



# Advanced Mastering your BlackBerry

*Prerequisite: Mastering your BlackBerry 101*



## Module 1: Voice Dialing

How to use Voice Dialing  
What is VAD?  
What options can be set?

## Module 2: Searches

What are searches?  
Changing current searches  
Setting up personal searches

## Module 3: Filtering

What are filters?  
How to configure filters  
Filter options

## Module 4: Calendar

How to invite someone to a meeting  
How to work with travel and time zones

## Module 5: PIN

What are PIN messages?  
How to add a PIN  
Where to find in Outlook  
How to send a PIN  
How to save a PIN

## Module 6: BlackBerry Messenger

What is BlackBerry Messenger?  
How to use BlackBerry Messenger  
Add a Contact  
Delete a Contact  
Groups

## Module 7: Address Book

What is a Distribution List?  
Creating a Distribution List  
Personalizing your address book

## Module 8: Profiles

What the bleep is all that buzzing?  
What are Profiles?  
What do the options mean?  
How to change your Profile  
What are common settings?  
Explanation of the following:  
    Out of holster  
    In Holster  
    Ring Tone  
    Volume  
    Repeat Notification  
    Number of Vibrations  
    Do Not Disturb  
    Exceptions

## Module 9: Browser

Browsing shortcuts  
Adding Bookmarks  
Changing to act like a desktop browser

## Module 10: Traveling and Cost Saving Tips

Managing Connections  
Calling Card use  
GPS use  
Browsing and Downloads  
Firewall  
Deleting old Text

## Module 9: Miscellaneous and FAQs

Filing messages  
Quick keyboard lock  
Spell check  
Custom dictionary  
Creating your own home screen folders  
Turning Spell-Check On/Off  
Removing Phone logs from your inbox  
And many more

## Questions and Answers

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