All About Android - Class Handout
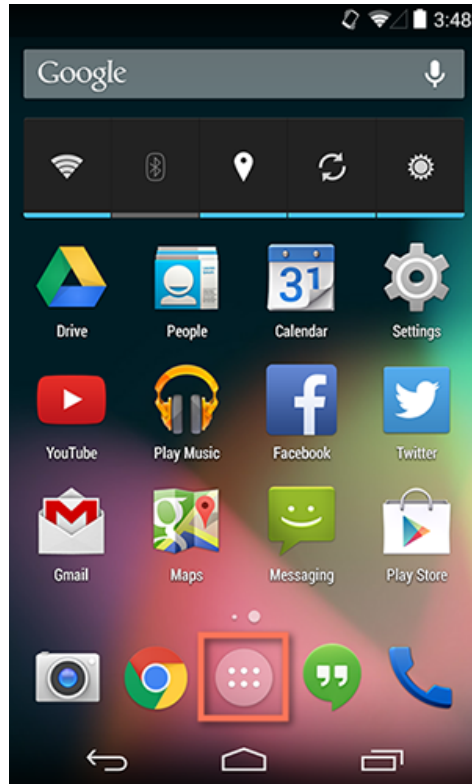
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What is Android?

- Android is a major operating system for smartphones
- Android often works with Google accounts

Getting Started

- Google Account is needed when you first begin with new Android phone
- The first time you turn on your device, you'll be asked to set up a few different things, including your preferred language, the date and time, and your **Google account**
- Google account is your **identity** on your device. Not only does it connect you to the **cloud**—where things like photos and contacts are stored—but it also gives you access to the **Play Store**, where you can download and purchase apps
- You may have a Google account already if you use any other **Google services**, like Gmail, Chrome, Google Drive, or even YouTube

Navigating Android Device

Navigating your Android device
- Android phones have both hard buttons and soft buttons
- Hard buttons are physical buttons on phone
  - Power button
  - Volume up and down buttons
  - Bixby button (certain devices only)
- Soft buttons are touch screen buttons used to navigate phone
  - Home button
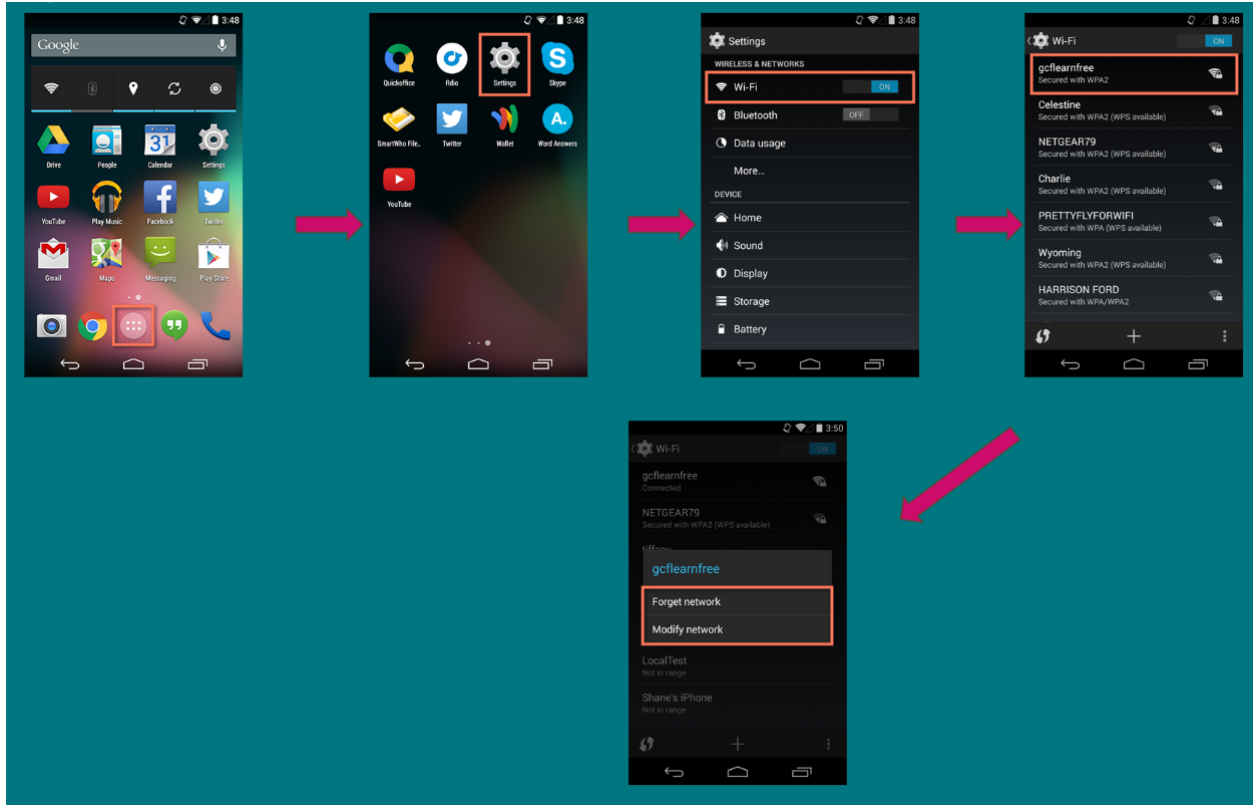 - Back button
  - Page scroll button

Gestures

- Main menu can be found by swiping down with finger from top of phone
- Contains Settings and other basic phone functions
- Swiping left and right navigates different screens where multiple apps can be stored
- **Tap** to "click", select, or open something on your device, like a button or an app
- **Tap and hold** to occasionally access other options (think of this as "right-clicking")
- **Drag** to scroll up and down, left and right, or any other direction on the screen
- **Swipe left or right** to "flip through" things, like pages on the Home screen, photos, or pages in an e-book
- **Double-tap** to zoom in or out in certain apps, like Maps or Chrome
- **Pinch** (i.e., open or close your thumb and forefinger) to zoom in or out almost anywhere

Keyboard

- The **keyboard** is designed to pop up automatically whenever you need to type something; for example, when you're composing an email, searching the Web, or filling out a form
- This keyboard may be smaller than a traditional keyboard, but it comes with several **convenient shortcuts** to make typing easier. Take the example below. Things like symbols, numbers, and capital letters are actually easy to access—you just have to know where to look

Wifi Connection

- Make sure you're on the **Home** screen, then open the **Apps** view. Your icon may look different from ours, but it's usually found in the Favorites tray near the bottom of the screen.
- Tap the **Settings** icon. You may need to swipe through a few screens to find it.
- Scroll through the list of settings until you find the **Wi-Fi** feature. If it isn't already set to **ON**, tap the control on the right
- Tap the word **Wi-Fi**. This will open a list of nearby networks.
  To join a network, just **tap** the one you want. If the network is secured, you'll need to enter a **password** to connect to it.
- Device will remember the details of the network (including the password if applicable), so you can connect to it automatically in the future.
- To change these settings, **tap and hold** the network name, then choose **Forget** or **Modify**.
  *If the network you're connecting to is **unsecured**, you can access it without a password, but you should think carefully before you do (especially if it's a public hotspot, like Wi-Fi at your local coffee shop)

Settings

- Open the **Settings** app on your device. If it isn't already on your **Home** screen, you'll find it in the **Apps** view

- Scroll through the list to find the section or setting you're looking for. Common sections include **Wireless & Networks** (where you can manage your connections) and **Device** (for personalizing your device)

- Some devices will include shortcuts to your settings in the **Notification Shade**. To get there, **swipe down** from the top of your screen, then tap the **icon** in the upper-right corner

Working with Apps

- Apps help with everyday tasks such as calls, texts, and email. Here are some **basic built-in apps**:
    - **Messaging** for text messaging
    - **Phone** for making phone call
    - **Email** for managing your email, or **Gmail** if you have a Gmail account
    - **People** for your contacts list (may also be called **Contacts**)
    - **Chrome** for browsing the Web (may also be called **Internet** or **Browser**)
    - **Camera** for taking photos and videos
    - **Play Store** for downloading apps
    - **Settings** for adjusting your settings
- Apps can be found in two places on your device. The first is the **Home** screen, which should include shortcuts to several common apps by default (you can even add your own—we'll show you how in a minute). The second is the **Apps** view, where you can access every app on your device.

Tap the icon to open the **Apps** view.

Home Screen

Apps View

Adding Apps

Adding an app to the Home screen is a great way to make your favorite apps easier to get to:

- Open the **Apps** view, then find the app you want.
- **Tap and hold** the app, and you'll be taken to a special view of your **Home** screen.
- **Continue to hold** the app while you decide where to put it. If your primary Home screen is full, you should be able to access/create another one by dragging the app all the way to the **right**.
- **Release** the app once you've chosen a spot, and it will be added to your Home screen.
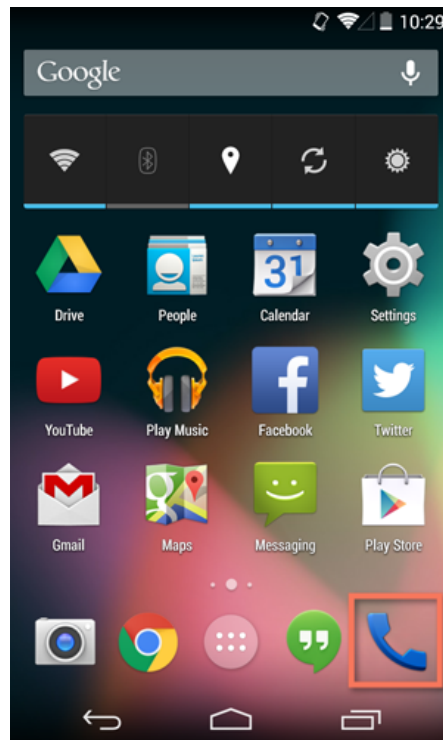- To navigate between Home screens, **swipe left or right**.

Moving and Removing Apps

You can **rearrange** your Home screen icons any way you want by moving or removing apps

- Make sure you're on the **Home** screen, then **tap and hold** the shortcut you want to edit. This should give you control of the icon.
- To **move** it, drag and drop the icon to a **new location**.
- To **remove** it, drag the icon to the **Remove** option or trash bin icon (this will only delete from home screen, not delete from device)

Phone Calls

- Open the **Phone** app on your device. It's usually located in the **tray** at the bottom of the screen and keypad should appear
- Enter the **number** you want to call, then tap the **phone button** to continue. (If the person is in your **contacts list**, the information may pop up automatically)
- When you're done, tap the **red button** to hang up

Text Messages

- Open the **Messaging** app on your device.
- To start a **new conversation**, look for the **new message** button.
- Enter the **phone number** of the person you want to text (or type the contact's **name** if he or she is already in your contacts list).
- Enter your **message**, then press the **Send** button.
- When the other person **replies**, his or her message should appear in the same conversation thread

Notes

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