

GET TO GRIPS WITH YOUR ANDROID TABLET OR SMARTPHONE 4

About this document 4

Section 1 – Introduction to tablets and smartphones 5

What is a tablet and
how does it differ from a
smartphone? 5

How does a tablet differ
from a more
conventional computer
such as a laptop? 5

What is Android? 5

Section 2 - How to interact with and use a touch screen device. 6

Section 3 - Charging, initial setup and turning on/off, sleeping/waking. 7

Turning your tablet on
for the first time 7

What is a Google
account and do I need
one? 9

Section 4: Organising and arranging your desktop(s) and dock 11

Adding and removing
icons 12

Grouping icons into
folders 12

Changing your desktop
wallpaper (background
picture) 13

Section 5 - Changing your 'settings' and dealing with notifications. 13

Creating a pin number for your tablet

14

Turn 'auto-rotate' on or off 15

Dealing with notifications 15

Section 6 - Using the camera to take pictures and movies and how to share them with friends and family. 17

Viewing and sharing your pictures 18

Section 7 - How to use email on an Android tablet 18

Section 8 - How to use the World Wide Web on an Android tablet 19

Section 9 - Updating your OS (operating system) and installing and uninstalling apps 19

Updating your operating system 19

Uninstalling (removing) apps from your tablet 19

Installing new apps 20

Section 10 - Appendices 20

Appendix 1 – Android version history. 20

Appendix 2 – Getting connected to the Internet 20

Section 11 – Glossary

GET TO GRIPS WITH YOUR ANDROID TABLET/PHONE

This document is intended to support an Age UK Leeds I.T.course: Get to grips with your Android Tablet. It shows you all of the basic functions of your Android tablet or smartphone and how to organize it keep it secure and enjoy all of its many features.

Get to grips with your Android Tablet or smartphone

About this document

This document accompanies a Silver Surfers course that is run at Age UK Leeds – ‘Get to grips with your Android Tablet or Smartphone.’

It is divided into eleven main sections:

1. Introduction to tablets and smartphones.
2. How to interact with and use a touch screen device.
3. Charging, turning on/off, putting to sleep/waking and initial setup.
4. Organising and arranging your desktop(s) and dock.
5. Changing your ‘settings’ and dealing with notifications.
6. Using the camera to take pictures and movies and how to share them with friends and family.
7. How to use email on an Android tablet.
8. How to use the World Wide Web on an Android tablet.
9. Updating your OS (operating system) and installing and uninstalling apps
10. Appendices
11. Glossary of terms

Computing can get quite technical and like many other areas of knowledge (from knitting to nuclear physics!) there is some associated jargon. Whenever a jargon term is used for the first time in this document, it will be underlined and an explanation of its meaning will be found in the glossary at the end of the document.

Please note that the screenshots that appear throughout this document are of a tablet running Android version 4.2.2 (also known as ‘Jellybean’). **If your tablet is running a different version of Android, then what you see on your screen and how you carry out particular tasks may differ a little from the guidance provided here.** However, differences will be small and should not present too many difficulties for you.

Lastly, as you work through this document whilst using your tablet, don’t be surprised if your experience differs somewhat from how things are described here. Some of the features illustrated may be specific to the tablet I am using and may be a little different on your tablet, especially if

you are using a different version of Android. There is no need for anxiety though – You are unlikely to cause any serious problems even if you do make a mistake. Relax!

Section 1 – Introduction to tablets and smartphones

What is a tablet and how does it differ from a smartphone?

A tablet is a touch screen computer that operates in a similar way to a more conventional computer such as a laptop. A smartphone is simply a small tablet which you can also use to make and receive phone calls and send and receive text messages. **Phone features are not covered in this document.**

How does a tablet differ from a more conventional computer such as a laptop?

There are some major differences between a tablet and a conventional computer such as a laptop.

To begin with, there is no keyboard to type on. Instead, a ‘virtual’ keyboard appears on the screen when it is required.

Having said this, it is possible to buy a keyboard that you can use with your tablet. You don’t connect such a keyboard with a wire however – instead you connect it using something called ‘Bluetooth’ which connects the keyboard and the tablet without the need for wires.

If you are planning to do a lot of typing, maybe a tablet is not the best device to meet your needs; you might be better off with a laptop! Tablets are good additional computers – I would not recommend a tablet as your main or only computer.

There is no mouse, touchpad or cursor on a tablet. Instead you use your finger to make things happen on the screen. This will be explained in greater detail later.

What is Android?

Like all computers, tablets need an ‘operating system’ in order to perform. The operating system is the most important program that runs on a computer. Every computer must have an operating system to run other programs. Operating systems perform basic tasks, such as recognizing input from the keyboard, sending output to the display screen and keeping track of your pictures, documents and contacts. The

vast majority of tablets run one of two different operating systems – ‘iOS’, which runs on iPhones and iPads and ‘Android’ which runs on the majority of tablets. There are a few tablets that run the ‘Windows phone’ or ‘Fire’ operating system, but these are few and far between. This document is about Android tablets.

In the same way that conventional computers running the ‘Windows’ operating system have evolved over time (from XP to Vista to Windows 7 to Windows 8), Android too has evolved. The different versions of Android have been given the names of confectionary items, the latest being Android Lollipop! Later in this document we will look at how you can find out which version of Android you are running on your tablet and how to find out whether there is an update for your tablet or phone. See Appendix 1 for more details on the different Android versions.

Section 2 - How to interact with and use a touch screen device.

Instead of using a mouse or touchpad to control your tablet you use a finger or sometimes two fingers.

A mouse has two buttons on it – a left button and a right button. The left button is called the ‘select’ button and is used to select (or choose) things that are displayed on the screen. The right button is the ‘menu’ button and is used to bring up a menu of options (choices).

On a tablet, you choose things by ‘tapping’ them in a similar way that you tap keys on a laptop - Tap the screen briefly then take your finger off the screen.

To bring up a menu of options, press and hold your finger on the screen. When the menu appears, tap the choice that you want to make.

Sometimes, when you press and hold on an item, you won’t be presented with a menu – instead you are able to ‘drag’ (move) an item to another place on the screen. For example if you want to put something in the bin, you press and hold your finger on it then drag it to the bin.

Another thing that you can do is ‘zoom’ in and out of the screen. For example, if you are reading a web page, you can make the print appear bigger by placing two fingers on the screen and then dragging them apart (move them closer together to make the print smaller). You can also use two fingers to rotate an item – place two fingers on the screen

and then move them in a circular fashion. This only works in some circumstances.

One further thing that you can do is 'swipe'. This means drag your finger across the screen from left to right, right to left, top to bottom or bottom to top. You can swipe in various different situations – for example, if you are reading an e-book, you swipe to turn the pages.

There will be further explanation of these techniques later in the document – this is just a brief introduction to these ideas!

Section 3 - Charging, initial setup and turning on/off, sleeping/waking.

Turning your tablet on for the first time

Please be aware that the instructions below may not reflect exactly what you see when you are setting up your tablet. However, you will see a very similar set of screens.

Firstly, charge your tablet. Plug it into the mains with the supplied charger. Don't worry about over-charging your tablet; you can't! Even if you leave it plugged into the mains for a week, it wouldn't do it any harm.

To turn your tablet on, press and hold down the power button until the screen shows some signs of life and then release it. The position of the power button varies from one tablet to another. There are very few physical buttons on a tablet, usually a volume control and a power button – The power button is the smaller of the two. Wait for the tablet to boot up (start). Once it has booted up, you will see an opening screen:



Figure 1

If the language and the time zone shown are correct (which they are likely to be), tap the arrow in the bottom right hand corner of the window.

If not tap the incorrect language/time zone and change them before tapping the arrow.

Next, you may be presented with a screen showing the 'license agreement' – this is the 'legalese' governing the use of the tablet:



Figure 2

Tap 'Accept'.

Next you will be asked to connect to a wireless network, otherwise known as 'Wi-Fi'. If you have wireless broadband (Wi-Fi) you will be able to connect to your network. If not, you will need to get broadband installed in your home or continue setting up your tablet at a friends house or at a café/bar that has Wi-Fi. See Appendix 2 for more details on this.

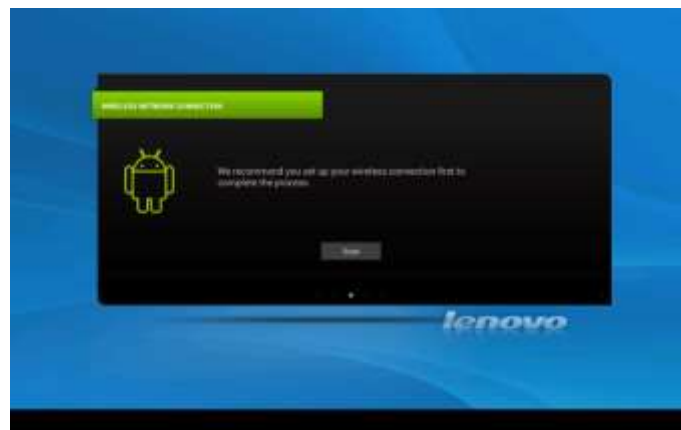


Figure 3

Click 'Scan'. Your tablet will search for your Wi-Fi network. When you see your Wi-Fi network listed, tap it. You can find both the name of your network and your password/passphrase on your router.

If there is one, tap in the box labeled 'Show password' so that if you make a mistake when typing you will be able to see your mistake and correct it. You will see a tick in the 'Show password' box to show that you have chosen this option.

Type your password. Be aware that passwords are 'case sensitive'. This means that capital letters are regarded as completely different to 'lower case' letters. In other words, if the password on your router is in capitals, then you must type it in capitals. You can type a capital letter by first tapping either of the two up-pointing arrow keys (known as the 'shift' keys). Once you have typed in your password click 'Connect'. After a few seconds, it should say 'connected' below the name of your network.

Tap 'Next'. You will be asked whether you want to add an existing Google account, create a new one or postpone that decision:



Figure 4

What is a Google account and do I need one?

For many people, the word 'account' tends to mean something that is going to cost you money. A Google account **will not cost anything** – it is completely free and to get the best out of your tablet you **will** need one. If you already have a Google account (i.e. a Google email address), tap 'Existing'. If you want to create a new account, tap 'New' and then fill in the form. If you don't have a Google email address and don't feel confident about creating a new one right now, tap 'Not now'. You can always add an account at a later date. This document will proceed with a pre-existing Google account so I have tapped 'Existing'.

On the next screen, type in your Google email address and your Google password then click the big arrow pointing to the right. A message will be displayed on the screen telling you about Google's terms of service –

more legalese! Tap 'OK'. A screen will tell you that 'signing in' will take a few minutes. Another screen will ask you if you want to keep your account 'backed up'. Tap 'OK'.

A final screen will tell you that your tablet is ready to use. Tap 'Done'. You may see a screen which says 'Choose some apps'. Tap 'OK'. You will now see an array of apps that are pre-installed on your tablet. You can swipe from right to left to see some more apps.

Now tap the 'Home' button. The 'Home' button is in the centre at the bottom of the screen – it looks like a line drawing of a house:



Figure 5

From left to right: The 'back', 'Home' and 'recent apps' buttons

Your tablet needs power that is provided by the built-in battery. The battery is rechargeable – you can see how much power your battery has by looking at the battery icon which can be found in the top right hand corner of the screen:

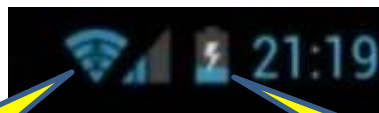


Figure 6

This is the
Wi-Fi icon

This is the
battery icon

In Figure 6, the battery icon (which looks like a battery with a lightning bolt on it) is partly blue, indicating that it is partly charged and that it is still charging (indicated by the lightning bolt). When you use the tablet without the power lead attached, the lightning bolt will not be shown. As the power is used up, more and more of the icon will turn from blue to grey. When the power gets very low, a message will appear on the screen, reminding you to charge your tablet.

Incidentally, the icon between the Wi-Fi icon and the battery icon is the '3G/4G' icon – Showing the strength of the mobile network signal. You

will generally only see this icon on a phone unless your tablet has a built-in sim card reader with a sim card installed (this is unlikely).

If you don't use your tablet for some time, it will go to sleep and the screen will turn off – similar to standby on a TV. You can change the length of time between when you last touched it and when it falls asleep in the display settings.

To wake it, briefly press the Power button. You will be presented with the following screen; tap and hold the padlock icon and slide it to the right:



Figure 7

Section 4: Organising and arranging your desktop(s) and dock

All computers have a 'desktop' screen. The desktop screen can be thought of as an electronic pinboard where you can keep your most frequently used apps. Android tablets tend to have several desktop screens – usually between 3 and 5. You can tell which one you are looking at by looking at the bottom of your screen. There you will see a series of dots (one of which may be a 'house' symbol) or a white line where one section is 'fatter' than the rest of the line. The left/right position of the fatter line or the illuminated dot indicates which of your desktop screens you're on. On my tablet I see dots. The middle dot is illuminated showing that I'm looking at desktop screen 3 (of 5):



Figure 8

To get from one desktop screen to another screen, swipe left or right.

At the bottom of your screen, you will find your 'dock'. The dock holds the same icons whichever desktop screen you are looking at so you should keep your most frequently used apps in the dock.

Adding and removing icons

When you first buy a tablet, there will be a somewhat random collection of icons on your desktop screens, including adverts. You can easily add and remove these icons. When you remove icons, you are not uninstalling apps; you are simply removing the 'shortcut' to that app. Whether the icon you want to remove is on the desktop or in the dock, they are removed in exactly the same way:

1. Tap and hold on the icon to be removed.
2. Either tap the cross that appears next to the icon or drag it to the 'bin'. The 'bin' may be represented in different ways, depending upon which particular tablet you are using. It will either look like a bin, or it will be represented as a 'cross' or it will simply be displayed as the word 'Remove'. Which of the above two mentioned methods you will use depends upon your particular device.

Adding apps to your desktop or dock is just as easy:

1. Tap the 'all apps' button' Which looks like an array of white dots either arranged in a square or a circle on your desktop.
2. Find the app you want to add to your desktop or dock – you may have to swipe to find what you are looking for as there may be several pages of apps.
3. Tap and hold on the icon you want to add.
4. Drag it onto your desktop and let go.

Grouping icons into folders

You may wish to organise your apps into folders of related apps. For example, you might have several different camera apps that you want to put into a folder.

To create a folder, simply drag icons on top of each other. Now when you click on this pile of icons it will open up to show you the apps that are inside. Underneath, it will say 'Unnamed Folder'. To give the folder a

name, tap the words 'unnamed folder' and type a name for your folder then tap 'Done' on the keyboard.

Changing your desktop wallpaper_(background picture)

You may want to 'personalise' your tablet by changing the wallpaper. For example, you may have a treasured picture of your grandchildren which you want to use as your wallpaper. To do this, proceed as follows:

1. Tap and hold on an empty area of your desktop
2. A screen will be displayed, giving you the option of choosing your wallpaper:



Figure 9

3. Tap 'Gallery'
4. Tap the picture you want to use as your wallpaper
5. Tap 'crop picture'
6. Tap 'just once'
7. Tap and hold on one of the blue dots to 'zoom' a smaller or bigger area.
8. Tap and hold in the centre of the rectangle and drag it to choose the area of the picture you want to use.
9. Tap OK.

Your wallpaper is now changed. If you are not happy with your result, repeat and experiment!

Section 5 - Changing your 'settings' and dealing with notifications.

As you become more familiar with your tablet, you will inevitably want to change your settings from time to time. A computer is a machine that can be changed so that it behaves in a different way from the way it

came out of the factory and you use the settings screen to achieve these changes.

The settings screen looks like this:



Figure 10

The left hand column can be swiped up and down to find different types of settings. Tap a section to get into that particular area of settings.

Let's look at a couple of examples.

Creating a pin number for your tablet

When you turn your tablet on, you usually have to swipe to gain entry – see Figure 7, above. To make your tablet a bit more secure – especially in the event of it being stolen – you can add a pin number as follows:

1. In the settings screen, tap 'security'
2. Tap 'Screen Lock – Slide'
3. Tap 'Pin'
4. Type your pin number. Typically a pin number consists of 4 digits but you can add more if you wish. Make a note of them!
5. Tap 'Next'
6. Type your pin number again
7. Tap 'Next'

Each time you turn on your tablet, you will now have to enter your pin number – See Figure 11, below.



Figure 11

To remove the pin number, reverse the above process.

Turn 'auto-rotate' on or off

Your tablet can rotate the windows on the screen as you turn your tablet from portrait to landscape and vice versa, but you can turn this feature on and off depending upon whether you find it useful:

1. In the settings screen, tap 'Accessibility'.
2. To enable or disable this feature, tap in the small square box next to where it says 'auto rotate screen'. If there is a tick in the box, the screen will auto rotate. If it is removed, it won't!

There are many, many other settings. Some of which we will return to later in this document.

Dealing with notifications

'Notifications' can be found at the very top left hand corner of your screen. Notifications inform you of things such as when you have received a new email or that certain apps have been updated.

The visible area of your tablet's screen is surrounded by a 'bezel'. To display your notifications, swipe from the top left on the bezel onto the screen. See Figure 12, below:

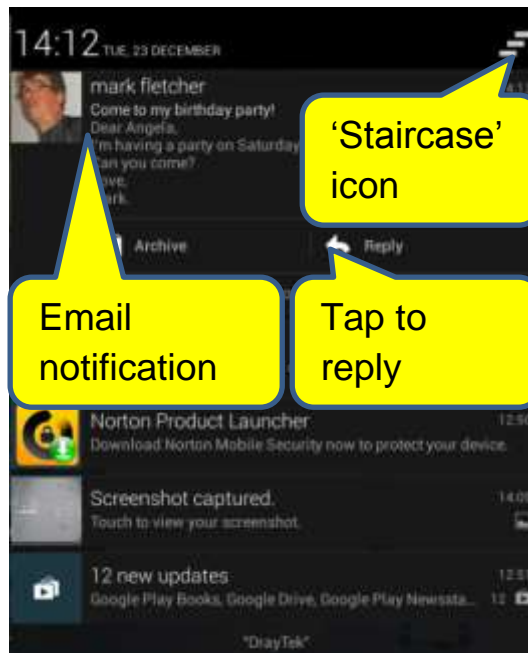


Figure 12

To take action on one of your notifications, tap it. In figure 12, I have received a new email. To reply to the email, I tap 'Reply' and the Email app window will open up ready for me to type my reply:

If you want to dismiss all of your notifications, tap the 'staircase' icon:

If you swipe down from the top right hand corner of your screen, you will be given access to some quick settings:

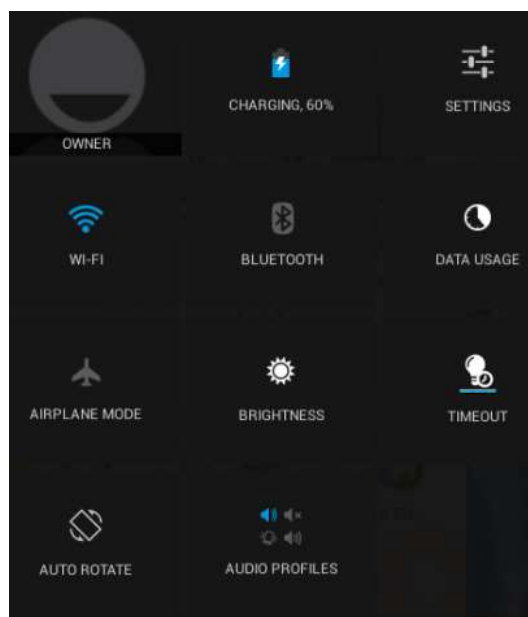


Figure 13

You can use this settings screen to activate, deactivate or change a multitude of different settings. Tap on the desktop to dismiss this window.

Section 6 - Using the camera to take pictures and movies and how to share them with friends and family.

Your tablet can take both still pictures and movies. Tap the camera icon to begin. You will be presented with the following screen:

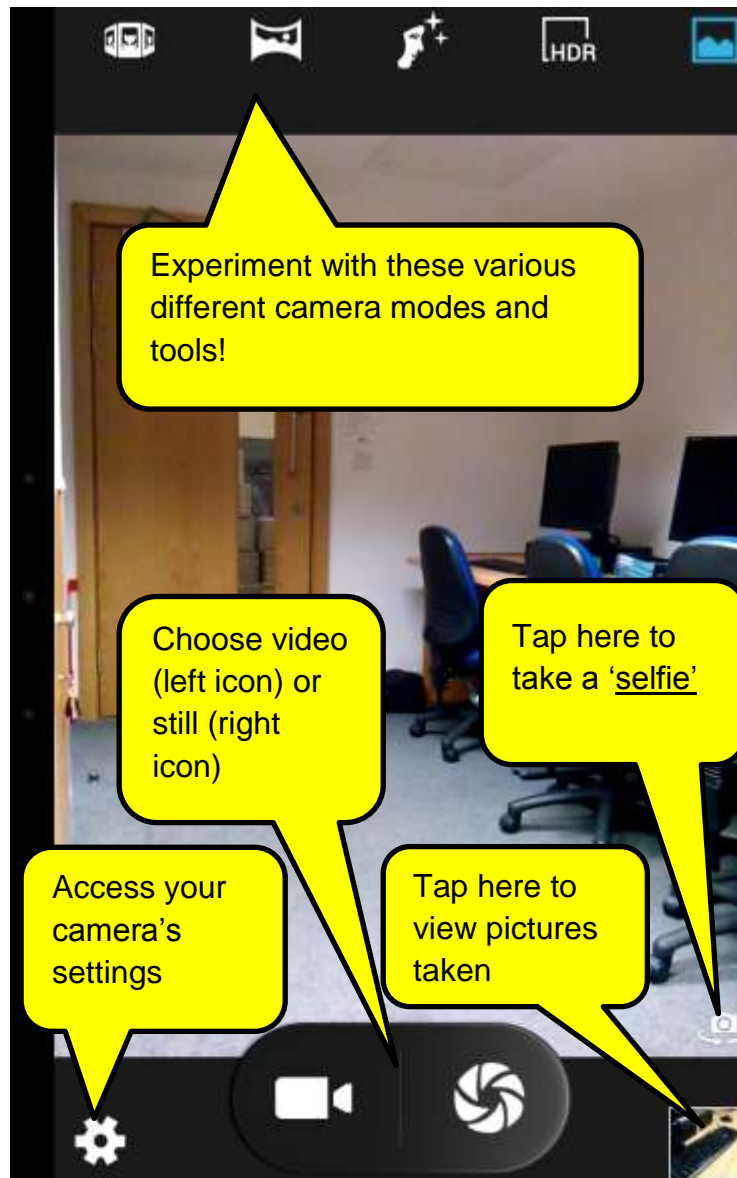


Figure 14

There are many different controls in the camera app which can be accessed by tapping the gear wheel icon. Experiment!

The main controls are labelled in Figure 14.

Viewing and sharing your pictures

The easiest way to view your pictures is to open the camera app and tap on the icon in the bottom right hand corner. Swipe to the right to see older pictures. You can also tap on the Gallery app to see your pictures.

There are many ways to share pictures with friends and family. The easiest is probably to attach them to an email.

To share a picture via email, follow these steps;

1. Follow the instructions for viewing pictures, above.
2. When you get to the picture you want to share, tap the Gmail logo. If you don't see the Gmail logo, tap the 'share' icon (Figure 15), and then tap Gmail. You may need to tap 'See all' first.



Figure 15

3. The Gmail window will open.
4. Address your email.
5. Write your email.
6. Send your email. The picture will be sent along with the email.

Section 7 - How to use email on an Android tablet

This document is not about how email works – that subject is covered separately in another document called “Setting Up and Using a Gmail Account”. This document will only cover what is different when using Gmail on a tablet in comparison to using Gmail on a conventional computer.

1. Firstly, the differences are small. If you are familiar with using email on a conventional computer, you won't have too many difficulties using it on a tablet.
2. One of the main differences is that your online address book is not found within Gmail itself. Instead, it appears as a separate app called 'People' on some tablets and 'Contacts' on others. Your addresses should stay synchronised ('synched' in the jargon) with Gmail on your desktop. If they don't, go into settings, then into

Google (under accounts). Check to ensure that the things you want synched are ticked.

3. Like nearly all tablet apps, when you return to an app, it will display the screen that you left open the last time you were using the app. So for example, if you were looking at a particular email, when you return to Gmail, that same email will be what's displayed.
4. If you use a different email provider (such as Hotmail, Outlook or Yahoo, you can download the appropriate app from the Play Store. We will be looking at how to download new apps later in this document.

Section 8 - How to use the World Wide Web on an Android tablet

The World Wide Web works in a similar way on your tablet as it does on a conventional computer. Tap a link to go to a new page. Tap and hold on a link to be offered the opportunity of opening the page in a new tab.

Some tablets come with what is called the 'stock' android browser. If you want a different web browser head over to the Play Store and get a different one. I would recommend Google Chrome.

Section 9 - Updating your OS (operating system) and installing and uninstalling apps

Updating your operating system

From time to time, you may be offered an update to your operating system. Another option is to check it yourself as follows:

1. Tap Settings.
2. Tap 'About Phone' or 'About Tablet'. On this screen you will be able to determine which version of Android you are running.
3. Tap 'Software Update'.
4. Either you will see a screen telling you your device are up to date or one that says an update is available. If an update is available, follow the prompts to download the update. Make sure that your battery is well-charged or plug it in to your charger – you definitely don't want to run out of power half way through an update.

Uninstalling (removing) apps from your tablet

To uninstall an app:

1. Tap settings
2. Tap apps
3. Tap the app you want to uninstall
4. Tap 'Uninstall'

If there is no uninstall option, it is not possible to remove it easily. In order to uninstall 'stock' apps you need to 'root' your tablet, not something you should attempt without a lot of knowledge!

Installing new apps

To install a new app:

1. Tap 'Play Store'
2. Tap the search icon – it looks like a magnifying glass
3. Type the name of the app you want to install. Try BBC Iplayer!
4. Either tap one of the suggestions that appears below where you are typing or tap the search key on the keyboard
5. When you see the app you want to install tap it.
6. Tap install.
7. Apps sometimes require 'permissions', allowing them differing kinds of access to your tablet. It is generally fine to click 'accept' when an app asks for permission to access your tablet. Tap 'accept'.
8. Your new app will be installed.

Section 10 - Appendices

Appendix 1 - Android version history.

Like other operating systems, Android is in constant development and is updated on a regular basis. Below are listed the different versions of Android by name and number.

Cupcake (1.5), Donut (1.6), Eclair (2.0–2.1), Froyo (2.2–2.2.3), Gingerbread (2.3–2.3.7), Honeycomb (3.0–3.2.6), Ice Cream Sandwich (4.0–4.0.4), Jelly Bean (4.1–4.3.1), KitKat (4.4–4.4.4) and the most recent version as of December 2014, Lollipop (5.0–5.0.1)

Appendix 2 - Getting connected to the Internet

There are three common ways of connecting to the Internet:

1. 'ADSL' also known as 'broadband'. Broadband connects you to the Internet through a landline phone line. The line is used to carry data (information) to and from the Internet. The final step of the way can be taken using a wire (called an Ethernet wire) or wirelessly using radio waves. This is called 'Wi-Fi'. You can have broadband and Wi-Fi installed on your home phone line and can also connect to the Internet via many thousands of Wi-Fi 'hotspots' in bars, cafes, airports, train stations and at the homes of your friends and family. All you need to know is the name of the network and the password.
2. 3G/4G. This is when you connect to the Internet through the mobile phone network rather than the landline phone network. This type of connection is slower and generally works out more expensive to use. Having said that, 4G can approach the speed that you get via broadband. On a smartphone, you will have Internet access through either 3G or 4G but on a tablet you probably won't (unless the tablet is equipped with a sim card). To connect to the Internet using 3G/4G, you will have to connect via a 'mi-fi' device or by using an app on a smartphone which mimics the way a mi-fi works.
3. Cable. This is when you connect to the internet using your cable connection provided either by Sky or by Virgin Media. It works in a similar way to 'broadband' but the Internet connection is provided by a 'fibre optic' cable rather than a copper cable which the landline phone network uses. It can provide the very fastest connection to the Internet but unless you are already a Sky or Virgin customer, I don't think it is worth switching providers. Broadband via a phone line is fast enough!

For most people who have a landline phone service, the best option is to get broadband installed on your phone line. It is fast, relatively cheap and reliable. Generally speaking, it will cost around £10 per month. For those who have a cable service provided by Sky or Virgin, get your fast internet connection through them. The cost will be similar but varies depending upon exactly which package you opt for.

Section 11 - Glossary

3G/4G - a mobile communications standard that allows mobile phones, computers, and other portable electronic devices to access the Internet wirelessly.

ADSL - a data communications technology that enables faster data transmission over copper telephone lines.

Android – Android is an operating system found on many tablets and smartphones.

App - an application, typically a small, specialized program downloaded onto a tablet or smartphone. A stock or pre-installed app is one that is installed on a tablet or smartphone at the factory that the user cannot uninstall.

Bluetooth - A standard for the short-range wireless interconnection of mobile phones, computers, and other electronic devices.

Boot-up – The startup sequence that a computer goes through before it can be used.

Broadband - refers to high-speed data transmission in which a single cable can carry a large amount of data at once.

E-book – An E-book is an electronic book which can be read on a tablet, smartphone or dedicated e-book reader such as a Kindle.

Hyperlink - a link from a hypertext document to another location, activated by clicking on a highlighted word or image.

Hypertext - Hypertext is text which contains links to other texts.

Icon - A small picture that represents an object or program

Internet - a global computer network providing a variety of information and communication facilities.

Landscape - Landscape is defined as the orientation of a page or screen, where the longest side goes from left to right. An example of landscape is when an image is wider than it is tall. (See portrait).

Mi-Fi – A mi-fi device or ‘wireless dongle’ connects to the mobile phone network and your tablet wirelessly to give you Internet access when there is no Wi-Fi signal available to you.

Network - A group of interconnected computers that is capable of sharing resources between many users.

iOS – iOS is the operating system found on iPhones and iPads (Smartphones and tablets made by Apple Computers).

iPhone/iPad – Smartphones and tablets made by Apple Computers.

Operating system - An operating system (OS) is software that manages computer hardware and software resources and provides common services for computer programs. The operating system is an essential component of the system software in a computer system. Apps usually require an operating system to function.

Pre- installed apps – See ‘Apps’

Portrait - Portrait is defined as the orientation of a page or screen where the longest side goes from top to bottom. An example of portrait is when an image is taller than it is wide. (See landscape)

Root – Rooting a tablet involves running a complex app which gives the operator full control over the device. Not recommended for beginners!

Router – A router (also known as a ‘hub’) is a device that routes data from one computer to another.

Scan – Search for wireless (Wi-Fi) networks.

Screenshot – A screenshot is a ‘snapshot’ of what is on the screen at the time it is taken.

Selfie - a photograph that one has taken of oneself, typically one taken with a smartphone or webcam and shared via social media

Shortcut – A shortcut is an icon that when tapped displays whatever the icon represents. This could be an app, a picture, a document or some other object.

Sim card - A SIM card is a small card that contains a mobile network subscriber's account information. This allows the phone, tablet, Mi-Fi or other device using the card to attach to a mobile network.

Social media - websites and applications that enable users to create and share content or to participate in social networking such as Facebook and Twitter.

Stock apps – See ‘apps’

Swipe - Moving one's finger across a touchscreen to activate a function.

Wallpaper - is a picture used as a decorative background on the screen of a computer, tablet or smartphone.

Wi-Fi - a facility allowing computers, smartphones, or other devices to connect to the Internet or communicate with one another wirelessly within a particular area.

World Wide Web – The World Wide Web is a system of interlinked hypertext documents that are accessed via the Internet.