

# How to Optimize Your Android Phone or Tablet 2016



Your Guide:

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## What is Android?

Operating System

Designed for smartphones and tablets - most popular

Used by many carriers (AT&T, Verizon, Sprint etc)

Owned by Google

Touch screen inputs

Can customize home screens

Add shortcuts and mobile widgets

Largest # of apps (1 million apps 50 billion downloads)

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## What are we going to learn?

Settings

Version

Wifi, Bluetooth & GPS

Checking data usage

Screen parts & names

Customize home screen

Wallpaper set & create

Apps & widgets

Voice search, dial & docs

Text messaging

Camera - photos & videos

Putting it all together

Email

Contacts

Calendar

E-docs (Google Drive)

Other Useful Tools & Info

Battery management

Security app

Ringtones set & create

Other popular fun apps 3

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## Screen parts and names

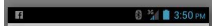
Unlock / Lock

Swipe screen to unlock

All apps



Notification Bar (top)




Status Bar / Area (top)

Main Content Area

Dock (bottom)



Home key  or in Phone Body

Menu key (obsolete) use More



Recent Apps or All Open on Phone Body

Back key (one screen) or in Phone Body

Settings

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## Settings

Basic Settings

Version

*Exercise:* Check version #

Airplane mode

Available storage space

Sounds

Volume - Silence

Vibrate & ring


Notifications

Date & Time

Data Usage - checking

WiFi - turn on & off

 Wi-Fi *Exercise:* Turn on WiFi

 Bluetooth Ear piece Car

Location Services

Google's location

GPS satellites

Google search

Discuss later:

Accounts & sync

Battery management

Security

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## Exercises - Keys & Icons

★ Notification Area



○ Check for more detail

○ Clear Notifications

★ All Apps Icon



○ Go To All Apps

★ Home Icon



○ Go To Home Screen

★ Back key



Tablet

○ Back one screen

★ Menu key - more options



Tablet



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## Exercises - Settings Screen #1

### ★ Find Settings Icon



- Find Version #
- Set screen timeout
  - To Maximum Time
    - Ver. 2 Display / Screen Timeout
    - Ver. 4 Display / Sleep After

### ★ Settings Continued

- Find  Wi-Fi
  - Turn on & off
  - Leave on Bluezone
  - Look at Status Bar
- Find  Bluetooth
  - Turn on and off
  - Look at Status Bar

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## Exercises - Settings Screen # 2

### ★ Settings Continued

- Airplane Mode
  - Set and remove
  - Look for airplane
- Data Usage
  - Only if data plan
  - Ver. 2 does not have
    - See data provider
- Storage *Internal & SD Card*
  - Check Total & Available
    - Ver 2 SD Card & Phone Storage
    - Ver 4 Storage

### ★ Settings Continued

- Sounds
  - Set to Vibrate
  - Look at Status Bar
- GPS (Location Services)
  - Turn on and off
  - Only in Status Bar when using maps

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## Customizing home screen

### Wallpapers

- Wallpapers Gallery
- Live Wallpapers (moving)

### Photos & Gallery

- Crop photos

### Go to Home Screen

- Long press in open space
- Select from Wallpapers Gallery

### Exercise:

Change your wallpaper

### Move Photos & Music

Must be hard wired



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## Apps and Widgets

App - abbreviation  
Smartphone / Tablets  
Computer  
Internet

**Exercise: Install 1 App**

Go to Google Play Store



Search for

Lookout Security



Brightest Flashlight



Move App to a Home Screen  
Remove App from Home Screen

Widgets - self contained app or  
code - limited functionality

Clocks - Battery info

Calendars - Weather

Ver. 2 Long Press Home Screen

Ver. 4 All Apps Widget Tab

**Exercise: Install 1 Widget**

Go to Google Play Store



Search for

Battery Solo



Smooth Calendar




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## Let's talk

Google Search



Microphone

Internet search

Maps

Navigation

Voice Commands

Dial Contacts

Send text

Emails

Note to self

"OK Google" - 4.4+

[Voice Search & Actions](#)



Google Now - 4.1+

Warning - Rearrange



Google Maps

Talk to me

(GPS on & outside)



**Exercise:**

Go to Google Play

Download 1 of above Apps

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## Texting and Camera

Texting (can cost \$)

aka SMS or  
short message service

aka MMS or multimedia  
messaging service

To Send use



For new click



**Optional exercise:**

Send text to me

830-221-6067

Camera



Photos



Pinch to magnify

Click on camera button

Makes click sound

Camera Roll

Videos



Share



**Exercise:**

Take 1 picture or video

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## Pulling It All Together - 1

On Smartphone or Tablet  
Gmails  
Contacts  
Calendar

Gmail Email  
Setup  
How to compose  
How to send & receive

Who doesn't have Gmail emails on device?

Gmail Contacts  
How to find  
How to edit & add  
Star or Favorite

Do you have other email on device?

Want Gmail emails and contacts on device?

Exercise:  
Add me as contact  
Cathy Oberkampf 830-221-6067  
cathy.the.teacher@gmail.com 13

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## Pulling It All Together - 2

On Smartphone or Tablet  
E-Files (Google Drive)  
Documents  
Spreadsheets  
Presentations

Exercise:  
Open Google Drive App  
or drive.google.com  
Login to your account  
Click on CREATE or  
the + sign or  
the Menu key & Add New

Who has never used Google Drive or Docs?

Want to learn how to create Google Documents?

Select Document  
Name Document  
In body of document  
Type your name, email,  
and phone  
Click on checkmark to save 14

Go to Google Play Store



Download Google Drive



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## Gmail and Google Drive

Gmail (free up to 15 GB)



Send and receive emails  
Enter, track and sync contacts and calendar events  
(names, addresses, phone #s, notes etc.)

Google Drive create, store & share



Documents  
Spreadsheets  
Presentations  
Free with Gmail account  
Has menu similar to earlier versions of MS Office

File Edit View Insert Format Tools Table Add-ons <sup>NEW</sup> Help

Exercise: Share or email document from last Exercise to me 15

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## Photos - Store & Share

Flickr - 1 TB - part of Yahoo - storage and sharing



Picasa - from Google being phased out early 2016  
replaced by Google Photos  
photos.google.com



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## Battery Mgmt. & Security

Battery Solo Widget



Super Optimize



[Video 1](#)  
[Video 2](#)

Turn off if not using

- WiFi
- Bluetooth & GPS
- Account Sync
- Dim screen
- Running Apps
- Phone

Lookout Security



- Scans apps
- Protect malware & web
- Wipe data

Power Toggles or Control Widget



**Exercise: Download 1**

- Battery Solo
- Super Optimize
- Lookout

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## Other Fun Apps *(Exercise: Download 1 App)*

Ringtone Maker



Mint (money mgmt)



Games

Angry Birds



Internet Radio



Bridge



Live 365



Google Music

25,000 songs free

[Rip music](#)



Amazon Kindle



World Clock



Duolingo



Google Keep



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