

## Training Course: 1 day Introduction to the Mac OSX

This 1 day course covers an introduction to working on a mac and is great for those that are moving from windows. This is a course that is often delivered before other training so you will be familiar with Macs on those courses.

### At the end of this course you will be able to:

Start up, closedown and put the Mac to sleep  
Navigate around the hard disc and Desktop  
Create, move, copy and delete folders and files  
Use the dock and applications to customise your desktop  
Work with mail, safari, address book and iChat to communicate

Desktop  
Apple Menu  
Gui - Graphic User Interface  
Finder Menus  
Windows  
Customizing The Finder  
Get Info Command  
Contextual Menus  
Open And Save  
Help  
Spotlight, It's Window & Preferences  
Smart Folder  
Moving Files

Spaces  
Expose  
Dock And It's Settings  
Stacks  
Trash  
Printing

iPhoto  
Garageband  
iMovie  
iDvd  
Text Edit  
Dictionary  
Previewing Images  
Previewing Anything  
Safari Introduction  
Safari Addresses & Bookmarks  
Dashboard

Address Book  
iCal  
Mail  
iChat  
iTunes  
Photobooth  
Frontrow  
Dvd Player  
Quicktime  
Timemachine  
Disk Utility

Using Function Keys  
Startup, Switch And Close Applications  
File Sharing  
Working With Multiple Users  
Standard And Admin Users  
Fast User Switching  
Changing File Permissions  
Force Quit