

### **Practice Challenge 3**

#### **Creating Documents**

1. Go to the App Store and download the following Apps
  - A. Pages
  - B. Keynote
  - C. Documents
2. Create an identical text document (one short paragraph or so) using Pages and Documents. Save them directly to your iPad.
3. Using keynote, create a basic 3-5 slide presentation about your current thoughts about the iPad. Save it directly to your iPad.
4. Go to the App Store and download the following Apps
  - A. Word
  - B. PowerPoint
5. From your computer, email attachments to yourself of an existing Word document and an existing PowerPoint document.
6. Open the email on your iPad and press and hold on each attachment icon then opening it in its corresponding Microsoft program.
7. Remember these are “Read Only” but at this point, if you know how to use your AppleTV you should practice using your iPad to present present your PowerPoint.
8. If you are a spreadsheet user, please follow directions 1&2 but use the following apps:
  - A. Numbers
  - B. Sheets

#### **Storing Documents**

1. Go to Settings and find iCloud and configure it so that it saves your Pages and Keynote documents in the future. (You should also consider enabling it to back up your email and your most vital personal info. But remember, you only have 5gb.)
2. Download the following Apps:
  - A. GoogleDrive
  - B. OneDrive
  - C. DropBox
3. Enter your Marist email credentials to enable GoogleDrive. If you don't already have accounts for OneDrive or DropBox, at this point, consider opening a free account for each.
4. Follow all onscreen instructions then using your web browser on your computer sign in to each account. (If your not sure if you want to download and set-up the free syncing computer software that each company offers, hold off until a later time)

5. Using each service practice creating folders and moving files between your computer and the cloud. Once you have the hang of it and have folders and files in each service, go back to your iPad and open each app to find the files you have uploaded. (Remember, these are not actually on your iPad until you download and choose to store them somewhere on your iPad)
6. Try opening a Word Document in your Pages. Makes sure you have enabled Pages to Save in iCloud.
7. Try opening a PowerPoint in Keynote. Makes sure you have enabled Keynote to Save in iCloud.
8. Go to your computer and go to [www.icloud.com](http://www.icloud.com). Sign-in using your AppleID. In front of you should be a menu with familiar icons. Choose Pages then select the document you just created. Make a change. Do the same with Keynote. Signout.
9. Return to your iPad, go to Pages and Keynote to see if the changes you've made are there. If not, check again in 5 min. If the changes have not registered or if you have any problems or questions about iCloud, GoogleDocs, OneDrive, or DropBox....please let Chris or Andy know.