

Smartphone Essentials Learning Checklist

(iPhone or Android) GeeksOnTour.com/tip110

Use this checklist to see what you already know and what you need to learn. Tip numbers refer to the Top Tips (members-only) section of our Website. **Highlighted tips are FREE**

Know your device

- Find manual for your make, model, OS [Tip043](#)
- Find Account ID (AppleID or Google) [Tip052](#)
- On / Off / Restart [Tip070](#)
- Home button (tap, double, Long Press) [Tip071](#)
- View Data Usage statistics [Tip105](#)
- View Storage statistics [Tip106](#)
- View Battery usage [Tip115](#)
- Wi-Fi /Cellular on/off [Tip116](#)
- Volume buttons [Tip118](#)
- Quick Settings, flashlight [Tip035](#)

Touchscreen Basics [Tip072](#)

- 1 finger: Tap, Double-tap, LongPress, Swipe
- 2 fingers: Pinch to Zoom, Swipe

Important Settings / Features

- Change "Go To Sleep" time interval [Tip040](#)
- Screen rotation settings [Tip030](#)
- Change how to Unlock [Tip041](#)
- Airplane Mode [Tip020](#)
- ICE on Lock screen [Tip075](#)
- Hotspot" your phone [Tip045](#)
- Screenshots [Tip024](#) [Tip023](#)
- Read QR Codes [Tip139](#)
- Quick Settings / Control Center

Typing / Entering Text

- Using the keyboard [Tip107](#)
- Glide typing [Tip123](#)
- Dictating
- Copy and Paste [Tip046](#)

Communications

- Make and receive phone calls [Tip124](#)
- View voice mail [Tip125](#)
- Send and receive Text messages [Tip126](#)
- Send and receive email [Tip137](#)
- Managing Contacts

Apps

- Install/uninstall Apps [s155](#)
- Update Apps [Tip069](#)
- Arrange Apps on Home screens [Tip028](#)
- Multi-Tasking & Force Quit [Tip053](#)
- Backing up or Syncing data [Tip136](#)
- Install Widgets like speed dials [Tip129](#)

Camera [s144](#)

- Take a photo, Selfie, Video [Tip138](#)
- Turn Flash on/off
- Turn Geotagging on/off [v641](#)
- Take Panorama [v463](#), [464](#)
- Scan a document to .pdf [s156](#)

Photo Library-Google Photos [s170](#)

- Backup photos to cloud [v496-7](#)
- Find Photos by date or Search [s156](#)
- Organize into Albums [v527](#)
- View Photos with map [v640](#) (📍"photos map")
- Edit: Crop, Correct, Beautify [v489](#), [v583](#), [s136](#)

Google Maps [s178](#)

- View Current location
- Find a place, Find a thing
- Navigate [v589](#)
- Save places [s126](#)
- Search along route [v587](#)

