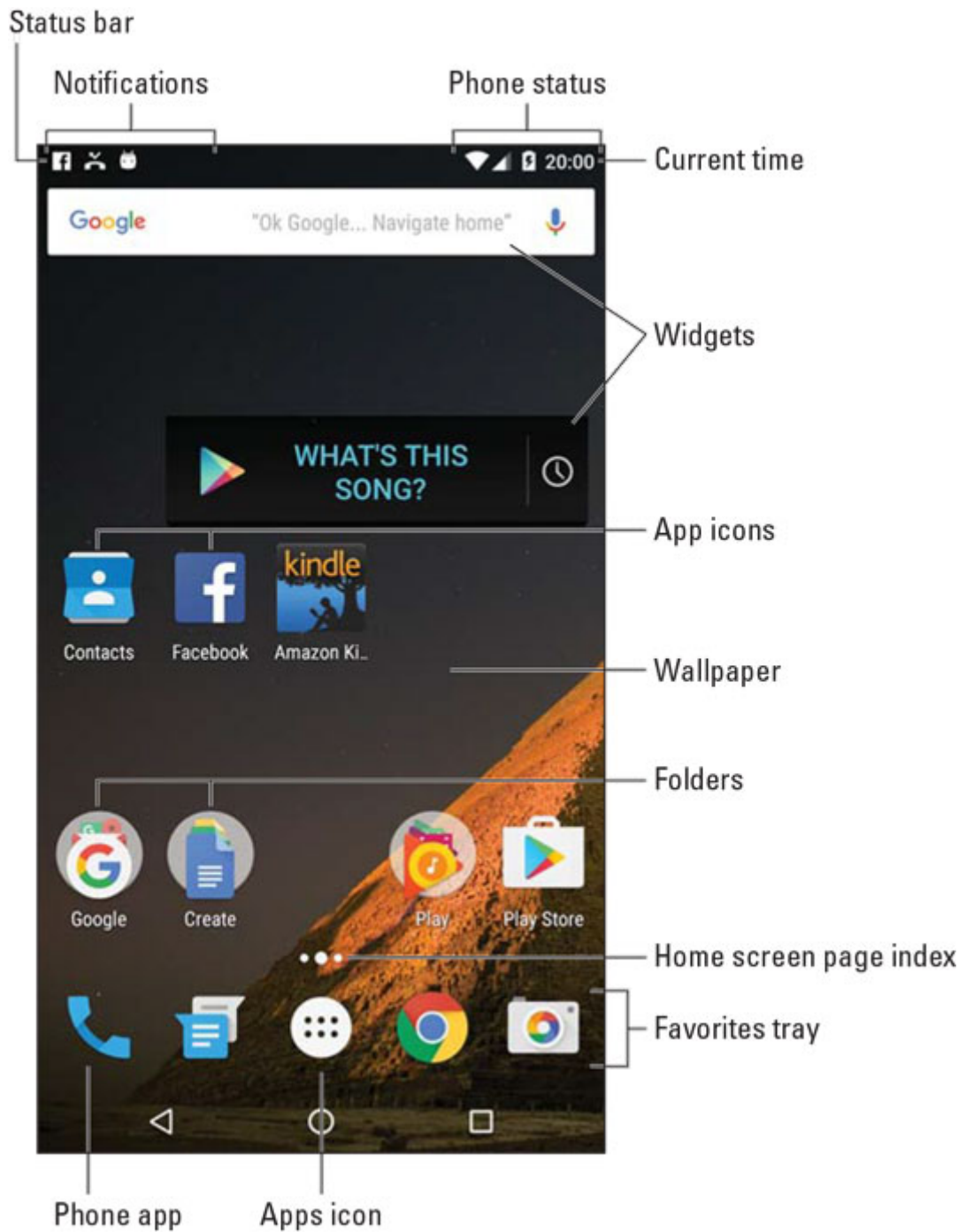


# Android SMART Phone Cheat Sheet












## What's On the Home Screen of an Android Phone?







# Android SMART Phone Cheat Sheet

## 15 Android Phone Icons to Know

Android phones, as well as most Android apps, feature common icons. These symbols work as buttons on the touchscreen: Tap an icon to perform a specific task or action. The icons are quite consistent between the various apps you use. The most common icons are shown here.

Icon	Name	What this does
	<b>Action Overflow</b>	Displays a list of actions, similar to a menu.
	<b>Add</b>	Adds or creates an item. The plus symbol (+) may be used in combination with other symbols, depending on the app.
	<b>Close</b>	Dismisses a card or clears text from an input field.
	<b>Delete</b>	Removes one or more items from a list or deletes a message.
	<b>Dictation</b>	Lets you use your voice to dictate text.
	<b>Done</b>	Dismisses an action bar, such as the text-editing action bar.
	<b>Edit</b>	Lets you edit an item, add text, or fill in fields.
	<b>Favorite</b>	Flags a favorite item, such as a contact or a web page.
	<b>Refresh</b>	Fetches new information or reloads.
	<b>Search</b>	Searches the phone or the Internet for a tidbit of information.
	<b>Settings</b>	Adjusts options for an app.

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	<b>Share</b>	Shares information stored on the phone via email or social networking or other Internet services.
	<b>Microsoft Teams</b>	Videoconferencing app
	<b>Doxy.me</b>	Videoconferencing website
	<b>Zoom</b>	Videoconferencing app

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## 10 Finger Movements for Operating the Android Phone Touchscreen

- Dictation! You can speak into the phone as an effective and quick alternative to using the onscreen keyboard.
- Quickly switch between apps by using the Recent icon. If your phone doesn't have a Recent icon, long-press the Home icon.
- You can add launchers and widgets to Home screen pages. Likewise, remove launchers and widgets you don't use.
- Whenever possible, use the phone's Wi-Fi Internet connection to avoid incurring mobile data surcharges.
- Long-press a key on the onscreen keyboard to peruse alternative characters.
- Spread your fingers to zoom into a web page, which makes clicking links much easier.
- Swipe the Camera icon on the Lock screen to snap a quick photo.
- Quickly put the phone into Vibration mode by pressing the Down Volume key until the phone vibrates.
- When you're on the phone, press the Power/Lock key to lock the phone and turn off the touchscreen.
- Use the Search icon to look for things on the phone, on the Internet, or in a specific app

The information contained in this document and more can be found at:  
<https://www.dummies.com/consumer-electronics/smartphones/droid/android-phones-for-dummies-cheat-sheet/>