



Apple iPad Apps Skills Checklist

Are you a beginner, intermediate or advanced iPad user?

Our skills checklists will help you find out! Each checklist outlines the key skills for using Apple apps on the iPad at a beginner, intermediate or advanced level. These checklists can be used to assess your readiness to use the apps efficiently and/or guide your learning and development.



Accessibility and Workflow



GarageBand



iMovie



Pages



Numbers



Keynote

Accessibility and Workflow

Skill/Task	Details	I can do this
BEGINNER		
Networks	<ul style="list-style-type: none"> Accessing a wireless network. 	
App Management	<ul style="list-style-type: none"> Downloading apps. Moving apps into folders. Moving apps to the Dock. 	
File Management	<ul style="list-style-type: none"> Turning on Airdrop. Adjusting Airdrop settings. 	
Accessibility Options	<ul style="list-style-type: none"> Using Multitasking Gestures. Accessing accessibility options. 	
Apple Classroom	<ul style="list-style-type: none"> Creating Classrooms. Connecting iPads. 	
Privacy	<ul style="list-style-type: none"> Granting apps access to photos / camera / microphone. 	
Keyboard and Text	<ul style="list-style-type: none"> Accessing and hiding the keyboard. Copy / paste / select all. Finding numbers and icons. 	
INTERMEDIATE		
Networks	<ul style="list-style-type: none"> Screen sharing to Apple TV. 	
App Management	<ul style="list-style-type: none"> Removing apps. Locking the screen. Turning off apps. Updating software. 	
File Management	<ul style="list-style-type: none"> Sharing files from one app to another. Sharing files from an iPad to another iPad with Airdrop. 	
Accessibility Options	<ul style="list-style-type: none"> Using vision settings. Using hearing settings. Turning on and using Speech (Speak Selection). Activating Guided Access (locking down a single app). 	
Apple Classroom	<ul style="list-style-type: none"> Managing iPads and groups. Seeing students iPad screens. 	
Privacy	<ul style="list-style-type: none"> Managing passwords. 	
Keyboard	<ul style="list-style-type: none"> Using the magnifying glass to move the cursor. Adjusting keyboard settings for accessibility. Split screen. Showing lowercase keys. 	
ADVANCED		
Networks	<ul style="list-style-type: none"> Connecting Bluetooth devices. 	
App Management	<ul style="list-style-type: none"> Turning notifications on and off. Creating desktop links to Safari sites. Adjusting app settings. 	
File Management	<ul style="list-style-type: none"> Saving images from Safari to Photos. Cropping and editing photos. 	

Accessibility and Workflow

Skill/Task	Details	I can do this
ADVANCED		
Accessibility Options	<ul style="list-style-type: none"> Using accessibility shortcuts. Activating subtitles and captioning. Using Handoff across devices. 	
Apple Classroom	<ul style="list-style-type: none"> Sharing sites, apps and iBooks. Sharing with selected groups. 	
Keyboard	<ul style="list-style-type: none"> Accessing hidden keys. Adding new keyboards. 	

GarageBand

Skill/Task	Details	I can do this
BEGINNER		
Interface	<ul style="list-style-type: none"> • Scroll through carousel. • Select smart instrument. • Select drums. • Change drummer. • Change complexity of drum track. 	
Create a basic song	<ul style="list-style-type: none"> • Add track. • Use Smart Instruments to record a simple tune. • Mute tracks. 	
Tracks vs Loops	<ul style="list-style-type: none"> • Understanding the difference between the two formats and when you might use them. 	
Recording voice	<ul style="list-style-type: none"> • Create new song. • Adjust tone and input settings. • Use split screen to open notes. • Use notes as an autocue for recording your voice. 	
Simple edit	<ul style="list-style-type: none"> • Edit voice. • Add effects. 	
Song Settings	<ul style="list-style-type: none"> • Edit name. • Copy song. • Change time signature. • Turn metronome on and off. 	
Share song	<ul style="list-style-type: none"> • Select song. • Share via AirDrop. • Share to other apps. 	
INTERMEDIATE		
Live Loops with audio	<ul style="list-style-type: none"> • Create new project with Live Loops. • Open audio recorder. • Alter metronome. • Adjust cell length to automatic. • Insert track into grid. 	
Recording in cell	<ul style="list-style-type: none"> • Select cell and record audio. 	
Cell adjustments	<ul style="list-style-type: none"> • Move cell. • Delete cell. • Move multiple cells. • Copying multiple cells. 	
Adding loop	<ul style="list-style-type: none"> • Select loop. • Insert loop. • Copy loop. 	
Editing a cell	<ul style="list-style-type: none"> • Trim a region. 	
Recording	<ul style="list-style-type: none"> • Record track. 	
Share	<ul style="list-style-type: none"> • Share song to open in another app. • Share as ring tone. 	

GarageBand

Skill/Task	Details	I can do this
ADVANCED		
Sampler	<ul style="list-style-type: none"> • Use sampler to record track. • Edit track. 	
Editing	<ul style="list-style-type: none"> • Adjust tempo of cells in a grid. • Change from loop to single play. 	
Multiple Tracks	<ul style="list-style-type: none"> • Insert multiple tracks in a project. • Use trigger to play tracks. • Adjust cells. 	
Fine Tuning	<ul style="list-style-type: none"> • Select region. • Edit in track view. • Mix sound levels. 	
Effects	<ul style="list-style-type: none"> • Add effect to track. 	
Record	<ul style="list-style-type: none"> • Record multi track project. • Rename project. 	

iMovie

Skill/Task	Details	I can do this
BEGINNER		
Knowing iMovie	<ul style="list-style-type: none"> • Different Views. • Video. • Projects. • Theater. 	
Creating a Project	<ul style="list-style-type: none"> • Opening a new project. • Opening a trailer. 	
Navigating the timeline	<ul style="list-style-type: none"> • Use arrows. • Scrub. • Jump to beginning or end. 	
Inserting and Editing	<ul style="list-style-type: none"> • Insert clip from a device. • Trim clip. • Split at playhead. • Reordering clips. 	
Titles	<ul style="list-style-type: none"> • Adding title to clips. • Changing format. 	
Audio	<ul style="list-style-type: none"> • Adding audio to a clip. 	
INTERMEDIATE		
Editing	<ul style="list-style-type: none"> • Open existing project. • Adding a clip segment to timeline. • Using Inspector to: <ul style="list-style-type: none"> • Split clip. • Adjust speed. • Adjust volume. • Splitting clip to adjust titles. 	
Audio	<ul style="list-style-type: none"> • Add additional audio track. • Add voice over. • Add sound effects. • Add theme music. 	
Renaming project	<ul style="list-style-type: none"> • Change the name of a project. 	
Sharing	<ul style="list-style-type: none"> • Share via AirDrop either: <ul style="list-style-type: none"> • Project. • Finished product. • Share via other apps. • Share via Theater. 	
ADVANCED		
Transitions	<ul style="list-style-type: none"> • Adding transitions to clips on the timeline. 	
Overlays	<ul style="list-style-type: none"> • Adding overlays to timeline: <ul style="list-style-type: none"> • Picture in Picture. • Split Screen. • Overlay 	
Audio	<ul style="list-style-type: none"> • Add audio from existing video in library. • Detach audio. • Adjust audio settings. • Adding sound effects. 	

iMovie

Skill/Task	Details	I can do this
ADVANCED		
Fine Tuning	<ul style="list-style-type: none"> Mute clips. Trim overlays to improve transitions. Fade out music/audio. Fade video to black. 	
Sharing	<ul style="list-style-type: none"> Share movie to Photos, iTunes or iCloud to be used by other applications. 	

Pages

Skill/Task	Details	I can do this
BEGINNER		
Create a document	<ul style="list-style-type: none"> Create a document and give it a name. 	
Basic formatting	<ul style="list-style-type: none"> Change the font, size, colour and alignment of text. Use bulleted and numbered lists. 	
Use tables	<ul style="list-style-type: none"> Insert a table into a document and add/delete rows and columns. 	
Insert and resize images	<ul style="list-style-type: none"> Insert an image from your computer or the web. 	
Change page setup	<ul style="list-style-type: none"> Change the page orientation and size. Adjust page margins. 	
Share a document with specific people	<ul style="list-style-type: none"> Allow others to view or edit by sharing it with their email address. 	
Insert a comment	<ul style="list-style-type: none"> Insert a comment into a document to communicate with other collaborators. Use threaded comments to aid workflow. 	
Track changes	<ul style="list-style-type: none"> Track changes. 	
Print a document	<ul style="list-style-type: none"> Print a document and change print options (Mac). 	
INTERMEDIATE		
Format text	<ul style="list-style-type: none"> Inserting text boxes. Linking text boxes. Changing font. Adding bullet points. Alignment of text. Inserting page breaks (Mac). 	
Work with objects	<ul style="list-style-type: none"> Add object. Change colour. Group objects. Order objects. Change opacity. Lock objects. 	
Columns	<ul style="list-style-type: none"> Adding columns. Changing column width. 	
Merge cells in a table	<ul style="list-style-type: none"> Merge table cells horizontally or vertically. 	
Change cell colour	<ul style="list-style-type: none"> Change the background colour of table cells. 	
Insert hyperlinks	<ul style="list-style-type: none"> Add a hyperlink to text or an image. 	
Insert page numbers	<ul style="list-style-type: none"> Add page numbers to a document. 	
Insert a header and footer	<ul style="list-style-type: none"> Add a header and footer to a document and configure options. 	
Images	<ul style="list-style-type: none"> Insert image. Scale image. Crop image. Rotate image. 	

Pages

Skill/Task	Details	I can do this
INTERMEDIATE		
Share a document	<ul style="list-style-type: none"> • Get a sharable link that lets people access your document. • Share via AirDrop • Share via other apps • Share a spreadsheet using mail, airdrop, notes or messages. 	
Use revision history	<ul style="list-style-type: none"> • View the history of document changes using tracking. 	
Export the document in other formats	<ul style="list-style-type: none"> • Download a document as a Word file, PDF file or other file type (Mac). 	
ADVANCED		
Use and change heading styles	<ul style="list-style-type: none"> • Use heading styles (e.g. Title, Heading 1, Heading 2 etc.) to consistently format text in your document. 	
Change line spacing	<ul style="list-style-type: none"> • Adjust the spacing of lines, characters (Mac) and paragraphs. 	
Edit images	<ul style="list-style-type: none"> • Crop images. • Instant Alpha. • Change colour. • Graded colour. • Make images editable (Mac). • Break apart shapes (Mac). 	
Change table borders	<ul style="list-style-type: none"> • Adjust the width and colour of table borders, including removing them. 	
Insert equations	<ul style="list-style-type: none"> • Enter equation and insert in document. 	
Insert table of contents	<ul style="list-style-type: none"> • Insert contents: <ul style="list-style-type: none"> • Document level. • Section level. 	
Insert a footnote	<ul style="list-style-type: none"> • Add a footnote to a word or sentence. 	
Insert a video	<ul style="list-style-type: none"> • Insert video: <ul style="list-style-type: none"> • Edit video. • Change settings / appearance. 	
Use text to voice	<ul style="list-style-type: none"> • Use the text to voice to assist reading. 	
Creating charts	<ul style="list-style-type: none"> • Inserting a chart: <ul style="list-style-type: none"> • 2D. • 3D. • Interactive. 	

Numbers

Skill/Task	Details	I can do this
BEGINNER		
Create a sheet	<ul style="list-style-type: none"> Create a Numbers Spreadsheet and give it a name. 	
Insert and rename tabs	<ul style="list-style-type: none"> Insert new sheets and rename them. 	
Inserting a table	<ul style="list-style-type: none"> Add a new table. Name the table. Changing the number of columns and rows. 	
Basic text formatting	<ul style="list-style-type: none"> Enter text, change the font, size, colour and alignment of text. Use bulleted and numbered lists. 	
Basic cell formatting	<ul style="list-style-type: none"> Change cell borders. Change cell shading. 	
Freeze columns and rows	<ul style="list-style-type: none"> Freeze header columns and rows to prevent them from moving when you scroll down. 	
Share a sheet with specific people	<ul style="list-style-type: none"> Allow others to view, edit on a Numbers sheet by sharing it with their email address. 	
Insert a comment	<ul style="list-style-type: none"> Insert a comment into a sheet to communicate with other collaborators. Use threaded comments to aid workflow. 	
Print a sheet	<ul style="list-style-type: none"> Print a sheet and change print options (Mac). 	
INTERMEDIATE		
Make a copy of a spreadsheet	<ul style="list-style-type: none"> Make your own copy of a spreadsheet that is owned by someone else. 	
Import data from existing sheets	<ul style="list-style-type: none"> Import sheets from Excel or other formats. 	
Use number formats	<ul style="list-style-type: none"> Format the style of numerical data (e.g. currency, percent). 	
Insert charts	<ul style="list-style-type: none"> Create a chart based on a data set. 	
Insert hyperlinks	<ul style="list-style-type: none"> Add a hyperlink to text or an image. 	
Insert images	<ul style="list-style-type: none"> Inserting an image into the sheet. 	
Insert video	<ul style="list-style-type: none"> Inserting a video into the sheet. 	
Use basic functions (formulas)	<ul style="list-style-type: none"> Use formulas to perform basic calculations (e.g. add, subtract, average etc.). 	
Sort data	<ul style="list-style-type: none"> Sort data in ascending or descending order. 	
Use filters	<ul style="list-style-type: none"> Filter data by values or conditions. 	
Use conditional formatting	<ul style="list-style-type: none"> Format cell colour and text based on a specific condition being met (e.g. cell contains a word or value). 	
Format cell types	<ul style="list-style-type: none"> Using the formatting tool to add interactivity for tables and variety for data entry. 	
Share a sheet using a link	<ul style="list-style-type: none"> Share a spreadsheet using mail, airdrop, notes or messages. 	

Numbers

Skill/Task	Details	I can do this
INTERMEDIATE		
Export the sheet in other formats	<ul style="list-style-type: none"> Download a sheet as an Excel file, PDF file or other file type. 	
Configure sharing options	<ul style="list-style-type: none"> Changing sharing options to view only. 	
ADVANCED		
Use advanced functions (formulas)	<ul style="list-style-type: none"> Use formulas to perform advanced calculations or actions on data (as required). 	
Customise charts	<ul style="list-style-type: none"> Edit chart settings, including: <ul style="list-style-type: none"> Chart type and style. Chart and axis titles. Scales and legends. Formats, fonts and colors. 	
Chart types	<ul style="list-style-type: none"> Interactive. Data Comparison. 2-Axis Chart. Scatter Chart. Bubble Chart. 	
Controls	<ul style="list-style-type: none"> Add controls to cells to aid interactivity. 	
Tables	<ul style="list-style-type: none"> Assign names to tables to import data to and from. Inserting Multiple Tables. Linking Tables. 	
Protect sheets and ranges	<ul style="list-style-type: none"> Protect cells, ranges and whole sheets from being edited by collaborators. 	
Formatting objects	<ul style="list-style-type: none"> Arrange, lock and format objects on the spreadsheet. 	
Link to data in other sheets	<ul style="list-style-type: none"> Link and carry out calculations from multiple tables. 	

Keynote

Skill/Task	Details	I can do this
BEGINNER		
Create a slide deck	<ul style="list-style-type: none"> • Create a new Keynote and give it a name. 	
Select a theme	<ul style="list-style-type: none"> • Choose a theme for a slide deck when prompted during creation. 	
Change slide layout	<ul style="list-style-type: none"> • Choose an appropriate layout for a slide, e.g. Title slide, Title and body, Title and two columns, Image Background. 	
Insert and delete slides	<ul style="list-style-type: none"> • Add extra slides to the slide deck. Delete slides that are not required. 	
Duplicate slides	<ul style="list-style-type: none"> • Make a copy of an individual slide in the deck. 	
Basic text formatting	<ul style="list-style-type: none"> • Change the font, size, colour and alignment of text. • Change the style. • Use bulleted and numbered lists. 	
Insert and resize images	<ul style="list-style-type: none"> • Insert an image from the menu. 	
Share a slide deck with specific people	<ul style="list-style-type: none"> • Allow others to view, edit on a Keynote by sharing it with their email address. 	
Insert a comment	<ul style="list-style-type: none"> • Insert a comment into a slide deck to communicate with other collaborators. Use threaded comments to aid workflow. 	
Present a slide deck	<ul style="list-style-type: none"> • Present a slide deck, including using speaker notes. 	
INTERMEDIATE		
Make a copy of a slide deck	<ul style="list-style-type: none"> • Make your own copy of a slide deck that is owned by someone else. 	
Insert text	<ul style="list-style-type: none"> • Insert text from Notes using split screen. 	
Use tables	<ul style="list-style-type: none"> • Insert a table into a slide and add/delete rows and columns. • Format table. • Insert footer row. 	
Insert charts	<ul style="list-style-type: none"> • Insert 2D chart. 	
Import video	<ul style="list-style-type: none"> • Import a video and format settings. 	
Change presentation type	<ul style="list-style-type: none"> • Change the type of presentation and create a self playing presentation. 	
Change slide background	<ul style="list-style-type: none"> • Change the slide background colour or image. 	
Work with shapes and lines	<ul style="list-style-type: none"> • Insert shapes or lines and change their size, fill and borders. 	
Insert a hyperlink	<ul style="list-style-type: none"> • Add a hyperlink to text or an image, including linking to external locations and slides within the deck. 	
Share a slide deck	<ul style="list-style-type: none"> • Share Keynote via Airdrop, Email, Messages. 	
Use revision history	<ul style="list-style-type: none"> • View the history of slide changes and restore previous version of a slide deck. 	
Export the slide deck in other formats	<ul style="list-style-type: none"> • Download a slide deck as a PowerPoint file, PDF file, image or other file type. 	

Keynote

Skill/Task	Details	I can do this
ADVANCED		
Add animations	<ul style="list-style-type: none"> Animate individual objects on a slide: <ul style="list-style-type: none"> Use Magic Move. Have multiple animations. Customise animations. 	
Add transitions	<ul style="list-style-type: none"> Change the transition between slides: <ul style="list-style-type: none"> Choose the effect. Customise transition. Use object list. 	
Presenter notes	<ul style="list-style-type: none"> Enter presenter notes. 	
Edit images / objects	<ul style="list-style-type: none"> Crop images. Mask images. Instant Alpha. Change colour, transparency, brightness and contrast. Borders and shadows. 	
Configure video options	<ul style="list-style-type: none"> Change video start and end times and configure settings. 	
Work with objects	<ul style="list-style-type: none"> Group objects. Align objects. Change opacity. Break apart objects (Mac). Make shapes editable (Mac). Graded shading. 	
Insert a 3D Chart	<ul style="list-style-type: none"> Insert chart. Format chart. 	
Insert an interactive Chart	<ul style="list-style-type: none"> Insert a chart. Format chart. 	
Keynote Live	<ul style="list-style-type: none"> Present a Keynote using Keynote Live. 	