

# ANDROID BASICS - GETTING STARTED WITH YOUR DEVICE

OPERATION OF DEVICES > 0.3 OPERATING SMARTPHONES

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

This resource contains a basic introduction to the features of an android device, including some of the built-in apps, and the various gestures users require to navigate their device.

***A program of Goodwill Community Foundation® and Goodwill Industries of Eastern North Carolina Inc.® (GIENC®), all GCFLearnFree.org® educational content is designed and produced in the GCF Global headquarters in Durham, N.C.***

**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 First Steps

Getting to know a new mobile device can be pretty exciting, especially if this is your first smartphone or tablet. The key is to start with the basics and take it one step at a time so you don't get overwhelmed.

First, make sure you're comfortable with the **interface**, including the screen, some of the built-in apps, and the various gestures you'll use to get around. Then you can move on to some other fundamental tasks, like connecting to the Internet using **Wi-Fi**.

### 2 Google account

The first time you turn on your device, you'll be asked to set up a few different things, including your preferred language, the date and time, and (most importantly) your **Google account**. If you don't have a Google account yet, you can create one during the setup process.

google service logos

Image not found or type unknown

There are a few reasons this step is so important. In short, your Google account is your **identity** on your device. Not only does it connect you to the **cloud**—where things like photos and contacts are stored—but it also gives you access to the **Play Store**, where you can download and purchase apps. The more you use your device, the more you'll see how integrated your Google account really is.

You may have a Google account already if you use any other **Google services**, like Gmail, Chrome, Google Drive, or even YouTube.

### 3 Getting to know your device

Once your device is set up, you should be taken to a simple screen with some icons, buttons, and other miscellaneous features. This is actually one of the most important parts of your device—it's called the **Home screen**

—and it’s where you’ll store all your favorite apps.

Remember, every Android device is unique. This means your experience may vary depending on your phone or tablet. Luckily, you can still learn a lot by comparing your device to ours.

labeled graphic

Image not found or type unknown

## Status Bar

The area in the top-right displays **current information** about your device. This includes things like signal strength, Wi-Fi status, battery life, and the time.

In this example, there’s even an icon that tells us the device is currently on vibrate.

## Notifications

Notifications are cues or alerts that let you know when something is **happening** on your device.

To view your notifications, **swipe down** from the top of the screen—this will open the **Notification Shade**. From there, you can see more information about each notification, or tap one to go to the source.

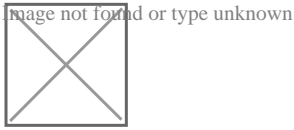
Image not found or type unknown



## Google Now

Many newer devices come with a tool called **Google Now**. This bar gives you easy access to some of its features.

For example, if you tap the **microphone**, you can do a quick voice search or voice command. If you tap the **bar itself**, you can browse content that Google thinks might be relevant to you (like nearby traffic delays).



## Widgets

This is an example of a **widget** that you can add to your device. Basically, widgets are like mini versions of your apps—they condense certain features so you can access them directly from the **Home** screen.

This one, for instance, lets you control important **settings**, like Wi-Fi and screen brightness. You may have different widgets on your device, or you may have none at all—it just depends on your make and model.

## Apps

The icons you see here are actually shortcuts to your **apps**. To open one, all you have to do is tap the icon you want.

You can add, remove, or re-arrange these apps any way you like.

## Home Screen

This area is the **Home** screen. It's designed to house your favorite apps and a few other important features, so you can always get to them easily.

If you want, you can even create **multiple** Home screens to customize the layout of your apps. To navigate between screens, **swipe left or right**.

## Favorites Tray

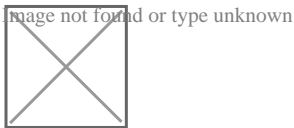
The tray near the bottom of the screen is for your most **frequently used apps**. It might include things like your camera or web browser by default, but you can always customize it with your own personal favorites.

The tray should also include shortcut to the **Apps** view, which gives you access to every app on your device (not just the ones on the Home screen).

## Navigation Buttons

Every Android device has a set of **navigation buttons**. Usually they're part of your software but they can also be part of your hardware (i.e., built into your device).

The two most important buttons are **Home**—for returning to the Home screen—and **Back**. On newer devices, you should also have a **Recent Apps** button. This feature lets you navigate between open apps, just like in the example below.



## 4

## Basic Apps

Ready to get started with some everyday tasks, like email and text messaging? We'll discuss these things in detail over the next few lessons, but in the meantime you can check your device for these **basic built-in apps**. They may go by slightly different names depending on your phone or tablet, but the icons will usually give you some clue.

- **Phone** for making phone calls
- **Messaging** for text messaging, or **Hangouts** for text messaging plus Google chat
- **Email** for managing your email, or **Gmail** if you have a Gmail account
- **People** for your contacts list (may also be called **Contacts**)
- **Chrome** for browsing the Web (may also be called **Internet** or **Browser**)
- **Camera** for taking photos and videos
- **Play Store** for downloading apps
- **Settings** for adjusting your settings

Some of these apps may be on your **Home** screen already. If they aren't, take a look in your **Apps** view. This special view gives you access to every app on your device. To open it, look for the icon near the bottom of the **Home** screen.

apps view icon

Image not found or type unknown

## 5 Basic gestures

Gestures are what you'll use to interact with your device's **touchscreen**. For instance, instead of clicking something with your mouse, you'll tap the screen with your finger. We'll refer to gestures throughout this tutorial, so make sure you're familiar with the examples below.

- **Tap** to “click”, select, or open something on your device, like a button or an app
- **Tap and hold** to occasionally access other options (think of this as “right-clicking”)
- **Drag** to scroll up and down, left and right, or any other direction on the screen
- **Swipe left or right** to “flip through” things, like pages on the Home screen, photos, or pages in an e-book
- **Double-tap** to zoom in or out in certain apps, like Maps or Chrome
- **Pinch** (i.e., open or close your thumb and forefinger) to zoom in or out almost anywhere

## 6 Accessing the Internet

Your device can connect to the Internet almost anywhere, either through **mobile data** (3G/4G or LTE) or nearby **Wi-Fi**. So what exactly is the difference? Most data plans only give you a certain amount of data per month, and there can be repercussions if you go over your limit. With Wi-Fi, you can use the Internet as much as you want, and it won't count against your data.

### To connect to Wi-Fi (optional):

Do you have access to a nearby **Wi-Fi network** (for example, at home or at work)? You can easily connect to it using the steps below. For networks that you access repeatedly, you generally only have to do this once. The next time you're in range, you'll be connected to the network automatically, as long as you leave the Wi-Fi feature turned on.

1. Make sure you're on the **Home** screen, then open the **Apps** view. Your icon may look different from

ours, but it's usually found in the Favorites tray near the bottom of the screen.

opening the apps view

Image not found or type unknown

2. Tap the **Settings** icon. You may need to swipe through a few screens to find it.

settings icon

Image not found or type unknown

3. Scroll through the list of settings until you find the **Wi-Fi** feature. If it isn't already set to **ON**, tap the control on the right.

4. When you're done, tap the word **Wi-Fi**. This will open a list of nearby networks.

wifi setting

Image not found or type unknown

5. To join a network, just **tap** the one you want. If the network is secured, you'll need to enter a **password** to connect to it.

selecting a wifi network

Image not found or type unknown

6. When you're done, your device will remember the details of the network (including the password if applicable), so you can connect to it automatically in the future. If you ever want to change these settings, **tap and hold** the network name, then choose **Forget** or **Modify**.

wifi options

Image not found or type unknown

If the network you're connecting to is **unsecured**, you can access it without a password, but you should think carefully before you do (especially if it's a public hotspot, like Wi-Fi at your local coffee shop). Anything you view or share over an unsecured network is not necessarily safe from prying eyes.

## 7 Keyboard tips

By now, you've probably already encountered the **keyboard** on your device. It's designed to pop up automatically whenever you need to type something; for example, when you're composing an email, searching the Web, or filling out a form.

This keyboard may be smaller than a traditional keyboard, but it comes with several **convenient shortcuts** to make typing easier. Take the example below. Things like symbols, numbers, and capital letters are actually easy to access—you just have to know where to look.

labeled graphic

Image not found or type unknown

### Cursor

The cursor indicates where the **text** will appear.

### Suggestions

Some keyboards offer **suggestions** or **spelling corrections** while you type. To choose one of the suggestions, just tap the one you want.

### Voice Dictation

This handy feature lets you enter text without having to use the keyboard. Just tap the **microphone** any time you see it (either on your keyboard or in a text field), and you can dictate what you want to type.

### Main Keys

The main part of the keyboard includes **letter keys**, the **spacebar**, and sometimes some basic **punctuation**. Tap these keys to enter the text you want.

### Shift Key

Tap the **Shift** key to turn on capital letters or access alternate characters. On most devices, double-tapping the key will turn on **Caps Lock**.

## Backspace Key

Tap the **Backspace** key to delete the previous character. To delete entire words or sentences, **tap and hold** the key instead.

## Numbers and Special Characters

Tap here to switch the main keyboard to **numbers** and **special characters**.

If you still don't see what you're looking for, tap where the **Shift** key used to be (in this example, the button now has =< on it). This will open even more alternate characters.

Image not found or type unknown

