

# Hand Held Computers

Learning to use hand held computers can be daunting in today's fast paced world of technology. Hand held computers have evolved from exciting new devices such as smartphones and tablets to an essential tool for academics and business operations. Since these devices are so dynamic, all people need to have the skills to operate the devices effectively.

To begin using hand held computers, users must have a willingness to learn, the ability to differentiate between devices and be able to remember passwords.

The most important skill when it comes to hand held computers is a willingness to learn. As user friendly as these devices may seem, it is important to avoid feeling discouraged when something does not make sense. Asking for help when confused is an essential skill for learning anything new. Understanding how hand held computers work will also make users more qualified for future job opportunities, as these computers are being used more heavily in the workforce as an everyday tool.

Another necessary skill for using hand held computers is being able to distinguish the common devices and how each is used. Computer tablets are commonly touch screen devices which are designed to be a more portable version of a desktop or laptop computer. Tablets do not have keyboards or touchpads because the entire screen responds to touch. Businesses can use tablets for a variety of tasks such as during point of sale transactions or even taking inventory.

A smartphone is the most used hand held computer today. Smartphones have the capability to be used to make phone calls, send text messages and even connect to the Internet. This makes it possible for users to check their e-mail, search the Internet or even use social media. Most smartphones use touch screens instead of buttons or keyboards and many also come with high-quality digital cameras.

The final skill you may need for using a hand held computer is the ability to remember passwords. Many hand held computers use password security to authenticate their users to protect important personal and private information. Being able to remember personal account passwords will make using hand held computers a more effective experience.

Battery power for hand held computers is how these devices can be mobile. Each device has a battery with a power bank. Once the power bank is depleted, the device must be plugged into a power source. There are ways users can extend a device's battery life. One way is by researching if any of the applications installed on the device or user behaviors are draining large amounts of battery. This information can be found on the device's battery and usage settings.

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Another method of saving battery life is to exit or close applications when no longer using them. When applications are running in the background, they tend to continue to drain the battery as they keep the program running. Applications can be closed by navigating to a multitasking menu and then closing each open item. By only having the applications running which are being used, battery life will last significantly longer.

Lowering screen brightness also increases battery life, by reducing the brightness it lowers the amount of battery required.

Another method for maintaining battery life is to avoid letting the battery level reach no charge. By letting the battery completely run out the battery's ability to charge completely in the future is damaged. Taking time to charge devices allows the battery to charge properly and maintain the charge capacity. Additionally, keeping devices out of extremely high or low temperatures will save the device's battery. This is because the battery will not be drained by the device trying to maintain a normal operating temperature.

As more hand held computers and devices are being designed and released, the need for common features is very important to promote ease of use between devices. The device interface may change across different computers, but common features such as the menu, categories, home screen, buttons, navigation and stylus are relatively constant.

The menu feature is the most essential feature on a hand held computer. The menu is where users can adjust settings, see device details, add preferences and manage their applications. The menu is also where users begin when activating a new device.

The categories feature allows users to group similar applications into one folder. For instance, a user could categorize a folder for their social media apps and another folder for games.

The home screen, or launch screen, is a feature on hand held devices which presents the user with all of the applications and uses for the device. From the home screen, users can launch applications and view notifications.

There are two types of buttons on most hand held computers, hard buttons and soft buttons. Hard buttons are buttons on a device which serve a single function. The power button or volume buttons can be examples of hard buttons. Soft buttons are keys which can serve variable functions. For example, the home key can take a user directly to the home screen, be used to enter a multitasking screen or even to find a help screen.

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The navigation feature allows users to easily access directions and GPS technology using the Internet. This feature is used daily by users in place of physical GPS devices in their cars. Many navigation applications will also inform the user of company hours and contact information.

Some hand held computers even come with a stylus or are compatible with one. A stylus is a small pen-like instrument whose writing is detected by the screen and can be used as a pen and paper.

In addition to having similar interfaces, many hand held computers also have common applications. These applications are the calendar, contacts, memos and task applications.

The calendar app usually comes installed on the device and helps users tracks upcoming events. Users can connect their calendars to their e-mail and receive alerts when an event is approaching.

The contacts app helps users to identify and assign phone numbers, addresses and other contact information to specific people they communicate with. This streamlines communication by removing the confusion of who someone is.

The memos app helps users to jot down ideas or things they need to remember for later. Most memo apps also allow for voice memos, which allows users to record thoughts instead of strictly writing them.

The tasks app can be used as a checklist for the user to refer to as they add and complete tasks they do throughout the day.

Hand held computers may have common features; however, users have a variety of options for entering text into the computer. The first method is a soft keyboard, which is an onscreen keyboard. This keyboard pops up when a text box is clicked on. Infrared beaming is a method of transferring data between devices through infrared light. Devices such as TV remotes use this technology and now so can handheld devices. finally, Bluetooth keyboards connect to the device wirelessly. These keyboards are commonly used with tablets instead of the on-screen keyboard.