

Mac OSX – Getting Started

(1 Day)

Introduction

This is a one day Apple Authorised training course designed to give Mac users a full appreciation of this extremely sophisticated operating system. The course will cover how to efficiently organise your work, how to configure your settings to match the way you work, how OSX works with the web and an overview of the applications that ship with your Mac. This course is for those new to the Mac or who are migrating from an earlier Mac OS who need to fully utilise the functionality of OSX.

Course Outline

INTRODUCTION

Key features of OSX
New features of OSX

ADVANTAGES OF OSX

Using the new Finder
The Aqua interface
Using Spotlight to quickly find any file or document

INSTALLING OSX

Running in Classic mode
Mac OSX setup assistant
Hints for trouble-free installation
Setting up printers in OSX
Switching between users
Efficient use of memory

CUSTOMISING YOUR MAC

Customising the Finder, Dock and other OSX elements to match the way you work
Customising the Toolbar
Customising the System Preferences
Using Exposé
Creating different profiles for different users
Using the Dashboard

HOW FONTS WORK IN OSX

Using the font panel
New fonts in OSX
Using FontBook

OSX HOUSEKEEPING

Good housekeeping techniques
Connecting to a Server

USING THE DOCK

Using the Dock to organise your work and applications
Using the Dock to manage your mail
Using the Preview mode
Hiding the Dock
Using the Help menu

PERFORMANCE EFFICIENCIES WITH OSX

Advantages of protected memory
Taking advantage of true multi-tasking
Creating dynamic PDF's in OSX
Useful web addresses

QUESTIONS AND ANSWERS



0845 644 1712