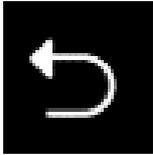
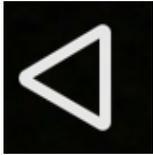
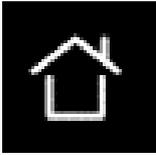
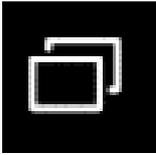
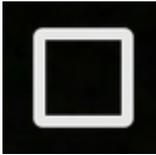


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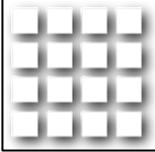
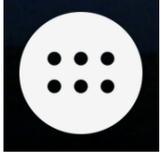
Tablet Button Cheat Sheet

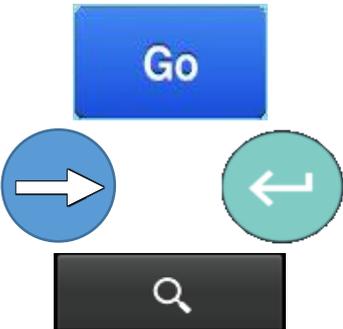
Almost all Android tablets and phones have three buttons at the bottom of the screen that you can use to easily navigate around your device and get back to where you want to be if you get lost. Let's look at these in detail:

Note: Depending on what version of Android your tablet is running the buttons may look slightly different – we've included the two most common versions for the buttons for you

<u>Navigation Buttons</u>		
These buttons are almost always at the bottom centre of the screen and should be always available. They help you move between apps and quickly get back to your home screen		
		<p><u>The "Back" button</u></p> <p>This is essentially your "best friend" when it comes to using your tablet. Pressing this at any time will take you back one step or action that you've just performed. This is ideal if you want to get back to the main screen of the app you're using. Pressing this enough times will also take you back to the "home" screen of your device. If you ever find yourself a bit lost when using an app this is the best way to get back to where you want to be</p>
		<p><u>The "Home" button</u></p> <p>No matter what you're doing on your device, pressing this button will take you to your home screen immediately without any fuss.</p> <p>On some tablets it's can be a physical button that looks like this:</p> 
		<p><u>The "Running Apps" button</u></p> <p>If you want to just between apps that you're using at any time you can press this button and it will display them all in a list. Tapping on the app you want to use will immediately bring it up. If you find that you have too many apps running you can tap this button, press and hold your finger on any app and then swipe to the left or right to shut it down</p>

Create

		<p><u>The “All Apps” button</u></p> <p>If you want to view all of the apps currently installed on your tablet just press this button and they will appear. You can also press and hold on any of the apps to then add them to your home screen from here.</p>
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<p><u>Common Keyboard Buttons</u></p> <p>Your keyboard will appear when you tap into a box or page that can accept (e.g. when you’re writing a letter or filling in an online form). Aside from the obvious letters and numbers there are a few buttons that you may need a bit of extra information</p>	
	<p><u>The “Backspace” button</u></p> <p>When you tap into any box that you can type into the keyboard will appear. If you make a mistake when you’re typing, this button will delete the mistake. It’s at the top right of the keyboard</p>
	<p><u>The “Shift” button</u></p> <p>If you want to make the first letter of a word uppercase then tap this button once and then start typing. If you want to type all capitals tap it twice (so it turns all blue) and start typing, tapping it once again to go back to lower case. There are two shift buttons on the left and right of the keyboard.</p>
	<p><u>The “Symbols” Button</u></p> <p>If you want to add a special character or symbol and can’t see it on the keyboard, pressing this will access the additional symbols. When you want to go back to the standard keys press the “En” button</p>
	<p><u>The “Go” Button</u></p> <p>Also sometimes known as the “Enter” button. This is most commonly used when you’ve finished typing the address of a website into an internet browser - tapping this will tell your tablet that you want to go to that address. It can also be used to move to the next line when you’re writing a letter or email.</p> <p>On occasion the “Go” button may look like a magnifying glass and should be in the same position</p>

Create



The Space Bar

This should always be at the bottom centre of the keyboard and when pressed will create a space after you've typed in a word