

iPad Skills Checklist

(What You Can Do On an iPad)

PART 1: THE BASICS

1. THE BARE BASICS FOR ABSOLUTE NOOBS	
Progress:	Tasks:
	I bought a protective case / cover when I got my iPad. You can never be too safe!
	My hands are clean.
	I can open the 3G slot with the funny paperclippy / pin thing and insert my SIM card. (Not applicable for Wi-Fi only models.)
	I can turn the thing on.
	I have set up my Wi-Fi connection. (I may or may not have needed help on this one - especially at work.)
	I have my credit card handy for when I am asked to create an iTunes account.
	I have made peace with the fact that I am about to give my credit card details to a massive disembodied multinational juggernaut.
	I was able to navigate through the basic set-up menus.
	I set a lock code I will remember that isn't my birth-date and can swipe to unlock.
	I created an iTunes account and used a strong password that is hacker proof and that I will remember. (Using at least 6 letters, a few numbers and a few symbols.)
	My home screen appeared and I can see some app icons! (Wow! I get these for free!?)
	I can open an app. In so doing, I have learnt that my touch on the screen needs to be hard enough to disable a small insect. (Not so light as to simply annoy it, but not so hard as to actually squish it.)
	I can put my iPad to sleep using the power button at the top of my device without switching it off. I can wake my iPad up again using either the power button or the home button and swipe to unlock.
	I have gone to the app store and downloaded a few apps. Yeah!
	I have resisted the temptation to buy a zillion apps and am learning to read the ratings reviews and trying the free version before giving all of my money to Apple.
	I can one-finger swipe right to left and left to right to change home screens.
	I can hit the home button on the front near the bottom to close any open app.
	I understand that I should probably try to do the next section before I can tell people I can use an iPad.
2. MORE BASICS FOR LEVEL 2 NOOBS	
Progress:	Tasks:
	I have mastered the one-fingered down-swipe from the top of my screen (more or less from where the time is displayed) to reveal the notifications. I can swipe upwards again to close my notifications.
	I have mastered the one-fingered 'root-swipe' from the bottom (Just above the home button) to reveal common settings. (And can set brightness, volume and such.)
	I have experimented with the torch, camera, calculator and timer in the common settings area I revealed in the previous step. (Gee this is convenient!)
	I have mastered the one-fingered mid-screen down-swipe to reveal the search function.
	I can double-click the home button and / or do the many-fingered up-swipe to reveal the apps currently running.
	I know that a single-finger up-swipe will close any of the smaller screens revealed when I double click the home button.
	I understand that if I don't do the previous step regularly, my iPad will begin to get tired and slow.
	I understand that if I touch and hold any of the icons on any of my home screens and they begin quivering in fear, I will delete them if I hit the little X. If I want them to stop quivering, I'll hit the home button again.
	I understand that while app icons are quivering in any of my home screens, I can touch, hold and drag them to a new position - including a more prominent place on my shelf at the bottom of the screen.
	I get that I can grab a quivering icon and put it on top of another to create a folder, which I can then
	I love that I can now begin to sort apps by similarity by dragging them into my newly created folders while they are quivering.
	I can take a screenshot by holding in the home button and pushing the power button once. I can then go to Photos and see what they look like.
	I can turn my iPad off by holding down the power button and sliding the slider which appears. I can also perform a hard reboot by holding the home and power buttons down simultaneously until I see a little white Apple icon. (But I get that I will mostly n
	I understand that I should complete at least one last section of this training checklist, before I can consider myself fully iPad proficient.

PART 2: INTERMEDIATE TO ADVANCED SKILLS

3. GETTING TO KNOW SETTINGS

Progress:	Tasks:
	I admit that it is now time to begin playing with settings. I reach my finger out slowly and touch the gear symbol of the settings app.
	I can turn WI-FI, Bluetooth, Cellular and Personal Hotspot on or off. I understand that Airplane mode will disable any internet or other connectivity. I also understand that leaving Bluetooth or Wi-Fi on when not in use uses up my battery power more quick
	I have turned off 'Data Roaming' - if using cellular data. It feels as if this might be expensive.
	I can switch my hotspot on and connect to it with another computer or device. I give out my password sparingly - or, am gregarious enough not to care who uses my hotspot. (Good for you.)
	I can edit which apps I want to annoy me in the Notifications Centre and change how they annoy me.
	I can enable / disable the 'Do not Disturb' setting so that I don't get woken at night by a message, notification or any of those other weird dings and bings my iPad makes to let me know something's up.
	I see that if I go to the General section, I can update my operating system (for free!) when a new one becomes available. (Did you say 'free'?)
	I know how to use the 'mute button' on the side of my iPad to either mute sound or lock rotation - and that I can change the default option inside Settings.
	I can also customise Siri, Search Options, Text Size, and Locking Options. I will resist the morbid temptation to explore the Reset options under General.
	I have gone to the Restrictions section and disabled 'In-App Purchases' and edited the kind of content I want access to. I have also gone to the Privacy section under Restrictions and edited these carefully - although I can also edit these in the main scr
	I can change sounds and wallpapers to my little heart's content.
	I have set up iCloud to ensure that all of my apps, documents and photographs are backed up and that I don't loose anything. I vow not to become a digital hoarder.
	I have changed iTunes and App Store preferences.
	I have set up my Twitter, Facebook and other listed social media accounts, as well as my Outlook, Gmail and other email accounts. (OK, so I may have had a little bit of help here too.)
	I have gone through the specific app settings and changed them to my liking.
	I can now call myself an iPad white belt.

4. BROWN BELT SKILLS FOR INTERMEDIATE IPAD NINJAS

Progress:	Tasks:
	I can use Siri. (She / he is awesome!)
	I can set up 'To Do' lists. (Even though I might not be getting to everything just yet.)
	I can create events on my calendar and change when and how I receive notifications.
	I have set up iMessage... For whatever that's worth.
	I can set my own photos as home screen and lock screen wallpapers. (Wait - did they just move?)
	I've tried iTunes Radio, Podcasts, iBooks and ITunesU. (I think I might be addicted to 'WYNC Radiolab' and 'Stuff You Should Know'.)
	I have downloaded iTunes to my computer, and now I can connect my iPad to my computer via USB and copy my pictures and recorded videos onto my computer.
	I can update apps. And I love that all these updates are free! Who says the Apple App Store is
	I understand how to search for text within a web site, how to add sites to my reading list and save a page to my home screen.
	I know how to change my default Safari settings.
	I have at least five of these apps on my iPad: Dropbox, Flipboard, Prezi, Zite, Feedly, Google Drive, Instapaper, QuickOffice, Notability, Evernote.
	I have forgone the temptation to subscribe to online magazines - at least without downloading all of the free content I can and seeing if I actually read any of it.
	I have also resisted the temptation to download 50 games and all of the Angry Birds titles. I only have two games on my iPad at a time. (Yeah right! Just cheat and say you have!)
	I have turned off Location-Based iAds because it just feels creepy.
	I have tried a few navigation apps and decided that Waze is the best!
	I can set up and use the Emoji keyboard because a silly icon tells a thousand words.
	I am able to view different types of files (pictures, pdfs, video files, etc.) on the matching apps. Whether I open an email attachment, a cloud-stored document or a web file, I know how to open it.
	When working in apps like Pages, Numbers and Keynote (which are awesome), I am able to save into different formats so that I can view them on my PC. If I feel like doing things the other way around, I can.

5. BLACK BELT SKILLS FOR ADVANCED IPAD NINJAS

Progress:

Tasks:

	I can create my own customised sounds.
	I can set up bookmarklets on iOS Safari.
	I can create content like movies, blog posts and cartoons using a variety of apps.
	I can add files to specific apps using iTunes on my computer and I can also copy content created in specific apps to my computer.
	I have reviewed at least 10 apps.
	I have visited user forums to find answers to questions I have.
	My iPad is beginning to feel like a friend. (Is that weird?)
	I am becoming a master at at least 10 different productivity related apps.
	I have helped one other person with a specific iPad skill.
	I use my iPad for work - to plan, gather resources, communicate and present.
	I use my iPad to get customised daily news.
	I can use a stylus and appreciate how useful it can be.
	I haven't been bored once for at least three months.
	People get used to seeing me with my iPad underneath one arm.
	When people say anything starting with 'I wonder...' I tell them 'I can Google that quickly', and whip out my iPad.

Happy iPadding!