

Working Smarter with Your BlackBerry smartphone

Overview

Designed for new BlackBerry® smartphone users, this course introduces the basics of using your BlackBerry smartphone. Hands-on activities give you the opportunity to practice all the tasks that will help you to turn downtime into productive time.

The course provides an overview of BlackBerry smartphone features and functions as well as helpful tips and tricks to help you become more efficient. Add-on applications, advanced options, shortcuts, and tools for personalizing your BlackBerry smartphone are also discussed.

Bring your BlackBerry smartphone and join a BlackBerry expert for this high-energy, interactive learning experience. Discover the power of your BlackBerry smartphone and learn how it can help you work smarter and faster.

Who should attend

- New BlackBerry smartphone users
- Anyone who wants to learn how to get the most value out of a BlackBerry smartphone

Topics covered

- BlackBerry smartphone hardware features
- BlackBerry smartphone basics
- Using the Phone
- Using email messaging
- Using the Address Book
- Using the Calendar

Course Details

Course Code: 516-00513-123

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Topics covered

- Using the Browser
- Using the Camera
- Using the media application
- Using the Global Positioning System
- Using additional settings
- Using shortcuts
- Personalizing the BlackBerry smartphone
- Using BlackBerry® Desktop Software
- Using a tethered modem
- Using a BlackBerry® Smart Card Reader
- Using BlackBerry® Internet Service
- Learning more about the BlackBerry smartphone

Course objectives

Module 1 – Hardware overview

- Identify BlackBerry smartphone hardware features

Module 2 – BlackBerry smartphone basics

- Identify BlackBerry smartphone applications
- Navigate the Home screen

Module 3 – Using the Phone

- Make a phone call
- Set up smart dialing
- Set a speed dial number
- Dial from other applications
- Dial work extensions
- Use voice dialing

Module 4 – Using email messaging

- Use SureType® technology (where applicable)
- Compose an email message
- Add multiple recipients to an email message
- Add a phone number or an email address to the Address Book from an email message
- Identify supported attachment types
- View an attachment
- Copy and paste text
- Sort your message list
- Delete multiple messages
- Use the Delete Prior feature
- Create an auto signature
- Set an Out of Office auto reply
- Create a message filter
- Create a spam filter
- Use the search application
- Confirm receipt of message