

Getting Started with Your Android Tablet

TUTORIAL

Zoom Controls

Below are the main features of Zoom that you will interact with most during our virtual class meetings.



Tap this icon to start your video.



Tap this icon to turn your camera off.



If you see this icon, you are muted. Tap to unmute yourself.



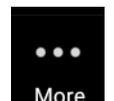
This icon means that you are unmuted. Tap to mute yourself.



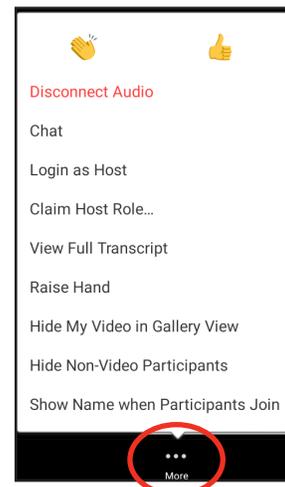
Tapping this icon will allow you to share your screen. You will not need this function for this class.



Tap here to see the names of participants on the Zoom call with you.



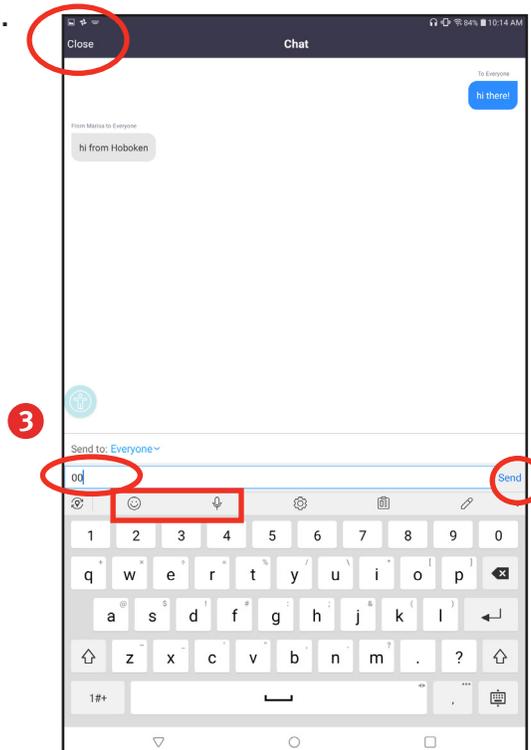
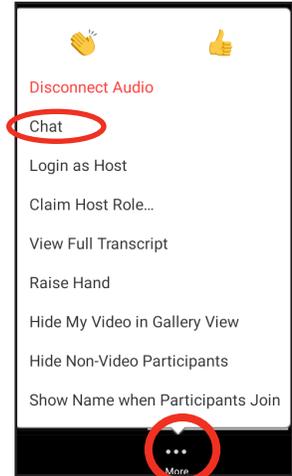
Tapping here will bring up these menu options.



TUTORIAL

Using the Chat Feature in Zoom

- 1 To access the chat window in Zoom from your tablet, tap **More** from the control panel at the bottom of your screen.
- 2 When the window of menu options pops up, select **Chat**.
- 3 This will take you to a new screen with a keyboard. Messages will send to **Everyone**, meaning all participants in the meeting, by default. Type your message, then tap **Send**!
- 4 Tap **Close** in the top, left-hand corner when you're ready to return to the Zoom meeting.

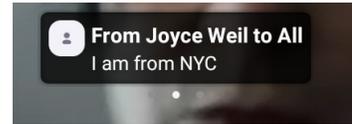


You can include emoji in your messages, or tap the microphone icon to use the speech-to-text function. Tap **Send** when you're ready.

TUTORIAL

Navigating Zoom

This is how your chat message will appear to others in the Zoom meeting.



When you first join a Zoom meeting, you may be on **Speaker** view by default. This means you'll only see the person speaking.



These 3 dots represent the number of screens in the Zoom meeting. To see more screens, swipe your finger to the left.

When you see the third dot highlighted, like it is in this image, you'll be in **Gallery** view, which lets you see a screen full of thumbnails of the other participants' pictures and names. Depending on the number of people attending the meeting, there may be multiple screens of gallery view. You can continue swiping until you've seen them all.



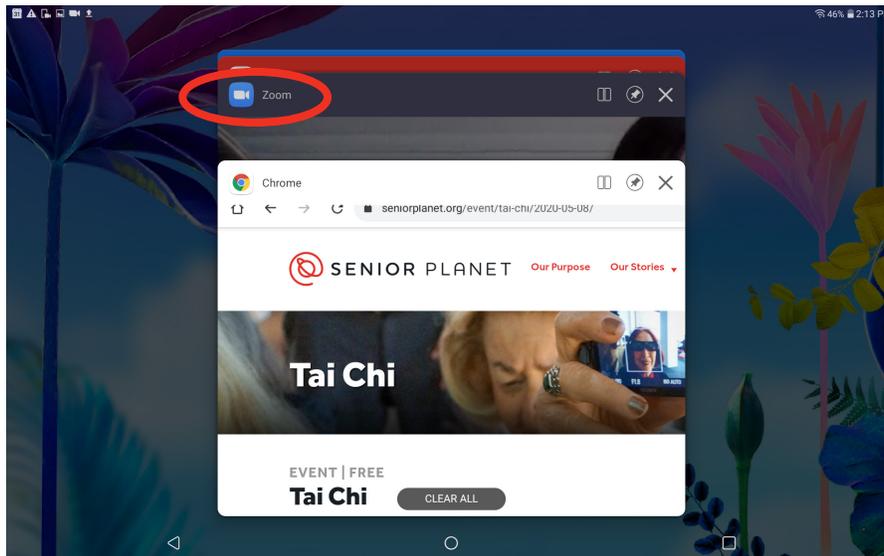
TUTORIAL

Navigating Zoom, Cont'd

If at any point you navigate away from the Zoom meeting and find yourself in another app or on your home screen, don't panic. Use your **home touch buttons** at the bottom of your device.



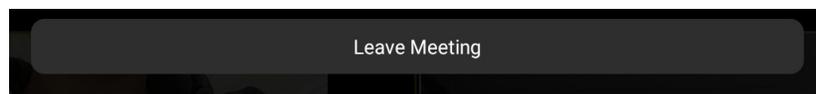
Tap the square to view all open apps. Then tap on the Zoom tab to return to your meeting.



When your class has ended and you're ready to leave the Zoom meeting, look for the **Leave** button in the top, right-hand corner of your screen.

Leave

Next, you'll need to confirm that you want to leave. Select **Leave Meeting**.



INTRODUCTION

Getting Started with Your LG G Pad

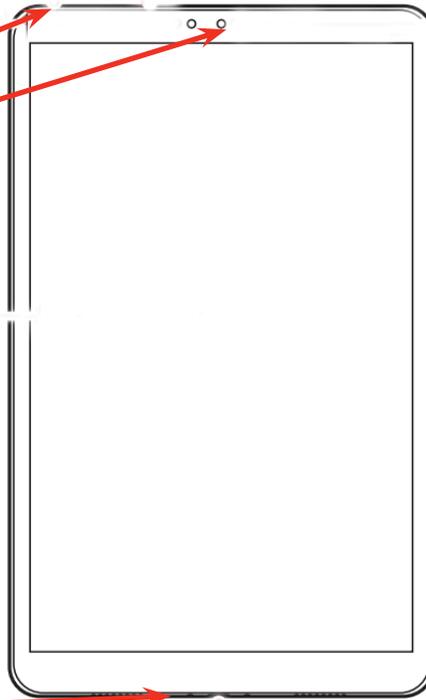
FRONT OF TABLET

Headphone Jack

Camera

Power / Lock
Button

Volume
Buttons

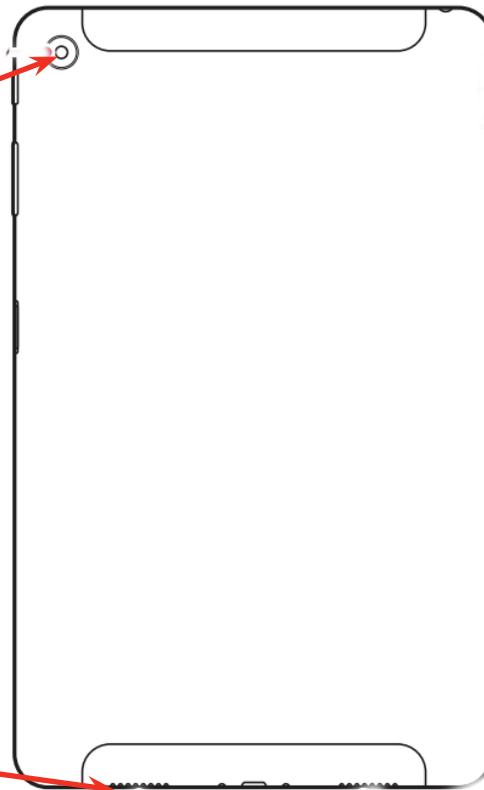


Charging Port

BACK OF TABLET

Camera

Speakers



OVERVIEW

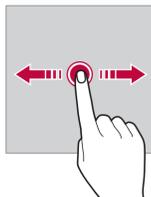
Gestures

To wake the device or put it in sleep mode: Use the **Power / Lock button** on the side of the device. You can also **double tap** anywhere on the touch screen.

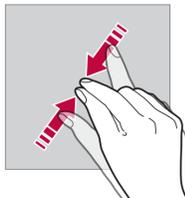
Swipe up to unlock the device, as in the image on the right.



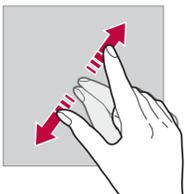
Drag



Pinch to Zoom out



Spread to Zoom in



LESSON

Your Home Screen

The area of your home screen highlighted here includes several **status icons**. See the chart below for an explanation of the icons you may see on your tablet.

| | |
|---|--|
|  | No signal |
|  | Data is being transmitted over the network |
|  | Alarm is set |
|  | Vibrate mode is on |
|  | Bluetooth is on |
|  | Connected to a computer via USB |
|  | Battery level |
|  | Airplane mode is on |
|  | Wi-Fi is connected |
|  | Mute mode is on |
|  | GPS is on |
|  | Hotspot is on |
|  | No SIM card |



At the bottom of your screen, you'll see three shapes. These are your home touch buttons.



Return to the previous screen. Close the keypad or pop-up windows.



Tap to return to the home screen at any point and from any app.



Tap to view all apps currently open. To close all apps, tap **Clear All**.

Your Home Screen, Cont'd

Your tablet comes with several apps already installed. Below is a list of these apps and their functions. You'll learn more about apps and how to download them in Chapter 2!



Tips on how to use this tablet and how to access support



Takes you to your Gmail inbox; you will need to sign in.



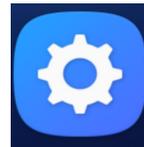
Takes you directly to seniorplanet.org



View and edit your Google calendar. You will need to sign in.



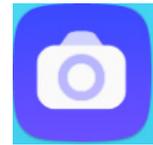
NYCHA resident resources, including submitting work tickets and paying rent



Settings, accessibility features, and much more!



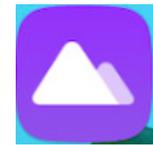
Chrome web browser — Start here for a Google search or to go to any website.



Camera — Tap here to start taking pictures.



Facebook — You will need to sign in to your account.



Gallery — View the pictures and videos you take with your tablet.



Hangouts — Chat and video chat with friends and family. You must have Gmail to use this app.



App drawer — Many apps in one folder. See some of the many apps included on the next page!

OVERVIEW

What's in Your App Drawer?

Tap on the App Drawer to see what's inside! It's a folder with lots of apps inside. Below you'll see the icons of a few of the most commonly used apps that are in that folder.



Play Store — Tap here to search and download new apps.



Calculator



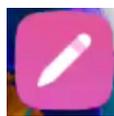
YouTube — Tap here to search and stream videos.



Contacts



Maps — Tap here to search for locations and get directions.



QuickMemo+ — Tap here to create lists, memos, and more!

Other apps included in the drawer to explore on your own:

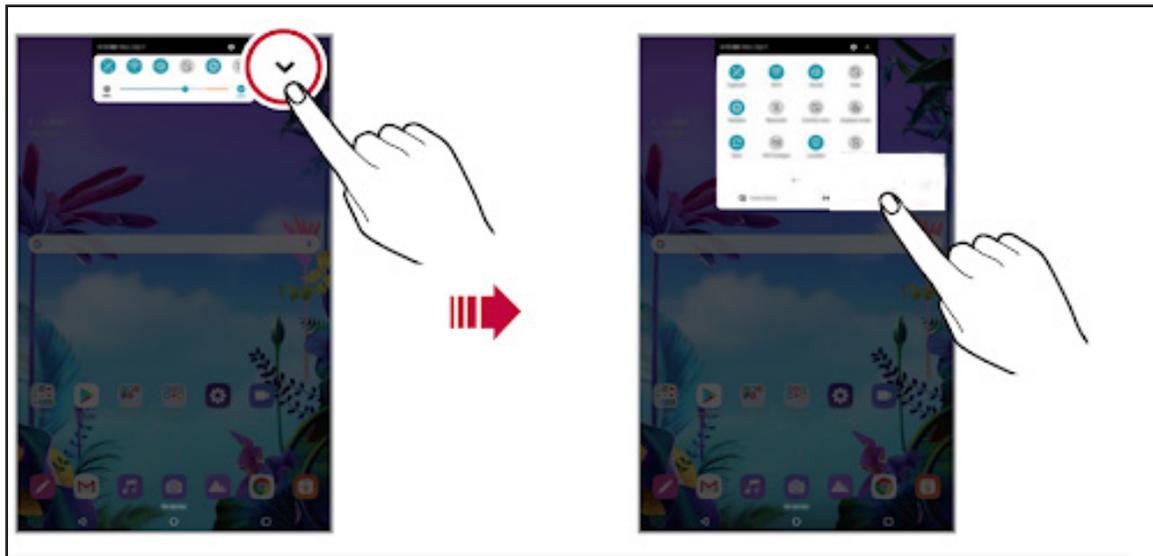
- Music
- Drive
- Play Movies & TV
- YouTube Music
- File Manager
- Audio Recorder
- Mobile HotSpot
- App Trash

LESSON

Notification Panel

The **Notifications Panel** is another convenient feature of your home screen. To access it, place your finger near the top of your screen and pull down towards the bottom as indicated in the image below.

Tapping on the black arrow will expand the notifications panel.



A few convenient features of the notification panel include:

- **Connectivity:** Check your internet or LTE connection
- **Screen rotation:** Prevents your screen from rotating when you turn the device.
- **Sound:** Mute your tablet or turn it to vibrate
- **Location:** Turn location settings on and off
- **Airplane Mode:** Turning this on will disconnect you from LTE.
- **Comfort view:** A filter that reduces blue light from your device. Good for late night and early morning.
- **Do Not Disturb:** You will not receive any notifications.
- App Trash

EXPLORE

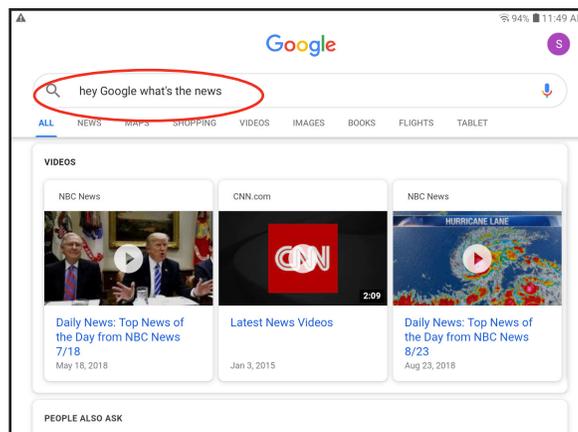
Google Widget

A really great feature of your home screen is the **Google Widget**. This widget is the Google search bar in the middle of your home screen.



This widget gives you quick access to Google searches and websites. There are two easy ways to use it:

- 1 Tap the microphone icon, then say: "**Hey Google,**" plus whatever you're looking for. Here's what the results look like for "Hey Google, what's the news?"



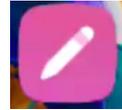
- 2 You can also tap anywhere in the search bar to bring up the keyboard. Then, start typing your search terms or the URL of the website you want to visit. For example: seniorplanet.org

Practice doing Google searches and going to websites both ways! Let your trainer and classmates know which you prefer.

PRACTICE

Using the Touch Screen Keyboard

Go to your **App Drawer** and open the **QuickMemo+** app.

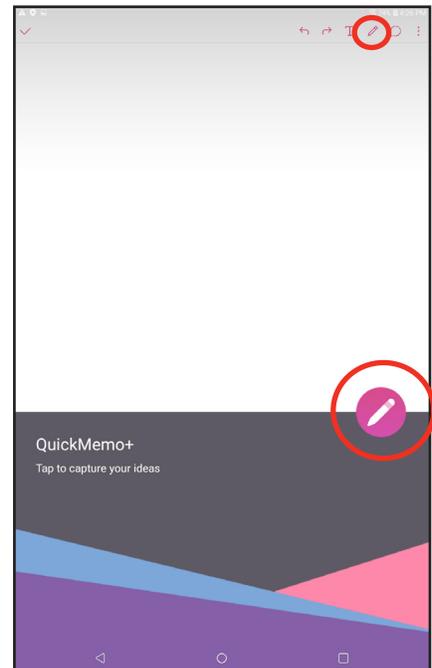


To start a new memo look for this symbol

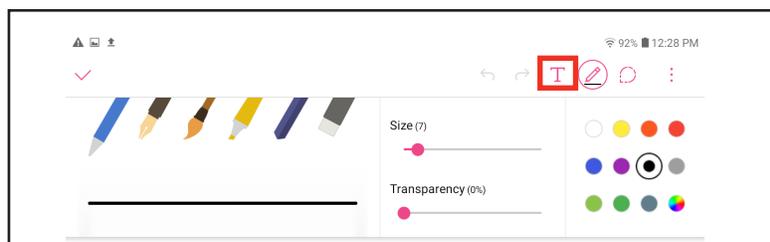


If this is the first time you're opening the app, you'll see this screen.

Tap the pencil to get started. If that doesn't bring up the pencils and colors, tap the pencil in the menu at the top of your screen.

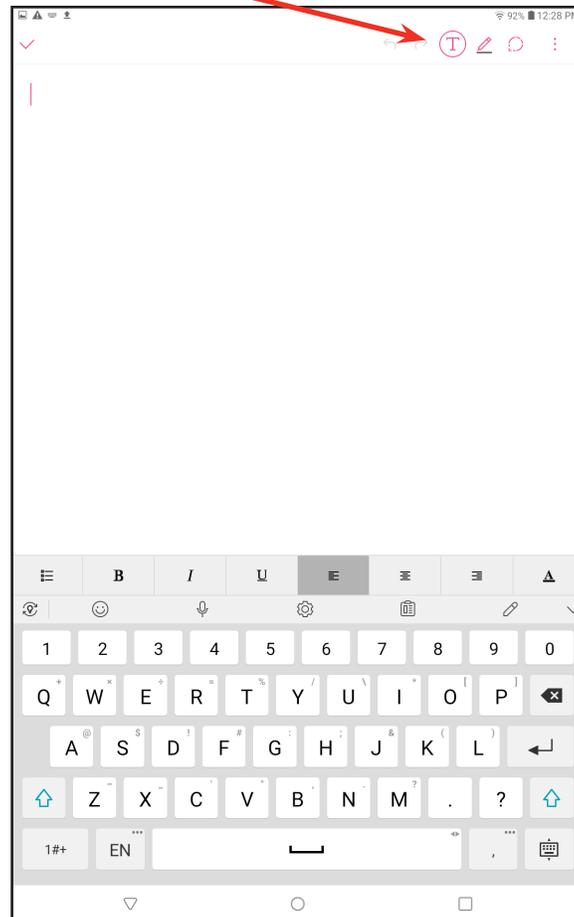


At the top of your screen, you'll see a colorful menu like the one below. Tap on the **T** in the top row of options to bring up the keyboard.



Using the Touch Screen Keyboard, Cont'd

With the **T** circled and the keyboard on your screen, you can start typing!



- Write three things you learned in class today.
- Write your grocery list for the week.
- Write down any important information that comes to mind.
- What do you think you might use this app for the most?

EXPLORE

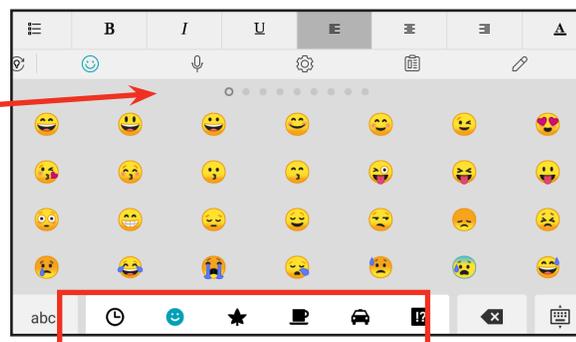
Do More with Your Keyboard

Take a closer look at your keyboard. See the icons above the numbers row? What do you think some of these icons mean?

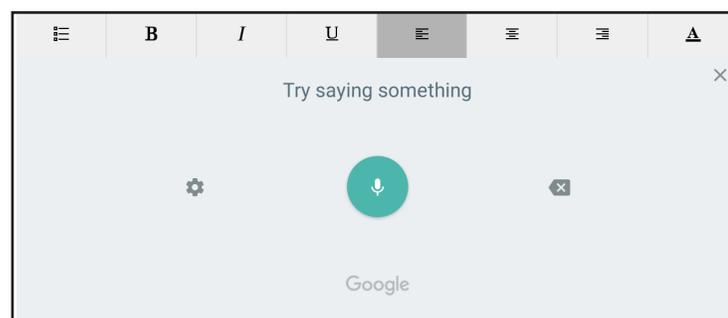


Tapping on the **smiley face** will bring up lots of emoji to add to your memos and notes. Tap any of the symbols at the bottom to bring up more options.

Swipe to the left to see additional screens.



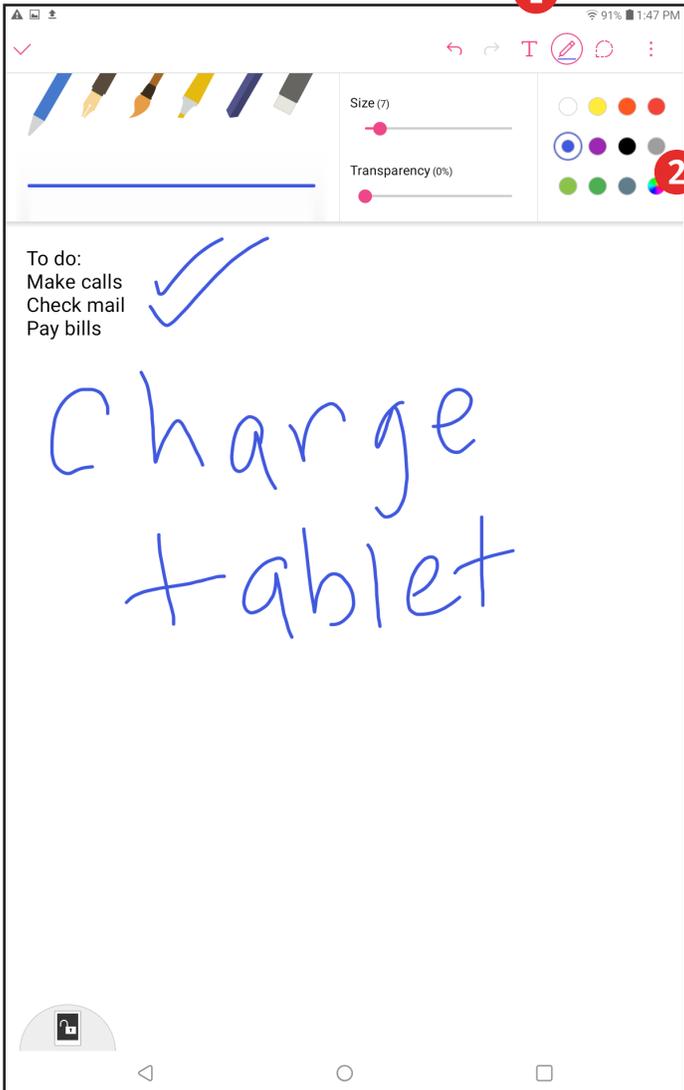
Tapping on the **microphone icon** will bring up the speech-to-text function.



EXPLORE

Create Memos

Spend some time exploring everything you can do with the Memos app! You can use the drawing tools to doodle, add photos you've taken with your tablet, etc. The more you get to know your tablet, the more you'll be able to do with the Memos app!



Tap to close when done.

Tap to switch between typing and drawing.

3 Choose drawing tool.

4

1

2 Choose drawing color.

To do:
Make calls ✓
Check mail ✓
Pay bills

Charge
tablet

The screenshot shows the Memos app interface. At the top, there is a toolbar with various drawing tools (pencil, highlighter, eraser) and a 'Tap to close when done' label. Below the toolbar, there are sliders for 'Size (7)' and 'Transparency (0%)', and a color palette with a 'Tap to switch between typing and drawing' label. The main area contains a list of tasks: 'To do: Make calls ✓', 'Check mail ✓', and 'Pay bills'. Below the list, the words 'Charge tablet' are written in blue cursive. At the bottom, there is a home indicator bar with a camera icon and three navigation icons.

OVERVIEW

The Internet

From your Android device, you can access any website by tapping the Chrome app.



Or you can use the Google widget in the middle of your home screen.



As you know, you can find just about anything on the internet! There are close to 2 billion websites on the internet and over 3 billion people using the internet across the globe! These staggering numbers bring up some interesting and important questions:

- With so much information out there, how does anyone ever find what they're looking for?
- With so many people creating content for the internet, how do you know what information is reliable?

We'll discuss strategies for finding exactly what you're looking for and understanding what information is reliable.

Take the brief quiz on the next page to test your knowledge about the internet!

The Internet, Cont'd

1. Anyone can post anything to the internet at any time.

- True False

2. Information is available on the internet 24 hours a day, 7 days a week.

- True False

3. You can only access the internet from a laptop or desktop computer.

- True False

4. You need to use a web browser or an app to use the internet.

- True False

5. To access the internet you must use Google.

- True False

What are some websites you visit frequently? Write them in the space below.

What kind of information might you search for on the internet? Write down what you search for in the space below.

LESSON

Websites and Web Pages

A website is a collection of related web pages, grouped together. For example, The New York Times website is made up of all of the newspaper's web pages. A large website might have thousands of web pages.



Website Domains

Websites are grouped into different types. You can tell the type of website by looking at its domain name, or the end of the web address.

| | |
|--------|---|
| .com | a U.S. commercial, or for-profit entity |
| .org | a U.S. organization, or non-commercial entity |
| .gov | a U.S. government entity |
| .edu | a U.S. educational entity |
| .mil | a U.S. military entity |
| .co.uk | a commercial entity in the United Kingdom |
| .co.fr | a commercial entity in France |

Navigating a Web Page

Knowing your way around a web page can save you a lot of time! Most websites are designed with the user in mind, so for the most part, they are laid out in a similar way. For example, if you're looking for information about who runs the website or how to get in touch with an organization, a good place to start is the bottom of the web page.

Below is the information at the bottom of the homepage of seniorplanet.org.

- What can you find out about the organization from the available information here?



SENIOR PLANET
Aging with Attitude

| | | | |
|---|---|--|---|
| <p>WHO WE ARE</p> <p>We're a distinctive, diverse collection of people aged 60 and older who are busy changing the way we age by embracing opportunities to reshape our lives, connect with and help one another, and change the world for the better—all while learning, growing, and having fun!</p> | <p>ABOUT US</p> <ul style="list-style-type: none"> Our Purpose Our Stories Our Team Our Sponsors Senior Planet News Press Coverage Articles Contact Us Privacy Policy | <p>OUR LOCATIONS</p> <ul style="list-style-type: none"> New York City North Country, New York Montgomery County, Maryland Colorado San Antonio, Texas Palo Alto, California Join Us Online | <p>GET INVOLVED</p> <ul style="list-style-type: none"> Get Involved Become a Member Join Us Online Ways to Give Sign Up for Newsletters Donate Feedback |
|---|---|--|---|

Some important icons to recognize on a mobile web page are:



Menu. This is what the menu looks like on most mobile websites. Tap to see a list of options.



Search. Look for this icon if you're searching on a site for something specific.

DISCUSSION

Finding Information Online

What might be the benefits of using the internet to find information? Write down three reasons below:

- 1 _____
- 2 _____
- 3 _____

What are some things you are personally interested in? After sharing with the group, write in the spaces below:

| I'm interested in... |
|--|
| <i>Examples: cooking, reading, museums, sports</i> |
| |
| |
| |
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| |

OVERVIEW

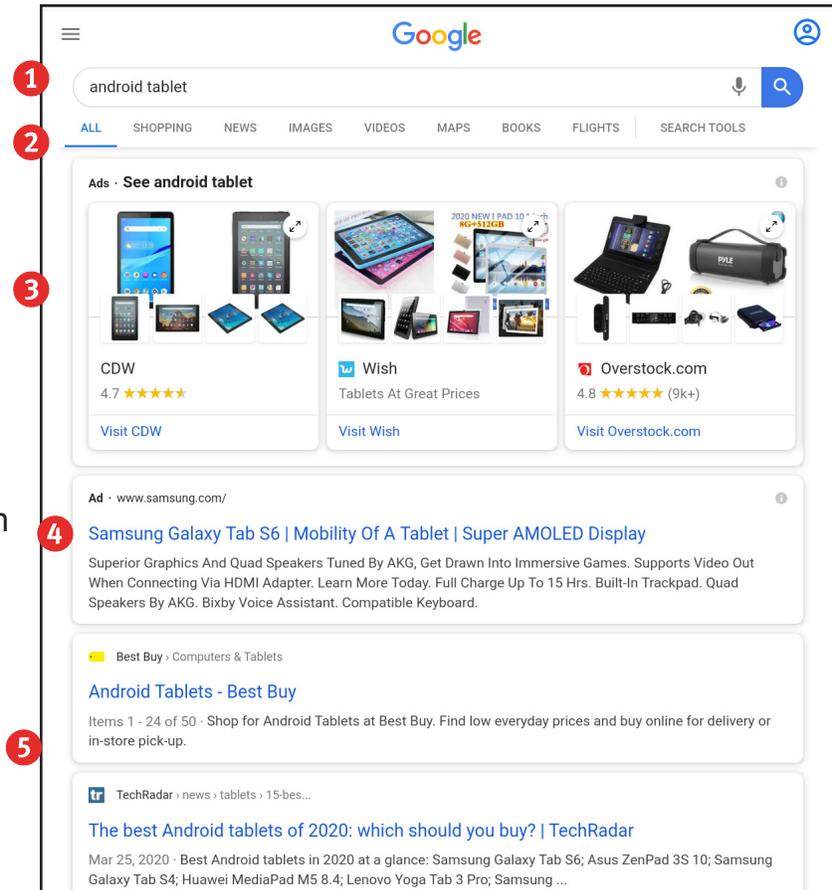
Search Terms

Search terms are simply the words you type into the search bar in your browser. If you're looking for a pharmacy, you might type "pharmacy near me." As you begin to type your search terms, Google will try to guess what you're looking for. Sometimes Google will guess correctly – in which case it's a nice shortcut. Other times Google will be totally wrong. In that case, don't let it throw you off. Ignore Google's "help" and keep typing!



When Google returns information, you can choose to filter this information by choosing "Maps," "Shopping," "News," "Images," and "More" at the top of the navigation bar.

- 1 Search terms
- 2 Google Filters
- 3 Ads
- 4 Ads
- 5 Useful information



The screenshot shows a Google search for "android tablet". The search bar contains "android tablet" and a magnifying glass icon. Below the search bar are navigation tabs: ALL, SHOPPING, NEWS, IMAGES, VIDEOS, MAPS, BOOKS, FLIGHTS, and SEARCH TOOLS. The results are categorized as "Ads - See android tablet".

Callout 1 points to the search bar. Callout 2 points to the navigation tabs. Callout 3 points to the first ad from CDW. Callout 4 points to the second ad from Samsung. Callout 5 points to the Best Buy ad.

Ad 1: CDW (4.7 stars) - Visit CDW

Ad 2: Wish (4.8 stars) - Visit Wish

Ad 3: Overstock.com (4.8 stars) - Visit Overstock.com

Ad 4: Samsung Galaxy Tab S6 | Mobility Of A Tablet | Super AMOLED Display

Ad 5: Best Buy - Computers & Tablets - Android Tablets - Best Buy

Ad 6: TechRadar - The best Android tablets of 2020: which should you buy? | TechRadar

LESSON

Tips for Successful Searching

There is so much information on the internet that sometimes it's hard to find the information you want. Here are a few search tips:

✓ Use the Right Keywords

Would you walk into a library and tell the librarian, “I’m looking for a book?” That’s not specific enough. How about “I’m looking for a book about history.” A little better, but it's still pretty general...

The same concept applies to searching for information online. The more specific your keywords, the more specific (and more useful) your results will be.

For example, if you want to find an open supermarket in your neighborhood set of keywords below should you use?

- A. Supermarket
- B. Groceries
- C. Supermarkets New York
- D. Supermarket near me

The best answer is ‘D’ because it’s the most specific. Answers A, B, or C would search for information you might not be looking for, such as open supermarkets in other neighborhoods or cities. Google is getting smarter all the time, but remember: you’re the only one who really knows what you’re looking for!

✓ Use the Back Button and Try Another Link

Sometimes the first link you choose does not give you the answer or information you want. It happens to even the most experienced web searchers! Just tap the back button in your web browser and find a different link or links.

Tips for Successful Searching, Cont'd

✓ Use Shortcuts

Google has many great shortcuts!

- Do you want to limit a search by geography? Just type in a zip code after your search keywords. (Example: Apple Store 10023)
- Do you want to define a word? Just type “define” before your search keywords (Example: Define WiFi)
- Need to do some quick math? Type $1.5 * 5 * 2$ to find out how many hours there are in this course... (Your tablet also has a built-in calculator app — can you find it?)
- Want to translate something? Type “translate”, then the words or phrase you need translated. (Want to translate whole sentences or paragraphs? Go to translate.google.com and try it out!)
- Do you want some basic information about a famous person? Type their name (example: “Emily Dickinson”) in quotes.

ACTIVITY

Bookmarking

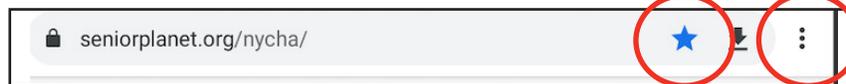
Bookmarking websites means that you'll be able to return to them with a tap of your finger!

Let's bookmark the following sites:

- seniorplanet.org/nycha
- seniorplanet.org/get-involved/online/

Follow these steps to bookmark the sites you visit most often!

- 1 Tap the star to bookmark. It will turn blue on your tablet.



- 2 To view your bookmarks, tap the three vertical dots to bring up the menu. Tap **Bookmarks**.



- 3 If you use Chrome on another device, it will ask you if you want to sync your bookmarks across devices.

LESSON

Evaluating Websites

In order to establish whether a website is reliable or not, you can ask yourself these questions and determine the quality of the information that they provide:

Where did the information come from? Remember that anyone can write and place information on the internet.

- Who wrote the information?
- Is this person knowledgeable?
- Is this person reputable?
- Does this person have an agenda?
- Are they trying to sell you a product?
- Are they defending a product?
- Do they believe the same things that you believe?

What website are you using? Is it a good source? Is the website reputable?

- Who owns and runs it?
- Is it a .com, .org, or .gov?

Is searching a reputable website better than a web search?

Searching on a reputable site will give you reliable information. Popular sites are often reputable. When in doubt, ask someone, like your trainer or classmates, what they think.

Evaluating Information

Is the information up-to-date?

- Information can stay on the internet for years. Is out-of-date information a good thing?
- Check the date on the article that you're reading.

If you are unsure about the information:¹

- Look for previous fact-checking work on a particular issue. Try another website to verify the information.
- If a claim is made, where does it come from? If a source is given, check the source.
- Get as close as possible to the original source of information.

Acknowledge confirmation bias

Confirmation bias occurs when we acknowledge information that supports a claim or idea we believe in, while ignoring any information that contradicts what we think or believe even though the information is valid. It's like "cherry picking" the information that confirms our preconceived notions.²

There are some notable sites and tools for fact-checking what you read:

- FactCheck.org
- Snopes.com
- Politifact.com

1. Gooblar, David. (2018, July 25). How to Teach Information Literacy in an Era of Lies. Retrieved from <https://chroniclevitae.com/news/2083-how-to-teach-information-literacy-in-an-era-of-lies>

2. Spencer, EA and Henegan, C. (n.d.). Confirmation Bias. Retrieved from: <https://catalogofbias.org/biases/confirmation-bias/>

PRACTICE

Google Search

Below is a list of suggestions for Google searches. For each search, write down the website you went to and whether you learned anything new!

Favorite song

Search Terms:

Website:

Favorite city or place

Search Terms:

Website:

Favorite movie

Search Terms:

Website:

Virtual event you'd like to attend

Search Terms:

Website:

Historical event

Search Terms:

Website:

Live performance

Search Terms:

Website:

OVERVIEW

Useful Resources

Below is a list of useful websites and resources:

News

- news.google.com
- usatoday.com
- abcnews.com
- cnn.com
- slate.com
- foxnews.com
- msnbc.com
- gothamist.com

Health

- medlineplus.gov
- cdc.gov
- ehnc.com
- mayoclinic.com
- webmd.com

People

- whitepages.com
- linkedin.com

Sports

- espn.com
- sports.yahoo.com
- mlb.com
- cbssports.com

Weather

- weather.com
- accuweather.com
- noaa.gov

Financial

- finance.google.com
- nerdwallet.com