

VIA AFRIKA DIGITAL EDUCATION ACADEMY

Using your Windows tablet device to make a real difference in your teaching

SESSION 1

All about Windows tablet devices

CLASS NOTES



SACE provider number: **PR0000008139**
Via Afrika is a B-BBEE **Level 1** Provider.



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

In partnership with the Department of Basic Education.



Our Teachers. Our Future.

Course content

Using your Windows tablet device to make a real difference in your teaching

Session 1: All about Windows tablet devices

Session 2: Apps and content for teaching and learning

Session 3: Finding it on the internet

Session 4: What is the cloud?

Session 5: Taking your tablet to school

Using your Windows tablet device to make a real difference in your teaching

Session 1: All about Windows tablet devices

Class Notes



Our Teachers. Our Future.

© Via Afrika 2024

No part of this course may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or any information storage and retrieval system, without permission in writing from the publisher.

Important information

1. You can download and print the Class Notes for personal use, but you may not share them.
2. Once you have watched all the videos and completed all the quizzes, reflections, tasks and assessments successfully, you can download your certificate and print it.
3. If you wish to earn SACE Professional Development (PD) points for this session, you must complete all the online assessments in the session successfully. Our system will notify us of your success, and we will send the points allocation request to the South African Council for Educators (SACE).
4. Remember that devices and apps are updated all the time. The device specifications and features that you see here might differ slightly from those of the device you are using. The app features and icons that you see here might also differ slightly from the app in which you are working.

Contents

Outcomes and content	vi
Overview	1
Out of the box	2
What sort of tablet do you have?	2
Unboxing and turning on the tablet.....	4
Getting to know your device.....	8
Personalising your device.....	10
Organising your tablet	13
Moving and organising apps.....	13
More customisation.....	14
Tablet mastery	16
Security.....	16
User Accounts	16
Batteries	18
Connectivity and data	20
About the Final Assessment	22
Final Assessment	23
Acknowledgements	26

Outcomes and content

Outcomes of the session

By the end of the session, you will:

- know about the different Operating Systems (Android, Windows, iPadOS, Huawei [HarmonyOS])
- know the various tablet types and their specifications
- have knowledge of the different Operating Systems
- have experience in unboxing your new tablet and turning it on
- understand how to create a Microsoft Account
- be able to complete basic actions related to a Windows device, for example, turning it off, using the camera, etc.
- understand how a Windows tablet device operates in terms of navigation of the tablet and apps
- be able to change the orientation of the Windows device
- be able to personalise the look of the Windows tablet device
- be able to organise the Windows tablet device for effective use
- understand how to maintain the security of a Windows tablet device.
- appreciate how long a battery on the Windows tablet device lasts, and how to manage it effectively
- understand the different types of connectivity
- appreciate data usage and how to manage it effectively
- appreciate the importance of backing up data

Content of the session

This session will focus on:

- tablet brands and Operating Systems
- setting up a tablet device
- creating a Microsoft Account
- basic actions and navigation on a Windows tablet device
- navigating a Windows tablet device
- opening, closing, moving, and organising Windows apps
- security
- battery life
- connectivity (WiFi, 2–5G, Bluetooth)
- data use

Overview

Welcome to **All about Windows tablet devices**, the first session of **Using your Windows tablet device to make a real difference in your teaching**. In this session, you will learn about Windows devices and how to start using them.

We will cover three areas in this session.

1. Out of the box.
2. Organising your tablet
3. Tablet mastery.

There are regular tasks and quizzes just to check that you are developing the knowledge needed to move on.

Out of the box

In this digital age, tablets have become indispensable tools for teaching and learning. However, with various Operating Systems available, it's essential to understand the differences and similarities so that you will be able to make informed choices and get the most out of your device. We will refer to an Operating System as OS throughout the rest of this session.

What sort of tablet do you have?

OS

To determine the type of tablet you have, it's essential to consider the OS on which it runs. An OS is crucial software that manages computer hardware and software resources and provides common services for computer apps.

The hardware is the actual device and the bits and pieces inside it that you can touch; the software is all the programs or apps that let you do the things you want to do on your device. There are several different OSs that power computers, smartphones and tablet devices. We are focussing on tablet devices, so we will explore the OSs that you would expect to find on them. If you want to know more about OSs on other devices, then we suggest you do Session 2 of our **Digital Learning in Schools Course** – the session is called **Getting Technical**.

Windows OS

The Windows OS is available most commonly on laptops and desktops and is known for its user-friendly interface and compatibility with various software. This means that a tablet device with a Windows OS is going to feel like using your laptop does, which makes it much easier to get used to.

Windows is used by far fewer brands than Android, but it is noteworthy that Microsoft also makes its own tablet devices. Windows tablets feature a familiar interface similar to Windows PCs, making them easy to navigate for users accustomed to Windows.

You will find apps for Windows devices on the Microsoft Store. Windows tablets integrate seamlessly with other Microsoft products and services, such as Office 365 and OneDrive.

OSs are updated to keep up with technology, and to keep one step ahead of the threats to devices from hackers and software virus creators.

It is very unlikely that your tablet device is running any of the Windows versions other than Windows 11 but some devices being sold might be using Windows 10.

If you are buying a new tablet device, be sure to check the OS that is being used.

The concern here is that you will not be able to update to newer versions, and an older version will not be supported. You will find information about which Windows Edition a tablet device is using in Settings, System, About.

Common features of OSs

While each OS has unique features, they share a set of common features.

- Each has a User Interface that provides a Graphical User Interface (GUI) for users to interact with the device. You can think of this as the look of the OS.
- The File Management System manages files and folders on the device.
- The Memory Management System allocates and manages memory for running apps.
- The Process Management System manages and schedules running apps, deciding which app should run when.
- All of the OSs offer security features to protect against viruses and unauthorised access.
- Each OS enables the device to communicate with other devices (like WiFi routers) and facilitates communication and data transfer between devices.
- All OSs have regular app updates to improve performance and security.

Task

- Identify what brand of tablet you have.
- Identify the OS of your device.

Unboxing and turning on the tablet

Understanding the components of your tablet is crucial for basic navigation, power management, and using the tablet's features effectively. Here is a list of typical tablet device features.

- Screen: The main display where you interact with the tablet.
- Power Button: Used to turn the tablet on and off.
- Volume Buttons: Controls the device's audio output.
- Charging Port: Where you connect the charger to recharge the tablet.
- Audio Jack: For connecting headphones or external speakers. Some new tablets do not have an Audio Jack.
- Camera(s): Front and/or rear-facing cameras for capturing photos and videos.
- Home Button (if applicable): Some tablets have a physical Home Button for navigation.
- Microphone: Used for voice input and for recording audio.
- Speakers: Built-in for audio playback.
- SIM Card Slot (if applicable): These are found in tablets with cellular capabilities.
- MicroSD Card Slot (if applicable): Some tablets have these slots, used for expanding storage using a MicroSD Card.

Turning it on

Push and hold down the Power Button to turn on the device. You may have to hold it down for a few seconds before the tablet is activated.

If your device has been used before, you may now discover that your screen is locked. You must unlock the screen. This is done differently for different devices. You may need to use a PIN, face recognition, fingerprint recognition or a password to unlock the device.

You can set up a PIN to protect your device

1. Long tap on the Taskbar.
2. The Taskbar Settings Option will pop up. Tap that.
3. In the menu on the left, tap Accounts.
4. Tap Sign-in Options.
5. Tap PIN.
6. Enter a 4-digit PIN that you will remember! Tap OK.

Setting it up

You can set up a new tablet device

1. Turn the device on.
2. Follow the Startup Wizard. You will be guided to set the following preferences.
 - Language
 - Date and Time
 - WiFi Connection
 - Location Service Options
 - Third-party Applications
 - Necessary updates
 - Account synchronisation

You can create a Microsoft Account

1. Tap Create One!
2. Tap Create A New Account.
3. If you have another email address (for example a Gmail Address) you can enter that here. If you have never had an email address, then tap Get a New Email Address.
4. Create your email address. You can use letters, numbers and full stops.
5. Decide if you want your email at Outlook.com or Hotmail.com. Outlook.com sounds a lot more professional than Hotmail.com. Tap Next.
6. It is possible that your username is already taken. Create a username that Microsoft will accept by adding in numbers or initials or your nickname. Microsoft will suggest other available usernames. You can accept this or try again with a variation on your username.
7. Create a strong password. Tap Next. You can decide here if you would like to receive information and offers from Microsoft. When you tap Next, you are agreeing to the Microsoft Services Agreement and Privacy and Cookies Statement. You should read these before tapping Next. To read them, tap on the blue text to open the document in Edge.
8. Enter your name and surname. Tap Next.
9. Check your Country/Region.
10. Insert your date of birth. Tap Next.
11. Solve the puzzle to verify that you are not a robot.
12. Tap Continue.
13. Your new Microsoft Account will open.

Home Screen

When you turn on your tablet, you will see your Home Screen. If you use a laptop with Windows on it as an additional device, you may notice that your tablet's Home Screen looks exactly like your computer's desktop.

The Home Screen should have the following apps on it.

- Recycle Bin: This is where anything you delete is kept.
- Microsoft Edge: This opens the Microsoft Edge Browser.

Across the bottom of the screen, you will see the Taskbar. Here, you will find the following icons/features.

- The Start Icon (four squares).
- The Search Icon: Tap here and type in what you are searching for on your tablet.
- Task View: Tap here to see all your open windows.
- Widgets: A small self-contained app or tool that is designed to do just one thing (for example, to tell the time or give information about the weather). Widgets enhance your experience by offering convenience and quick access to relevant information.
- File Explorer: This shows all the files on your device.
- Microsoft Store: This is where you can get more apps.
- Edge: Microsoft's internet browser.

The notification area is located at the right end of the Taskbar. It contains icons you will probably use regularly.

- From the left: Action Centre (Upward Arrow Icon): This provides status and notifications about things like incoming email, updates, and network connectivity.
- Keyboard Options.
- WiFi Status.
- Volume Button.
- Battery Status.
- Clock and Calendar.

Navigation

Windows Buttons

Any tablet has a touchscreen, which means we use our fingers to work on the screen. On a Windows tablet, you will find three touch buttons to control the windows.

1. The Dash Button minimises the current window to the Taskbar. You can see the app on the Taskbar. Tap it to open it again.
2. The Square Button is called the Restore Button. If it shows a single square it is to restore the window to full-screen settings and if the button shows two squares, one behind the other, it restores the window down to a concise version.
3. The X Button closes the current working window.

You can tap, double-tap, long tap, drag and pinch

Unlike other tablets, on a Windows tablet, you will not be able to swipe up, down, left or right.

1. Tap to interact with the content on the screen.
2. Double-tap to open an app or document.
3. Long tap to open a menu with other options.
4. Drag by lightly pressing on the screen and dragging your finger on it.
5. Pinch a document, not a window, with two fingers on the screen to zoom in or zoom out.

Screen orientation

- In Landscape Mode  the tablet is wider at the bottom than it is high. This is perfect for surfing the internet or watching a video.
- In Portrait Mode  the tablet looks like a book and is higher than it is wide. This is ideal for reading a book.
- Orientation changes when the tablet turns.

You can stop orientation changes

1. Tap and hold on the Taskbar.
2. The Taskbar Settings Option will pop up. Tap it.
3. In the menu on the left, tap System and then Display.
4. Tap to turn on the Rotation Lock. The tablet will lock the rotation. The orientation of the screen will remain in your chosen mode even if you turn the tablet.
5. Tap X to close the window.

Taking care of your device

- Do not leave your tablet in bright light or sunshine because it may overheat.
- Do not ever put items on top of your tablet because they might scratch or damage it.
- Do not eat or drink when you are using your tablet.
- Do store it in a tablet bag to protect it from scratches and to minimise the chances of dropping it.
- Do clean your tablet screen gently with a soft cloth.

Task

- Set up your device.
- Practise tapping and double-tapping.
- Practise opening an app, minimising it, restoring it and closing it.

Getting to know your device

You can take a photo

1. You can use the camera at the back of the tablet – to take photos of something in front of the tablet.
2. You can use a front camera – usually for a selfie.
3. You can take photos in Portrait and Landscape Orientations.
4. Go to the Start Menu, and type Camera in the Search Bar.
5. Tap Open.
6. Point the device at the subject of the photo.
7. Tap the button.

You can take a screenshot

A screenshot is a photo of whatever is on your screen at that time.

1. Go to the Start Menu, and type Snipping Tool in the Search Bar.
2. Tap Open.
3. Tap New. The screenshot overlay will open.
4. You may capture screenshots in a variety of methods, including Rectangle Snip, Freeform Snip, Window Snip, Fullscreen Snip. Select your option at the top of the Snipping Tool Overlay.

5. Select your screenshot, then select the region to be captured and release the cursor.
6. Your snapshot will be captured successfully.

You can find your screenshots

1. Open the Pictures Folder in File Explorer.
2. Tap the Screenshots Folder to see all the photos in that folder.

You can zoom in and out on images

1. You can tap on any photo, screenshot or image you want to view, and it will enlarge.
2. Pinch with two fingers to zoom in and release the pinch to zoom out of the image.

You can find and use the Windows Media Player App

You can use this app to listen to music or watch videos on your tablet.

1. Go to the Start Menu, and type Windows Media Player in the Search Bar.
2. Tap Open.
3. If the app asks to access your photos and music, tap Allow.
4. The usual buttons you would expect when playing any media (play, forward, and back) are used in the player.

You can use the Sound Recorder App

1. Go to the Start Menu, and type Sound Recorder in the Search Bar.
2. Tap Open.
3. Give permission for the Sound Recorder App to record audio using the microphone.
4. To record, tap the Red Button. You can pause and stop.
5. Save your recording.
6. You can listen to your recording by tapping it in the left pane of the app.

You can find your images

All your photos and screenshots are saved in the Gallery App in File Explorer. All your documents of all types are found in folders in File Explorer. We will deal with that in more depth a bit later.

For now, let's look at how to find your images in File Explorer.

1. Look for the File Explorer App on the Taskbar or use search in the Start Menu.
2. Tap Open.
3. Find Gallery.
4. Double-tap to open it.
5. Tap on an image to select it.
6. Double-tap on an image to open it.
7. Pinch the image with two fingers on the screen to zoom in or zoom out.

Task

- Take two photos and a short video.
- Rename each file.
- Record a voice note and save it.
- Change its name.

Personalising your device

It is possible to have your tablet device reflect your uniqueness by changing the wallpaper, which apps you can see on the Home Screen, how bright the screen is and so on.

You can change the wallpaper

Wallpaper (or background) is the picture, pattern or photograph that appears as the permanent background on a tablet's Home Screen. The icons for apps and other functions appear on top of this.

1. Access the Wallpaper (background) Settings on your device from the Home Screen.
2. Long tap on an empty space on the screen.
3. Tap Personalise.
4. Scroll down to Background.
5. Select the image you prefer.

You can change the Wallpaper Settings

1. Access Wallpaper Settings on your device from the Settings Menu.
2. Find the Settings Icon. It looks like a wheel or gear and will be found on the Home Screen, in the App Drawer or on the Quick Setting Menu.
3. Tap the Start Menu, and then search for Settings.
4. Tap Open.
5. Tap the Restore Button to make the app window the full size of the screen.
6. In the left-hand pane, look for Personalisation and tap it.
7. Tap Background. Now you can follow the steps to change the image.

You can change the notification sounds

1. Tap the Start Menu, and then search for Settings.
2. Tap Open.
3. Tap the Restore Button to make the app window the full size of the screen.
4. Tap System in the left pane.
5. Tap Notification.
6. Tap the drop-down menu next to the On Off Button.
7. Choose your Notification Settings.
8. To change the volume of the notifications, tap the Back Button.
9. Tap Sound.
10. Tap Volume. Here you can choose how loud you want the volume.

You can change the screen brightness

The brightness of the tablet screen has an impact on how well we can read the screen in low light, and it also has an impact on battery life.

1. Tap the Start Menu, and then search for Settings.
2. Tap Open.
3. Tap the Restore Button to make the app window the full size of the screen.
4. Tap System in the left pane.
5. Tap Display.
6. Change the brightness of your screen by moving the slider control to the left or the right.

You can change the font size and style

1. In Display Settings, tap Scale.
2. Choose a setting that you find easy to read.

You can change your Home Screen's layout

1. Long tap on the Home Screen.
2. Tap View.
3. Change the layout, choosing large app icons, or small, and also how your app icons are arranged.

You can change the way the screen locks

1. Open Settings.
2. Tap Accounts.
3. Tap Sign-in Options.
4. The Screen Lock Type will allow you to change how you unlock your tablet. Choose a method that is easiest for you.

You can view widgets

1. On the Taskbar, tap on the icon in the far-left corner to open the widgets pane. Or swipe from the left of the screen.
2. Edit the widgets you want to see.
3. Or, if you cannot see the icon, open Settings and tap on Personalisation. Tap the Widgets Button to turn them on.
4. When you want to see these widgets, you can tap the Taskbar Icon, or simply swipe from the left of the screen. Tap elsewhere on the screen to close the Widgets Pane.

You can add and arrange widgets

1. Tap the Plus Sign next to Widgets on the Widgets Pane.
2. Select a widget from the left-hand pane.
3. Tap Pin.
4. To rearrange your widgets, tap and hold on a widget and then move it to where you want it to be.

Task

- Change the background on your tablet device.
- Increase the font size of the text on your device.
- Add the Tips Widget to your Lock Screen.

Organising your tablet

Moving and organising apps

Your Home Screen is what you see immediately when you unlock your tablet. It makes good sense to place apps that are most useful to you there.

You can create shortcuts to apps on your Home Screen

1. Press the Windows Key and R to open Run.
2. Type: shell:appsfolder
3. Press Enter.
4. Find the pre-installed app you would like to add to your Home Screen.
5. Right-click on the app and select Create Shortcut.
6. Tap Yes.
7. The shortcut will now be on your Home Screen.

You can arrange apps

1. Long tap on the Home Screen.
2. Tap View.
3. Change the layout, choosing large app icons, or small, and also how your app icons are arranged.

You can move apps and files on the Home Screen into a Home Screen Folder

1. Long tap on the app or file.
2. Drag the app or file to the new folder.
3. Once the app is in the folder, a pop-up window will ask if you want to Copy Here, Move Here, or Create Shortcut Here.
4. Select Move Here.
5. The app or file will move.

You can create a folder for files and apps on the Home Screen

1. Long tap on the Home Screen.
2. Tap New.

3. Tap Folder.
4. Name the folder.
5. Tap Enter.

You can create a folder for files and apps in File Explorer

1. Tap on File Explorer on the Taskbar.
2. Tap New.
3. Tap Folder.
4. Name the folder.
5. Tap Enter.

You can move apps and files in File Explorer

1. Tap to select the file or app.
2. Drag the app or file to the new folder.

Task

- Create a shortcut to an app on the Home Screen.
- On your Home Screen, create a folder and move app shortcuts into it.
- In File Explorer, create a folder and move a file into it.

More customisation

You can change how long it takes before your screen times out

1. When you are not using your tablet, the screen goes black, and you have to touch the Power Button to get going again. This involves re-entering your PIN or password.
2. Tap the Start Menu.
3. Search for Settings.
4. Tap Open.
5. Tap on System.
6. Scroll down to Power and Battery and tap it.
7. Select how long you want the screen to stay on before it times out. Aim for a reasonable time without putting your data at risk of being compromised.
8. Tap the Back Arrow to exit.

You can change visual notifications from apps

1. Open Settings
2. Tap on Notifications.
3. Choose to show notifications on the Lock Screen and allow notifications to play sounds. You can also simply turn off notifications from other apps.
4. Decide which apps are allowed to send you notifications. Turn off the toggle switch on the right for any apps you want to exclude from sending you notifications.
5. Tap the Back Arrow to exit.

You can set Focus Assist

1. Tap the Start Menu.
2. Search for Settings.
3. Tap Open.
4. Tap on System.
5. Scroll down to Notifications and tap it.
6. Tap on Focus Assist.
7. Select the best settings for you.
8. Tap the Back Arrow to exit.

You can use the Accessibility Settings

The Accessibility Settings are useful if you need any assistance with using your tablet if, for example, you have difficulty seeing or hearing.

- Use Narrator to have the tablet give you spoken feedback of what is on the screen.
- Use contrast or display size to make it easier to read.
- Magnify the screen or parts of it.
- Explore these settings to find what will be of most help to you or your learners.

Reflection

- Make notes in your PD Journal.
- Consider the Accessibility Settings Options on your tablet device. Are there any settings that would make it easier to work with your tablet?
- What about your learners? Could any of them be helped by turning on these settings if they were using a tablet device?

Tablet mastery

Security

To keep the data on your tablet safe and secure, there are a few things you can put in place.

Sign-in Options

The Sign-in Options prevent people from picking up your tablet device and looking at what is on it. There are four options, and they vary in level of security.

Sign-in Option	Level of security
PIN	Medium-high security
Security Key	High security
Fingerprint	High security
Face	High security

User Accounts

You can set up many User Accounts and logins and switch between them on a Windows device. This means, for example, that you're able to share a Windows tablet with someone else without their getting access to your data. You will learn more about this during Session 5 of this course – **Taking the tablet to school**.

Each different user on a tablet gets their customisation settings for their Home Screen and their wallpaper, for example. They also get their own space for files, documents, apps, and photos. Because this is your tablet, and you are the primary user, you can add and remove other users.

You can add another User Account

1. Go to Settings.
2. In the left-hand panel, tap on Accounts.
3. Under Other Users, tap on Add Account.

4. Indicate how the person will sign in (with an email address or phone number). Or, tap 'I don't have this person's sign-in information'.
5. Tap 'Add a user without a Microsoft Account'.
6. Give them a username and password.
7. Complete the password security questions.
8. Tap Next.

A new user can sign into the tablet

- Tap the Start Button.
- Tap your name.
- Tap the new user's name.
- The tablet now switches to the new User Account.

Updating software

By ensuring that your software is always up to date, you can reduce the risk of an external person having access to your data through a virus or other malware.

The tablet will remind you when you need to update. Make sure you are in a WiFi environment since software updates are often very large.

You can check in the Settings, Windows Update Menu if there are any updates needed. If so, tap Restart now to download and install the software update.

Task

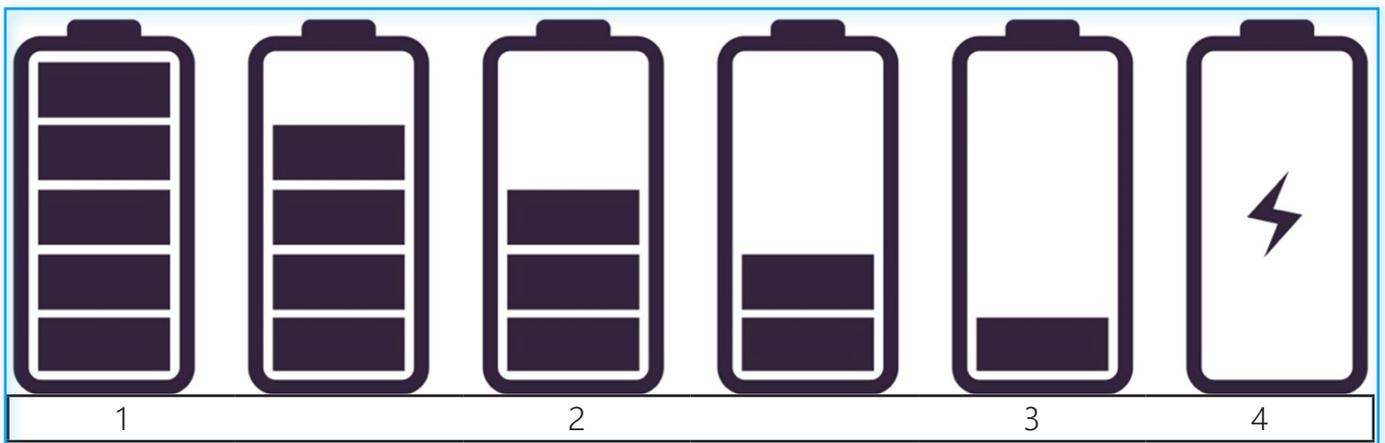
- Check for software updates in your Settings App.
- Do you need to install any updates?
- If necessary, update your tablet device.

Batteries

Batteries on tablets work in the same way as smartphone batteries.

You can check the battery status

You can find information about the battery status at the bottom right of the Taskbar. The Battery Icon will look different, depending on its status. These are some of the common battery statuses you'll probably see.



1. Battery is full.
2. Battery is starting to drain.
3. Battery is about to die – charge it soon.
4. Battery is being charged.

How long does a battery last?

How long the battery in your tablet lasts depends on several things:

- time browsing the internet, watching videos and playing games;
- screen brightness;
- apps running in the background;
- the type of connectivity options; and
- the settings for your location.

Improving your tablet's battery life

Below are some options to help you to extend your tablet's battery life. Measures such as switching off WiFi, GPS Functionality and Location are not meant to be done on a full-time basis, because you would lose a lot of your tablet's functionality when these features are disabled. However, if you are in a position where your device's battery is almost drained and you need to take emergency steps to extend the battery life, these steps are very helpful.

You can adjust the brightness of your screen display

The brighter your screen, the quicker your battery will lose charge.

1. Go to Settings.
2. Tap on Display.
3. Reduce brightness using the slider.
4. Tap the Back Button to exit.

You can close apps

When you leave an app, it doesn't close. The app is still open, but just running in the background.

1. Tap the Taskview Button on the Taskbar to see all the apps that are still running in the background.
2. To close them tap the X on the top right of each app window.

You can stop WiFi and Bluetooth from draining your battery

1. Slide the Quick Settings Menu open.
2. Tap the WiFi Icon and the Bluetooth Icon to turn them off (they will turn grey).
3. Turn them on again by tapping on their icons.

You can stop GPS Functionality from draining your battery

1. Tap the Start Button.
2. Tap Settings.
3. Tap Privacy & Security.
4. Scroll down and tap on Location Services.
5. Tap to toggle the Location Setting and GPS off.
6. Toggle it on again when you want to enable it.

Task

Set up your tablet battery to last longer.

- Adjust the brightness of your screen.
- Turn off Location Settings.
- Close all running apps.

Connectivity and data

It is possible to connect to the internet using WiFi or Mobile Data and to connect to devices using Bluetooth.

Internet Connection Options

Tablet devices come with one of two Internet Connectivity Options.

WiFi-only Option

This means that your tablet can connect only to a hotspot or WiFi network to access the internet. When you move out of range of the router, you will lose your connection to the internet.

WiFi and Mobile Data Option

Some tablets come with WiFi and a Mobile Data connection as well. These tablets will have a SIM card in them, just like you would have in a smartphone.

Mobile Data is provided by cell towers. You buy a data package from your service provider for the amount that you prefer, or your tablet might be part of a contract with fixed Mobile Data per month.

WiFi-only vs WiFi and Mobile Data

Tablets with WiFi-only connections are usually cheaper than tablets with WiFi as well as Mobile Data capabilities. But if you buy a WiFi-only tablet, you'll have an internet connection only when you're close to a WiFi router.

If your school or home doesn't have WiFi, then you'll need a device with a mobile connection. Remember, though, that you'll have to sign a data contract or buy data bundles just like you do for airtime. Not all connection activity uses data at the same rate. To preserve your data, you need to be aware of how you are using it.

You can check your data use

1. Open Settings.
2. Tap Network & Internet.
3. Tap Advanced Network Settings.
4. Tap Data Usage.
5. Here you can see how much data you've used for a specific period.

You can check which apps used the most data

1. Open Settings.
2. Tap Network & Internet.
3. Tap Advanced Network Settings.
4. Tap Data Usage.
5. Look at usage statistics. You will get information about how you have used your data.

Bluetooth

Bluetooth is a short-range wireless connection. To connect via Bluetooth, you can't be more than 10 metres away from the device you want to connect to. Once you are connected to the other device, you can share files with the other person. This is a good way to share photos.

To connect via Bluetooth, both devices have to agree to the connection. You may also be asked for a confirmation PIN to complete the connection.

Whatever method you use to connect, all you have to do is follow the instructions on your tablet and provide the necessary passwords or pins to be successful.

Task

- Do you have a WiFi-only tablet, or a WiFi and Mobile Data tablet?
- Check how much data you have used in the last month. Are you surprised?
- Where did you use most of your data?

About the Final Assessment



At the end of this training session, you will be asked to complete the Final Assessment.

If you complete the Final Assessment successfully, you will qualify for your virtual badge and certificate. You can see a sample here.



Final Assessment

Indicate the **ONE** correct response for each question.

1	Which OS is exclusive to Apple iPad devices?
a	Android
b	Windows
c	iPadOS
2	What is the primary function of the Power Button on a tablet?
a	Adjust volume.
b	Turn the tablet on and off.
c	Take screenshots.
3	How do you see which apps are open on a Windows tablet?
a	Long tap on an empty space on the Home Screen.
b	Tap the Task View Icon on the Taskbar.
c	Press the Power and Volume Buttons simultaneously.
4	What gesture is used for zooming in and out on a tablet?
a	Swiping
b	Pinching
c	Tapping
5	How can you take a screenshot on a Windows tablet?
a	Use the Snipping Tool App.
b	Shake the tablet.
c	Tap the screen with three fingers.
6	In which settings category can you find the option to change the screen timeout?
a	Power and Battery
b	Notifications
c	Accessibility

Final Assessment (continued)

Indicate the **ONE** correct response for each question.

7	When might you use the Accessibility Settings?
a	To change the wallpaper.
b	If you have difficulty seeing or hearing.
c	To organise apps on the Home Screen.
8	What does Narrator do in the Accessibility Settings?
a	Changes the wallpaper.
b	Gives spoken feedback on what's on the screen.
c	Magnifies the screen.
9	How do you close apps on a Windows tablet?
a	Tap the Home Button.
b	Swipe down on the screen.
c	Tap the X in the top right corner of the app's window.
10	What is a widget on a tablet?
a	A type of application.
b	A small, self-contained app or tool.
c	A component of the OS.
11	What is the primary function of the Volume Buttons on a tablet?
a	Adjust screen brightness.
b	Control audio output.
c	Take photos.
12	How far can you be from a device to connect via Bluetooth?
a	Up to ten meters.
b	Up to twenty meters.
c	Up to five meters.

Final Assessment (continued)

Indicate the ONE correct response for each question.

13	Why might someone choose a tablet with WiFi and Mobile Data capabilities over a WiFi-only tablet?
a	WiFi-only tablets are more expensive.
b	Mobile data means you do not have to find a WiFi hotspot.
c	WiFi-only tablets have limited hardware.
14	What is the purpose of adding another User Account?
a	To allow the use of a tablet by someone else.
b	To give yourself more options.
c	To trick Microsoft.
15	Which is the least safe way to lock a tablet?
a	PIN
b	Facial recognition
c	Fingerprint recognition

Acknowledgements

Author/Artist and Licence/Link	Artwork name/Topic
A-r-t-u-r/freepik.com, Premium licence (Unlimited use without attribution)	Vector black tablet computer (pc) with blank screen isolated.
Blossomstar/freepik.com, Premium licence (Unlimited use without attribution)	Search engine optimization concept.
Bluetooth, https://upload.wikimedia.org/wikipedia/commons/thumb/d/da/Bluetooth.svg/512px-Bluetooth.svg.png	Bluetooth logo.
Brgfx/freepik.com, Premium licence (Unlimited use without attribution)	Free vector a purse with zipper and rainbow pattern.
Canyesil/freepik.com, Premium licence (Unlimited use without attribution)	Vector smartphone vector mockups with horizontal perspective views.
Carkhe/freepik.com, Premium licence (Unlimited use without attribution)	Vector media music player interface. multimedia live stream window. online broadcasting. music application.
Daboost/freepik.com, Premium licence (Unlimited use without attribution)	Vector tablet with icon design set vector illustration.
Djvstock/freepik.com, Premium licence (Unlimited use without attribution)	Education online or elearning.
Dr.digitex/freepik.com, Premium licence (Unlimited use without attribution)	Photo green branch of a plant with neon orange glow against a dark starry sky generative ai.
Freepik.com, Premium licence (Unlimited use without attribution)	Free vector hand drawn kitschy pattern design.
Geniusumair575/freepik.com, Premium licence (Unlimited use without attribution)	Touchscreen vector on white background.
Gstockstudio/freepik.com, Premium licence (Unlimited use without attribution)	New adventure, close up top view of man using smartphone and sunglasses.
Gstudioimagen/freepik.com, Premium licence (Unlimited use without attribution)	Free vector digital tablet.
Inspiring/freepik.com, Premium licence (Unlimited use without attribution)	Network activity online service or platform.
Liyabelskaya/freepik.com, Premium licence (Unlimited use without attribution)	Vector sun in 3d style under the prohibition sign sticker icon isolate seasons change springtime warm.
Macrovector/ freepik.com, Premium licence (Unlimited use without attribution)	Globe earth world icons vector white on black.
Macrovector/freepik.com, Premium licence (Unlimited use without attribution)	Vector folder icons collection.

Macrovector/freepik.com, Premium licence (Unlimited use without attribution)	Free vector headphones wireless realistic composition with isolated image of phones with power bank dock.
Magnus Manske (WiFi Alliance)	WiFi logo.
Mementomori26/freepik.com, Premium licence (Unlimited use without attribution)	Vector gift box vector.
Miraya-pinsk/ freepik.com, Premium licence (Unlimited use without attribution)	Gmail Google Google Play logo.
Nainzul/freepik.com, Premium licence (Unlimited use without attribution)	Vector battery indicator symbol different level of charge.
Pakete/freepik.com, Premium licence (Unlimited use without attribution)	Vector realistic tablet portable computer mockup on checkered background.
Pikisuperstar/freepik.com, Premium licence (Unlimited use without attribution)	Free vector realistic fitness equipment pack.
Podsolnukh/freepik.com, Premium licence (Unlimited use without attribution)	Vector office folders on a white background.
Rawpixel.com/freepik.com, Premium licence (Unlimited use without attribution)	Free vector illustration of power button.
Rawpixel.com/freepik.com, Premium licence (Unlimited use without attribution)	Free vector illustration of social media concept.
Starline/freepik.com, Premium licence (Unlimited use without attribution)	Free vector birthday cap with confetti and serpentine explosion.
Storyset/freepik.com, Premium licence (Unlimited use without attribution)	Free vector digital nomad concept illustration.
Storyset/freepik.com, Premium licence (Unlimited use without attribution)	Free vector login concept illustration.
Storyset/freepik.com, Premium licence (Unlimited use without attribution)	Free vector all the data concept illustration.
Upklyak/freepik.com, Premium licence (Unlimited use without attribution)	Free vector flying white silk fabric.
User1433806/freepik.com, Premium licence (Unlimited use without attribution)	Vector no food and drink allowed symbol isolated prohibition sign.
User21433488/freepik.com, Premium licence (Unlimited use without attribution)	Vector setting icon cog gear symbol with neumorphic style or account settings icons in neumorphism buttons.
User4002164/ freepik.com, Premium licence (Unlimited use without attribution)	Cloud logo template.
Vecstock/freepik.com, Premium licence (Unlimited use without attribution)	Free photo natures beauty reflected in tranquil mountain waters generative ai.
Vectorjuice/freepik.com, Premium licence (Unlimited use without attribution)	Free vector safety battery abstract concept illustration.
Via Afrika	3G symbol.
Windows/ https://www.microsoft.com	Windows screenshots.



Our Teachers. Our Future.

Via Afrika
40 Heerengracht, Cape Town,
8001
PO Box 5197, Cape Town, 8000
www.viaafrika.com

Please note: This document is for your personal use only.
Distribution in any format whatsoever is illegal.

Please note that the technical specifications, app features and icons, and hyperlinks to online content contained in the notes were accurate at the time of going to print.

These are subject to change as devices, apps and software develop, and as online content is moved, changed, or removed by content creators.

© Via Afrika 2024

No part of this course may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or any information storage and retrieval system, without permission in writing from the publisher.