

How to use the computer in your pocket!



Laubach Literacy Ontario



Laubach Literacy Ontario

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Contents

Android Module 1: Cell phone and tablet basics - How to use the computer in your pocket! 2

Quick Review 4

Android Module 2: New Android device setup 5

Quick Review 9

Android Module 3: Make changes to your Home screen 10

Quick Review 12

Android Module 4: Getting around on your device 13

Quick Review 15

Android Module 5: Make your device more accessible 16

Quick Review 20

Android Module 6: Use the internet – Google Search 21

Quick Review 24

Android Module 7: Use Google Maps app 25

Quick Review 27

Android Module 8: Using the Contacts app 28

Quick Review 32

Android Module 9: Set up Google Account and E-mail 33

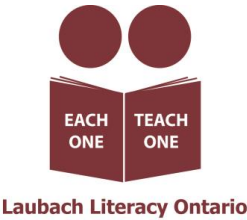
Quick Review 37

Android Module 10: Google Assistant 38

Quick Review 40

Android Module 11: Download Apps from Play Store 41

Quick Review 43



Android Module 1: Cell phone and tablet basics - How to use the computer in your pocket!

Read this for some help getting started!

Don't panic! Contact your local Literacy and Basic Skills (LBS) agency for free help!

LBS programs are paid for by the Ontario Government.

They offer free help to those looking to build their skills. If you need help in using these modules, please call 211 or visit <https://211ontario.ca/> to find the LBS program closest to you.

A new language – Learning some of the words related to your device can help you learn about how to use it!

- **Internet** – a very large network of computers that we can connect to using “WiFi” (wireless internet) in a home or public building.

You can also connect to the internet using **Data** if your phone has a SIM card and data plan – this lets it connect to the internet through cell phone towers. This is also called 3G, 4G, or 5G and can cost more than WiFi, depending on your plan and where you live.

- **Apps or applications** – software programs that let you do certain things on your phone or tablet.
 - There are apps for things like streaming music, video calling and workout planning. Some are free and others cost money. You must be connected to the internet to download new apps.
- **Operating System or OS** – this is the software on your phone that lets you use it. Knowing which OS your device has will help you find the right instructions on how to use the phone. The two main OS for phones and tablets are Android and iOS.



If there is a picture of an Apple on the back of your device, it uses iOS. If it does not, it uses Android.

- No Apple logo means Android phone
- Apple logo means iOS phone



- **MB / GB** – Megabytes or “Megs” and Gigabytes or “Gigs.” These are units for telling you the amount of information being sent or stored.

Sometimes they will refer to the amount of data you can use in your data plan. Other times, they mean the amount of storage on your device or on a USB stick. To give you an idea, one high-resolution picture is about 3.5 Meg. A Gig is a thousand times larger than a Meg: 1000 MB = 1 GB

Good work!
You completed Module 1!



Did you find out if your device uses Android or Apple iOS?

If not, look at the back of your device now. Do you see an apple?

If your answer is:

- NO, I do not see an apple. You have an Android device! Go to Android - Modules 2 to 11 to learn more!
- YES, I see an Apple. You have an Apple iOS device! Go to iOS - Modules 2 to 11 to learn more!

Important

We have created a set of cell phone and tablet learning modules for each type of device.

Use the modules for **iOS if you have an Apple device**. Use the modules for **Android if you have an Android device!**

Android Module 2: New Android device setup



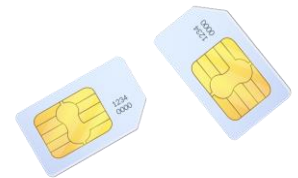
Important note: If you have an Apple iPhone or iPad, please refer to the iOS Modules. They will refer to iPhone, iPad, and iOS instead of Android.



Steps to set up a new Android device:

Step 1: Pick a language and then tap **Start**.

Step 2: Connect to a mobile network by inserting the SIM card (if it is not already inserted). This was probably done if you bought the phone from a store. If you got the phone second-hand, you may need to buy a new SIM card from a cell phone store. If you have a SIM card and buy a phone plan, you can phone people and use the internet even when you are not connected to a wireless network.



Step 3: Connect to the internet. If you are in a building that has wireless internet, slide your finger down from the top of the screen and look for this symbol:



Hold your finger on this symbol until the WiFi screen appears. You can pick any network from the list to connect to. If the network has a small lock beside it, you will need a password to connect.

Step 4: You can now set up the device as a new phone or copy apps and data from your old phone or tablet. If you want to copy settings over, there are three ways:

1. Connect to the older phone using a cable. You will need a cable with a connector on each end that fits into each phone. It may look like this:
2. Use a backup stored in Google Drive. To do this you will need to connect to your Google Account. Google's website gives detailed instructions for how to back up your phone and move your backup onto a new phone.

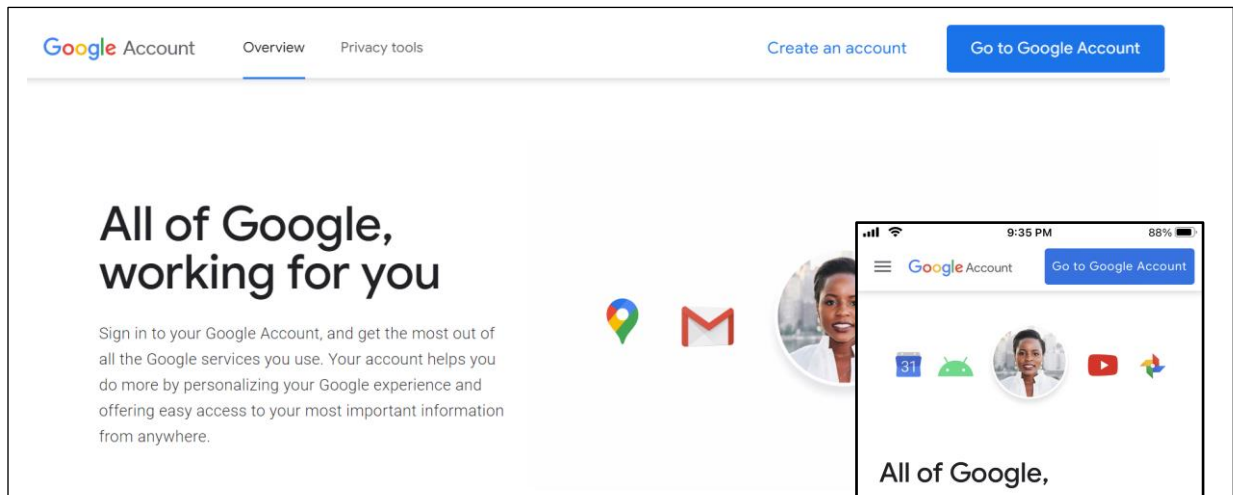


Click this link for details: [Back up or restore data on your Android device](#)

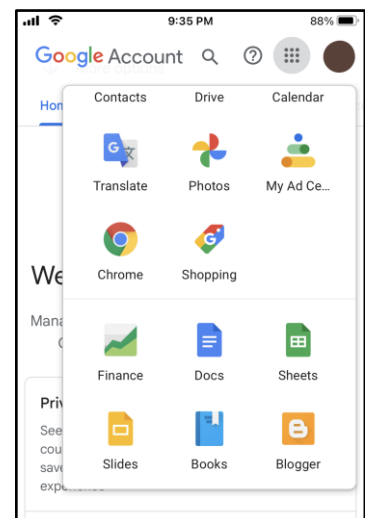
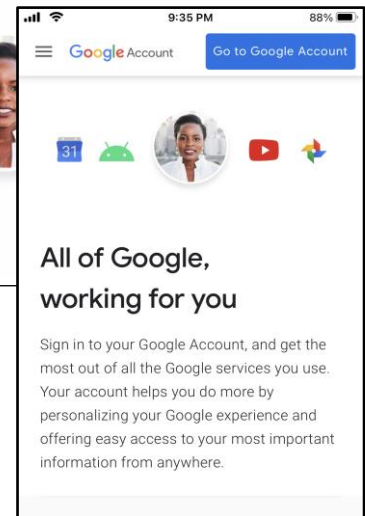
3. Move data from an iPhone. If your old phone was an iPhone, Android.com provides instructions on how to move your data to an Android phone. Click this link for details: www.android.com/switch

Step 5: If you are not able to copy apps and data from an old phone, sign into or create your Google Account now.



Note: You might wonder why you need to create a Google Account. You can use your phone without creating one, but creating it allows you do these things:

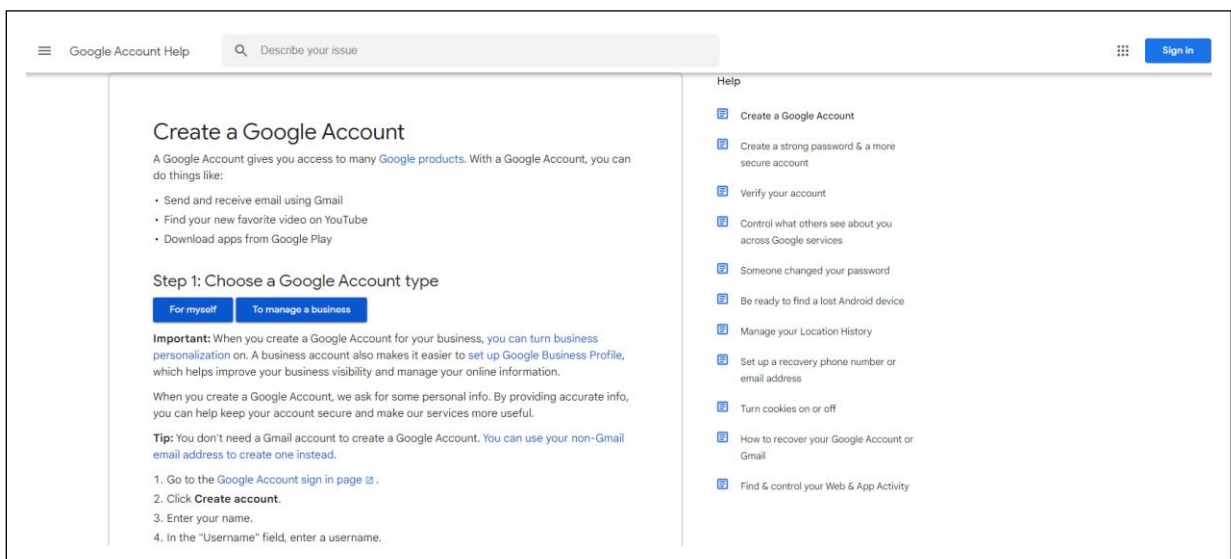


- **Download apps** – your device comes with some apps, but there are many others that you may want to download.
- **Back up your data** to “The Cloud” using Google Drive – Creating a Google Account will let you automatically back up your settings, photos and files. This means you will be able to get them back even if you lose your device or if it stops working. It also lets you access your files and bookmarks from all your devices.
- **Use Google Apps and Services** – these include Google Sheets, Google Chrome, Google Meet, Gmail, and Google Docs.



To log in to your Google Account:



- A. Open the Settings app. 
- B. Tap the magnifying glass and then type “accounts” and then tap magnifying glass on your keyboard to search. 
- C. Tap the top option. It may be called **Passwords and accounts, Manage accounts** or **Accounts and backup**.
- D. Tap the top option again. It may be called **Add account, Manage accounts** or something like it.
- E. Tap **+ Add account**. If you do not see it, scroll down by sliding your finger up the screen.
- F. Tap **Google**.



- G. Type in your Gmail e-mail address and your password.

If you do not have a Google account already, tap **Create account**. Then, follow the steps to create an account. Once you have an account, repeat steps 5 to 7 to add the account to your device. Make sure to keep your password in a safe place!


Step 6: Set the date and time.

1. Open the Clock app. 
2. Tap **More**  and then **Settings**.

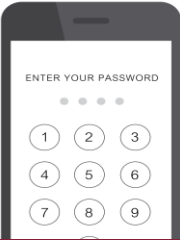
3. To pick your home time zone: tap **Home time zone**.
4. To automatically update your time zone: tap **Change date and time** and then **Set time zone automatically**.

Agree to Google Services and the legal terms.

Step 7: Set up the screen lock using a PIN, pattern, or password. You'll need this when face recognition or fingerprint scanning fails.

**QUICK TIPS**

If your phone does not have a screen lock yet, use these steps at any time to set it up, and keep your information secure



Open your phone's Settings app:



1. Tap **Security**.
 - If you don't find Security, go to your [phone manufacturer's support site](#) for help.
2. To choose a type of screen lock, tap **Screen lock**.
 - **If you've already set a lock**, you'll need to enter your PIN, pattern or password before you can choose a different lock.
3. Tap the screen lock option that you would like to use. Follow the prompts.



Step 8: Set up the fingerprint scanner or Face ID (or both). To set up the fingerprint scanner, simply place your finger on the sensor multiple times until your digit is registered.

Step 9: Set up **Google Assistant** (optional).

Step 10: Set up **Google Pay** (optional).

Good work!
You completed Module 2!



- To set up your Android device:
 - Insert a SIM card to use a data plan (phones only).
 - Connect to wireless internet using WiFi.
 - Add your Google Account.
 - Set Date and Time.
 - Set up a Screen Lock.
 - Set up fingerprint scanner or face recognition.
 - Set up Google Pay and Google Assistant (optional).

Source: Information used to create these modules was found on Google's Android Support site:

<https://support.google.com/android/>

Android Module 3:

Make changes to your Home screen

If no app is open, your **Home** screen will appear. When you first set up your phone, your main **Home** screen shows the date, weather, and a few apps. You can add items to your home screen to customize it with your most-used apps. To the right is an example:

Let's try making changes to the **Home** screen!

Note: Some of these steps work only on Android 10 and up. Select this link to learn how to check and update your Android version:

[Check and update your Android version](#)

Go to Home screen

Depending on your device, either:

- Swipe up from the bottom of the screen.
- Tap **Home**.

On some devices, you can have more than one **Home** screen. Swiping right or left will move between them. Use the following steps to customize what you see on these screens!

Customize your Home screen

Change an app

At the bottom of your screen, you will find a row of favourite apps.

- **Remove a favourite app:** From your favourites, touch and hold the app that you would like to remove. Drag it to another part of the screen. If you have an app selected but decide you like the app where it is, tap somewhere else on the screen.
- **Add a favourite app:** From the bottom of your screen, swipe up. Touch and hold an app. Now you can move the app into an empty spot with your favourites. If you touch, hold, and then let go, you will see the app moving up and down. You will see a menu appear that allows you to delete the app from the screen.



Change other Home screen settings

1. On your **Home** screen, touch and hold an empty space.
2. Tap **Home settings**.
3. Scroll down this list to see the settings you can change on your home screen. Notice there is an option to **Lock Home screen layout**. This will prevent you or someone else who uses your phone from accidentally moving things around on your **Home** screen.

Good work!
You completed Module 3!



- Your **Home** screen or screens display your main apps, as well as the clock and weather.
- Depending on your version of Android, tap **Home** or swipe up from bottom of screen to see the **Home** screen.
- To move an app to your **Home** screen, touch and hold the app. Now move the app into an empty spot with your favourites.
- To remove an app from your **Home** screen, touch and hold the app, then drag it to another part of the screen.
- For **Home** screen settings, touch and hold a spot on the screen, then tap **Settings**.

Source: Information used to create these modules was found on Google's Android Support site:

<https://support.google.com/android/>

Android Module 4: Getting around on your device

Note: If you would like to make sure you have the most up-to-date features available, try updating the version of Android on your device using the following steps:

[Check and update your version of Android](#)

You will feel more comfortable with your device if you practice going from the home screen to other screens and back again.

The **Home** screen is what you see when you first turn on your device. It has a clock and a number of rounded icons.

1. Place your finger at the top of the screen and drag it down.
2. Now you see the **Quick Settings Menu**. Circles at the top let you control things on your phone like WiFi and sound settings. They are a solid colour when on and a dull grey when off. Tap them to turn on/off or change settings.
3. Below the settings are **Notifications** - sent by the apps on your phone. The icons or pictures beside them tell you which app sent the notification. Tap them to open the app. Delete them by swiping right. For more info, tap the down arrows at the right. ▼
4. Now, pull down from the top of the screen again. You will still see the settings (circles) that were at the top of the screen, but now you see more of them. If you swipe left, in the icon area of the screen you'll see even more! Take some time to play with these settings until you understand what they do. Tap longer on each to see even more choices!
5. Next, notice if you swipe up after swiping down, or right after swiping left, you will undo these screen changes and can make your way back to the home screen. You can also quickly go to the home screen by tapping the button at the bottom of the screen.



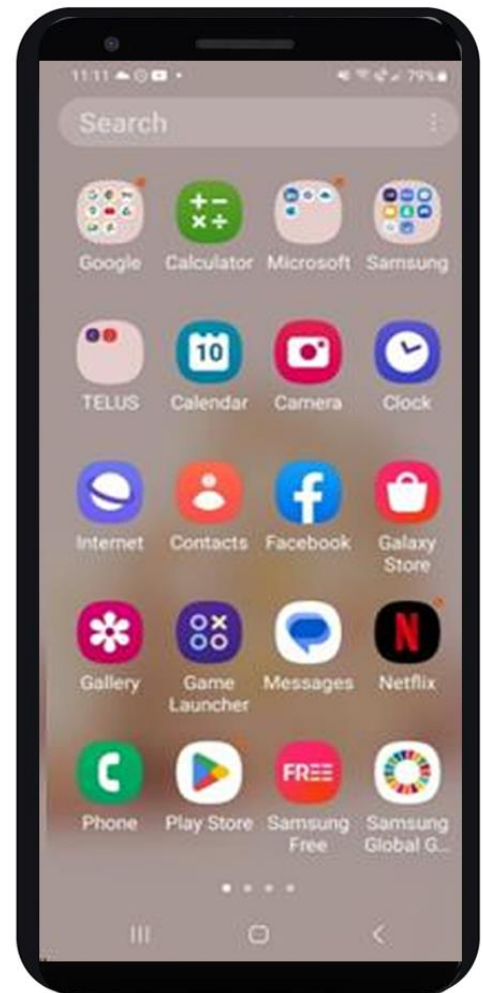
6. Swipe your finger up from the bottom of the screen. Now you'll have access to apps on your phone. Keep swiping left to view all the apps you have installed.



From here, if you tap and hold any app, you will be given choices such as Add to Home or Uninstall. For more info, see our module called *Make changes to your Home screen*.

7. To go back to the previous screen you were looking at, you can tap **Back** < at the bottom of your screen.
8. To see which apps you have open, tap **Overview** III at the bottom of your screen. Now, swipe right to scroll through all the apps. You can close apps from here by swiping them up.

Note: you can always move between the different apps you have open by going to *Overview*!



Good work!
You completed Module 4!



- Get to your **Home** screen by tapping .
- Swipe down from top for Quick Settings.
- Swipe down from top twice for Settings.
- Swipe up from bottom to access all apps.
- Go to a previous screen by tapping <.
- View all open apps by tapping III.

Source: Information used to create these modules was found on Google's Android Support site:

<https://support.google.com/android/>

Android Module 5: Make your device more accessible

There are many Android features that can help you with using your phone. Some enlarge what is on the screen. Some show spoken words on the screen as text. Others help if you find it hard to move your fingers fast. This module shows you a few of these features.

First, let us find out how to change your display to make things appear larger. Try the following steps:

1. Open your device **Settings**.



2. Search for or scroll down to and tap **Display**.

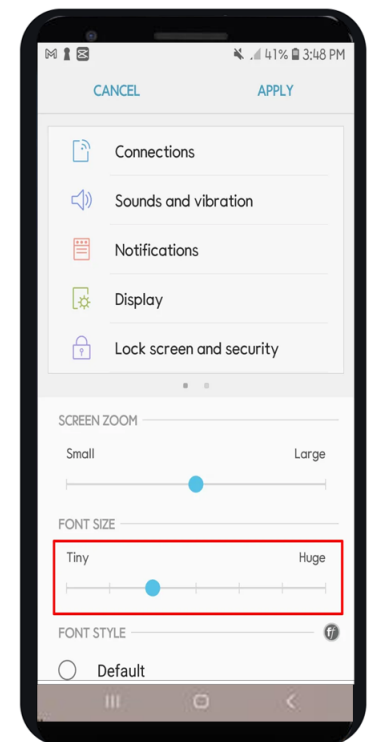
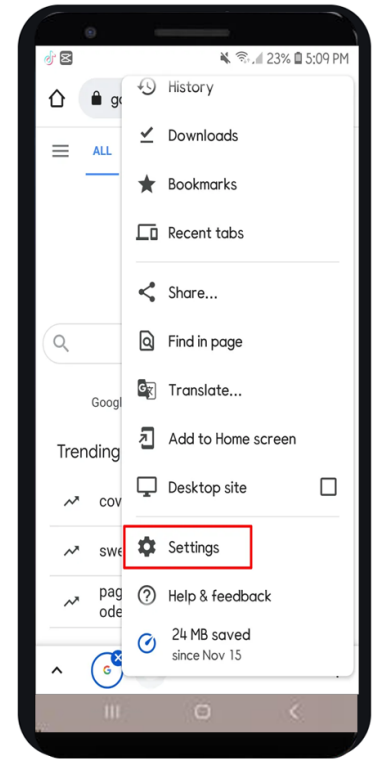


In the **Display** menu, choose **Font size and style**. Move your finger to the right on the slider to increase the size of the display font. You will see a preview of the font size you select.




3. Go **Back** < and choose **Screen Zoom**. Again, use the slider to choose the zoom you like best.
4. Go **Back** again and look farther down the **Display** menu. Tap **Easy Mode**.

Turning on this feature will:

- increase the touch and hold delay (helps if you have slower fingers)
- make items on your home screen bigger
- increase contrast to make your screen easier to read



If you would like to be able to magnify whatever is on your screen, you can set up the **Magnification** feature, and decide how you'd like to turn it on and off! Try these steps:

1. Open your device **Settings**. 
2. Search for and tap **Accessibility**.
3. Search for and tap **Magnification**.
4. Press the switch  to turn on **Magnification**. Below this, you can specify what shortcut you would like to use to turn on **Magnification**:
 - a. Accessibility button 
 - b. Hold **volume keys**: Press and hold the volume up and volume down keys on the side of your device for 3 seconds.
 - c. Triple-tap screen: Rapidly tap the screen three times and hold.

Once you have the **Magnification** feature turned on, you can activate it when you need it with the shortcut you chose.


When it is activated, touch the screen where you want to zoom in. Moving your finger around lets you see other areas. Lifting your finger turns the feature off.




Your phone can be used as a magnifying glass! Under the Accessibility settings, turn on Magnifier using the same steps you did to turn on Magnification. This will turn on your device's camera and magnify anything you point to!

TalkBack is another Android feature that can help you use your device. It is a screen reader which lets you control your device without seeing the screen. **TalkBack** will change how you interact with your phone. When you turn on **TalkBack** for the first time, a tutorial will be initiated.

To try it, follow these steps:

1. Return to your device **Settings**. 
2. Search for and tap **Accessibility**.
3. Search for and tap **TalkBack**.

4. Press the switch  to turn on **TalkBack**. Follow the tutorial to learn how it works.
5. These are the main navigation rules:
 - a. Swipe left or right to move between items.
 - b. Double tap activates an item.
 - c. Use 2 fingers to scroll the screen.




Hearing Enhancements is another type of accessibility feature. Here are some helpful apps:

Live Transcribe – this feature displays spoken words on the screen. It can be set to display many different languages. You can also download a language so this feature can work when you are not on the internet.



This feature can also be used to help you spell words – anything you say out loud will be displayed on the screen. Give it a try!

To turn on **Live Transcribe**:


1. Return to your device **Settings**. 
2. Search for and tap **Accessibility**.
3. Search for and tap **Hearing Enhancements**.
4. Tap **Live Transcribe**. As with the other accessibility features, you have the option to turn on a shortcut for this feature. Now, press the switch  to turn on **Live Transcribe**. While it is on, you will see any spoken words displayed on the screen. You will also see a **Settings** button at the bottom left.
5. Tap  to adjust the settings. Move your finger along the slider to change the size of text. You can also have your device notify you when it detects sounds such as a crying baby or a smoke alarm.

Did you know that hearing aids can connect to your Android device?


Here are two ways to do this:

Pair with “Accessibility”

Important: The method below works best with ASHA compatible hearing aids.

1. Open your device’s **Settings**. 
2. Tap **Accessibility > Hearing aids**.
3. Tap **Continue > Pair new device**.
4. Choose your hearing aid from the list of available devices. Make sure hearing aids are in pairing mode. If you have more than one hearing aid, wait for the first hearing aid to connect, then tap the other hearing aid in the list of available devices. After both are paired, the status displays a message like “Active, left and right.”

Pair with “Connected devices”

1. Open your device's **Settings**. 
2. Tap **Connected devices > Pair new device**.
3. Choose your hearing aid from the list of available devices.
 - **If you have more than one hearing aid:** Wait for the first hearing aid to connect, then tap the other hearing aid in the list of available devices. After both are paired, the status will read “Active, left and right.”
4. To change the settings, next to the name of the hearing aid, tap **Settings**.

Good work!
You completed Module 5!



- In **Settings**, under **Accessibility** there are a lot of features!
- Use **Display** to change your **Font Size and Style** or **Screen Zoom**.
- Use **Display** to turn on **Easy Mode** for easier viewing and a slower touch and hold speed.
- Use **Magnification** to magnify your screen.
- Use **TalkBack** to have your device read the screen for you.
- Use **Live Transcribe** to have your device display a conversation in text form.
- You can connect hearing aid(s) to your device.

If needed, use this link for ways to contact the Google Disability Support Team:

[Contact Google Disability Support Team](#)

Source: Information used to create these modules was found on Google's Android Support site:

<https://support.google.com/android/>

<https://support.google.com/accessibility>

Android Module 6: Use the internet – Google Search

Search on your Home screen

Google Search is a widget that appears on your **Home** screen, making it quick to start an internet search:



To type your search, tap the **Google** icon:  or tap in the search bar.

To speak your search, say "OK Google" or tap the microphone in the search bar.

Do a simple search

Try searching for: [dog](#)

This search will return many results. You can scroll down to see more by swiping a finger up the screen.

Look at the top results. You will see the word **Sponsored** above them. This means the websites here have paid to come first when people do searches. You may want to scroll below these results unless you are shopping.

You will then see a lot of things: lists of dog breeds, links to sites like *Wikipedia* and *National Geographic*, and videos. Near the bottom, you will see a list called **People also ask**. Tap any of these to further your search.

Make a search more specific

This time, try: [best dog breeds for small apartments](#)

At the top, you will see there are sponsored ads, likely from pet food stores. If you scroll down, you may find articles that answer your question.


When I did this search, I found this: [15 Best Apartment Dogs for People with Small Spaces and Big Hearts](#)

The name above the article title says, “Good Housekeeping.” This tells us the website the article comes from.

The text in blue is the title of an article. Tapping on blue text will take you to the website where you can read more details.

Try this: Find a search result on your device that looks interesting to you and tap on the blue text or a photo to find out more. Try your own searches about things that interest you!

Tips for internet searching:

1. Do not worry about capital letters or spelling. Google will spell check.
2. Find your local weather by searching **weather**. You can refine your search by typing **tomorrow’s weather**.
3. You can put math questions into the search, such as $48/6$. This will open a calculator for you to use.
4. Google search can convert units, such as \$50 Canadian (CAD) to American (US) dollars.
5. Search sport teams or tournament names to find out scores of games.
6. Find out about places, song lyrics, recipes, or news.
7. Limit your results to images by tapping the button just below the search bar that says “Images.”
8. You can search the internet for an image. Tap the **Google Lens**  in the search bar. Now, you can take a photo and search the web for matches.

Try this: If you have a dog, take a picture of it with Google Lens. What do the results look like?

Try this: Take a picture of a book cover or a cereal box. What happens?

This feature can help identify plants and animals. It can also help us find out where to purchase something we see when we are out and about.



To find the dollar sign symbol or the slash /, tap the **!#1** key on the bottom left of your keyboard!

Good work!
You completed Module 6!



- To search from your **Home** screen, tap **Google** or tap in the **Google search bar** and type your search.
- Use voice by tapping the microphone or saying, “OK Google” and say what you want to search for.
- Use **Google Lens** to search the web for images that match your photo.

Source: Information used to create these modules was found on Google’s Android Support site:

<https://support.google.com/android/>

<https://support.google.com/websearch>

Android Module 7: Use Google Maps app

Google Maps is a navigation tool that can find locations, show best routes and give directions.

Look for **Google Maps** on your Home screen or in Google Apps.



If it is not on your home screen, pull up from the bottom of the screen to show **All Apps**.



Google Apps will be at the top of the screen.

Open Google Maps

Tap the **Maps** icon to open the app.

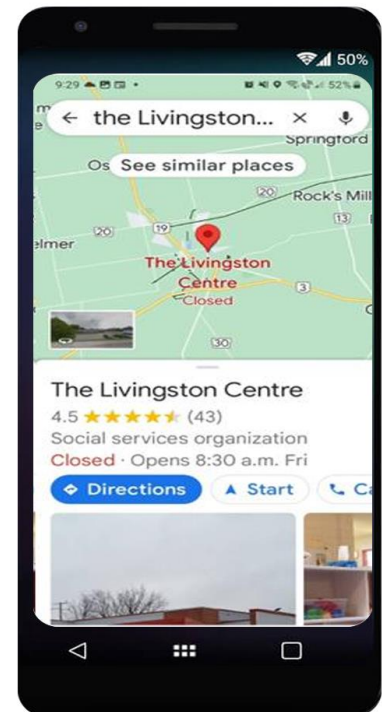
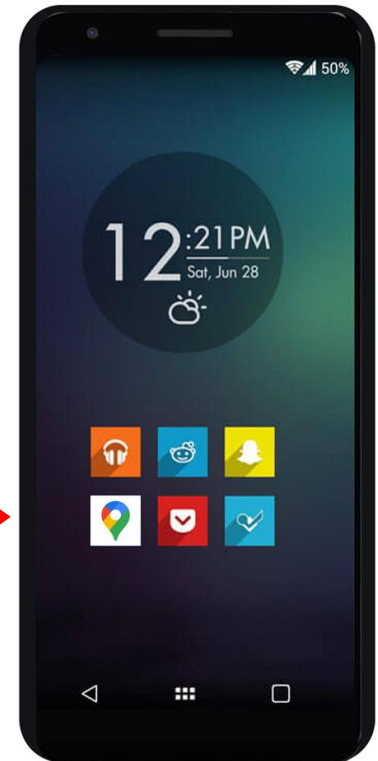


You will see a search bar at the top of the screen:

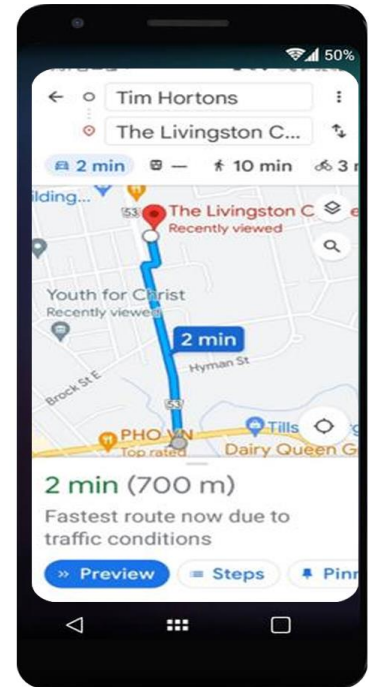


Use Maps to navigate to a location

1. Tap in the **search bar** and use the keyboard to type the address or name of where you want to go.
2. To use voice, tap the **microphone** and say where you want to go.
3. Tap the name of the destination from the list below the search bar.
4. You will see a map on the top of your screen with a red pinpointing to the destination.
5. If you scroll down further, you will see more info about your destination, including photos, hours it is open and ratings.
6. Tap the blue button that says **Directions**.
7. Now type in the name or address of your starting location.



8. Notice the app has found a route from your starting location to the end location.
9. Notice the blue button at the bottom. It will say **Preview** or **Start**. If you tap **Start**, the app will begin to give you the steps along the route. As you reach the next step, it will update you that the next step is coming up. If you do not hear these updates, make sure the sound is turned up.
10. Notice that beside the **Preview/Start** button there is a button that says **Steps**. Tap this to see a full list of the directions for your route from start to finish.




If you want to add a stop along the way, tap the three dots to the right of your start location. Then tap Add stop. You can also tap Search along route for restaurants or gas



Good work!
You completed Module 7!



- **Google Maps** can help you find your way to a location. 
- Use the search bar to type or say where you want to go.
- Tap the **location**.
- Tap the blue **Directions** button.
- Tap the blue **Start** button.

Source: Information used to create these modules was found on Google's Android Support site:

<https://support.google.com/android/>

<https://support.google.com/maps>

Android Module 8: Using the Contacts app

As you read this module, remember that all Android phones are different. Your icons and your **Contacts** app may look different than the one we talk about here.

Some phones may have a completely different **Contacts** app. For example, Samsung phones come with **Samsung Contacts**.

The **Contacts** app icon will look something like this:



Here we will look at the Google Contacts app. Most contacts apps will share the same basic ideas. Just look closely, read things, and try things out. You will not hurt your device.

Let's look at the **Contacts** app now:

Connect Contacts to your e-mail

Most **Contacts** apps will want to connect to your e-mail account. This lets them help you with all of your existing contacts.

You do not need to do this, but it is a good idea. If you do not connect to your e-mail account, your contacts will just be saved on your phone. If you lose your phone, you will lose your contacts.

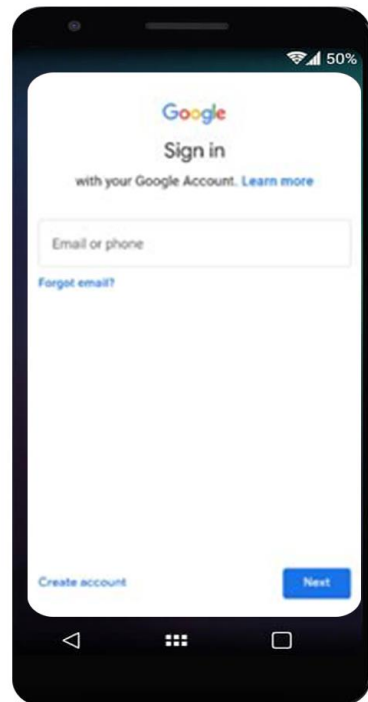
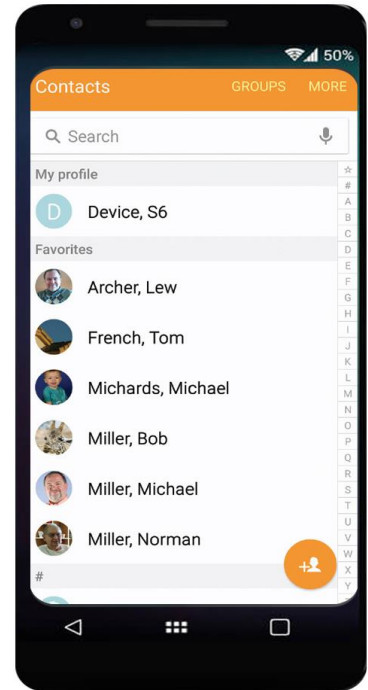
If you do connect to your Google Account, your contacts will be saved to the internet in your e-mail account. This can be helpful later when you get a new phone.

(You can also do this later in the **Contacts** menu under **Settings**.)

To connect to your e-mail account, tap **ADD ACCOUNT**.

You will be asked to log into your e-mail account.

Use the same Google Account you used when setting up your device.

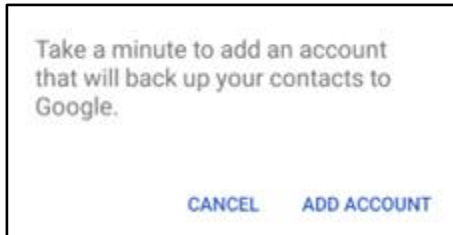


Create a new contact

To create a new contact, click on the button with the plus sign:



If you did not already connect to your Google Account, you may now see a suggestion to do so:



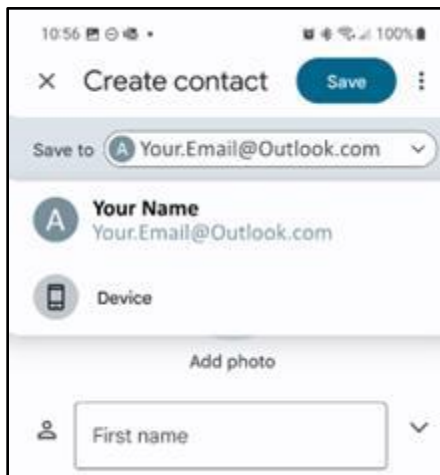
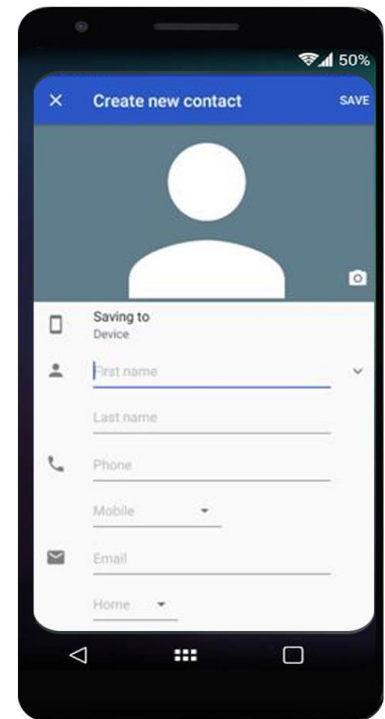
This new screen lets you enter your friend or family member's first name, last name, phone number and e-mail address.

Notice under the picture it says, "Saving to." If you signed into your Google Account, then this will let you save your new contact to your

Google Account or just to the device in your hand. If you tap it, you can choose where to save the new contact:

Usually, you want to save your account to your Google Account, so that it is backed up.

If you swipe your finger up the screen, you can see even more options, and you can add significant dates like a friend's birthday.



Add a picture to your contact

A picture can make it easier to find the contact later.

Also, if your friend calls you, their picture will appear on the screen, which is fun.

Tap on the empty picture area to add a picture of your friend. It might also say **Add Picture**, so you can also tap on that.

Choose a photo

Your app may then give you a choice to take a new picture or use an existing picture.

Other contact apps may immediately show you the photos on your phone (like in the picture on the left).

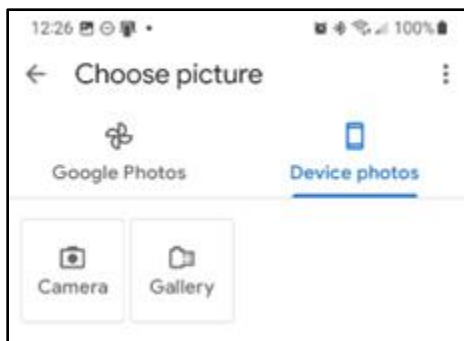
Google Contacts will find pictures of people and pets and let you choose from those.

Or you can choose from any of the photos saved to your Google Account.

Take a photo

You can also tap on **Device photos** to see pictures saved on your phone or tablet.

If your friend is with you, you can also tap the **Camera** button to use your device camera and take a picture of your friend!



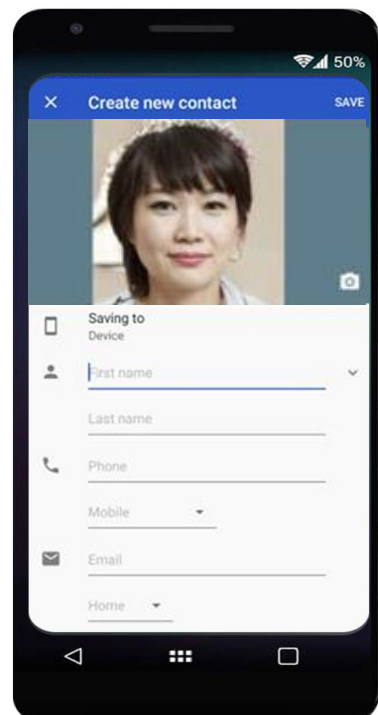
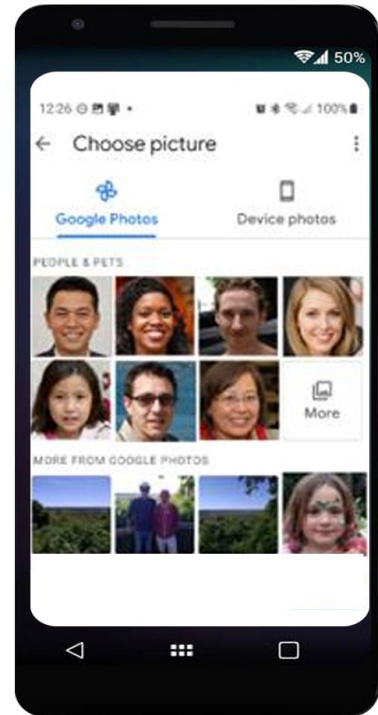
The camera app will open. Point your phone at your friend and press the white button!

You can then choose to retake your photo or keep it. Tap **OK** to use your photo.

Then most contact apps will let you choose which part of the picture to use for the contact. Use your finger to select the best view of your friend and tap **Choose** or **Done**.

Remember, all phones are a bit different, so your button might be called something else.

When you are done, there is a Save button in the top right of the screen. It might look a bit different from this picture, but that is okay.

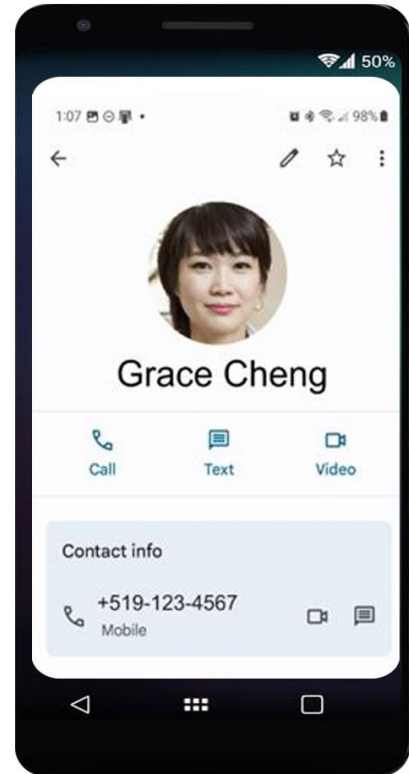


View, call, text or e-mail a contact

From your **Contacts** app, just tap a contact to view them!

You will notice that there is a **Call** button, a **Text** button, and even a **Video** button!

The video button will use **Google Duo** to call your friend. For a video call to work, your friend must also use an Android device and have **Google Duo** installed.



Edit a contact

When you are viewing a contact, notice in the top right of the screen three buttons like this:






The pencil button lets you edit your contact (like we did above).

The star button lets you make a contact a favourite contact. Your favourite contacts will always appear at the top of your list of contacts.

The three dots give you many more options for your contact. If you tap the three dots, more options will appear. You can delete the contact, share it, or even set a special ringtone so that when they call you, your phone will play their special song.

Good work!
You completed Module 8!



- To create a contact:
 - Press the  button from the main **Contacts** screen.
 - You can add lots of info about your friends, even a picture of them.
- You can edit a contact by viewing it, and then tapping the  button.
- You can favourite a contact by tapping the  button. Then they stay at the top of your contacts list.
- To text or call a contact, just tap their name in the contacts list, then tap the **Text** or **Call** button.

Source: Information used to create these modules was found on Google's Android Support site:

<https://support.google.com/android/>

<https://support.google.com/contacts/>

Android Module 9:

Set up Google Account and e-mail

Remember that all Android devices are different. The names of settings may change a bit. Things might not look the same as what you see here. That is okay. Do not be afraid to tap through your settings to learn where things are!

The next steps tell how to log in to your **Google Account** or create a **Google Account**.

Note: If you have already done this, you can skip down to the star.



Steps to log in to your **Google** account:

1. Open your device Settings.



2. Tap the magnifying glass and then type accounts and then tap the magnifying glass on your keyboard to search.



3. Tap the top option. It may be called **Passwords and accounts, Manage accounts** or **Accounts and backup**.

4. Tap the top option again. It may be called Add account, Manage accounts or something like it.

5. Tap **+ Add account**. If you do not see it, scroll down by sliding your finger up the screen.

6. Tap **Google**.


7. Type in your **Gmail** e-mail address and your password.




If you do not have a Google account already, click **Create account**. Then, follow the steps to create an account. Once you have an account, repeat steps 5 to 7 to add the account to your device. Make sure to keep your password in a safe place!

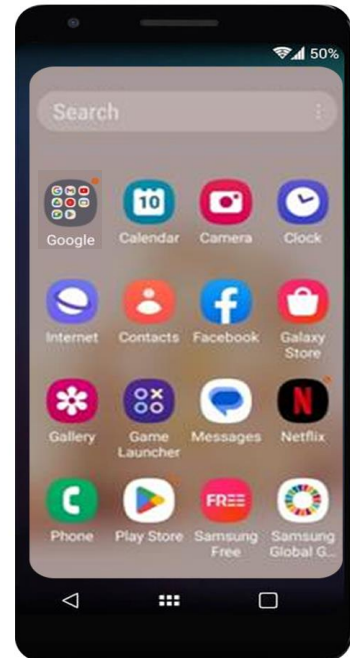


Now that you have added your Google account, you can check your e-mail!

To check your e-mail, we will open the **Gmail** app. 

It may be on your **Home** screen, or you may need to look in **Google Apps**:


- If you do not see this, swipe from the bottom of the screen to show **All Apps**.
- Tap in the search bar at the top of the screen and type **Gmail**.
- Tap  to open **Gmail**.

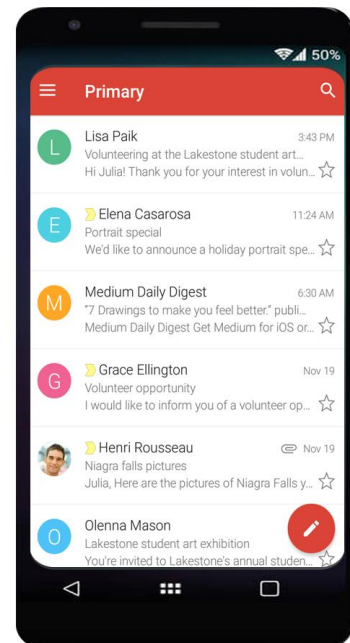


You will see a screen that looks something like the picture on the right.

This is called your **Inbox**, and it shows the e-mails you get.

Try these steps to find your way around your e-mail inbox:

- If you want to see all your e-mails, you can scroll up and down on this screen to find them.
- Tap any e-mail to see the whole message. If it is long, you may have to scroll down by swiping up.
- Tap the back arrow < to go back to your inbox.
- If you tap in the search bar at the top of the screen, you can type a person's name or words from an e-mail to search for e-mails that have those words.
- If you want to send a new e-mail to someone, click the **Compose** button in the corner. 

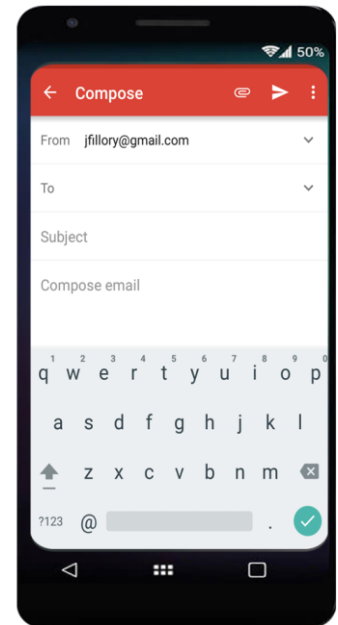


The screen on the right side of this page will appear.

Locate each of these areas on the screen:

1. The **From** box – this will show your e-mail address.
2. The **To** box – tap here and type the e-mail address for the person you want to send the e-mail to.
3. The **Subject** box – tap here and type a couple of words to describe what the e-mail is about.
4. The **Compose** area – this is where you type your e-mail message.

Try this: Type an e-mail message. Ask the person how they are doing. Tell them you are learning about e-mail. Make sure to sign your name at the bottom.



If you would rather speak than type your email message, tap the microphone in the top right corner of the keyboard. When speaking your message, remember to say “Period” to add a period at the end of each sentence. Gmail will not add it for you.

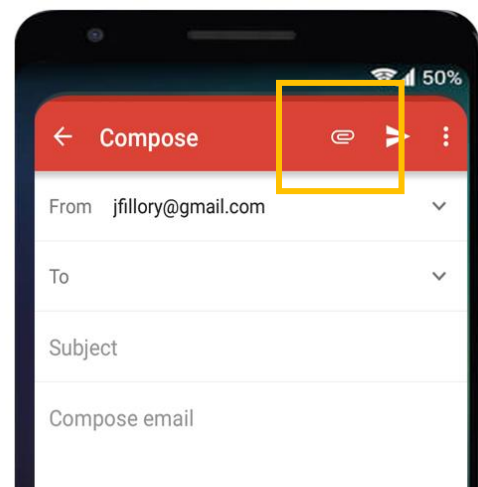


Adding an attachment

You can add a photo or other files to an e-mail you are sending.

At the top of the screen, there is a small paperclip icon. Tap this icon to add an attachment to your e-mail.

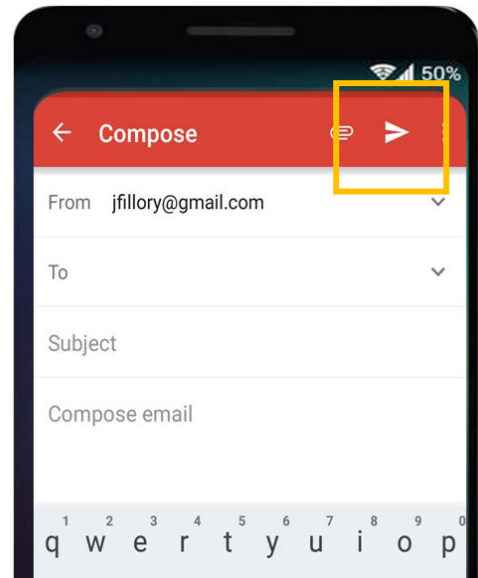
- Tap **Attach file** or **Insert from Google Drive**.
- Now you can pick the file you want to attach.



Sending your e-mail

When you are ready to send your e-mail, click on the small triangle that looks like a paper airplane.



Well done. Your e-mail has been sent!



Good work!
You completed Module 9!



To use Gmail on your device, follow these steps:

- Log into your **Google Account** or create one.
- Open the **Gmail** app. 
- Scroll up and down or use the search bar to find e-mails.
- Tap **Compose** to write or speak an e-mail.
- Tap Send the paper airplane to send an e-mail. 

Source: Information used to create these modules was found on Google's Android Support site:

<https://support.google.com/android/>

<https://support.google.com/mail/>



Android Module 10: Google Assistant

Google Assistant is a virtual assistant made by Google that can make your device a lot easier to use.

Google Assistant can:


- ✓ answer questions
- ✓ give you reminders
- ✓ set alarms
- ✓ change settings on your device
- ✓ play games

There are 3 ways to turn on Google Assistant:

1. Tap and hold the **Home** button. 
2. Tap **Google Assistant**. 
3. Say “Hey Google” or “OK Google.”

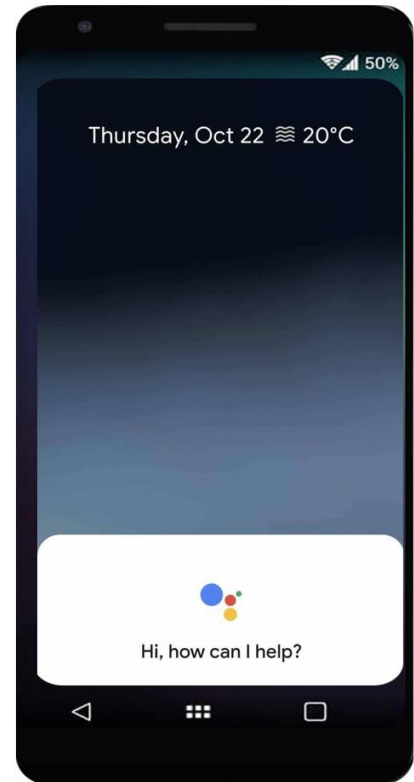
If it is not set up on your device, you will see a prompt asking you to set it up. If your voice does not turn on the **Assistant**, try these steps:

Turn on voice actions:

1. On your Android phone or tablet, open the **Google** app. 
2. At the top right, tap your **Profile picture** or **initial** > **Settings** > **Voice**.
3. Tap **Voice Match**.
4. Turn on **Hey Google** by tapping the slider button.

Tell Google Assistant if you prefer voice or keyboard.

1. Say “Hey Google, open Assistant settings.”
2. Under **All settings** scroll down and tap **General** > **Preferred** input.



3. Choose your preferred input.

- To say your question or command: Tap **Voice**.
- To type your question or command: Tap **Keyboard**.



If you have your preferences set to voice, you can still choose to use the keyboard. Open Google Assistant, then tap the keyboard at the bottom right!

Try saying one or more of the following things to Google Assistant:

- “Set an alarm for 10 minutes from now.”
- “What will the weather be tomorrow?”
- “Show movies playing near me.”
- “Map to the nearest gas station”
- “Call (name of one of your contacts)” (only on phones)
- “What does arbitrary mean?”
- “Spell commitment”
- “Play some piano jazz”

Google Assistant can also be used to answer math questions, convert units, and translate into other languages. If you have a question, give it a try!

Good work!
You completed Module 10!



- **Google Assistant** can help you do many tasks on your device.
- You can turn it on three ways:
 - Long tap on **Home** button
 - Tapping on **Google Assistant** icon
 - Saying “Hey Google”

Source: Information used to create these modules was found on Google’s Android Support site:

<https://support.google.com/android/>

<https://support.google.com/assistant>



Android Module 11: Download apps from Google Play Store

You can install apps and games on your device from the **Google Play Store**. Some apps are free of charge, and some you need to buy.

Apps on **Google Play Store** will work with supported Android and Chromebook devices. They are not compatible with Windows or Mac computers or iPhones/iPads.

To get started with Google Play Store we need to open the app.

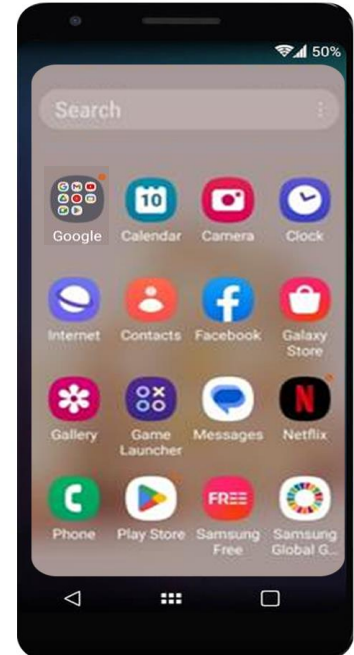
Look for this icon on your Home screen:



If you do not see it on your **Home** screen, it may be inside **Google apps**. If so, tap this icon:



If you do not see **Google Play Store** on your home screen or in **Google Apps**, swipe up from the bottom of the screen and search for **Google Play Store**. Once you find it, you may want to add it to your **Home** screen.



To learn more about how to customize your home screen, see our module called *Make changes to your **Home** screen!*

Steps to install a new app on your Android device:

1. Open **Google Play Store**.
2. Try these ways of looking for apps:



- Find the search bar:

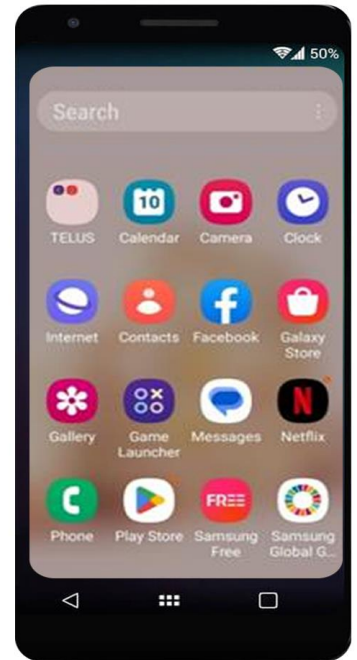
Tap the **magnifying glass** to type or tap the **microphone** to **say** the names of specific apps, like Facebook or YouTube.

- If you don't have a specific app in mind, you can search general topics such as "yoga," "language learning," or "job search app." When the results appear, swipe up to scroll through the results.
 - If you don't have a topic in mind, you can swipe your finger up to scroll down the "Recommended" apps. Apps are grouped under headings like "Educational apps" and "Music and Audio." Swipe left in any list to see more apps. Notice the menu just below the search bar: choosing a different subheading here, like "Kids," will give you different results to browse.
3. When you find an app you want to install, tap on its icon. Notice you can see how many downloads the app has had and what the app's rating is on a 1-5 scale. This can tell you how popular the app is and how many users like it.
 4. To install the app tap the **Install** button or the app's price.
 5. If it is a paid app, follow the onscreen instructions to complete the purchase and get the app.
 - If you made a purchase before: Select your payment method with the Down arrow ▼.
 - If it is your first purchase, your payment method will be added to your Google Account.
 6. While the app downloads, you will see the word **Installing**. When finished, you will see two buttons appear: **Uninstall** and **Open**. To open the app, tap **Open**.
 7. To find the app later, swipe up from the bottom of the home screen to view **All Apps**. You may need to swipe left to scroll between app screens. When you find the app you installed, you can move it to your home screen by long tapping it, then tapping **Add to Home**.

Good work!
You completed Module 11!



- To install apps, find **Google Play Store** on your **Home** screen, in **Google apps** or **All Apps** and open it with a tap.
- Browse through the list of apps by swiping up to move down the screen, or search for apps by using the search bar.
- Tap on an app and tap **Install** or the purchase price to install the app. Follow instructions for payment if needed.
- To move an app to your home screen, go to **All Apps** and long tap on the app. Tap **Add to Home**.



Source: Information used to create these modules was found on Google's Android Support site: <https://support.google.com/android/>
<https://support.google.com/googleplay>