10 quick and easy iPhone/iPad tips

1. Instead of switching to the numeric keypad, just gently swipe down from the letters. You can see the numbers in grey above each letter. Works for £, @, !, ? and so on, too.

2. To put a full stop at the end of a sentence just double tap the spacebar.

3. To see and move the cursor much more easily, long press the spacebar. The whole keyboard becomes a temporary touchpad to move the cursor around.

4. To pick up the Wi-Fi password in someone's home, just hold your iPhone or iPad close to one that already has the Wi-Fi connected, and they can share it with you instantly simply by tapping their phone.

5. Use the control centre to do things quickly like alter the brightness, lock the screen in a vertical or horizontal position, turn Airplane Mode on or off and much else.

6. To get to the control centre, pull down slowly from the battery icon on the top right of the screen. It looks like a lightning bolt.

7. Choose which items to display on the control centre by going to Settings > Control centre and you will see a list of the icons you can add.

8. You can mirror your small iPhone or iPad screen to most modern devices, a TV, for example, by tapping the icon that looks like two screens, one behind the other. It's a good way of showing your photos on the big screen.

9. To stop your screen from annoyingly going blank after a couple of minutes, go to Settings > Display/brightness > Auto-lock, and change the setting to either a longer period or "Never".

10. The icon below is the "share icon". You can share photos, websites, videos and so on simply by touching the icon and choosing the sharing method. A list of possibilities, like mail, message, WhatsApp and AirDrop will appear. Just touch one of them, add the name/email of the person to share to and you're done.

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