Hi, I’m Belle. I’m here to help you get started with your mobile device, such as a smartphone or tablet. In today’s lesson, we will follow along with David as he learns about his mobile device running the Android operating system.

There are many Android devices to choose from, made by a number of different companies. With this variety of Android mobile devices, you may notice slight differences between your device and some of the examples shown in this course.
In this course, David will learn how Android mobile devices work, how to connect his device to the internet, how to add apps to his device, and how to use his mobile device safely.

Today’s mobile devices can do many of the same things that a traditional computer can do. You can search the internet, access email messages, watch videos, play games, take pictures, listen to music, get directions and connect with friends and family.
A smartphone is a mobile telephone that has both cellular and internet access. Smartphones allow you to make and receive phone calls and text messages. Because they are connected to the internet, they also have the capability to share photos, play videos or games, check and send email, and browse the web.
A tablet is a portable computer that uses a touchscreen. Most tablets are smaller and weigh less than a computer laptop but are usually bigger and weigh slightly more than a smartphone. Tablets connect to the internet through a Wi-Fi or cellular connection.

Please note if you want your tablet to connect to a cellular network, the tablet must have a SIM card and you will need to subscribe to a cellular data plan.
Smartphones and tablet devices are similar in how they look and work. Instead of using a keyboard and mouse, the main way you control them is by touching the screen.

When you want to open an application, you touch it with your finger. A keyboard appears on the screen when you need to type something. There are also a few buttons around the edge of the phone that perform specific functions.
Every tablet or phone comes with an operating system.

In today’s lesson, David’s smartphone is running the Android operating system which is one of the most popular mobile operating systems for smartphones and tablets. Android is developed by Google and runs on many different brand name devices. Regardless of which operating system your smartphone or tablet is running they can do the same tasks, but the interface may look different.
First, David wants to learn about the ports and buttons on his smartphone. They will vary depending on the specific model you are using. David’s phone has a power button, buttons to adjust the volume, and a ring/silent switch.
The charging port is where he plugs in his power cord. If you have a newer Android like David, it can also be charged wirelessly.

David’s smartphone also includes a SIM card so he can make phone calls using a cellular network.
Some devices include a slot to insert an SD memory card for saving photos or other large files like videos or music.

In this lesson, David was introduced to his Android mobile device. In the next lesson, he’ll learn how to navigate his device.
Navigating Your Mobile Device

In the previous lesson David was given a basic overview of his mobile phone and tablet. In this lesson, David will learn how to navigate his Android mobile device.
Let's take a tour of David's phone. The first thing David will need to do is unlock his device. The way you log into your phone depends on the Android device you have and the choices you made when you set up your phone. Some phones allow you to unlock a phone with Face Recognition. Others unlock using your fingerprint or you can enter a passcode. David has chosen to unlock his phone using a passcode, so he goes ahead and enter his passcode to go to the home screen.
From the Home Screen David can open apps, which are applications that run specific tasks like making a phone call, searching the web, or searching for apps to download on his phone.

These commonly used apps are included at the bottom of the home screen so David can access them more quickly. These apps are set when you start your phone for the first time, but David can change which apps are available whenever he wants.
From this screen David can also use the search box. In today’s example the search box is using Google. The search box has two functions. David can search for apps on his phone, or he can search the web.

At the bottom of the screen are navigation buttons. Remember, you may notice differences between your device and what is shown here on the following examples.
If David clicks on this button,

he can access apps that are open.
He can view additional apps on his phone by clicking on the home screen button.

This button goes to the previous screen.
When David taps the home screen icon, more apps that are installed on his phone display on the screen.

From this screen he can open even more apps that allow him to take pictures, and text with family and friends.
Both Android phones and tablets have a status bar located across the top of the screen.

The status bar provides David with useful information about his phone such as the time, Wi-Fi,
or cellular

and battery level.
Apps can also be found on the Home Screen under the status bar. All Android mobile devices have built-in apps for your convenience. Besides the apps already mentioned like text and web browser, David’s phone also comes with preinstalled apps that he may find useful including

a calculator,
calendar,
clock,
email,

contacts,
camera, and so much more.

To control his mobile device, David touches the screen of the device with his finger and uses gestures to navigate the device and perform different functions. There are a few standard gestures that are important to remember.
A tap with his finger on the screen is used to activate a control or select something on the screen. For example, David can tap on an app to open it. In this example, David taps the Google Maps icon,

and the app opens.
A tap and hold with a finger is used to display a menu of options. In this example, David taps and holds the Meriam-Webster app icon,

and the menu opens.
If David wants to zoom in to enlarge what displays on the screen, he puts two fingers on the screen and moves them apart.
If he wants to zoom out to make the image or text on the screen smaller, he touches the screen and pinches his two fingers together.
To return to the home page David swipes up from the bottom of the screen.
If David wants to see what apps are available on his phone he swipes left or right.

To get to the next page he moves one or two fingers across the screen quickly.
When David is on the home page he can swipe up from the bottom of the screen, then lift his finger to see more apps available on his phone.
If the text goes beyond one screen David can scroll. In this example from the Chicago Public Library, David wants to scroll down to see more of their webpage. To do this David moves one finger up the screen without lifting. When he is done scrolling, he lifts his finger. To scroll down the page swipe up.
Some Android devices and apps also allow you to use your voice to control them with simple commands. David must turn on voice control in the Settings before this feature will work.

You can practice using these controls on your mobile device.

In this lesson David learned how to navigate his mobile device. In the next lesson he will connect his Android device to a wireless and cellular network.
Getting Connected

In the previous lesson David was introduced to mobile devices and how they work. In this lesson, David is going to learn how to access the internet on his mobile device. In today’s example David is using an Android phone and its various applications.
Mobile devices must be connected to a cellular or wireless network to access the internet and make calls. We'll look at both types of networks in this lesson to define what they are and how you connect to them.
David wants to connect his phone to a cellular network. To do this he must have a service plan with a cellular service provider. If David has a cellular plan his phone will connect to the network automatically everywhere his cellular plan has coverage.

He will know he is connected to the cellular network when he sees a cell phone signal symbol like this, to show the strength of the connection. The number of bars of the cellular connection lets you know how strong the signal is. David notices that on his phone that all the bars are lit up which means he has a strong connection to the internet.
Not all tablets can connect to cellular networks. If you want to connect your tablet to a cellular network, you must purchase a tablet that supports cellular-enabled internet service. Then you must sign-up for a service plan to receive the signal.

Another way David can connect his phone or tablet to the internet is connecting to a Wi-Fi network. All smartphones and tablets can connect to the internet using Wi-Fi.
Many business, libraries, and other public places offer free Wi-Fi. You can use these public Wi-Fi networks while you visit these locations.

Sometimes, a password may be required to access the network.

If David wants to connect his Android phone to a Wi-Fi network in his home, he will need to sign up with an Internet Service Provider.
When David wants to connect to a Wi-Fi network for the first time, he opens Settings by tapping the Settings App.

He then taps on Connections.
A list of Wi-Fi networks that are nearby display.

Networks with a lock icon require a password.
This network is a public Wi-Fi connection provided by the library and does not need a password. To access it, David taps the network name.

Some networks may ask you to accept an agreement before it will allow you to connect your device to a public network.
Once he is connected to the Wi-Fi network, David will see the Wi-Fi icon in the status bar at the top of his device.
To keep your information safe when you connect to Wi-Fi, follow these Wi-Fi security tips.

- Make sure you trust the public network before connecting to it. Do you know who set up the network?
- Try not to send private information over public Wi-Fi networks.
- If you do send personal information, make sure the website is secure and begins with https.
- Set up a password for your home network to block intruders from accessing it.

Following these tips will help keep your information safe while connecting to Wi-Fi.
In this lesson David learned how to connect his Android to a cellular and wireless network so he can use the internet and make phone calls. In the next lesson he will learn more about apps commonly found on his mobile device.
Common Apps

In the previous lesson David learned how to connect his smartphone to a cellular and wireless network. In this lesson David will learn about the apps commonly found on a mobile device. In today’s example David is using an Android phone and its applications, along with his Google and Gmail accounts.
Phones and tablets offer access to an almost unlimited number of apps. Apps are programs designed to help you accomplish different tasks.

When David turns on his phone and wants to find all the apps on his device, he taps on the home button, or, swipes up from the bottom of the screen.
He can add apps to his phone using the Play Store which is a standard app on Android devices. Let’s explore some of the most commonly used apps and useful accessories.

Some of the most commonly used apps on an Android are communications apps that allow you to make calls, to make video calls, send a text message or access email.

Let’s see how David can use these apps.
The Phone app allows David to make and receive calls. To use it, David taps on the app to open it.

When the app opens,

he will see the keypad, recent calls, his contacts, and places.
There are two main ways to make a call. David can tap the Contacts icon to select a name listed in his contacts app, or,

type a number on the keypad.
After dialing a number, David taps the green phone button to start the call.

When he is ready to hang up, he taps the red phone button to end the call.
To answer calls, David taps Answer.

In this example, David can use Duo to make video calls with anyone in his contacts who uses Duo. Duo works on different operating systems for mobile devices and computers. To use Duo David will follow the app instructions and information on how best to set up his account.
If David wants to send a text message to a family member or friend, he will use the Messages app.

When he opens the app, he can see his current conversations.
He can use the search box to search all of his text messages.

He can tap this button to start a new conversation,
or he can tap a current conversation to send or read a new message and send a response.

To create a new text message conversation David taps this icon.
He can send a text message to someone by typing their cell phone number in the To field, or, if the person is in his contacts,
he can begin to type their name. Once the name of the person displays, he taps it to select it.

Then he types his message, and taps the arrow to send it.
Messages can be sent to one person or to a group of people.

David can also attach photos or short videos to his text messages by clicking on this icon and selecting an image or video.
Once selected, the image will automatically populate in the text message David is about to send, and allows him to include a message before hitting send.

When David wants to send or read an email, he taps the Email app.
In today’s lesson, David used his Google account to set up his email on his mobile device. When he opens the email app David can access his Gmail account on his phone. If David would like to receive or send emails from another account, he clicks the Settings app to link an additional email account to his device. He then taps Accounts and follows the prompts to add his additional email. He can add an email account from almost any email provider by following these steps.

Most mobile devices also come with commonly used apps that allow you to browse the web, take pictures and videos, and get directions.
When David wants to search the web from his phone, he taps on the Internet icon to launch a web browser. This app works much like a web browser on a computer.

In today’s example David can search the web or visit a website using the address bar on the top.
David can use his finger to swipe up to scroll down the page.

David can also use his mobile device to take pictures or video using the Camera app.
He uses these buttons to switch between camera modes.

This menu allows him to change the camera settings, turn the flash on or off, set a time, change the aspect ratio or add a filter.
When he is ready, he taps this button to take a picture or record a video.

After taking the picture David has the option to like the image, edit the image, share the image or delete the image.
If David wants to share his photos and videos by email, text messages or other sharing platforms like social media, he taps this icon.

David can use the maps app to find an address or get directions. In today’s example, Android devices come pre-installed with Google Maps.
The app provides directions for driving, walking, and public transit where available. To get live directions similar to a GPS, David must have a data plan and be connected to a cellular or Wi-Fi network. He may also need to give the app permission to view his location, or he can add the location manually.

David wants directions to the local library. He enters the location in the “Search here” box.
Locations that match his search come up.

David taps the first choice because that is the location he wants to go to.
The location displays.

David taps the blue Directions button to get directions to where he wants to go and
the directions display. David can select directions for driving, public transit, walking and more.

David's phone also comes with some useful accessories such as the calendar, the clock, and calculator.
The Calendar app allows David to look at his calendar and schedule events.

To use the calendar, he can tap the plus sign to add a new event.
He can also tap on a day to see his schedule for that day.

In addition to displaying the time on his home screen, David can use the Clock app
as an alarm, world clock, stopwatch, or timer.

To set an alarm, David clicks on the plus sign,
selects the time he wants the alarm to sound, and selects if the alarm should ring in the morning or afternoon.

He can name the alarm, and select the alarm that will sound.

Once he is done, he clicks Save,
and the new alarm displays.

The Calculator app has all the same functions.
as a basic handheld calculator. It may also include

a unit converter and
a scientific calculator.

With these apps that are built-in to mobile devices, David has access to a variety of useful tools wherever he goes.

In this lesson David learned about some of the commonly used apps on his Android mobile devices. In the next lesson he will learn how to add new apps to his mobile device.
Adding and Deleting Apps

In the previous lesson David learned about some of the commonly used apps on his mobile devices. In this lesson David will learn how to add new and delete apps from his mobile device. In today’s example David is using an Android phone and downloading apps from its Play Store using his Google account.
To add new apps on any Android supported device, David will tap on the Play Store icon located on the Home Screen.

From the Play Store David can browse Featured Apps, look through categories,
David wants to look for a Dictionary app. He taps the search box, then begins typing.

Automatic suggestions begin to appear below the search box as he types.
He taps dictionary.

There are many apps to choose from. Some of them are free, and others require purchase. In today’s example, some commonly used dictionary apps appear. David is interested in downloading the Miriam-Webster app.

David taps the app, to see more details.
If an app has an Install button instead of a price, like this example, the app is free.

If David see the Open button, the app is already installed on his device.
From this page he can also learn more about the app, including preview pictures,
and customer reviews.

He taps “Install.” Once the app downloads,
it appears on his home screen. If the app is not free you may be required to authorize the purchase by typing in your email account password or by verifying with your facial recognition or fingerprint.

Many apps have regular updates. These may add new features, fix problems, or increase security. The Android will automatically update the apps when the phone is connected to a Wi-Fi network. If David prefers to update the apps manually, he opens the Play Store,
then taps on the icon at the top right to bring up his account.

He then taps “Manage Apps & Devices.”
A list of how many updates are available displays. In this example all of David's apps are up to date.

David can also remove apps he no longer wants. To do this, he finds the app on his device.
He then presses and holds his finger on the app. A menu of options appears.

He will tap Uninstall.
When asked to confirm that he wants to uninstall the app, he clicks OK.

The app no longer displays on his device.
In this lesson David learned how to install and delete apps on his new device. In the next lesson David will learn about options to customize accessibility and privacy preferences on his mobile devices.
In the previous lesson David learned how to install and delete apps on his device. In this lesson David will learn about the settings on his mobile device. In today’s example, David is using an Android mobile device.
In the Settings app, you can view and change the settings on your mobile device, using accessibility features, biometrics and security preferences, software updates and more.

Accessibility settings on your mobile device can help you customize your phone to meet your visual, physical, motion, or hearing needs. To find the Accessibility features tap on Settings,
then scroll down the page

and tap Accessibility.

Here David can customize his device for his individual needs which include a voice assistant to get spoken guidance to navigate the device without needing to see the screen. He can change the text size, contrast and display color of his screen. He can also adjust the audio settings. Or he can enhance or change the touch interactions.
Mobile devices come with settings to help protect your device and your information. One of the most important things David can do is set a PIN or passcode to access and use his mobile devices. This will help protect the data that is stored on his device if it is ever lost or stolen. Each time David turns on his device or wakes up the screen, he will be asked to unlock it.

To set a PIN or passcode, tap settings,
then look for the option to Lock the screen. There are several options to do this.

Swipe. You can log into your phone by swiping a finger across the screen. Any finger works so this does not protect the data on your phone.
Pattern. You can log into your phone by drawing a simple pattern with your finger. You can only log into the phone if you draw the correct pattern.

PIN. You can log into your phone entering 4 or more numbers. You can only log into the phone if you enter the correct PIN number. This is the option that David has selected to secure the data on his phone.
Password. You can log into your phone entering 4 or more numbers and letters. You can only log into the phone if you enter the correct password. Stronger passwords are longer passwords.

David can also unlock his phone using Face ID, iris scan or fingerprint. He would then follow the prompts to store that information in his settings before he can enable this feature.
If David loses or misplaces his mobile device, he can turn on the Find My Mobile Device feature. Depending on your device you will either turn on the feature in the settings or using the Find My Mobile app. Google location services must be turned on to use this app effectively. If the device is stolen or permanently lost, David can use the Find My Device feature to remotely erase everything on his device. Remote controls must be enabled for this service to work so that you can remotely control your phone over the internet.
David will also want to check and set the privacy settings on all his mobile devices. Using his phone's privacy settings, he can decide which apps have access to information and data stored on his device, such as his location, photos and microphone.

To access the privacy settings, David taps the donut icon,
then taps Privacy and follows the prompts. Depending on the device manufacturer the way you set your privacy settings may be different. With the variety of Android mobile devices, you may notice slight differences between your device and this example.

Here are some other tips to keep your devices and information secure.
Remember to set a passcode on all of your mobile devices to prevent someone from accessing the information stored on the device if it is lost or stolen.

Only download trusted apps, which can be determined by reading reviews, ratings, and privacy statements.
Review the privacy settings on your device and adjust your settings to control which apps have permission to access your camera, location, microphone and personal information.

Adjust your notifications to change how much content will be displayed on the lock screen when receiving incoming messages.
Make sure that you check the apps and operating system are running the most up to date versions available or set these to automatically update.

Congratulations, you helped David learn about all of the useful features when using his Android mobile device. In the practice section, join David to practice what we have learned in this course.
Practice

In this course, we’ve learned a lot about how to use an Android mobile device. Let’s practice what you have learned.
If David wants to open an app on his phone, what does he need to do? Click the correct answer.

That’s right! David will tap the icon on the screen with his finger to open the application. Click next to continue.
How will David zoom in on the image on his screen to make it bigger? Click the correct answer.

That’s right! To make the image bigger David will move his two fingers apart. Click Next to continue.
David wants to connect to one of the available Wi-Fi networks that doesn't require a password. Which one should he choose? Click on it now. Click on the Hint button if you need help.

That's right! David would click on the network that does not have a lock icon. Click Next to continue.
David wants to keep his information safe over Wi-Fi. What would he do? Click the correct answer.

That’s right! The correct answer is all of the above. Click Next to continue.
What icon would David click on to start a new text message? Click on it now. Click on the Hint button if you need help.

That's right. David would click on the Start Chat icon. Click Next to continue.
David wants to search for something on the web. What app would he use? Click on it now. Click on the Hint button if you need help.

That's right! Click Next to continue.
David wants to send an email to his child’s teacher. What app would he use to send an email? Click on it now. Click on the Hint button if you need help.

That’s right, David would tap on the email icon. Click Next to continue.
David wants to download an app on his device. Which app would he tap to find and download the app? Click on it now. Click on the Hint button if you need help.

That's right! Click Next to continue.
David wants to keep his phone safe and secure. What should he do?

That's right! The correct answer is all of the above. Click Next to continue.
Congratulations! In this course David learned how to use Android mobile devices. Now you can try exploring some of these features on your own!