

### COM210 Introduction to Email

Sign into your email account. Then, sign out.

Compose a new email and send it to your own email address. Make the Subject “test” and include the text “This is email” in the body of the message. Send the message.

Read the email you sent to yourself and reply to it with any response you like. Send the message again. From the inbox, delete the email.

Open the Contact section of your email and add a new contact named “Jim Mud”. Enter Jim’s email address as [jim@email.com](mailto:jim@email.com) and save the contact. Then, edit the contact so that Jim’s last name is “Dust” instead of “Mud”. Save the contact again. Then, delete “Jim Dust” from your contact list completely.

### COM211 Managing and Organizing Emails

Compose a new email and send it to your own email address. Make the Subject “test2” and include the text “This is a picture” in the body of the message. Then, attach any picture from the device being used. Send the message.

Read the email you sent you yourself and download the attached picture. Open the picture once downloaded.

Create a new folder/label and name it “test folder”. Then, move any existing email message into that folder. Return the email message to the inbox when finished and delete the folder/label you created.

### COM220 Introduction to WhatsApp

Open WhatsApp and access the contact list. Select any contact and send them a message that says “Sorry, I’m just practicing”.

If possible, add a contact to the contact list.

### COM230 Introduction to Skype

Sign into Skype. Then, sign out.

Select any person in your contact list and start a video call with them. After they answer, say “goodbye” and hang up the call.

If possible, add a contact to the contact list

### ENT210 Introduction to the Built-in Camera

Take a photo of something close up in focus. Take another photo of something far away in focus.

Change the camera mode to video. Record a 10 second video of anything you want.

Access the photos/videos you’ve taken. Review each photo/video and delete them.

**ENT211 Advanced Camera**

Send any photo saved on the device to your own email address as an attachment.

Take a selfie. Crop the picture so that only your face remains, no background. Apply a filter to make the image look artistic.

**APP210 Introduction to Speech-to-text**

Open a typing program/app (Notes or email are good options). Start the voice-to-text process. State the following line, "I'm happy to be learning about technology". Stop the voice-to-text process. You should get 100% accuracy.

**SER210 Introduction to Maps**

Search for your home city. Find directions from your city to the CN Tower in Toronto. How long will it take to walk?

Turn on Earth view and zoom in on the CN Tower so you can see the building on screen.

**APP211 Advanced Maps**

Search for your home city. Start the process of sending the map to someone via email.

Show Your Location. Then, search for Tim Hortons restaurants nearby.

**SER220 Introduction to Online News**

Access Google news. Then, visit the CBC's website specifically using any means desired.

**ORG210 Introduction to the Calendar**

Add an event to your calendar on July 17. Call the event "Steve's birthday party". Make the event start at 4PM and end at 7PM. Set a reminder for one day before the event and save it. View the event in your calendar. Then, delete the event.

**SOC210 Introduction to Twitter**

Sign into Twitter. Then, sign out.

**SOC220 Introduction to Facebook**

Sign into Facebook. Then, sign out.

Access personal Facebook profile. Start the process of adding a new profile picture.

**SOC221 Advanced Facebook I**