

## **M06 - iPads for Solicitors**

Management & Professional Development Skills Courses (3 CPD Hours)



This course introduces participants to the iPad and how it can be used to support the work of a solicitor. The course goes through the iPad features and functions from beginner right up to expert user level.

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### **The following elements are a sample of what is included in the course**

#### Introduction to iPads for solicitors

- Introducing the iPad
- Summary of iPad benefits to solicitors
- Getting to know your iPad - instruction video on features and functions

#### iPad tips and tricks

- Volume controls
- Lock screen rotation
- Open and switch between apps
- Zoom in and out
- Multitasking
- Adjusting brightness

#### Customising and email

- Customise your home screen
- Organising and using folders
- Using Safari
- Sending and receiving emails

#### Printing

- Connecting to a printer
- How to print from your iPad

## Media, notes and reminders

- Taking photos
- Managing photos
- Using notes
- Setting reminders

## App stores and shortcuts

- Downloading from the app store
- Taking screenshots
- Passcode
- Keyboard shortcuts

From the course you can download many relevant notes and documents for your own use, you can also link to other relevant websites and resources with dedicated content on iPads for solicitors.

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**Course author:** Dr. John Wall, Head of School for Education and Professional Development, 3rd Level Institute

### About the author:

Dr. John Wall is Head of School for Education and Professional Development in a leading Irish Third Level Institution. He has vast experience in designing and delivering courses in business related subjects. John also has a particular interest in the delivery of continuing professional development through an e-learning platform and has recently completed his doctoral thesis in this area.

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## Course quick links

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**Course cost:** €99.00

**Format:** On-line

**CPD Hours:** 3 hours

## How does it work?

**Get three hours of CPD without leaving the comfort of your office or your home PC**  
Watch the demo here or read-on.

**Step 1:** Choose from one of our engaging on-line courses. Each of our courses is designed by

an expert in the relevant topic area. You can choose from any of our 8 management and professional development course – remember you must do at least 3 hours of your CPD in Management

**Step 2:** Engage with the course for 3 hours. You engage with the course by reading the course content, contributing to the discussion forum and assimilating the knowledge and information presented.

**Step 3:** Print your completed CPD certificate. When you are finished the course, check your time contribution to ensure you have at least three hours recorded. You simply print off your CPD record and keep it for your own records.

**Call us on 053 9230344** for more information or click here to enrol on-line.

## Why on-line with CPD College?

- Valid for Law Society CPD purposes
- We are a FETAC approved provider
- You lose no time
- You have no travel requirement
- You progress at your own pace
- You have access to discussion forums
- You can enrol online or over the phone

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**Source URL:** <http://cpdcollege.com/content/m06-ipads-solicitors>

### Links

- [1] [http://solicitors.cpdcollege.com/cpdcol/cpdcoln\\_usersinterest.php?course=2](http://solicitors.cpdcollege.com/cpdcol/cpdcoln_usersinterest.php?course=2)  
[2] <http://solicitors.cpdcollege.com/course/view.php?id=2>  
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