

Curriculum Resource

Introduction to Android Phones

OALCF Alignment

Competency	Task Group	Level
Competency B - Communicate Ideas and Information	B1. Interact with others	1
Competency D - Use Digital Technology	N/A	1
Choose an item.	Choose an item.	Choose an item.
Choose an item.	Choose an item.	Choose an item.
Choose an item.	Choose an item.	Choose an item.

Goal Paths (check all that apply)

- Employment
- Apprenticeship
- Secondary School Credit
- Postsecondary
- Independence

Embedded Skills for Success (check all that apply)

- Adaptability
- Collaboration
- Communication
- Creativity and innovation
- Digital
- Numeracy
- Problem Solving
- Reading
- Writing

Notes:

Introduction to Android Phones

Why Use a Smartphone?

Although they can be expensive, smartphones are very useful handheld devices. They can be used as phones, cameras and mini computers. The popular **Android** phone lets you:

- ✓ **Text** or **call** your friends from anywhere.
- ✓ Take **photographs** and **videos** and save them.
- ✓ Watch **movies** and listen to **music** right on your phone.
- ✓ Use other handy tools like **maps**, a **calculator** and **email**.



Android phones can be useful to all sorts of people for many different tasks.



Goals of this Resource

By the end of this resource, you will have an introduction to:

- ✓ Creating a Google account and signing in to your phone.
- ✓ Getting started with using an Android phone and its main features.
- ✓ Using apps to watch movies, listen to music or do other things.
- ✓ Practicing some activities to make sure you're on the right track.

Androids

1. Setting up Your Android Phone

The first step in using an Android is moving through the set-up steps when you first turn on your new phone. Here's how:

- a. **Plug in** your Android and let it charge for a few minutes. Use the charging cord that comes with it and connects to a port at the **bottom** of the phone:

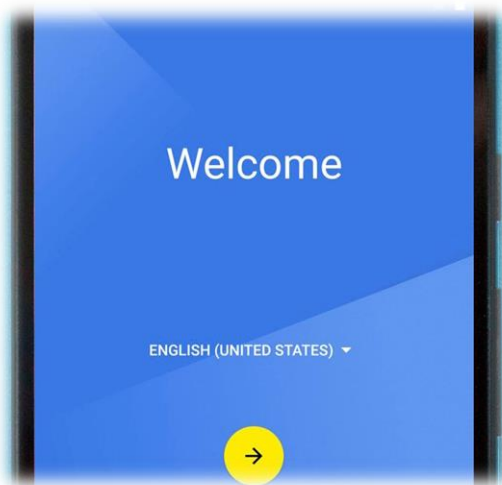


- b. Turn on your phone by pressing the **power button**, which is usually on the right side:

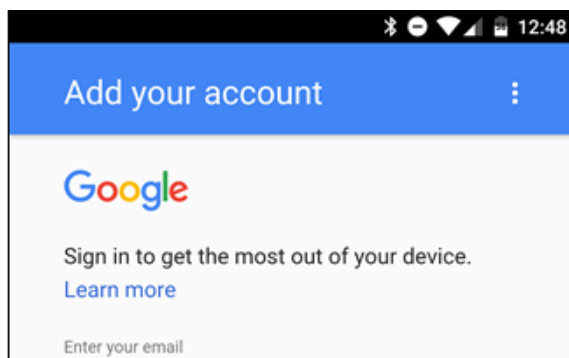


IMPORTANT: Android phones are manufactured by **many different** companies—including Samsung and Motorola—and **the buttons may differ slightly!** For specific and up-to-date information about **YOUR** phone, please refer to the phone manufacturer's website.

- c. When your phone turns on, you will be greeted by a **Welcome** screen:



- d. Begin following the steps by choosing your preferred **language** and then tapping the yellow circle or START button.
- e. Next, you will be asked to connect to Wi-Fi, so be sure you have a **Wi-Fi source** nearby and know the **password**!
- f. Once you have signed into a Wi-Fi network, tap the NEXT button, agree to the Terms and Conditions, and then follow instructions to create or sign in to your **Google account**.



IMPORTANT: Signing in to your Google account will **give you access** to the main features of your Android phone and **customize** it to your needs and preferences!

Quick Tips:

- ❖ When you create a Google account, choose a username and password you will remember.
- ❖ Your password should be **unique to you** and not easy to guess.
- ❖ Write your username and password down somewhere safe, but always keep them **private!**



- g. The last few steps in setting up your Android phone ask you to enter your name, choose the Google services you want to use, and choose how you want to **protect your phone**.



*This last feature allows you to make your phone more secure by setting up a **PIN**, a **fingerprint**, or even **facial recognition** to access your phone.*

At the very least, you should add a PIN—**personal identification number**—to your Android. ***Follow the password tips above for your PIN too!***

2. Getting Started on Your Android

Smartphones like the Android phone respond to the touch of your fingers. Your phone will recognize three types of touch: **taps**, **long taps** and **swipes**.

- ❖ **Taps** are used the same as “clicks” on a computer screen. They are used to access your “apps,” which are all the little buttons on your screen.



- ❖ **Long taps** can be used to move or delete apps (more on this later).



- ❖ **Swiping** means touching one part of the screen and sliding your finger to another. It can be used to scroll up and down when reading or to move side to side between screens.

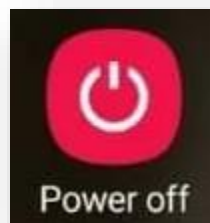


You can also **DRAG** icons from here to there and **PINCH** (pull your fingers together or apart) to change the size of the screen from large to small.

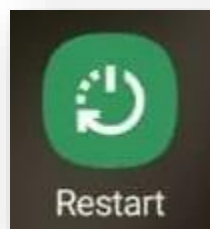
3. Using Your Android

Basic Mechanics

- You can charge your Android with a **charger** that plugs into a slot at the bottom middle of the phone.
- You adjust the **volume** using two buttons that are located below the power button on the right (or on the left on newer models).
- You can turn your Android **off** by holding the power button on the right and tapping the POWER OFF icon:



- To turn your Android back **on**, hold the power button until the RESTART icon appears and tap it:

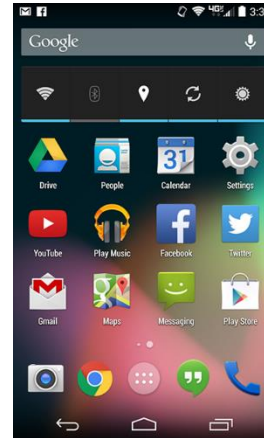


- On the bottom of your Android there will be a button or an icon known as the **HOME button**. In older models it is an actual button. In newer models it is a circle or a square right on the screen. *It will take you to your **HOME PAGE**, where your Android fun begins!*

Home Pages

Your Home pages are the main screens of your Android.

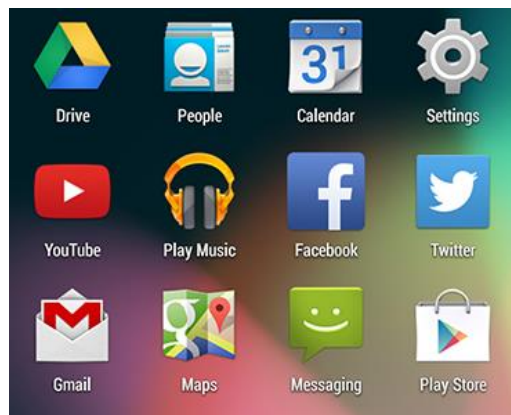
They contain important **buttons**, your favourite **apps**, a Google **search bar** and lots more.



a. App Icons

The most important—and most fun—part of an Android is the **apps**. Apps allow you to do all sorts of things from **watching movies** to **listening to music** to **surfing the internet**.

You access your apps by tapping the icons (you may need to be connected to Wi-Fi):



Your phone comes with some apps, and you can add others.

b. The Favourites Tray

The Favourites Tray is the row of app icons on the bottom of your screen. If you swipe to the right or left, you will go to a new screen with other apps, but the Favourites Tray will **always** be there with the **same apps**:




c. Google Search Bar

The search bar allows you to **search** for things on your device or on the internet. If you are looking for an app, type it into the search bar. *If you tap the **microphone** in the top right corner, you can just say what you want!*



d. App Drawer

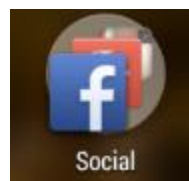
The App Drawer can be accessed by tapping this icon  located in the middle of the Favourites Tray. It opens a screen where there are **many more apps**, so you don't need to keep them on your Home page.

*To **move** an app from your App Drawer to your Home page, long-tap on the app and then drag it to an empty spot on your Home page.*

e. Folders

Another way to **organize your apps** is by placing them into folders. If you have a few apps that fall into the **same category**—like music or games—you can keep things neat by gathering them in a folder.

This is what a folder with your social media apps (Facebook, TikTok, etc.) might look like:



You can drag an app onto another app to create a folder. Then you will be given the option to name the folder and move things around inside it.

f. Page Counter

The page counter is represented by the little dots near the **bottom middle** of your screen:



Two dots means that you have two Home pages. You may **add more Home pages** as you drag apps from the Apps Drawer or add new apps, which will be explained later.

g. Navigation Bar

The **most important** icons on your Android make up the Navigation Bar:



- The **“Home”** button, always in the middle, takes you back to the Home page.
- The **“Back”** button, which is an arrow pointing left, takes you back to the last place you were.
- The **“Recent Apps”** button opens the apps you have recently used so you can choose the one you want.

h. Status Bar

The Status Bar runs along the **top of the screen** and gives you information about:

The time. 

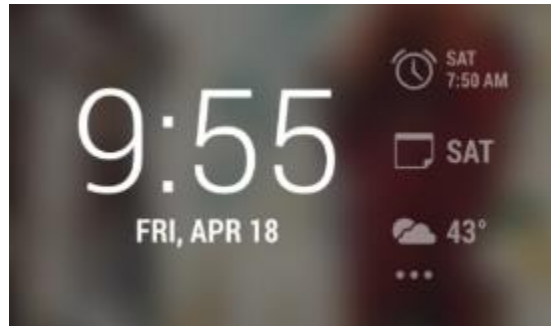
Battery power. 

Wi-Fi strength. 



i. Widgets

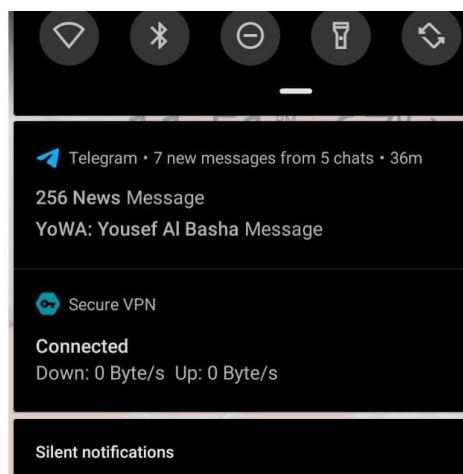
Widgets are **cool features** you can add to your Home page to get quick information. They might look like this:



To add new Widgets, **long tap** any empty space on the screen, **tap** “Widgets,” and then **tap and hold** the Widget you want.

j. Notifications

When you get new messages, you will receive “notifications” to alert you. If you **swipe down from the top of the screen**, you will reveal your new notifications. They will look something like this:



You can make a **quick reply** to texts, **tap** one to go to the **source of the message**, or **swipe** the notification to the right to **get rid of it**.

Using Your Apps

When you begin using your Android phone, many apps will **already** be loaded for you to use. You will find them in the **Favourite Tray**, on the **Home page**, or in the **App Drawer**.

These are some of the most important ones:



Google Chrome: For browsing different websites on the internet.



Google Maps: To help you with directions to different locations.



Facebook: The popular social media app, which you can use right on your phone.



Camera: For taking photos of family and friends; photos are then stored on your phone.



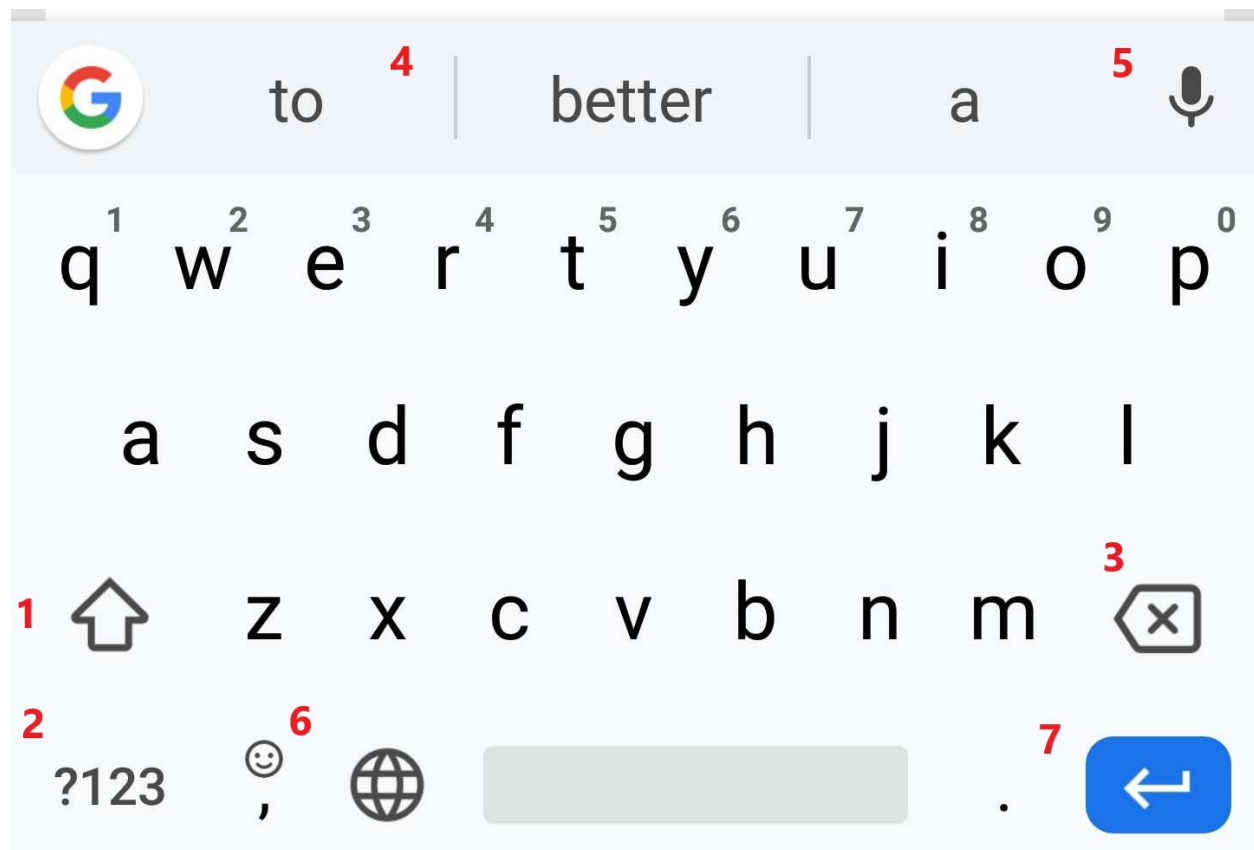
Phone: For sending and receiving phone calls.



Messages: For sending and receiving text messages.

Quick Tips: Android Keyboard

When typing text messages, you will use the keyboard that pops up on the screen. It can be a little tricky. Here's how it works:



1. If you need a capital letter, tap the **up arrow**.
2. If you need numbers or punctuation (like a question mark), tap the **?123** symbol.
3. If you make a mistake and need to go back, tap the arrow **with the x**.
4. Up top, the keyboard will suggest words to help you type quicker (just tap them).
5. To dictate your text message, tap the **microphone**.
6. If you want to include some emojis, tap the **happy face**.
7. When ready to send your text, tap the **blue rectangle with the white arrow**.

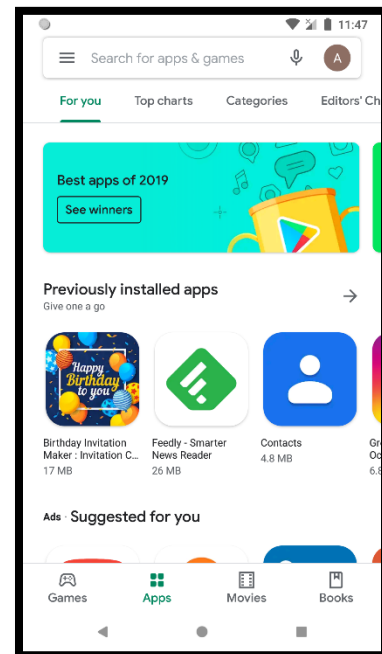
Personalized Apps

There are hundreds of apps for you to choose from, and most are available to you by going to the Google Play app:



The Google Play app opens a screen like this:

- ✓ In the **search bar**, write what you are interested in.
- ✓ You can write something **general** like games or photos or write something **specific** like YouTube.
- ✓ When you see an app you like, tap **“Install”** or tap **on the price.**
- ✓ Some apps are free but others **you have to pay for!**



Some favourite apps from the app store:



Spotify is an app that gives you access to all sorts of **music!**



Reddit gives you access to conversations about just about **everything!**



Khan Academy gives you access to **free lessons** on any subject!



IMPORTANT: You can only use your apps when you are **connected to Wi-Fi**, unless you have a phone plan that gives you **DATA**.

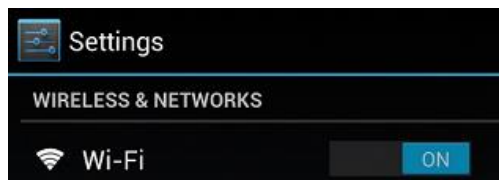


- ✓ With a data plan like this, you can use your phone even when you **don't** have access to Wi-Fi.
- ✓ You can purchase a data plan from cell phone kiosks at the mall.
- ✓ Some give you unlimited data, but others give you **only a certain amount of time**, after which you have to **pay more**.
- ✓ **Be sure to be clear on the details of your plan when you buy it!**

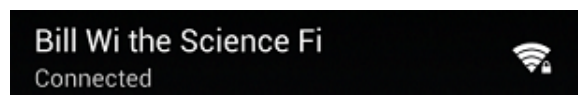
Quick Tips: Accessing Wi-Fi

Even if you don't have a data plan on your phone, you can still use your apps if you have **access to Wi-Fi**. Here's how:

- Make sure you're near a **Wi-Fi network** at your home, a friend's home or at the public library.
- Open the App Drawer  and find the **Settings** icon  .
- Scroll to the Wi-Fi feature and tap to the right to turn it on:



- Tap Wi-Fi to open a list of accessible Wi-Fi networks. Tap the one you want and enter the password:



IMPORTANT: If you are using a **public network that doesn't require a password**, anything you look at on your phone **can be seen by others!**

4. Special Features

Wallpaper

You can change the **background** on your Home pages—the “wallpaper”—to different things.

Here’s how:

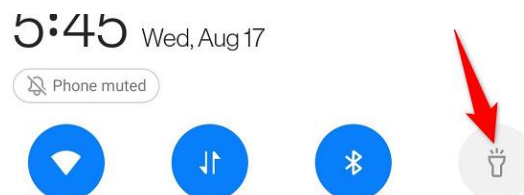
- **Long tap** any space on the screen and a list will appear with “Wallpapers” at the bottom.
- Tap “Wallpapers” and several **cool options** for your background will appear.
- One of the options is the **photos saved on your phone**, so you could use one of these.
- Choose the one you like and **watch your background change!**



Flashlight

Your Android has a powerful flashlight feature. Here’s how to use it:

- Swipe down from the top as if you are accessing your notifications.
- Above your notifications you will see a **bar of new icons** appear.
- One should look like a flashlight. **Tap it** to turn your flashlight **on and off**.
- Remember to turn your flashlight off when you are finished or it will drain the battery.



Other Helpful Things

To **switch** between recent apps:

- Swipe up** from the bottom, **hold**, and then **let go**.
- Tap the **“Recent Apps”** button, which is the third Navigation button (not the “Home” or “Back” buttons) and looks like this:



Or this:



Or this:




- Swipe** to one side to get to the app you want.
- Tap** it to open it.

To **close** an app that is open on your phone:

- Swipe up** from the bottom, **hold**, and then **let go**.
- Swipe up, and the app will close.





To **delete** an app:

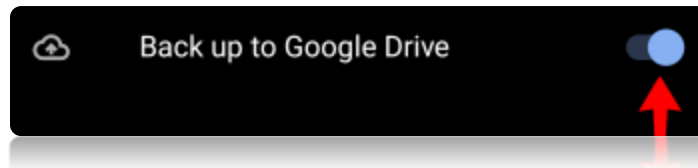
- Open the Google Play app  and then tap the **“Profile”** icon.
- Tap **“Manage apps & devices”** and then tap **“Manage.”**
- Tap the name of the app you want to delete.
- Tap **“Uninstall.”**

5. Safety

Backing up the Data on Your Android

It’s important to have a **backup** of all the things stored on your Android, *especially your photos and videos!* To make sure you have backup:



- Open the App Drawer  and find the **Settings**  icon.
- Tap “**Google, Services & preferences.**”
- Tap “**Backup.**”
- Tap to turn on the switch “**Backup to Google Drive**”:



Privacy

It’s important to have a **strong passcode** so that no one else can access your Android. It’s also important to **keep your information private** in other ways.

Stop Google from tracking you around the web:

- Open the App Drawer  and find the **Settings**  icon.
- Tap “**Privacy.**”
- Tap “**Activity Controls.**”
- Turn off “**Web & App Activity.**”



Web & App Activity

Saves your activity on Google sites and apps, including associated info like location, to give you faster searches, better recommendations, and more personalized experiences in Maps, Search, and other Google services. [Learn more](#)

On

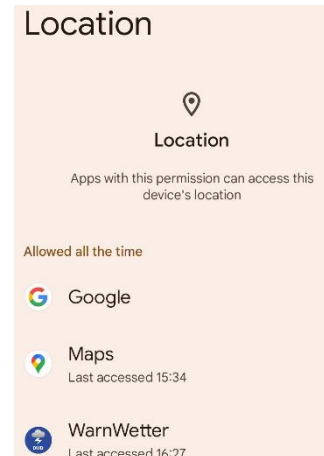
Turn off

Stop Google from tracking your location:

- Open the App Drawer  and find the **Settings**  icon.
- Tap **“Privacy.”**
- Tap **“Permission Manager.”**
- Tap **“Locations.”**

You will see the apps that have access to your location:

- Tap each app to **deny** or **limit** access.



Addiction


It’s important to remember that smartphones like the Android can be **very addictive**. Apps are designed to be very enjoyable to use, but that means you need to make an effort to **take a break** from using them.

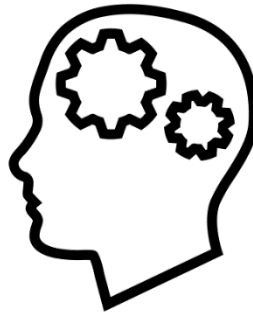


- ❖ **Turn off your phone** when you’re not using it, so that you get some separation.
- ❖ Never sleep with your phone: **it will keep you up!**
- ❖ Set **times** of the days to use your phone and times to take a break!

6. Activities

Activity #1

- ✓ Go into the **App Drawer** app and find the **Google Play**  app.
- ✓ Search for a new app you might want to try.
- ✓ Read some **reviews** of the app to make sure it is pretty good.
- ✓ Tap “**Install**” to get the new app.
- ✓ Find the new app in the App Drawer and **try it out!**



Activity #2

- ✓ Take a photo with your phone using the **Camera** icon.
- ✓ **Long tap** a blank part of your Home page until the “Wallpaper” prompt comes up.
- ✓ Tap “Wallpaper” and scroll through the list of options.
- ✓ Find the option to use your own photo as your wallpaper.
- ✓ Tap it and watch as the photo you just took becomes your background.
- ✓ Repeat until you have a photo that you like as your wallpaper.

Review

- ❖ Now you are familiar with how to start using **your new Android phone**.
- ❖ You have learned how to open and close **apps** and get new ones.
- ❖ You have also learned about some of your Android's **most important features**.
- ❖ You can go back to this guide any time you want to review the steps for using Android.

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EMPLOYMENT
ONTARIO

Ontario 

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