



BlackBerry Survival Training (3 hours) **"Save Time, Save Money & Get Efficient"**

Overview

Led by a Certified BlackBerry Support Specialist, this 3 hour hands-on training session is designed to turn both new and experienced BlackBerry users into BlackBerry wizards, fast. Focus is on the key features of the BlackBerry device. Participants will:

- understand the features of their BlackBerry
- learn the shortcuts and helpful tips that will increase their efficiency
- customize their own BlackBerry, making it their most useful tool

The session is interactive; attendees use their own BlackBerry devices to 'see and do'. Reference material is distributed at the beginning of the session to minimize the need to take notes.

Topics Covered

Module 1: BlackBerry Overview

- Guided tour of the hardware
- The Home Screen and Theme Selection
- Moving & Hiding Home Screen Icons
- Screen & Keyboard Customization

Module 2: Contacts

- Harvesting contacts from email/phone logs
- Multiple email addresses
- Setting display options

Module 3: Phone

- Voice Dialling, BlueTooth® and Hands-free operation
- Speed Dialling
- Access your voicemail with one key

Module 4: Message List

- Message Navigation Shortcuts and Search
- Filtering Message List
- Delete multiple messages
- Typing tips & shortcuts

Module 5: Calendar

- Setting Calendar options
- Calendar key shortcuts
- Setting display options

Module 6: Housekeeping & Money Saving Tips

- Understand and command your plan
- Troubleshooting
- Battery Life Concerns

Pricing & Scheduling

- On-site, maximum 8 participants: \$495 (+GST)
- To schedule your session, email info@advancecomputertraining.ca or call 416.917.7754