

IT Essentials 5.0

8.2.2.3 Lab - Working with Android

Introduction

Print and complete this lab.

In this lab, you will place apps and widgets on the home screen and move them between different home screens. You will also create folders to which apps will be added and removed. Finally, you will uninstall apps from the Android device.

Recommended Equipment

The following equipment is required for this exercise:

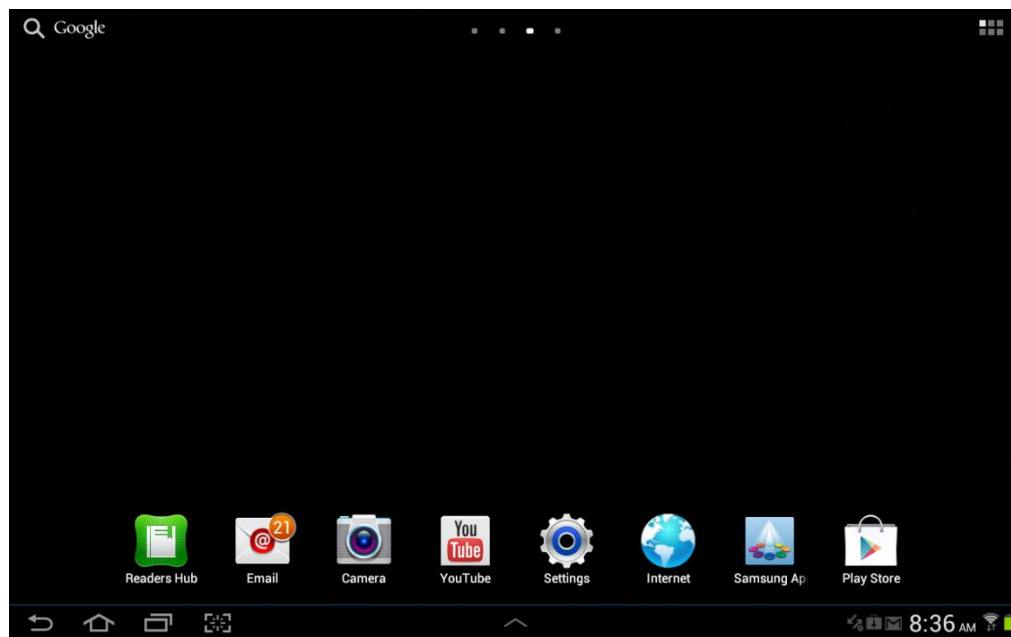
- Android tablet or smartphone running Android version 4.0

Part 1 - Apps and Widgets

Step 1

Turn on the device and log in with the password, PIN, or other passcode, if necessary.

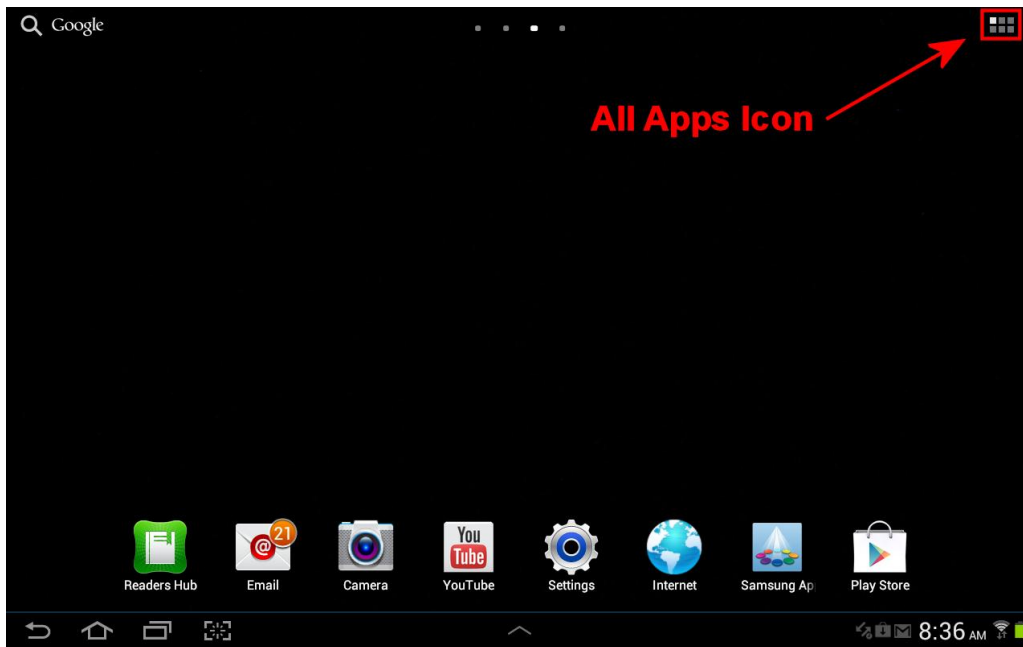
The main home screen appears.



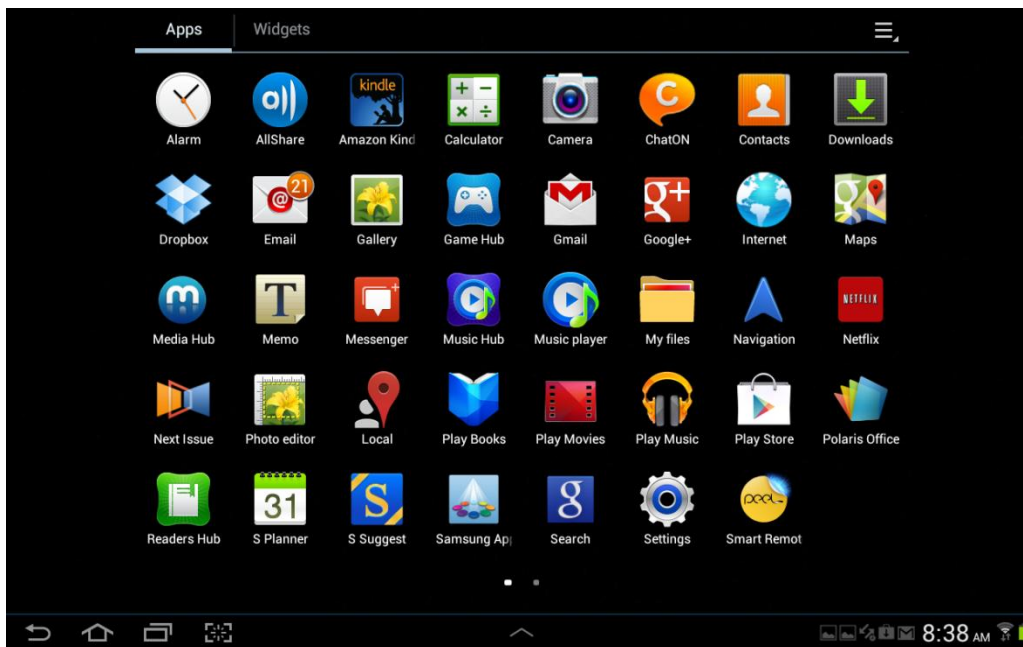
Step 2

Apps can be installed using the “All Apps” icon.

Touch the **All Apps** icon.

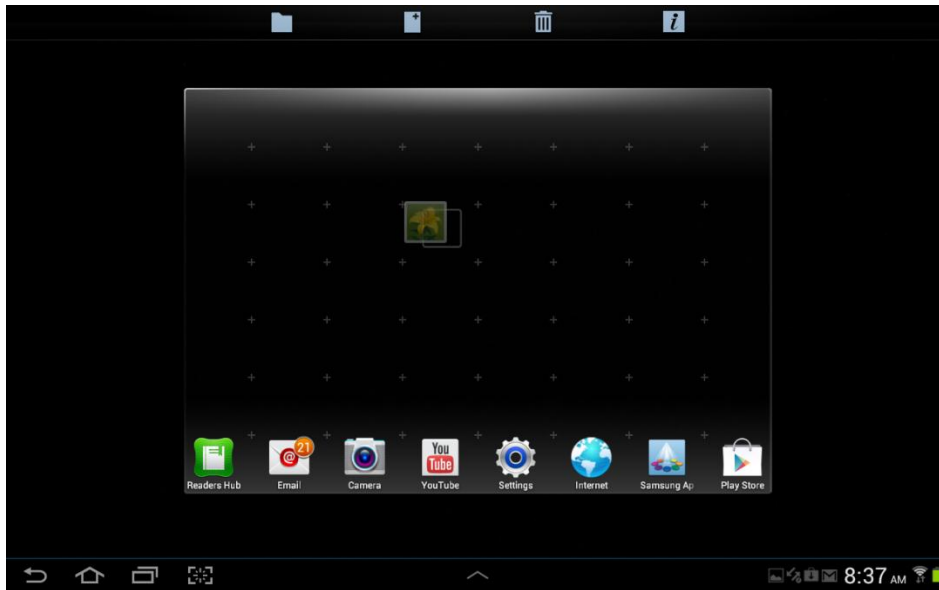


The “All Apps” screen appears.



Touch and hold any app.

The main home screen becomes visible in the background.



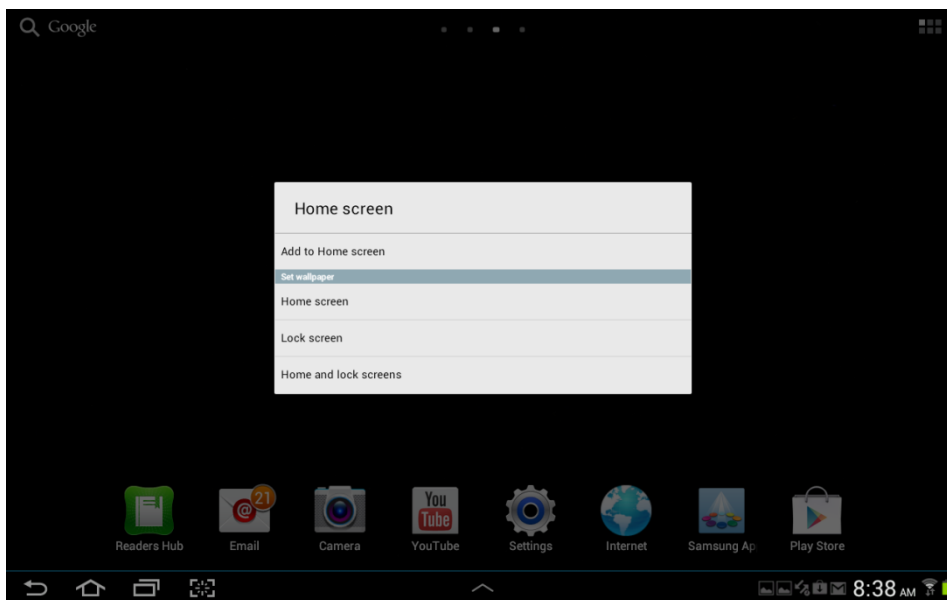
Drag the app to any empty space and release it.

Step 3

Apps can also be installed directly from a home screen.

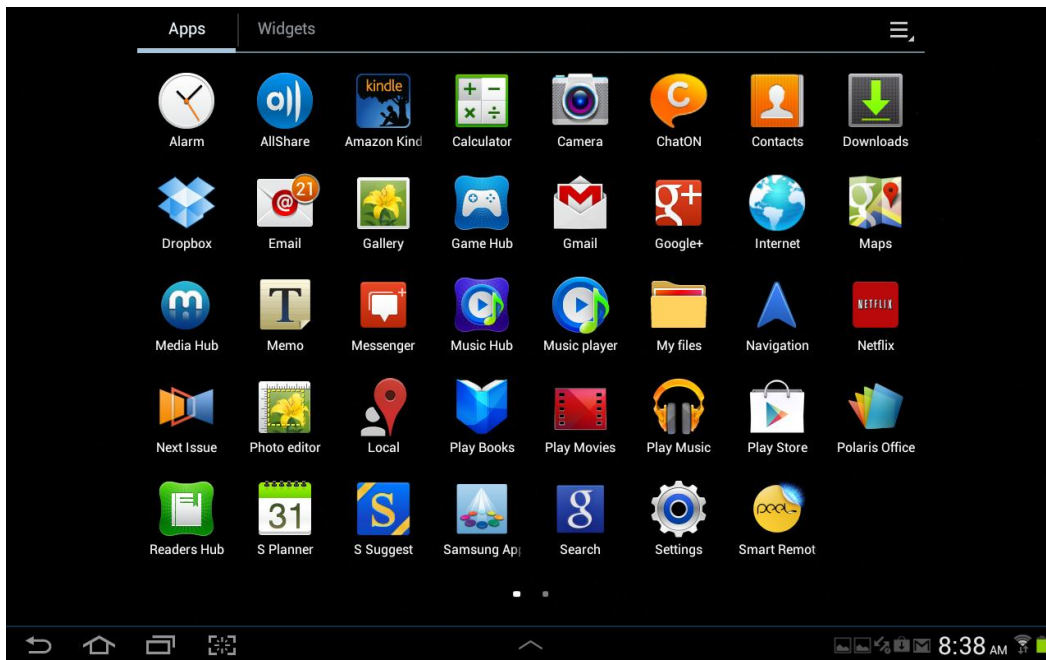
Touch and hold a blank area of a home screen.

The “Home screen” menu appears.



Touch **Add to Home screen**.

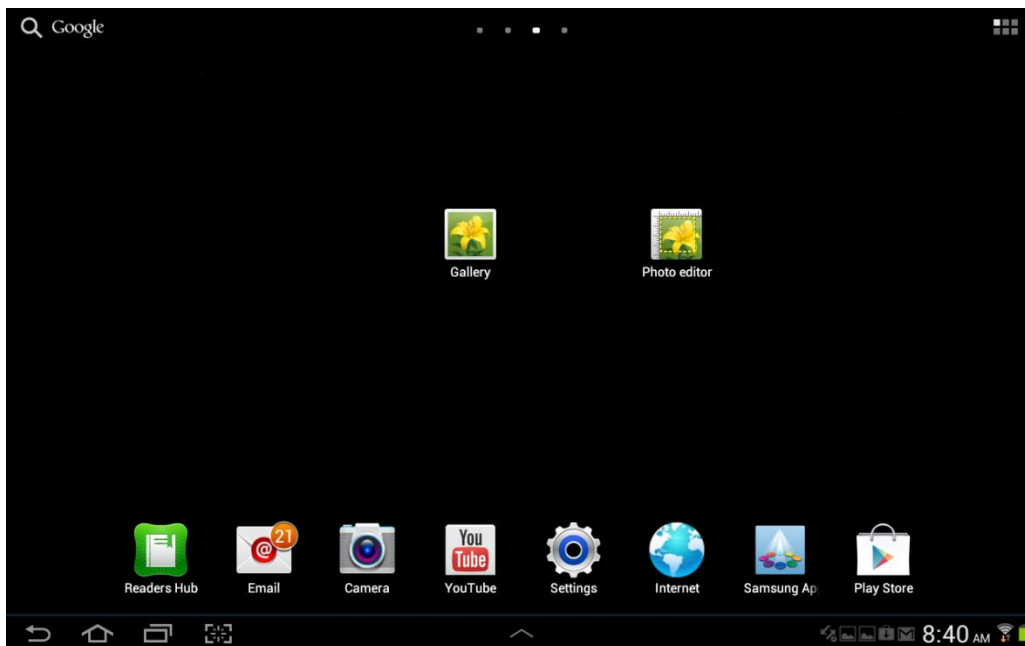
The “All Apps” screen appears.



Touch and hold any app.

The main home screen becomes visible in the background.

Drag the app to any empty space and release it.



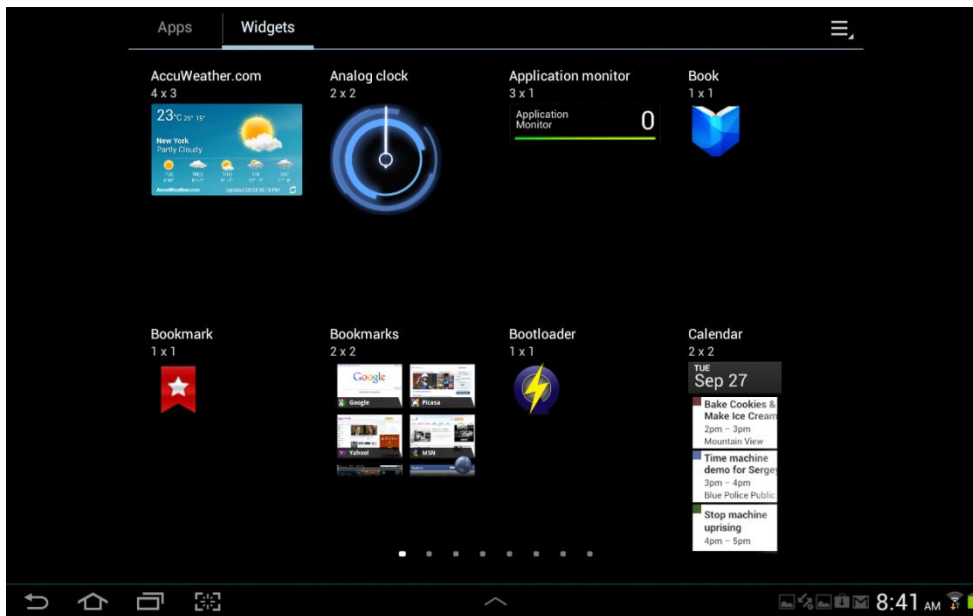
Step 4

Widgets can be installed using the All Apps icon.

Touch the **All Apps** icon.

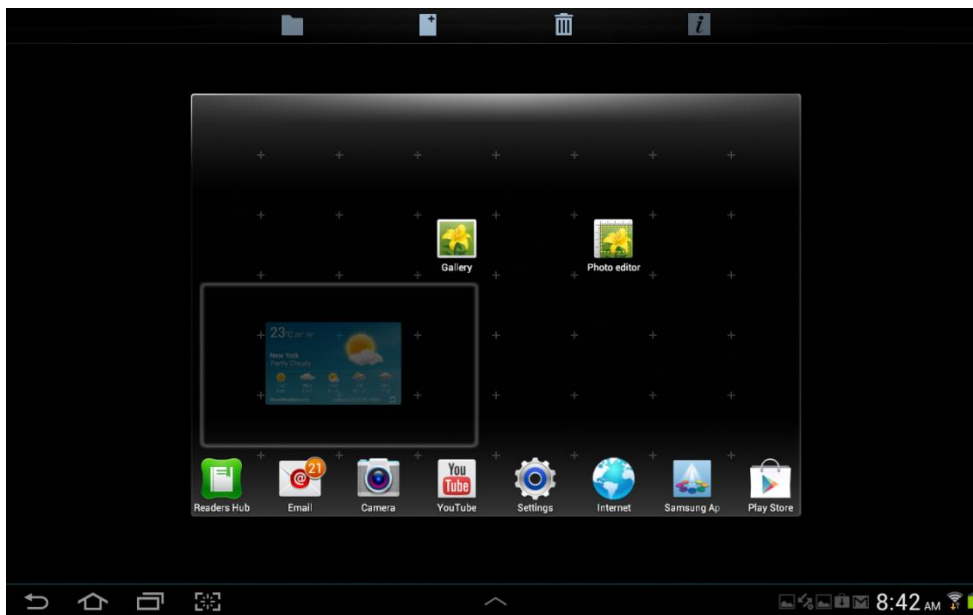
Touch the **Widgets** tab at the top of the screen.

The “Widgets” tab appears.



Touch and hold any widget.

The main home screen becomes visible in the background.



Drag the widget to any empty space and release it.

Step 5

Widgets can also be installed directly from a home screen.

Touch and hold a blank area of a home screen.

The “Home screen” menu appears.

Touch **Add to Home screen**.

Touch the **Widgets** tab.

Touch and hold any widget.

The main home screen becomes visible in the background.

Drag the widget to any empty space and release it.



Step 6

You can move apps to other home screens.

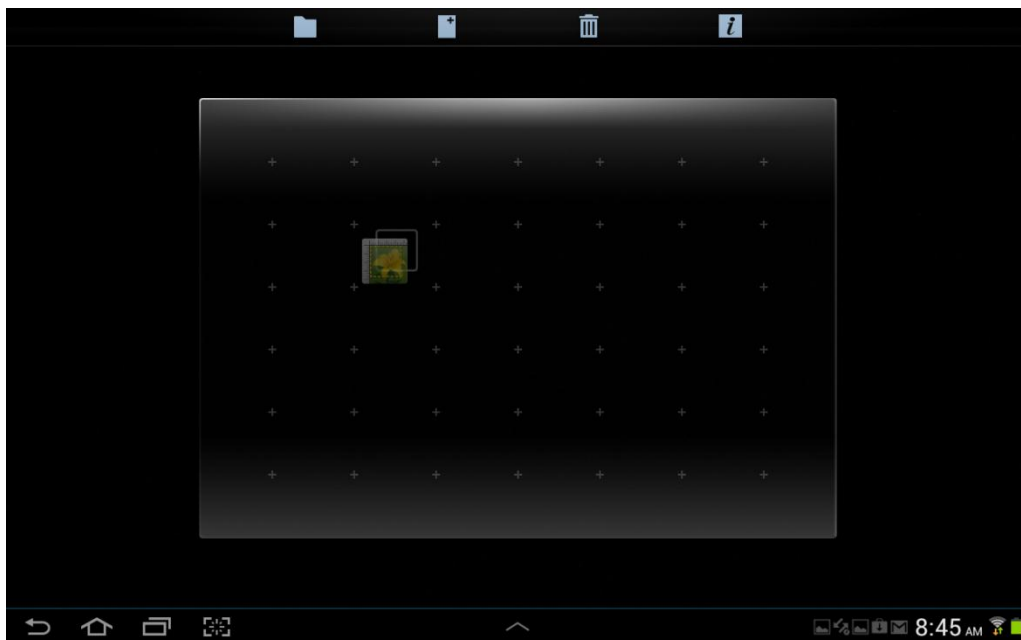
Touch and hold any app.

The home screen shifts to the background.

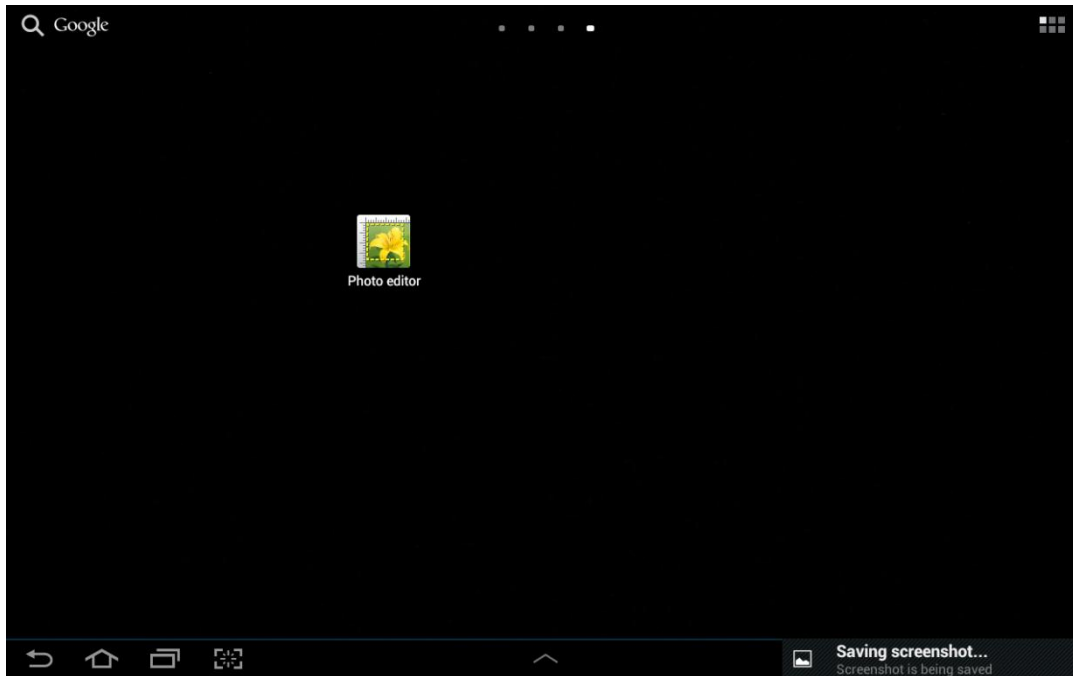
Drag the app to the edge of the screen.



The neighboring home screen appears in the background.



Drag the app to any empty space and release it.

**Step 7**

Move another app from one home screen to another.

Step 8

Widgets can also be moved to other home screens in the same manner as apps.

Move a widget from one home screen to another.

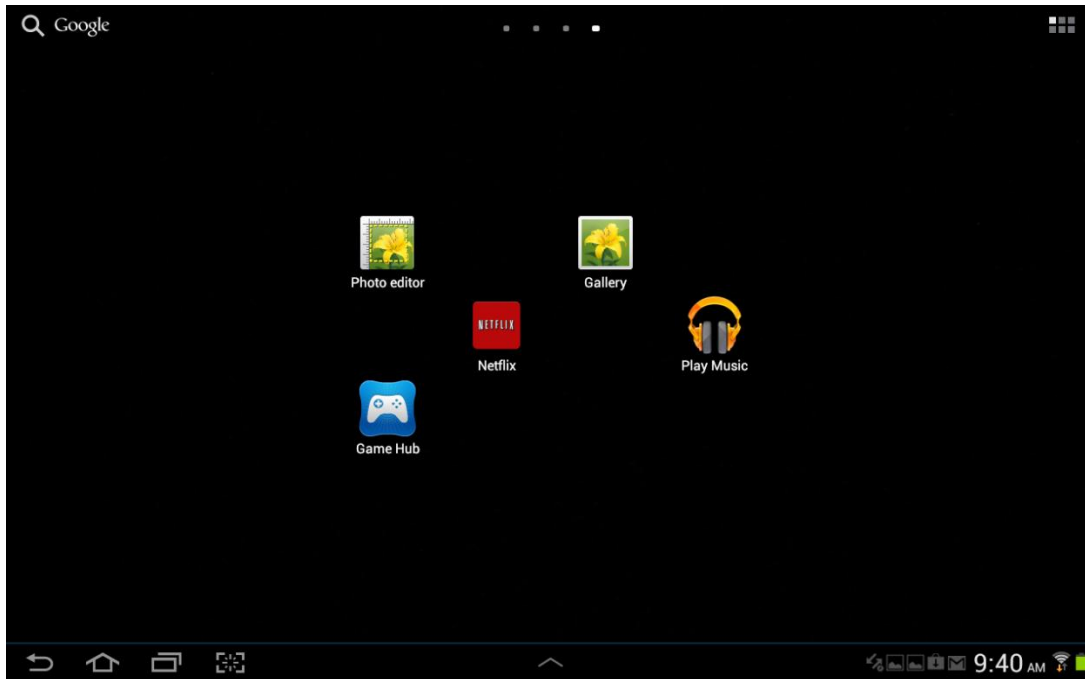
Step 9

Move another widget from one home screen to another.

Part 2 – Folders**Step 1**

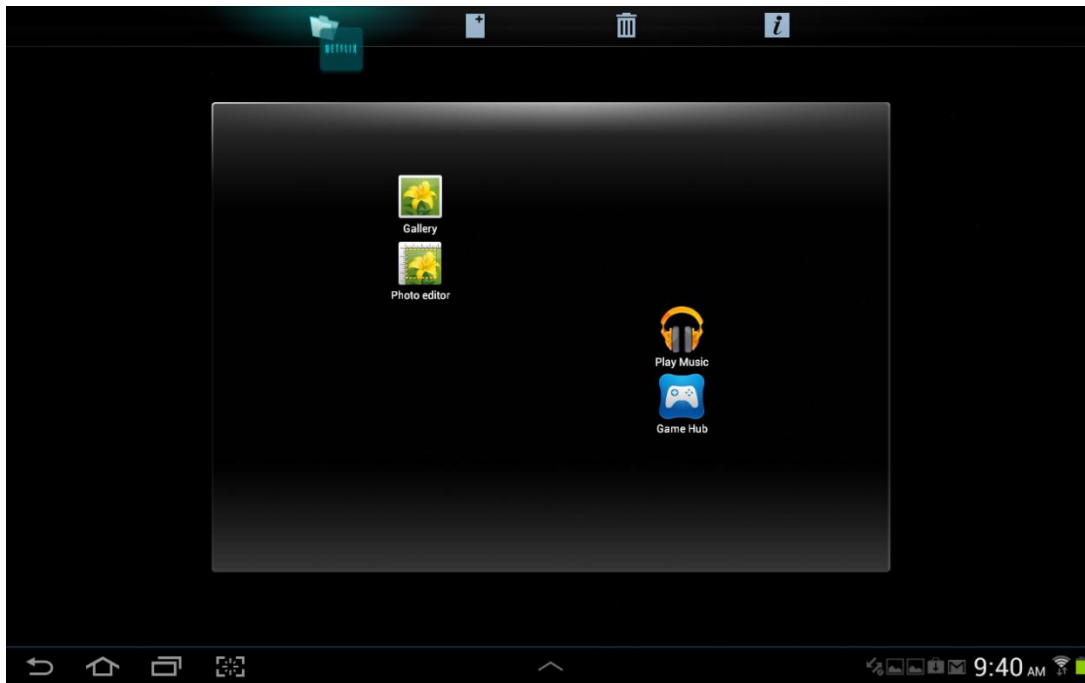
Apps can be grouped together to create folders.

Place 5 apps on the same home screen.



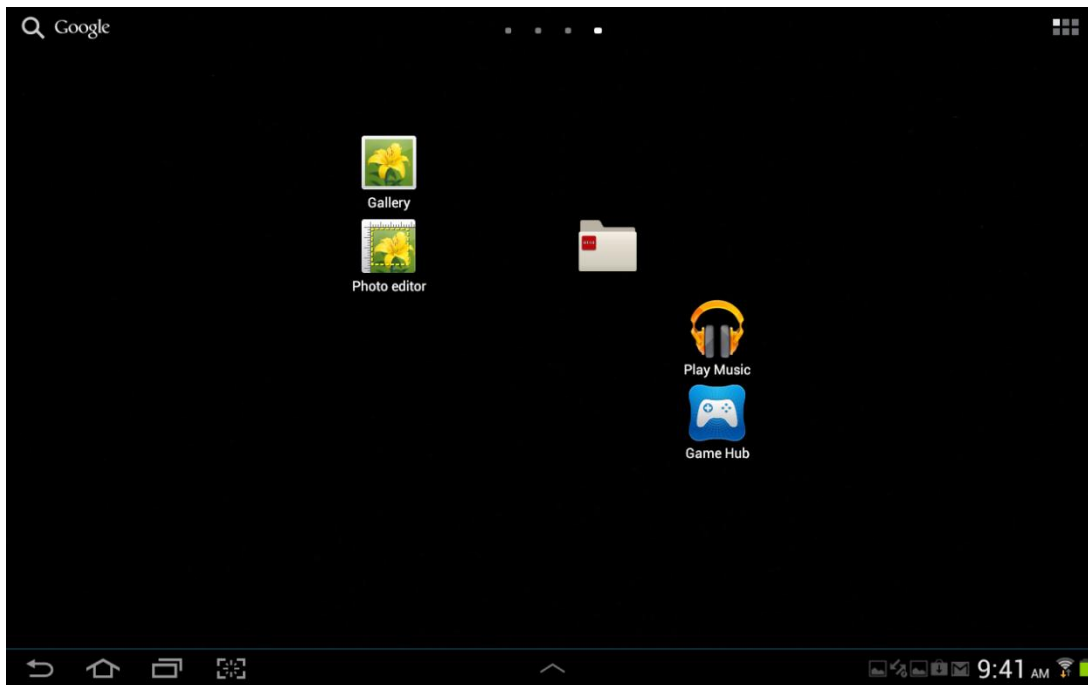
Step 2

Touch and drag one of the 5 apps onto the “folder” icon at the top of the screen.



Release the app.

A folder is created containing the app.

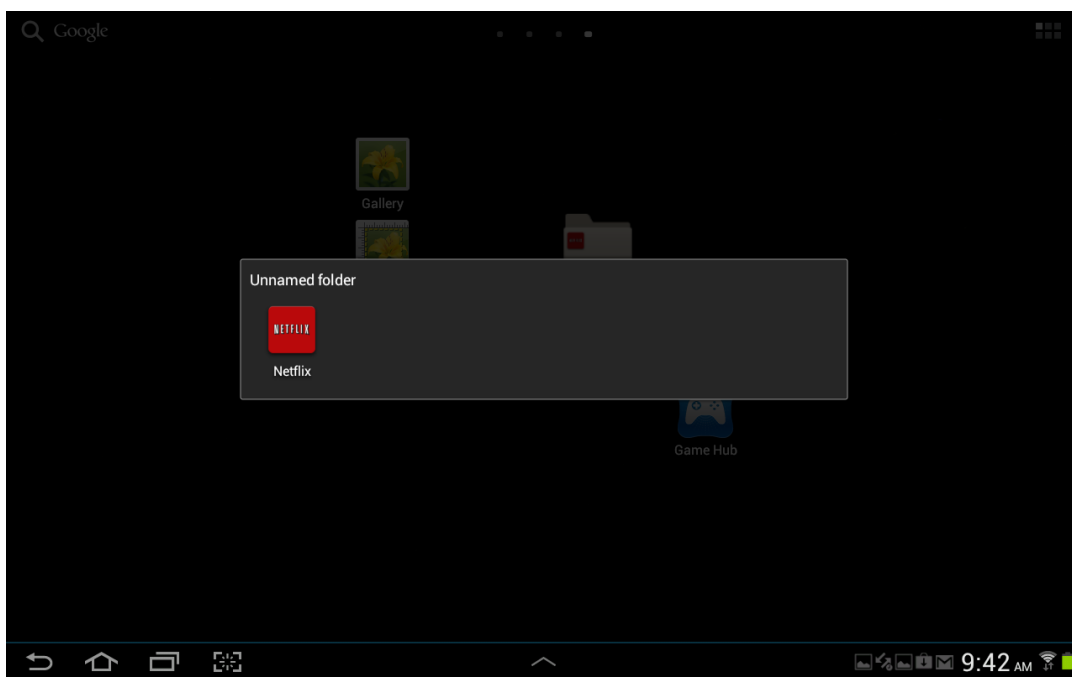


Step 3

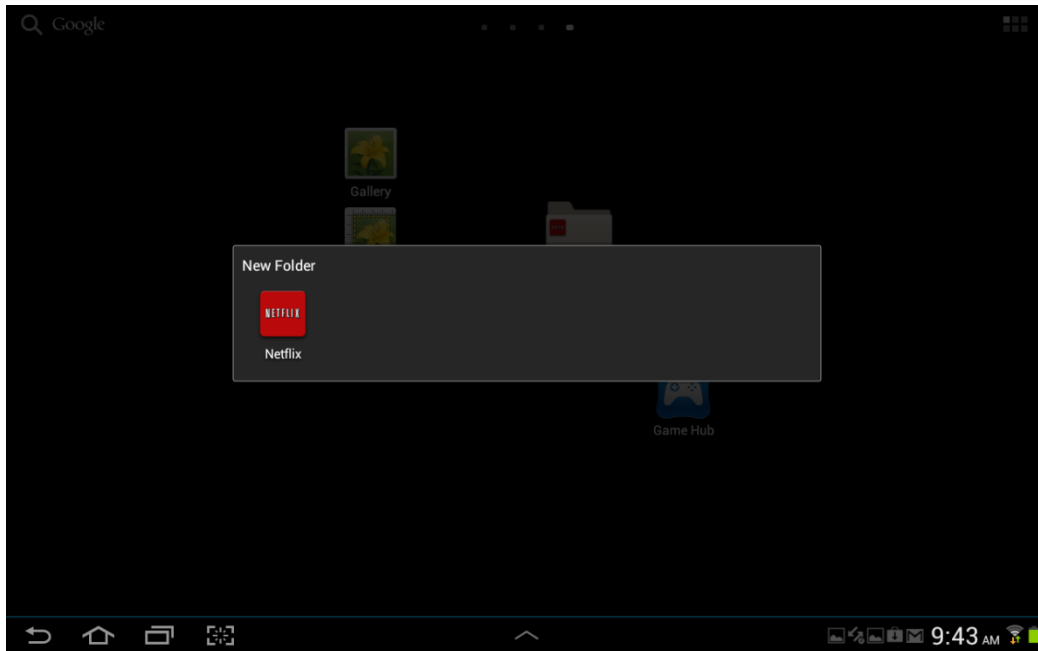
Folders can be named to describe the contents.

Touch the folder.

Touch the words **Unnamed folder**.



Type the name "New Folder" for the folder.

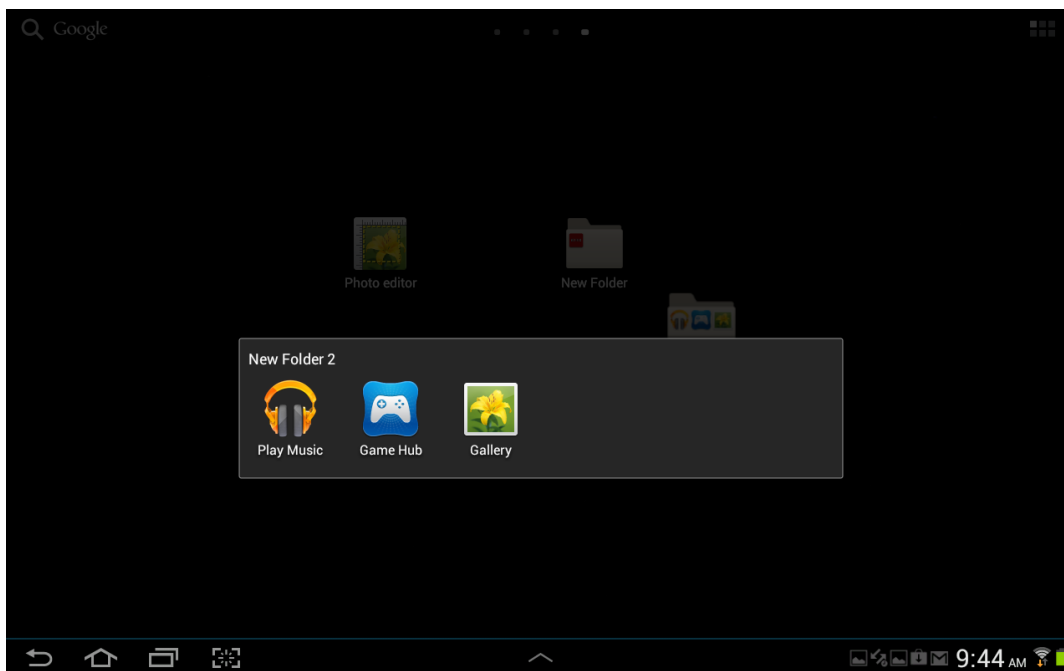


Touch anywhere outside the folder to close the folder.

Step 4

Create another folder containing 3 apps.

Name the folder **New Folder 2**.



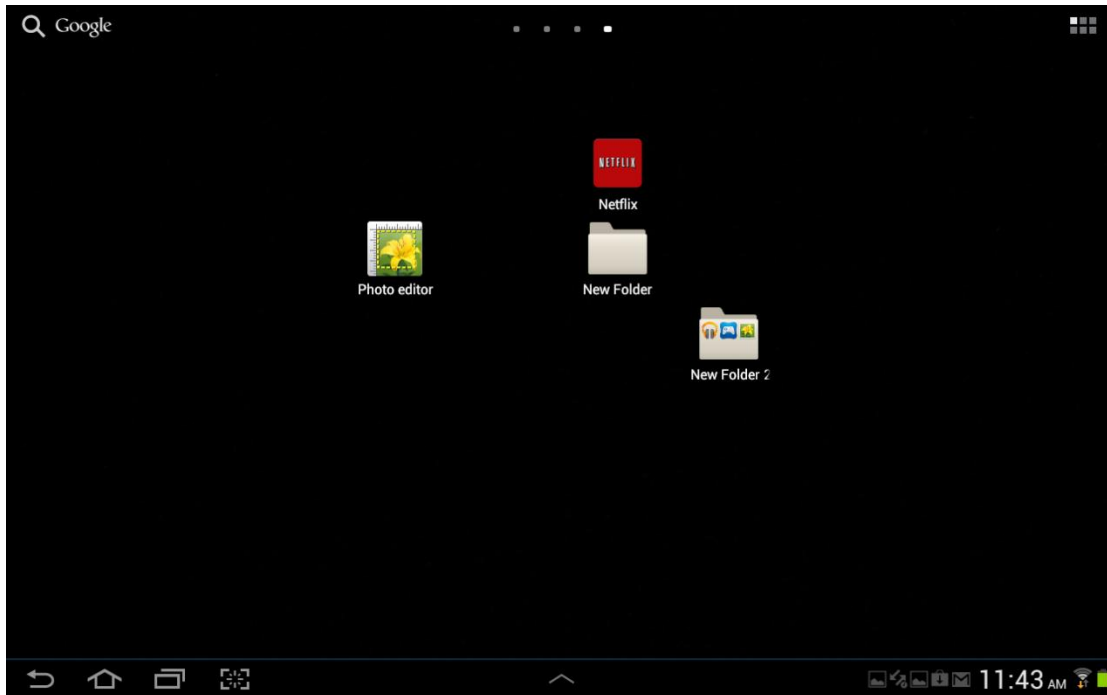
Step 5

Apps can be removed from folders.

Touch and hold any app within the folder.

Drag the app to an empty area of the home screen.

Release the app.



Remove the rest of the apps from the folder.

What happens to the folder?

Delete the folder in the same manner as deleting an app or a widget.

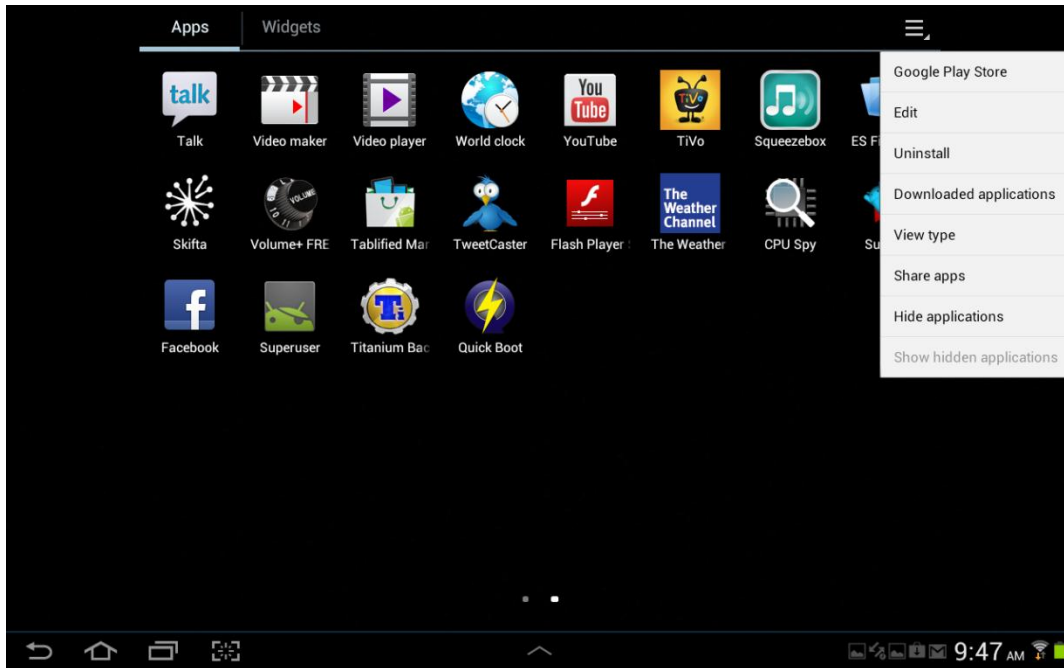
Part 3 - Uninstalling Apps

Step 1

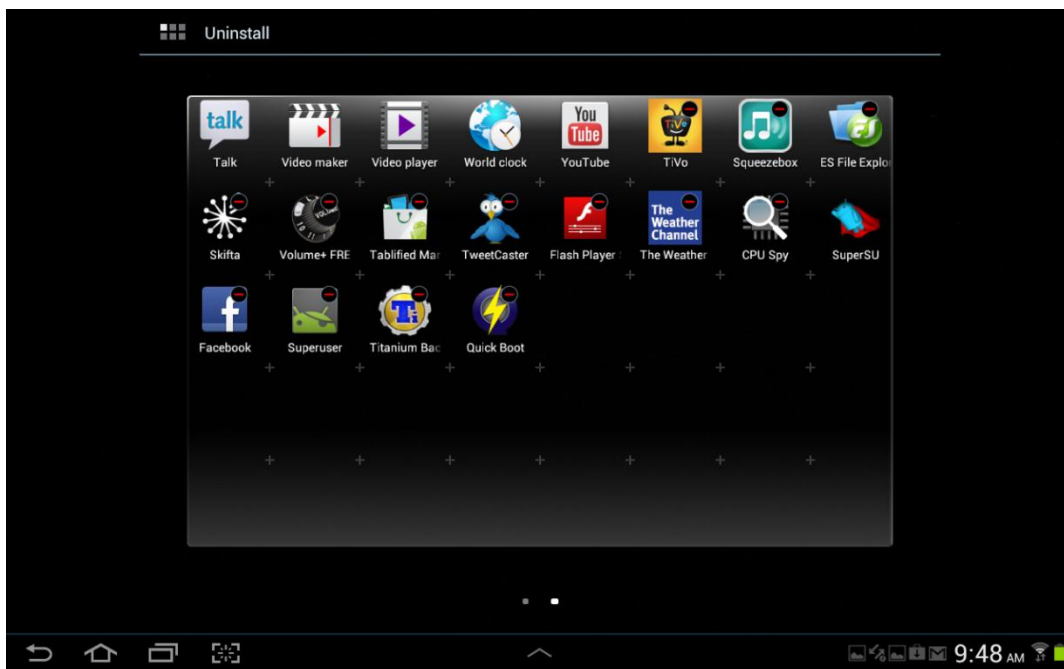
Touch the **All Apps** icon.

Touch the **menu** icon.

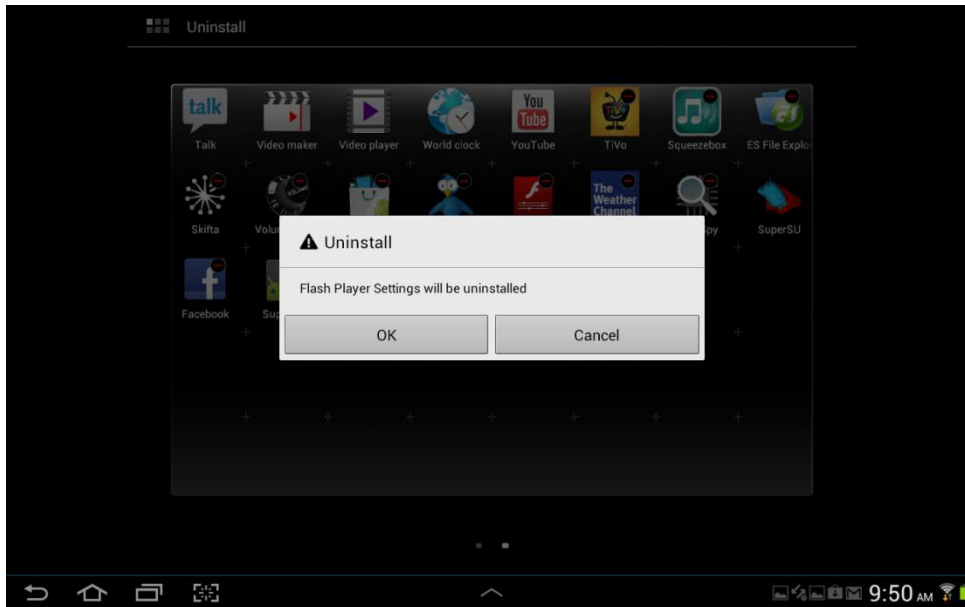
The “All Apps” menu appears.



Touch **Uninstall**.



Touch any icon that has a circle with a red dash in it. Apps without the red dash circle are default apps and cannot be uninstalled.



CAUTION: If you complete the next step, the app will be uninstalled from the device. You will need to reinstall the app from the Google Play Store.

Step 2

Touch **OK**.