



Mac Basics

The course length is 9 hours. This course has no pre-requisites.

Computers are used in almost all fields of work. To work with a computer, it is essential to understand the computer environment and the traits of its various applications. In this course, you'll explore a number of interface elements and applications that make Mac Leopard a significant and user amiable OS.

You will explore Mac OS X Snow Leopard's environment and learn to use its various applications such as Safari, iChat, and iLife. You will also use the OS to manage your files and folders, save information, and manage storage space. This course is designed for desktop users who are interested in learning the fundamentals needed to work on a Macintosh system. This course is also intended for anyone needing to understand the Mac OS® X v10.6 new features/functionality to take advantage of its capabilities.

1. Getting Started with Mac

- Work with the Desktop Elements
- Explore the Applications in Mac
- Use the Dashboard
- Manipulate the Dock Elements
- Set System Preferences
- Get Help Using the Mac Help Window

2. Managing Files and Folders

- Create a Folder
- Set Folder Display Options
- Work with Finder

3. Working with Data

- Create a TextEdit Document
- Insert Objects in a Document
- Format a Document
- Edit a Document
- Print a Document

4. Browsing the Internet

- Familiarize Yourself with the Internet
- Browse Websites by Using Safari
- Send Email
- Use iChat
- Use iCal

5. Working with iLife Applications

- Work with GarageBand
- Work with iPhoto
- Work with iMovie
- Work with iDVD
- Work with iWeb

6. Managing Storage Space

- Determine Memory and Storage Capacity
- Organize Files on a Hard Disk
- Use Removable Media