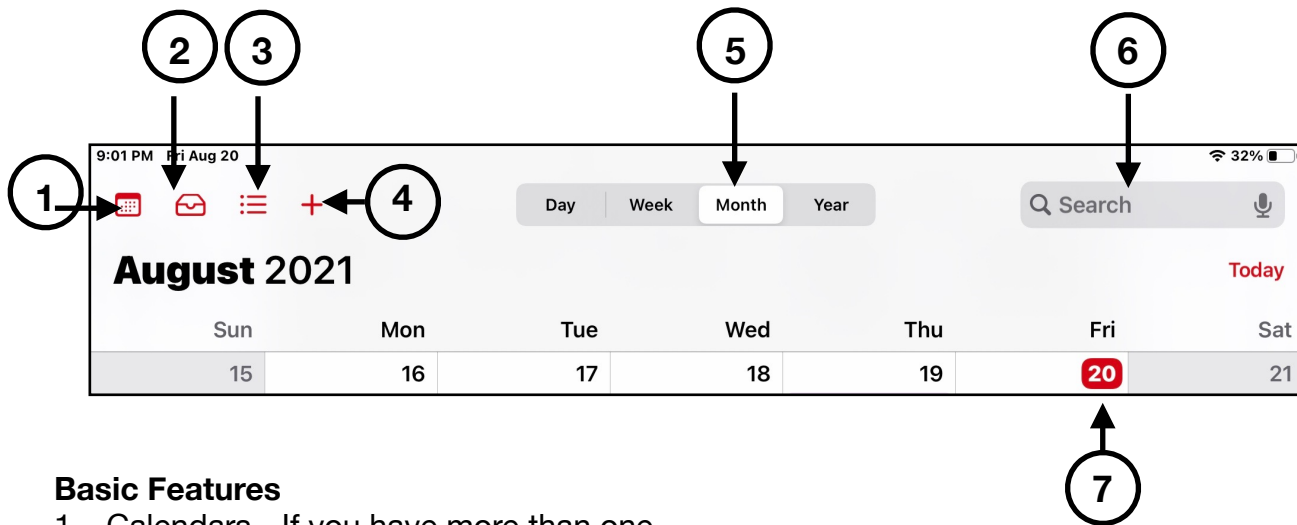


# Mary's Woods iPad Class

## Grace Pitzer - Instructor

### Chapter 17: Calendar and Clock

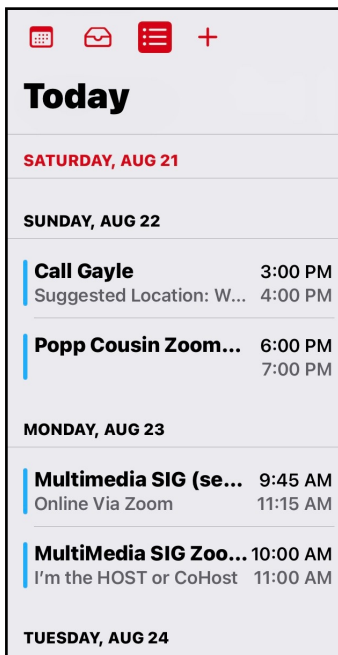
iOS 14 made many changes to how the Calendar looks and functions.



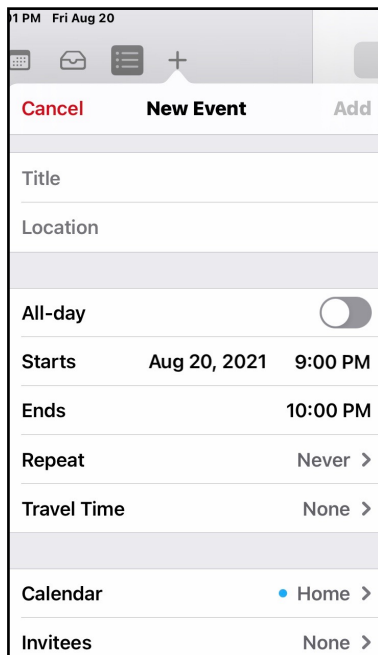
#### Basic Features

1. Calendars - If you have more than one
2. Inbox - Accept events someone else enters
3. Sidebar - Shows events in a list, by day
4. Add Event - Opens window to set information about event
5. Various Views - Look at your calendar by Day, Week, Month and Year
6. Search - Look for specific event like birthday, holiday, appointment
7. Today - Shows in Red on all views

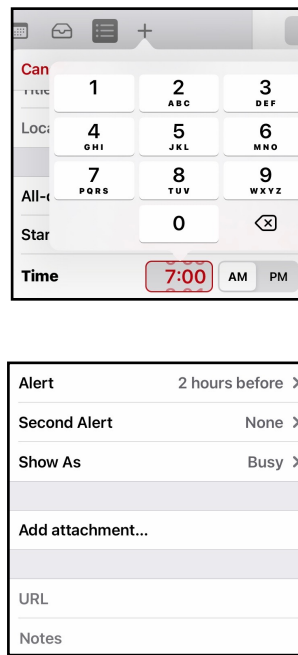
List View of Events



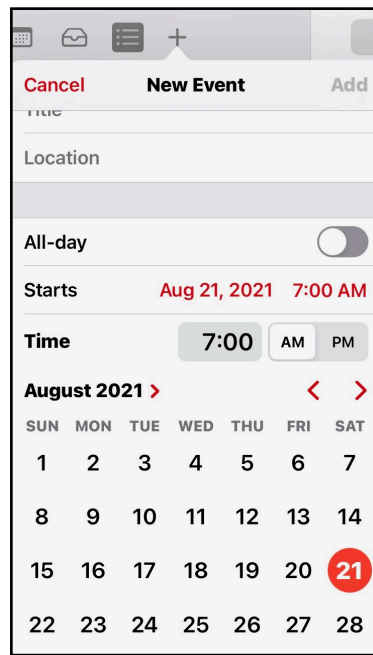
New Event



Time Needs 4 digits

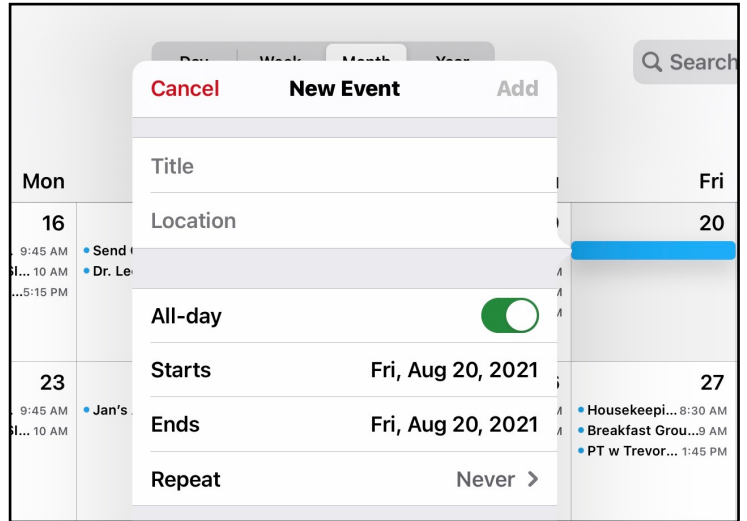


Touch Date on Calendar



## More Info on Calendars

- I. Edit any event easily
  - A. Open the event
  - B. Change the date, time, AM/PM etc. No need to make a new event.
- II. Repeating Events
  - A. Select how it repeats, every day, week, 2 weeks, every month, every year
  - B. Can customize the repeat
- III. Alerts, to remind you of the event
  - A. On day of event
  - B. One day before event
  - C. Two days before
  - D. One week before
- IV. Notes about event
- V. In MONTH VIEW - ADD AN EVENT
  - A. Tap and Hold on day
  - B. Add Event will open
- VI. Invite person/people to event
  - A. Tap the Invite field
  - B. Add person's email address
  - C. Done - Done - Send
- VII. Delete Event
  - A. Choose Event and press Edit
  - B. At the bottom, press Delete Event



## Clock App

- I. World Clock - Shows time in locations you can add, using the +
- II. Alarms - Set for one time, or Repeat and choose sound
- III. Stop Watch - Can start and stop to show laps, etc.
- IV. Timer - Set amount of time, then it will alert when time is up

