COURSE SUPPORT – SENIOR IN THE DIGITAL ERA

Masterclass 1: Getting started with digital devices and setting them up

(smartphone, tablet, computer)

ProJect Erasmus +: „ Senior in Digital Era"

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PartenerS

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Cuprins:

Introduction

Mobile devices such as laptops, smartphones and tablets are everywhere these days.

Why are they important?

Mobile devices make it easier for people to keep in touch with each other, and as they become more prevalent around the world, many adults and seniors need mobile devices to keep in touch with family.

PART 1

Chapter 1

Introductory concepts

Mobile device is the general name for smartphones and tablets - smaller, portable computers that are easier to carry around.

Most mobile devices have front and rear cameras. These are used for taking photos and videos, as well as making video phone calls.

They can be used as the main camera or have music and video playback software as components.

❖ Smartphone

Combină caracteristici ale telefonului mobil tradițional cu un telefon, care are acces la internet (utilizând Wi-Fi sau date), ecran sensibil la atingere și tastatură virtuală.

❖ Tabletă

Handheld computer with a touch screen and virtual keyboard. They can also have mobile phone functions.

❖ eReader

Mainly used for reading electronic books (eBooks). May have limited internet access for online bookshops and libraries.

❖ **Apps (Aplicații)**

Shortcuts that give you direct access to certain programs from your home screen, such as from your computer desktop.

> *Application*
>
> *The trainers will have their devices (Smarthphone, Tablet and eReader) to show the seniors the difference. They will go to each one to point out the differences on a physical level and answer questions. It is important to point out that they are different devices even though sometimes they are similar in size, shape and colour.*

❖ **Apps (Aplicații)**

Chapter 2

Important features

Mobile phone

➢ Make voice calls

➢ Messages - Send and receive text messages

➢ App store & Google play store-App Store (Apple) and Google Play Store (Android) are places to find more apps to install on your device.

➢ Settings-Find device and app information and choose your device-specific settings (Internet, notifications, and more).

Gestures:

Touch:

➢ By touching you can open, close or select something from the screen.

➢ Double-tap twice - with this quick tap your phone's screen can be highlighted for certain applications

Tap and hold:

➢ This can open up additional functions, such as moving apps from one screen to another. This is the same as using the right-click function on a computer mouse.

Keyboard:

On the keyboard we can see:

- alphabet - with it we can write, for example, messages

- numbers - used to write phone numbers or do calculations

- we can see that there is also a microphone for voice dictation (instead of writing we can speak)

> *Application*
>
> **The trainers will help the seniors in this phase and show them on their phones the keyboard and numbers for visual support and to facilitate learning. The trainers will make sure that each senior gets visually accustomed to the idea of the keyboard and numbers.**

Important components that facilitate its usefulness:

➤ SHIFT - this button helps to change lowercase letters to uppercase letters

➤ SPACEBAR - the largest button on the keyboard - adds space between characters

➤ BACKSPACE - this deletes typed text

➤ ENTER - start a new line of text.

> *Application*
>
> **Trainers will go to each senior individually to make sure they have identified the button on the keyboard and understand its function. It is very important for the trainer to intervene at this point because the words may be new, and there is a risk that the seniors will confuse their names and functions. The trainers will make sure the seniors understand what these buttons do and guide them as needed.**

Internet connection:

The Internet is the friend of our times. For this we use:

➢ WI-FI

When we hear the word wifi we connect it with the word internet. You can use an available Wi-Fi connection, either private or public.

➢ MOBIL DATA

Mobile data - means the mobile data of the phone. When we hear this we think of the internet. Mobile phone internet. You can use your phone's internet to access the internet. You usually have a certain amount of data to use each month (2 GB, for example). You can make a phone call, go online.

> *Application*
>
> ***Trainers will provide a live example. They will do a video call with each other and walk through the call with the seniors to see what they look like. They will see themselves and automatically each other on the call.***

Chapter 3

Android and **Apple**

Android is the operating system (OS) that powers different devices Many companies create mobile devices that use the Android operating system, so there are many different device models to choose from. There will be hardware differences, such as physical appearance and camera quality, as well as software differences, such as the appearance of apps.

Apple uses an operating system called Ios. There are several devices made by the Apple company to choose from but they will all have the same general appearance.

Updates:

- very important is that the device will notify you when you need to update the operating system.

- It is recommended that you do this. Updates are periodic, and they result in changes to how well a phone performs or how certain symbols on it look.

Application

The trainers will carry 2 types of representative Android and Apple phones that they will show to the seniors to see the differences visually.

ANDROID

As far as the Android system is concerned, there are many different models on the market, so it is important to read the instructions that will accompany your device. There will be a number of general features that you will find on each individual phone.

When the phone is first used and set up it will ask you to create a Goole account or use the one you already have. This will allow you to access the Google play store and customize your device.

Features:

➢ The lock button: is similar to putting your phone to sleep. It'll use less battery and won't allow other people to access your phone. Pressing it again unlocks the phone and wakes it up. It is recommended to lock the phone after use.

➢ Volume: this allows us as the name says to turn the volume of the phone louder or softer. For example its ringer can be turned up or down.

➢ Main button: press this button to return to the main screen. Some phones have the button on the screen, so it's usually found in the same area.

➢ Phone (this is an icon that looks like a phone) - we can receive and make calls

➢ Settings - We find several things that allow us to set the phone to certain desires

- ➢ App store - after connecting to the internet we can download certain apps

- ➢ Messaging - we can write or receive text messages

> ***Application***
>
> ***After each button explained trainers will make sure that seniors have identified the buttons on their devices.***

APPLE

The smartphone is called IPhone. When you set up your iPhone for the first time, you're asked to create an Apple Apple ID account - or use one you already have. This is your personal account with Apple and is used for shopping and Cloud storage.

Important buttons:

- ➢ Volume - controls sound volume

- ➢ Middle button - Press this button to return to the main screen. Newer IPhone phones are also available. They don't have this button but you slide your finger up

- ➢ Control Center - To access place your finger lightly on the top of the screen and drag down; for older iPhones, you must place your finger at the bottom of the screen and drag up.

- ➢ Lock button: this will either lock the phone screen or unlock it.

TABLET

Similar to smartphones there are several models to choose from. If you choose an Android tablet, similar to mobile phones you will find that they are different. Apple tablets are called IPad, they look similar to IPhones in design and features. You can make phone calls to them if they are set up to do so.

Benefits:

➢ Lightweight and portable: They are good for travel and entertaining as they are easy to carry.

➢ Even in the home, they're easy to move between rooms.

➢ You connect to the internet anywhere as long as you have internet on your tablet as well as a smartphone

➢ Are cheaper than a laptop or computer

To remember:

✧ are not equipped with a mouse or a physical keyboard

✧ you can get a separate accessory - such as a keyboard

✧ do not have external USB ports - internal storage or cloud storage will be used

✧ are not good for tasks such as video playback as they require high processing speed

✧ are generally used for everyday internet use, watching videos and playing games

✧ are fragile and need a protective case

COMPUTER-DESKTOP

Desktop computers have a rectangular unit called a tower. All of the computer's internal hardware is inside the tower. They usually require an external monitor, mouse and keyboard. Desktop computers often include extra space inside the tower for extensions and upgrades.

LAPTOP-NOTEBOOK-ULTRABOOK

➢ Laptops are designed for portability.

➢ Netbooks are smaller, ultra-portable. Netbooks typically weigh about 1.1 kilograms and are about a third smaller than a typical notebook. Netbooks meet basic computing needs, but are not ideal for heavy use of computing resources, gaming or media content. They tend to offer less memory, a slower processor and a smaller hard drive.

Chapter 4

Maintenance highlights:

➢ It is important to keep your operating system up to date to ensure that your device is working at full capacity and efficiently.

➢ To see if you have updates, check the Settings application.

➢ Charge your device when the battery becomes very low - charging it

➢ Clean your mobile phone, mobile device with a soft cloth, like the one you use to clean your glasses for example

➢ Don't use any detergent that has alcohol in it.

➢ Because smartphones and tablets are fragile, it's a good idea to have a screen cover for them.

Security and privacy:

➢ Another reason why it is important to keep your operating system up-to-date is that these updates contain important security improvements. If your device is not updated, it can be easier to install malware (viruses).

➢ Set a security password or use biometric encryption (face scan or fingerprint). This helps to make sure that no one else can easily get into your device

➢ Some scammers will send text messages as well as phone calls and emails. Don't reply to messages unless you're sure of their source.

➢ Be careful what apps you install on your device. If they're not from a company you recognise, look at user reviews and consider the app's reputation.

➢ Be careful what information you allow apps or websites to access. It is best to provide only what is necessary

➢ Public Wi-Fi networks are not as secure and private as secure ones that require a password to access, so be cautious about what tasks you do - perhaps wait to do your online banking until you are connected to a private network.

➢ Your mobile device can be tracked via Wi-Fi and Bluetooth - if you're worried, turn both off in Settings when you're not using them.
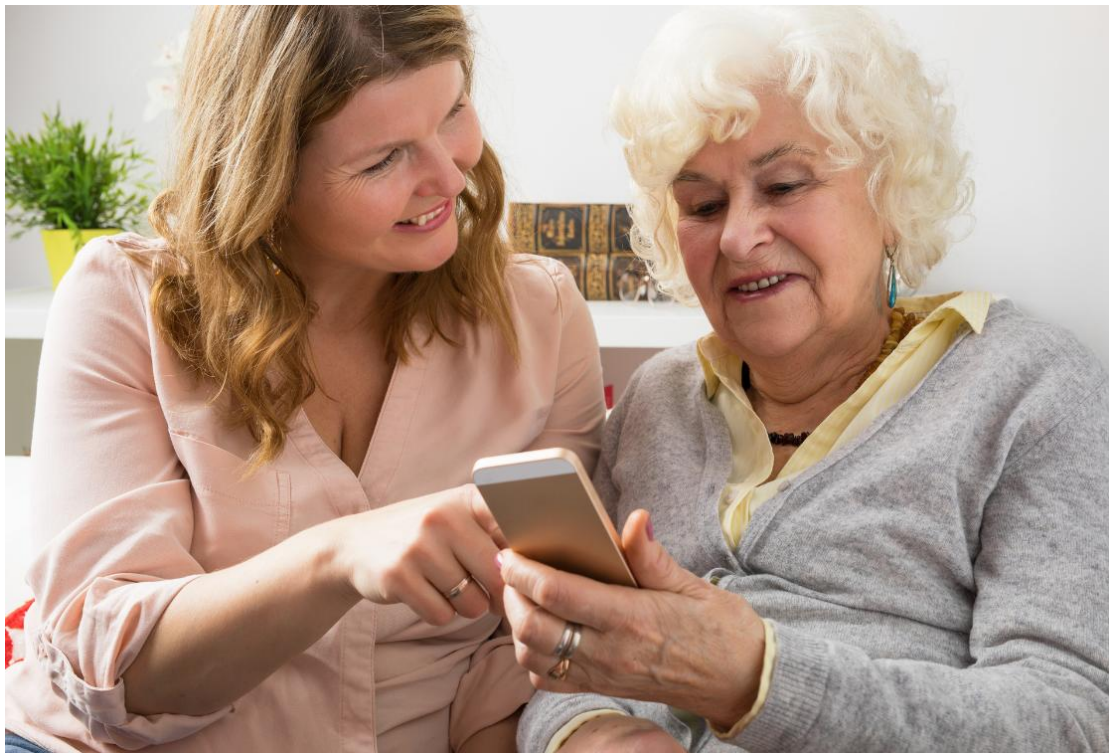
PART 2

Chapter 5

Setting up a smarthphone - trainers practice

Practical part:

At this stage the trainers will have new phones to show the senior how to set up a phone. What are the steps starting from how to open it, what are the messages they get when they open it, how to create their Google account-if they have one and what are the options in the "Settings" bar.

PART 3

Chapter 6

Setting up a smarthphone - practice seniors

In this final part the seniors will be divided into smaller groups. At the beginning of the course, each of them will receive a phone that they can use in the applications but also in the final part of the course, which is the configuration. The trainers will guide the students how to set up their phones and answer any questions they may have.