

**Sun City Summerlin Computer Club**

**Seminar**

**Android Basics 2024**

**Part 1**

**Tom Burt**

# Agenda



- **What is Android**
- **Android Versions**
- **Turning On and Shutting Off**
- **Android Gestures**
- **Launching and Stopping Apps**
- **Placing and Answering Phone Calls**
- **Managing Your Contacts**
- **Reading and Sending Text Messages**
- **Key Android Settings**
- **Connecting to a WiFi Router**
- **Android Apps – Google Play Store**
- **Getting Android Help**

# What Is Android?

- <https://www.android.com/>
- **Android is an Operating System**
  - Designed and built by Google
  - Based on Linux
  - Runs on many devices: phones, tablets, TVs, in-car systems, some house-hold devices
  - Biggest base is smart phones and tablets
  - Android installed on 70% of world-wide smart phones as of end of 2023
  - Per Google - over 3.6 *billion* Android devices in use world-wide every day!
- **Android is now over 15 years old**
  - [https://en.wikipedia.org/wiki/Android\\_version\\_history](https://en.wikipedia.org/wiki/Android_version_history)
  - Still evolving, adding new features.
  - Closely integrated with Google online
- **Android is augmented by a vast library of free and paid Applications**
  - Primary resource for Apps is the Google Play store (safest).
  - Can “side load” from other sources ... but **BE CAREFUL!**  
TANSTAAFL! (Robert Heinlein); TANSTAAFA!! (Tom Burt, et. al.)

# Turning On and Shutting Off



- **To Turn On your Android Phone or Tablet**
  - Locate the power button: top edge-right side, right edge near top, on back below camera.
  - Press and hold the power button until the device vibrates (about 1.5 seconds).
  - Android will boot up in about 20 seconds and present the lock screen.
  - Enter any password, pin code or touch sequence you may have set up as a security measure. Or touch the fingerprint reader if set up.
  - Or swipe up from the bottom if no lock screen security is defined.
  - Once this is done you will be on the **Android Home Screen** (image at left).
- **To Turn Off your Android Phone or Tablet**
  - While on the home screen, press and hold the power button for a second or two.
  - Android will pop up 3 buttons for Power off, Restart or Emergency.
  - Tap the desired choice (Power Off) and the phone will power off.
  - When your Android phone is powered off, it consumes **NO** battery power and all the radio transmit / receive traffic (cellular, WiFi, Bluetooth, GPS) is disabled. ***Your phone cannot be tracked.***
  - Restarting your Android device is equivalent to powering it off and back on. It can be helpful if your device has gotten into an unstable state or if, perhaps, a malicious App is running, and you can't stop it.

# Android Gestures

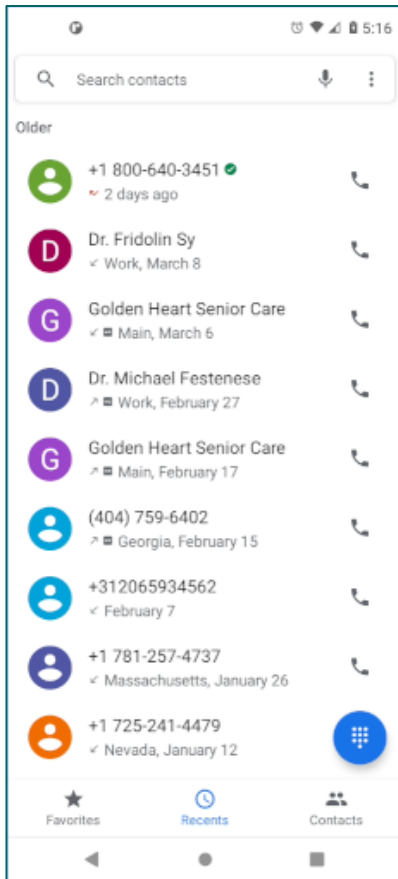
- <https://www.lifewire.com/android-gestures-phone-or-tablet-1616916>
- Android on a 5 to 6.5 inch touch screen can prove to be quite a challenge in acquiring new hand-eye skills, plus learning an assortment of basic gestures and actions.
- Every Android device seems to have slightly different touch sensitivity and timing that you need to get used to. As with right-clicking in Windows, “**long press**” usually opens up a context window with choices of actions for the item being pressed. This helps a lot in learning how your smart phone works.
- **Basic Android Gestures**
  - **Tap (select / launch) - commonest gesture**
  - **Double-tap (often used to blank the display)**
  - **Long Press (open a context menu or select for moving)**
  - **Press and drag (move an item on the screen)**
  - **Swipe up / down / left / right (fast scroll)**
  - **Swipe in from: left, right, top, bottom edges (show items that are off the current screen)**
  - **Pinch in (zoom out)**
  - **Spread out (zoom in)**

# Launching and Stopping Apps



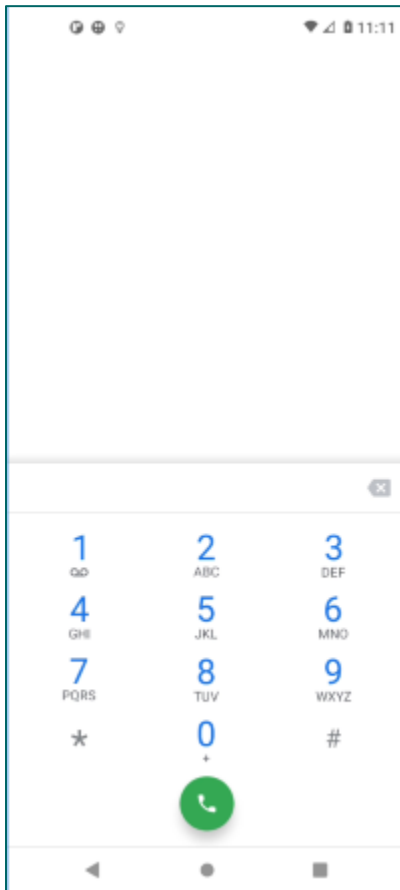
- Your Home screen has **icons** for Apps that are already installed.
- There may be more than one screen of icons, depending on how many Apps you have installed. Swipe right to left to see more App icons.
- You can press and hold icons to drag them around or remove them from the Home screen.
- To **Start an App**, just tap its icon. The App will start and display its screen.
- Other Apps that are running will continue to do so.
- To switch to a different running App, tap the small square and then pan to and tap the App you want to work with.
- To **Close a Running App**, tap the small square, locate the App by panning left to right, and then swipe the App's window up to the top.
- Closing Apps you're not using frees up memory and CPU cycles and saves battery life.

# Your Smart Phone as a Mobile Phone



- A “smart” phone is a mobile touch-screen computer that also can also make and receive phone calls via the cellular phone network.
- Phone service is provided by one of several cellular carriers such as AT&T, Verizon, or T-Mobile/Sprint. You contract either directly with one of these major carriers or through a secondary carrier who leases bulk capacity from one of the majors.
- The exact procedures for making and answering calls may vary for different makes of phones and for different carriers. Read the user guide for your specific Android phone make and carrier. While you would think the phone calling functions would be among the most obvious, they take getting used to.
- The slides to left and below are for my Motorola Moto G Power:

# Placing Phone Calls



To **Place a Phone Call**, you must Start the Phone App.

- On the home screen, tap the green icon with the telephone.
- The Phone App will launch. The main screen of the phone app shows links for Favorites, Recents and Contacts and a keypad icon.
- Tap the icon to display a numeric keypad. Then simply tap in a number on the keypad and press the round phone button to make a call.
- You can also tap the Contacts tab, then tap one of your saved contacts. In the contact details that appear, tap the phone icon to make the call.
- Let's demo making a call

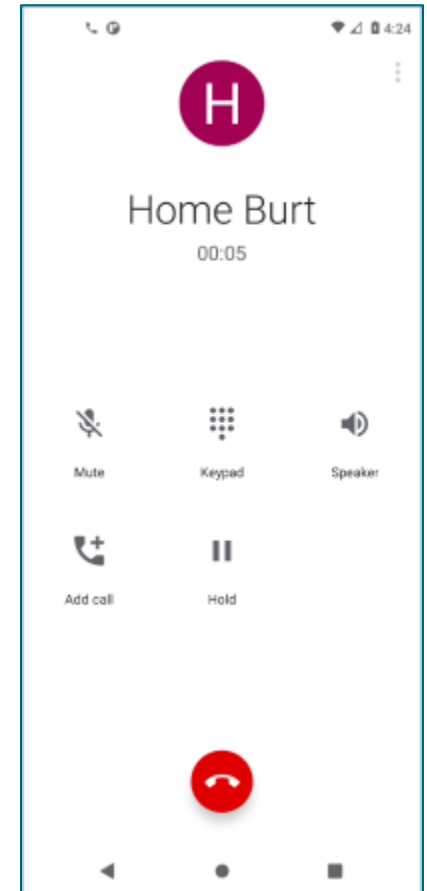


# Answering Phone Calls (1)



To **Answer an Incoming Call** when your phone is *Unlocked* ...

- When your smart phone detects an incoming call, it will play your ring-tone or vibrate and will display a screen with buttons to Answer or Decline the call.
- To answer the incoming call, tap the Answer button.
- The screen display will switch to another with various buttons, including a red End Call, which you can tap to terminate the call.

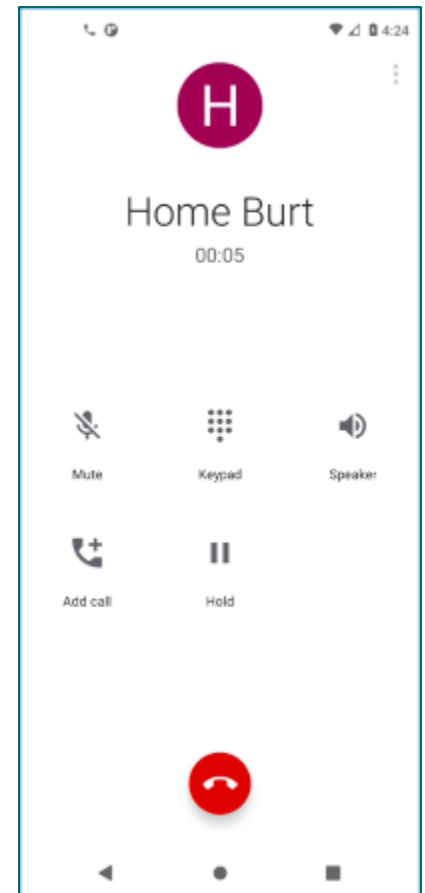


# Answering Phone Calls (2)

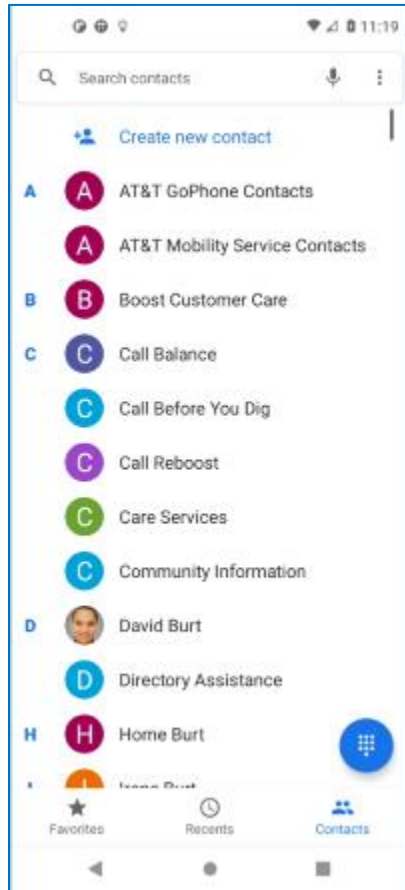


To **Answer an Incoming Call** when your phone is *Locked* ...

- When your smart phone detects an incoming call, it will play your ring-tone or vibrate and will display on screen a phone icon with radiating circles.
- To answer the incoming call, swipe up from the phone icon.
- The screen display will switch to another with various buttons, including a red End Call, which you can tap to terminate the call.

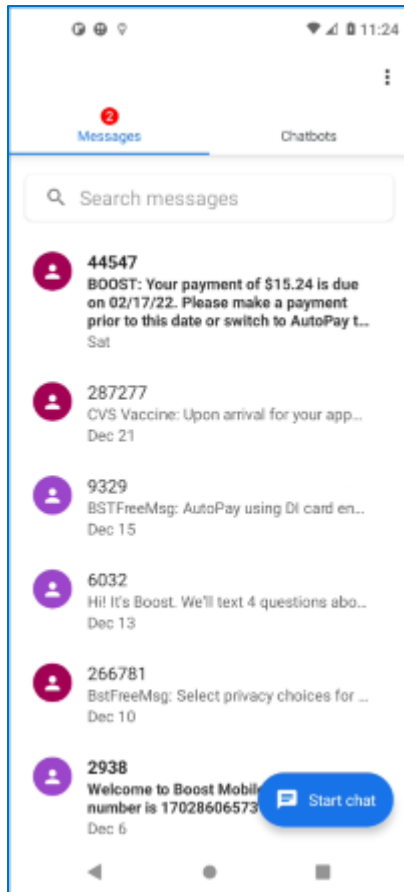


# Managing Your Contacts



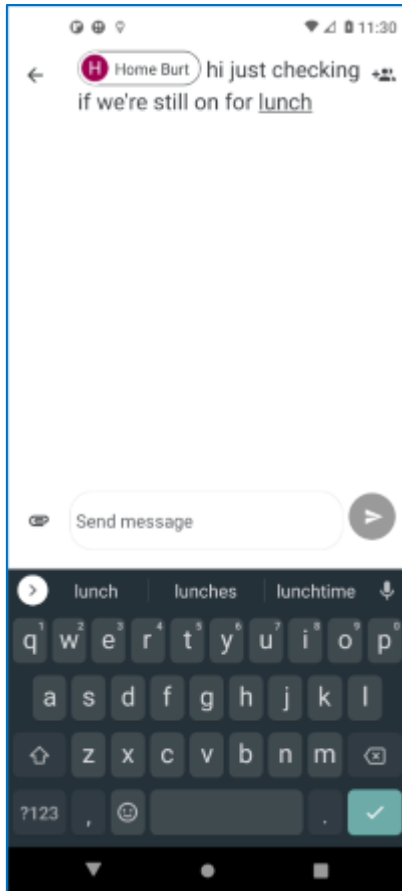
- Tap the green phone icon on your home screen to start the Phone App. Tap the Contacts icon to view your list of contacts.
- To **Add a Contact**, tap “Create new contact”.
  - A data entry window will appear with boxes for name, telephone and e-mail address and optional other fields. Tap these boxes to use the on-screen keyboard to enter the information. You can also add a picture and a ringtone. When finished, tap Save.
- To **Edit** an existing **Contact**, tap that Contact to display its details.
  - Tap “Edit contact” to open the information editor. Type in any changes and then tap Save.
- To **Delete** an existing **Contact**, tap that Contact to display its details. Then tap the 3-dot menu and select Delete. A popup will ask you to confirm the Delete.

# Reading a Text Message



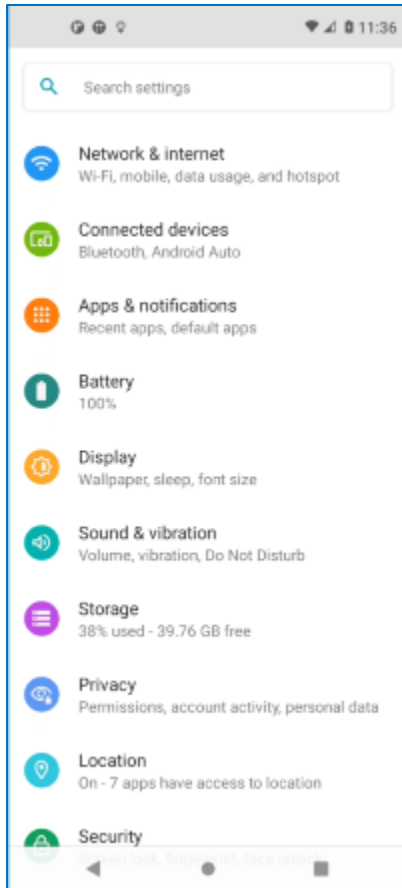
- **Text Messages** are short textual data messages that your smart phone can send to or receive from another smart phone.
  - Limited to 160 characters.
  - May be free, depending on your service plan.
- **To view, tap the Messaging App icon on your home screen**
  - The messaging App will display a list of text messages you have sent and received.
  - Text messages are grouped by sender.
  - Newest are at the top.
  - Tap the message you wish to view.
  - A list of the full text messages from that sender is displayed with newest at the bottom.
  - Press the main “back button” to go back to the summary list.

# Sending a Text Message



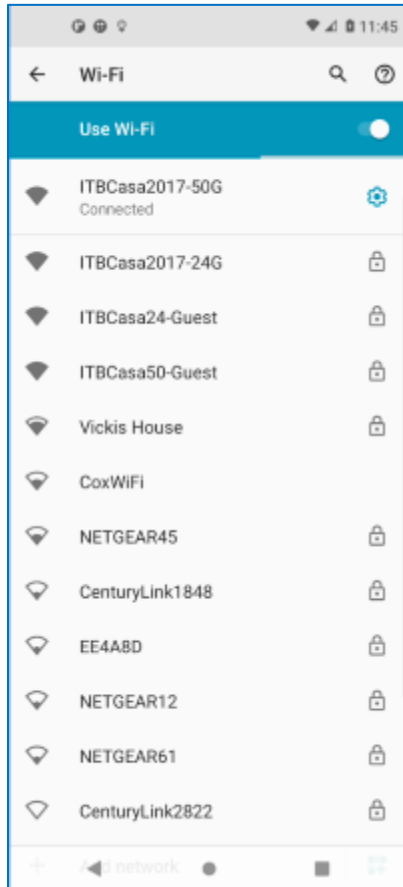
- **Tap the Messaging App icon on your Home screen**
  - On the Messaging App's main screen, tap the Start Chat button at the lower right (see above).
  - The Send message screen will appear.
  - Tap Frequents or All Contacts to choose a recipient from your contacts list.
  - Tap the keypad icon to type a phone number.
  - Tap the message area and then use the keyboard to enter your text message up to 160 characters.
  - Finally, tap the Send Message button.
- **Your message will be sent to the recipient and recorded in your message log.**
- **If you can master it, it's easier to type using both thumbs.**
- **I'll cover sending pictures in my Part 2 presentation next month.**

# Key Android Settings (1)



- Android has many settings managed via the Settings App.
- Start the Settings App by tapping the gear icon.
- Settings are shown in a sequential list of categories.
- Tapping a setting takes you to a secondary page with various choices related to that setting
- Several frequently-used settings are also in the Home Screen's swipe-down "Quick Settings" panel.
  - Airplane Mode (on / off)
  - WiFi (on / off)
  - Bluetooth (on / off)
  - Various others ...
- The About Phone Setting is last in the list. It has lots of information about your phone ...
  - Phone number
  - Emergency Info Contacts (Good idea to set these)
  - Software Variant / Android Version
  - Phone IMEI and other IDs
  - WiFi IP address

# Connecting to a WiFi Router



- **Your Android device includes chips and radios that allow it to connect to a WiFi (802.11) Router**
  - You will need to know the network's **security password** unless it is an open, unsecured network.
  - To start, tap your way to: **Settings>Network & Internet>WiFi**.
  - A list of available WiFi connections will be displayed.
  - Tap the desired connection.
  - A pop-up window will appear requesting the network security password. Tap the **“Show password”** checkbox to make it easier to enter the password correctly.
  - Finally tap the **Connect** item to complete the connection.
- **Once connected, you can use that Internet connection for web-surfing, e-mail, getting Apps and streaming music or videos without using minutes from your phone carrier's data plan.**
- **Your Android device will remember the new connection for future occasions and will even automatically reconnect when you are in range of that router.**
- **If an existing saved connection is no longer needed, you can tap it and then tell Android to **“Forget”** it.**

# Key Android Settings (2)

- **Sound and Vibration Settings include:**
  - **Sound / Vibrate / Silent**
  - **Volume (Ringtone, Notification, Touch feedback, Music ...)**
  - **Ringtone (selection of built-in or you can get your own)**
  - **Live Caption (May vary by phone vendor)**
  - **Various others ...**
- **Display Settings include:**
  - **Wallpaper (Home screen / Lock Screen)**
  - **Brightness (slider, option for Adaptive Brightness)**
  - **Auto-rotate (on / off)**
  - **Screen Timeout**
  - **Night Light**
  - **Various others ...**

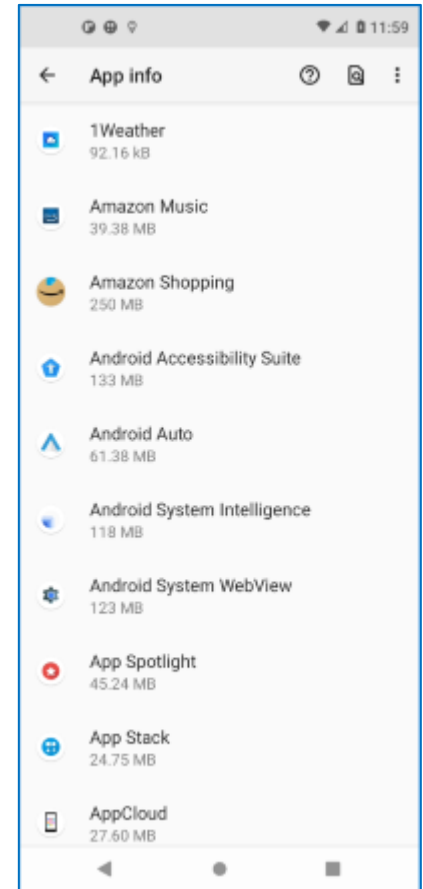


# Key Android Settings (3)

- **Other settings include :**
  - Location settings
  - Accounts (links your device to various online accounts)
  - System
  - Apps (lists installed Apps, can use to Disable / Uninstall)
  - Battery
  - Storage
  - Help
- **Quick Settings (swipe down from top)**
  - Brightness (slider and Auto)
  - WiFi (on / off) tap to toggle
  - Airplane Mode (on / off) tap to toggle
  - Bluetooth (on / off) tap to toggle
  - Flashlight (on / off) tap to toggle

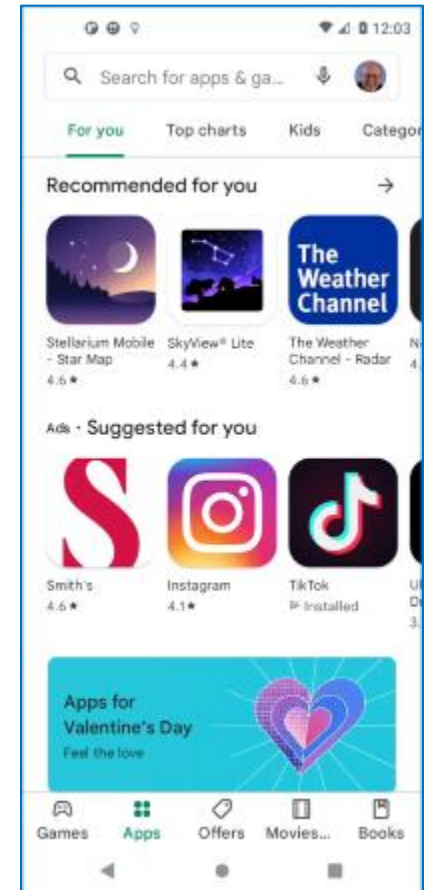
# Android Apps (1)

- **Checking what Apps are already installed ...**
  - Go to **Settings > Apps & notifications**. Then tap the “**See all xxx apps**” link.
  - This will display a scrollable, alphabetic list of all the currently installed Apps and whether they’re enabled or disabled.
- **Disabling and Uninstalling Apps**
  - You can press and hold any App in the App list to bring up a screen that will allow you to either **Uninstall or Disable** (for built-in) that App.
  - There’s also a **Force Stop** option to stop an App that is presently running. Use this with care.
  - You can also turn on or off notifications from the App.
- You may want to uninstall some of the bundled apps to free up storage space.



# Android Apps (2)

- **Getting Android Apps - Google Play Store**
  - Easier to search the Play Store on your PC first, then use the Google Play App on your device to download and install.
  - <https://play.google.com/store/apps?hl=en>
  - Apps in the Play Store are supposedly verified to be free of malware. This system is *pretty* solid.
  - On your device, tap the Play Store icon to launch the App. It will connect to the Play Store in the cloud.
  - Use the search or browse the categories to locate the App you want to install.
  - Tap the desired App's image. That will open a popup with some details and the choice to Install or Cancel.
  - If the App is not free, you will have to confirm payment.
  - Tap the Install choice and the App will download and install on your device. An icon will be added to your home screen.



# Android Apps (3)

- **Some Android Apps You Might Want**
  - **Uber and Lyft Ride Services**
  - **TV Remote Apps**
  - **Phone-based GPS / Mapping**
  - **Note-taking and Dictation**
  - **Book Readers: Kindle, e-Pub**
  - **Games and Puzzles – Vast Catalog**
  - **Office Suite (LibreOffice or MS Office)**
  - **Health Tracking and Testing**
  - **Menu Planning and Cooking**
  - **Sports News / Scores / Live Streaming**

# Getting Android Help



- **Online Tutorials, Reviews and Articles**
  - YouTube videos ... search for your phone's make / model / Android version
  - Vendor on-line help forums, videos, user guides
  - General Google Search (good for trouble-shooting)
  
- **Computer Club Sessions and Material**
  - Gene Koch (Android Help Q&A) 2 PM 3<sup>rd</sup> Thursday
  - Glenn Latta's and Tom Burt's presentations in the Android section of the Seminar area of the web site: [www.scscclab.com/smnr](http://www.scscclab.com/smnr)
  - Tom Burt's articles in Gigabyte Gazette
  - Tuesday Repair SIG (12:30 pm to 3 pm) in the club's classroom.

# Final Questions and Answers

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