

BlackBerry Training

1 Day (9am to 4pm)

Course Description

The last few years they've taken the business world by storm, and now Research In Motion's BlackBerries are an invaluable tool for business people on the go. In this course you'll learn how to squeeze every last bit of juice from yours, from phone calls to e-mail to contact management—both as a portable unit and in conjunction with your Windows computer.

Course Prerequisite: None. Participants must bring their own BlackBerry and cable to connect to USB port of computer.

Topics Covered

Phone

Dialling alpha characters
Assigning speed dial numbers
Voice Dialling for hands-free usage

Email

Viewing only incoming, outgoing, or all messages
Tips to speed up typing
Accessing frequently used text
Creating more than one AutoSignature
Adding incoming email addresses to your contacts

Other Communication Methods

Sending SMS (text), MMS (multimedia),
chatting with BlackBerry Messenger and
BlackBerry PIN messages

Calendar Shortcuts

Seeing only your Agenda items
Quick appointment entry
Changing start and end of day, and default
reminder
Keeping appointments beyond 60 days

Customizing Settings

Customizing Profiles
Modifying the display screen and contents
Customizing the display font and size
Setting ring tone exceptions to individuals
or groups

Contacts

Using Lookup to find Global Address List
staff members
Searching contacts

Other Topics

Overview of maps, Password Keeper,
Memo Pad, and more



More Information

For a complete course schedule, including prices, course dates and locations, please visit our web site at:
www.Computer-Help.ca/Schedule.htm. To register for a course, call 416-494-4912 or register online at:
www.Computer-Help.ca/Registration.htm

Computer Training Courses / SoftSkills Seminars / Access Database Development
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