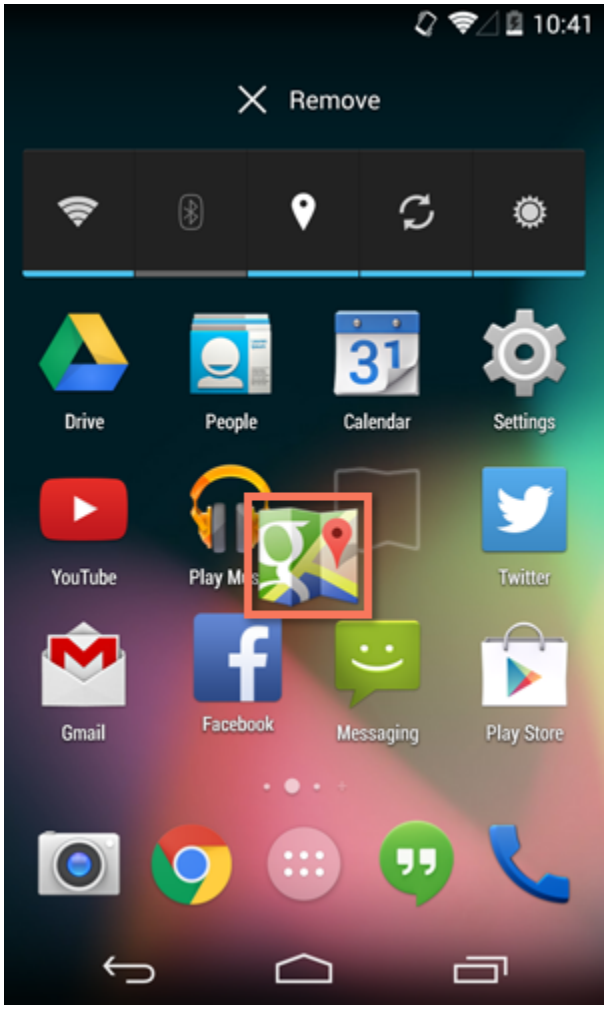

To navigate between Home screens, **swipe left or right**.

## 4 To move (or remove) Home screen apps:

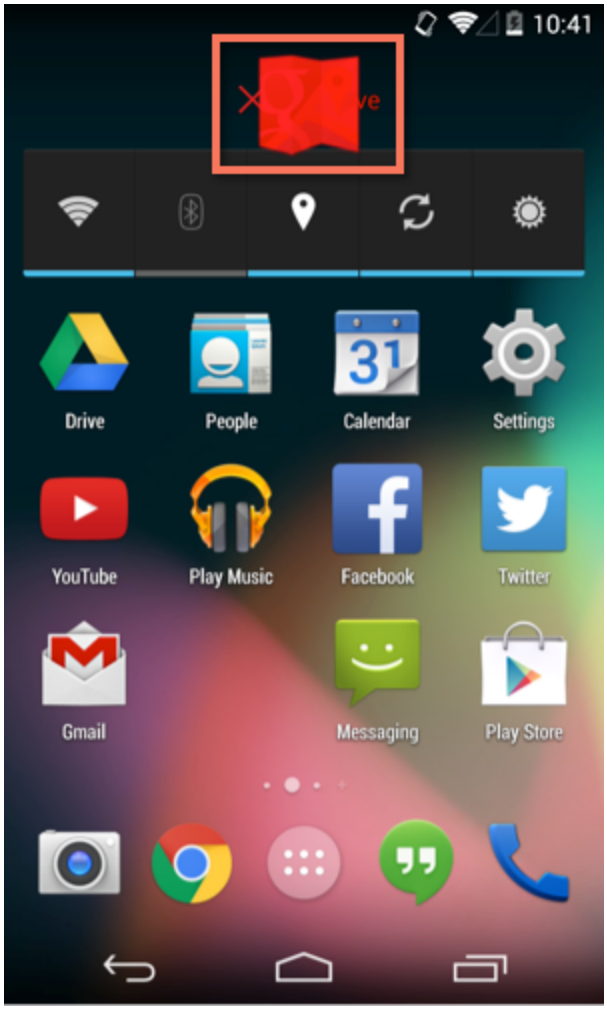
With a little know-how, you can easily **rearrange** your Home screen icons any way you want. You can also **remove** any shortcuts you don't need, like if your device came with a shortcut you don't really use.

1. Make sure you're on the **Home** screen, then **tap and hold** the shortcut you want to edit. This should give you control of the icon.

2. To **move** it, drag and drop the icon to a **new location**.




3. To **remove** it, drag the icon to the **Remove** option. (Keep in mind that this won't delete the app from your device. It will only remove the shortcut from the Home screen.)



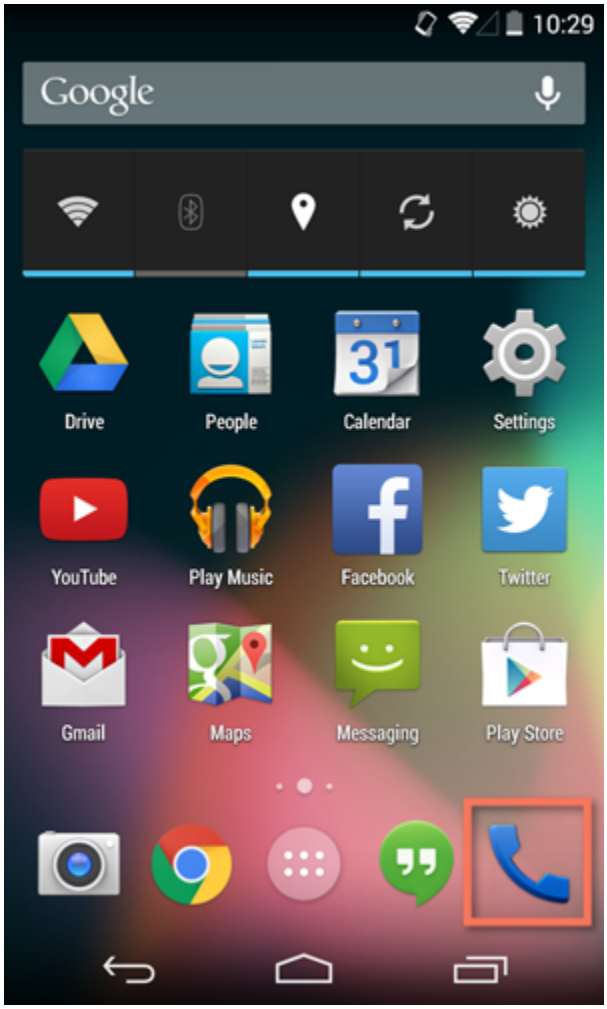

## 5 Phone calls and texting

Now that you know how to find and organize the apps you need, there's no limit to what you can do. Here are some **other tasks** you might be interested in while you're still getting used to your device.

## 6 To make a phone call:

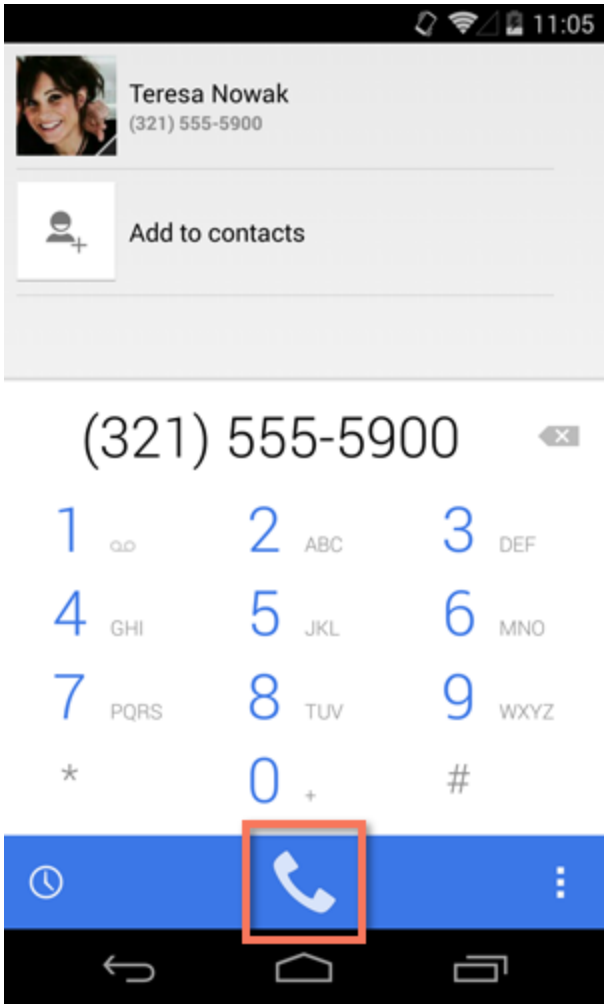
Every smartphone comes with an app for making **phone calls**. Yours may look different from the example below, but the overall experience—including opening the app and using the keypad—should be the same.

1. Open the **Phone** app on your device. It's usually located in the **tray** at the bottom of the screen.

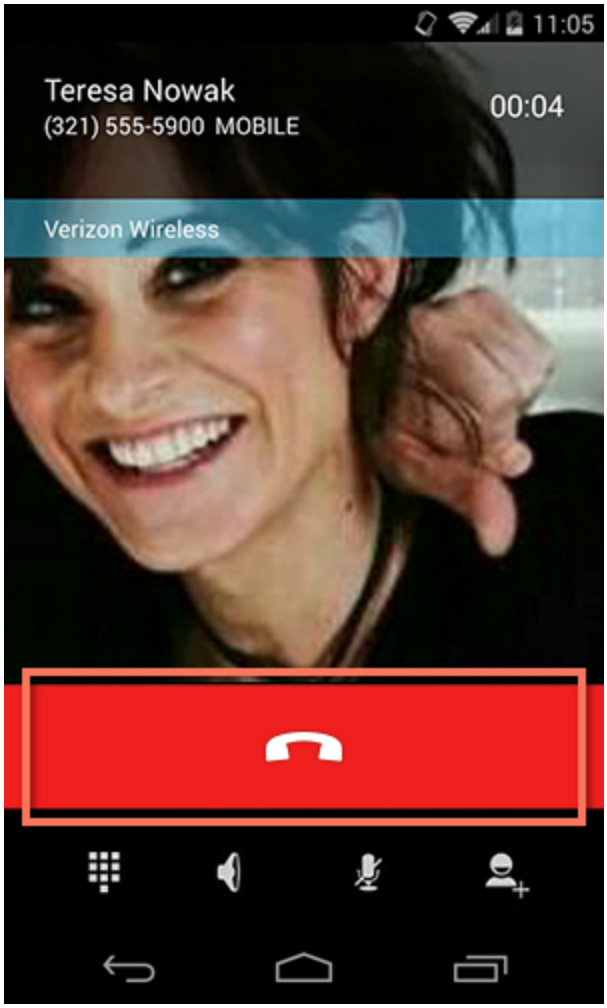



2. The keypad should appear.

3. Enter the **number** you want to call, then tap the **phone button** to continue. (If the person is in your **contacts list**, the information may pop up automatically.)



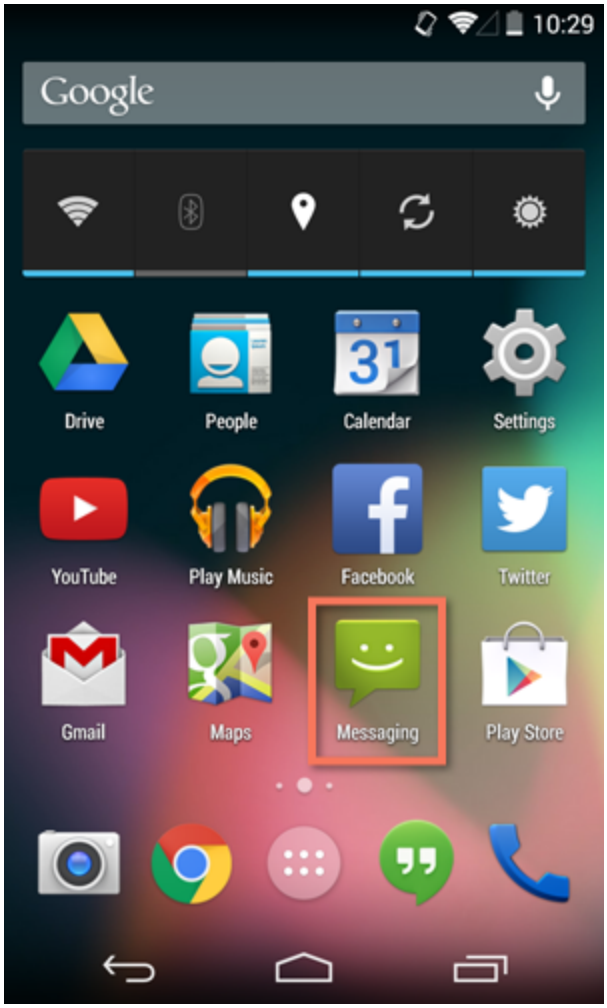

4. When you're done, tap the **red button** to hang up.



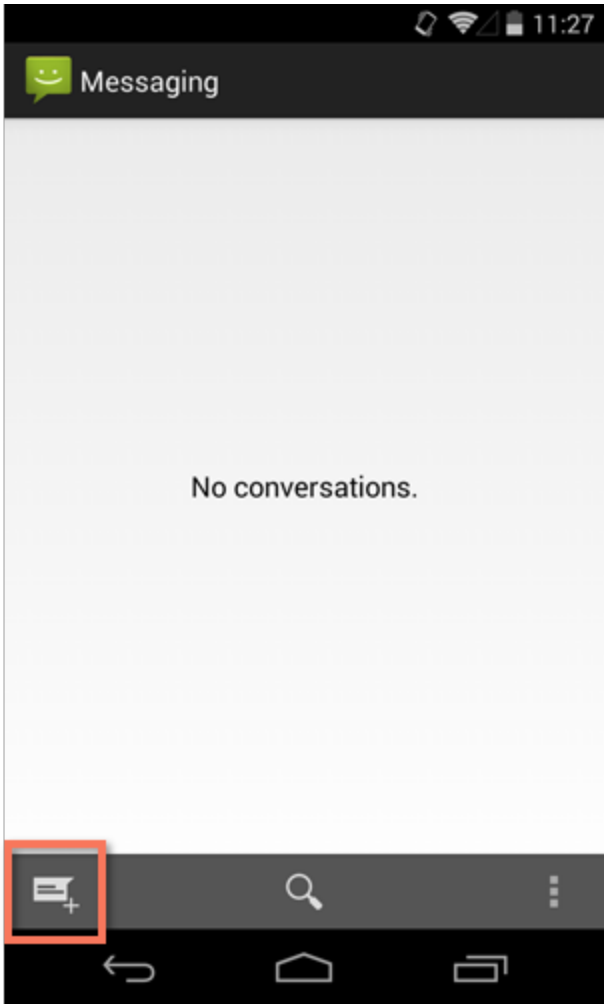

As you may have gathered, tablets don’t come with a phone feature. If you’re interested in making calls with your tablet, you might want to look into an alternative like Skype.

## 7 To send a text message:

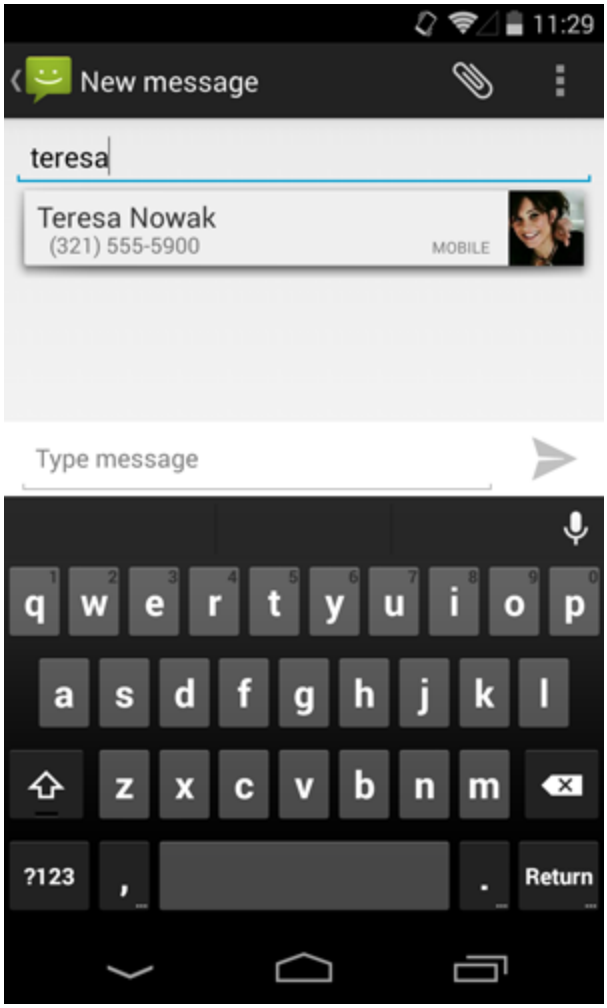
1. Open the **Messaging** app on your device.



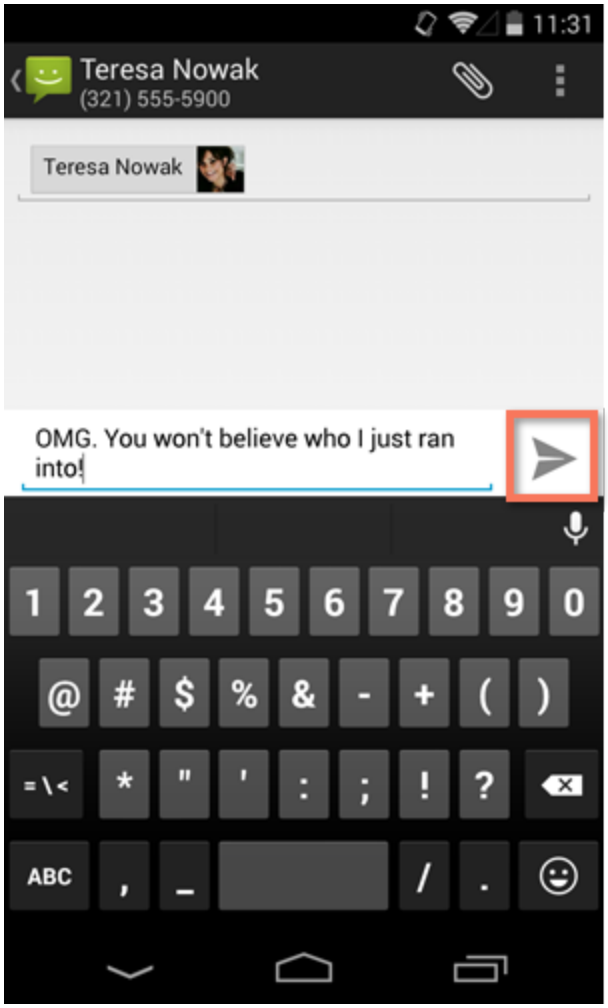

2. To start a **new conversation**, look for the **new message** button.




3. Enter the **phone number** of the person you want to text (or type the contact's **name** if he or she is already in your contacts list).




4. Enter your **message**, then press the **Send** button.



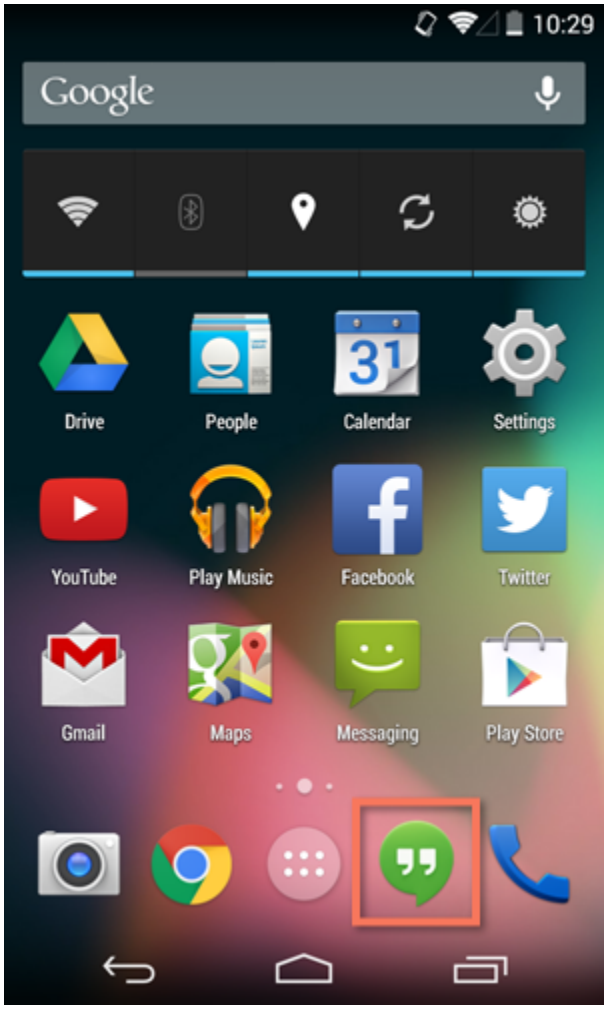

5. When the other person **replies**, his or her message should appear in the same conversation thread.

Traditional text messaging is done through your device's phone number—that's why tablets don't have this feature. As an alternative, you can use the **Hangouts** app for chatting, or you can check the **Play Store** for other messaging apps.

## 8 The Hangouts app

Many newer devices come with an app called **Hangouts**. You can use it to send and receive text messages just like you would with the Messaging app—the difference is that it can be used for **Google chat**

as well. This makes it a great choice if you do a lot of texting *and* chatting. To learn more, check out Hangouts on Google Play.

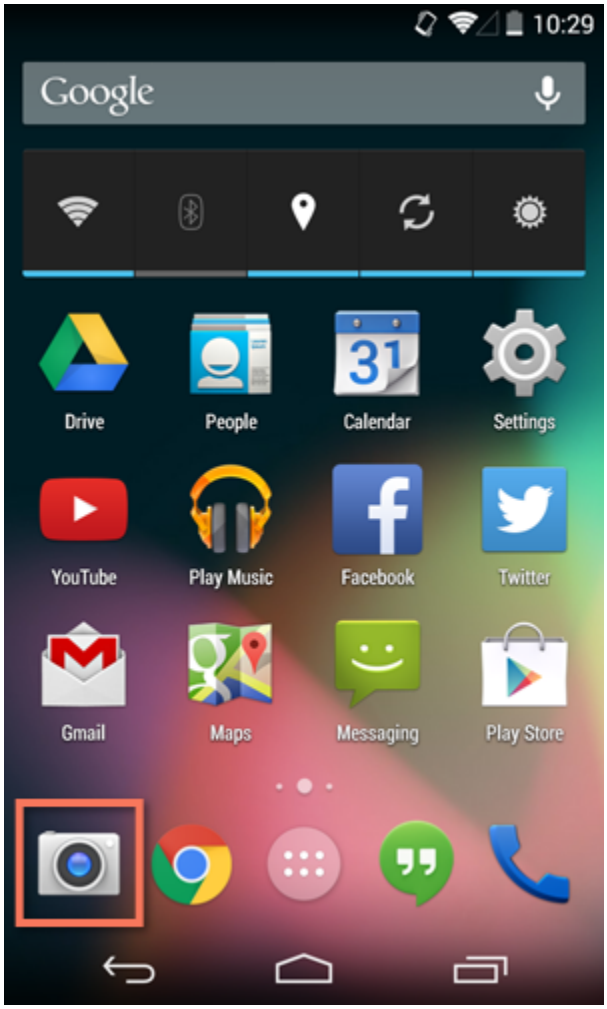



## 9 Taking photos

The camera app can vary quite a bit from device to device. Not to worry—the interface should still be fairly intuitive. If you have questions about how your particular camera works, try checking your **manual** or your manufacturer's **website**.

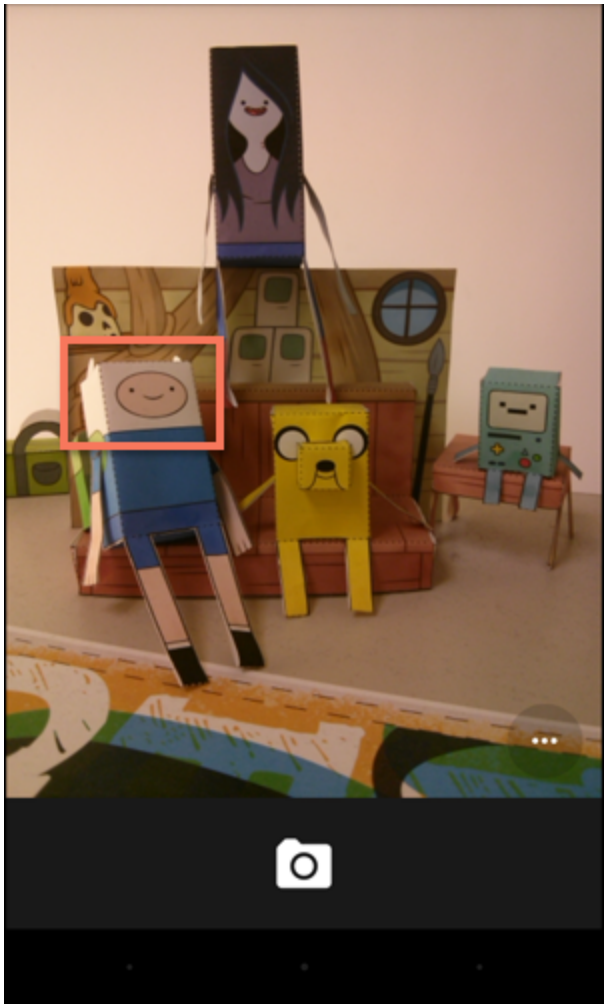
# 10 To take a photo:

1. Open your device's **Camera** app.



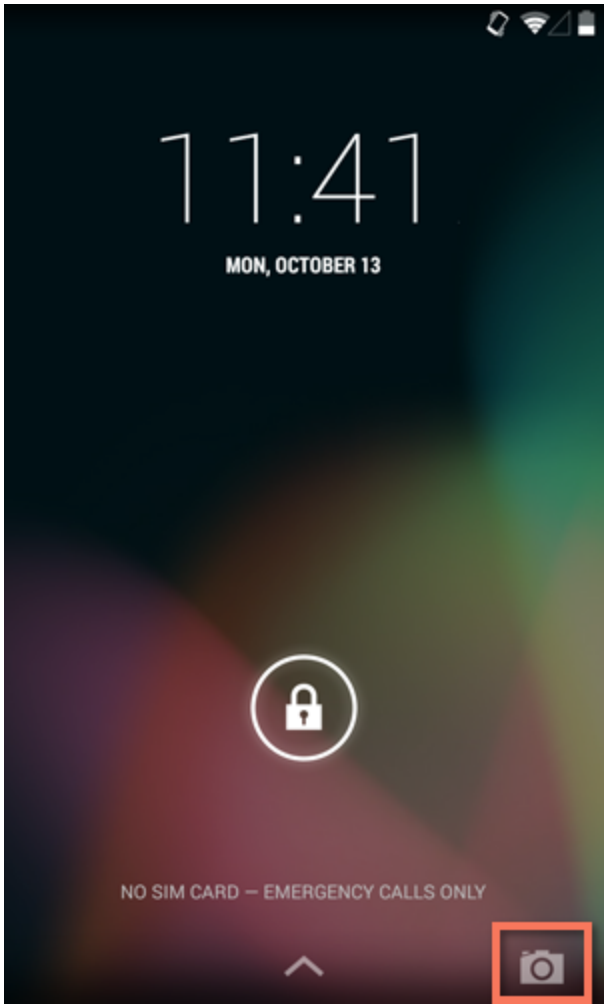

2. The camera view should appear.

3. If the picture is blurry, try tapping your **subject** to refocus.



4. To take a picture, tap the **camera** button.

Many devices give you the option to launch the camera directly from your **lock screen**. To see if your device has this feature, look for an **icon** like the example below.



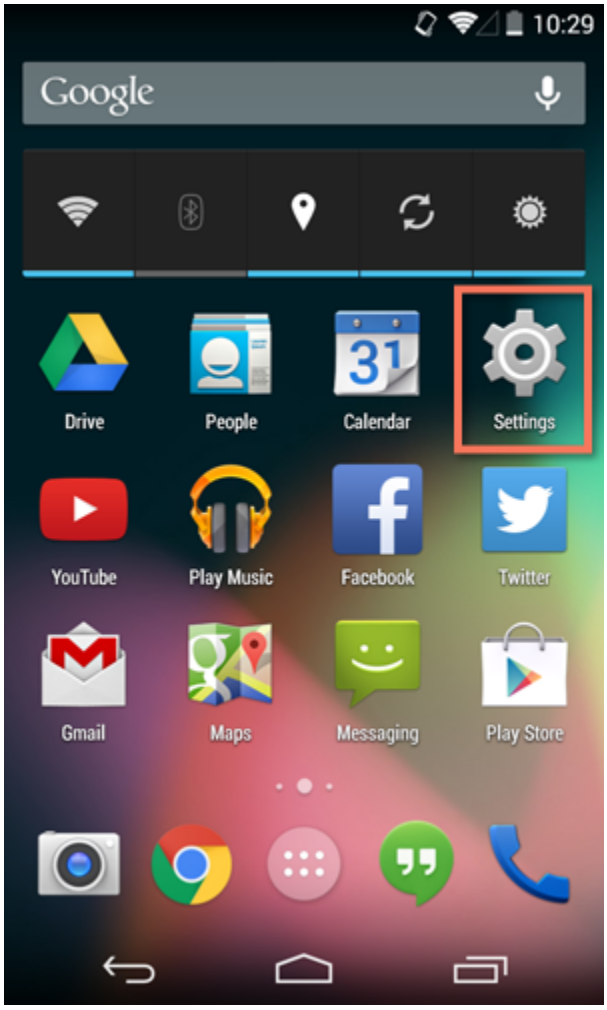

## 11 Accessing your device's settings

Once you're more familiar with your device, you might feel inclined to customize some of your **settings**. These settings let you control everything from the volume of your **notifications** to the way your **lock screen** works. They can even tell you how much storage space you're using.

We'll talk about various settings throughout this tutorial, so it's important to know how to **access them**. As for customizing them, we recommend taking the time to explore your options on your own. Because every device is different, your settings will be a reflection of whatever makes yours unique.

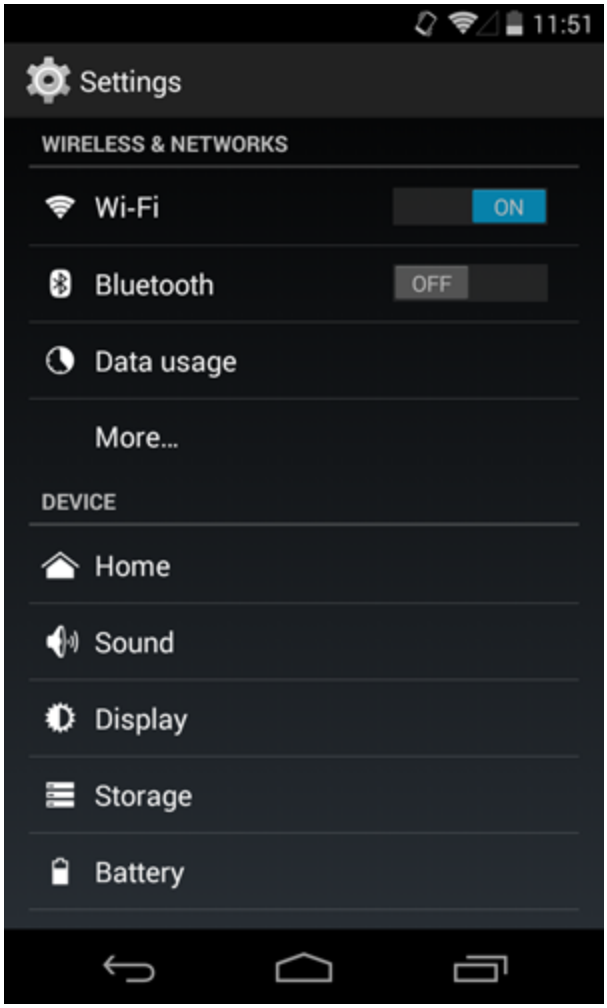
# 12 To open your settings:

1. Open the **Settings** app on your device. If it isn't already on your **Home** screen, you'll find it in the **Apps** view.

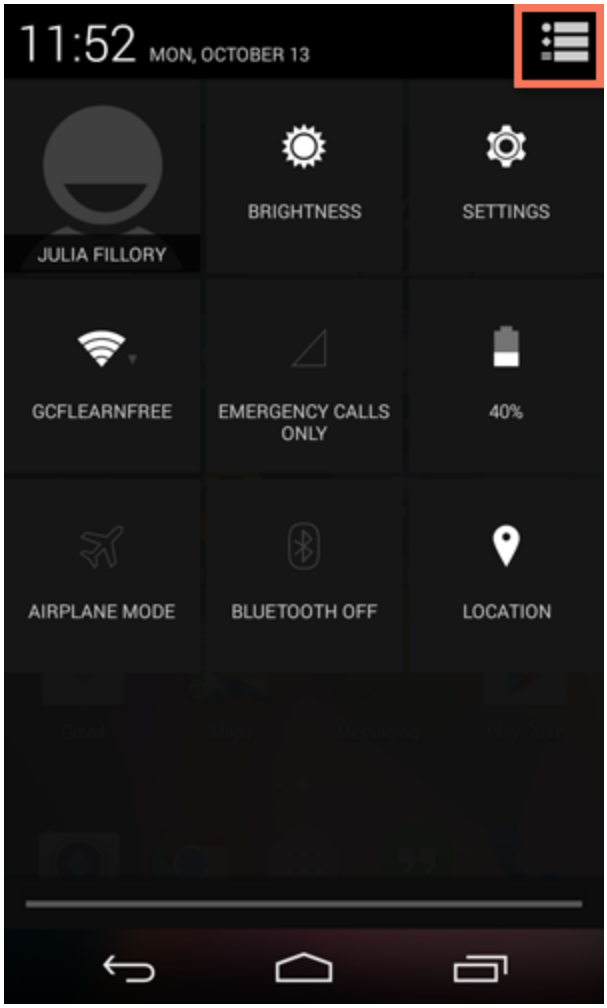



2. Your settings will appear.

3. Scroll through the list to find the section or setting you're looking for. Common sections include **Wireless & Networks** (where you can manage your connections) and **Device** (for personalizing your device).




Some devices will include shortcuts to your settings in the **Notification Shade**. To get there, **swipe down** from the top of your screen, then tap the **icon** in the upper-right corner.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BRIGHTNESS
SETTINGS
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