



Introduction – 1 Day

Welcome To The Macintosh

- Different parts of the computer
- Starting up and closing down Macs
- What the Operating System actually does

Apple Mac Basics

- Desktop basics
- Using the mouse
- Selecting and highlighting
- The menu bar
- Pull-down menus
- Pop up windows
- Opening and closing files
- Copying documents and folders
- Saving your work
- Navigating around the Mac
- The Control Strip

Storing Your Work

- Different storage devices
- Memory and storage issues
- Initialising and erasing disks
- Transferring information.

Making The Most Of Your Mac

- The Apple menu
- Understanding the Control Panels
- Using the scrapbook and clipboard
- Using Key Caps
- Sound Controls
- Apple Macintosh System fonts
- Installing new fonts
- Using Stickies
- Choosing printers and printing issues
- Using Sherlock to find things on your Mac.

Files, Folders And Documents

- Understanding the filing system
- Viewing folder contents
- Locating files and documents
- Using shortcuts.

Using The Mac On The Web

- Internet tools on your Mac
- Using Sherlock 2 to get the most from the web.

Good Housekeeping

- Organising your work
- Backing up your work
- What to do with system disks
- Mac tips and tricks.



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