



Mac OS X - Transition

Introduction:

This course covers basic transitional information for the regular Mac user.

Learning Outcomes:

At the completion of this courseware participants will be able to:

- Mac OS X New Technologies
- Mac OS X Finder Overview
- Window Controls
- Moving and Activating Finder Windows
- Window Views
- Setting Global Window View Options
- Customizing the Toolbar
- Controlling Dock Options
- System Preferences
- Creating an Additional User Account
- Advanced Selection and Navigation
- Techniques
- Using the Classic Environment
- Working with a Classic Application

Course Content:

- Mac OS X Overview
- Working with the Mac OS X Finder
- System Preferences and User Setup
- Mac OS X Tips and Tricks

Target Audience:

This course is intended for people who wish to upgrade their knowledge from a previous Mac operating system to Mac OS X.

Duration:

½ Day

Courseware:

High quality learning materials are available for purchase by participants. Participants will also be presented with a certificate of achievement upon completion of the course.

Computer Training Options



Mac OS X - Transition

Mac OS X Overview

Mac OS X New Technologies
Mac OS X Finder Overview
Starting the Computer and Getting Oriented

Working with the Mac OS X Finder

Window Controls
Using the "Traffic Light" Controls
Moving and Activating Finder Windows
Using Scroll Bars
Controlling Open Windows
Opening Finder Windows
Window Views
Using Icon View
Using List View
Using Column View
Setting Global Window View Options

The Toolbar
Using the Default Tools
Customizing the Toolbar
The Dock
Adding Dock Items
Using Dock Item Information
Controlling Dock Options

System Preferences and User Setup

System Preferences
Multiple Users
Creating an Additional User Account
Logging in as a Non-Administrative User

Mac OS X Tips and Tricks

Advanced Selection and Navigation Techniques
Using the Classic Environment
Working with a Classic Application