



**Course Title:** Mac OS X Lion

**Duration:** 18 hrs

### **Course Description**

Focuses on getting to know the foundations of Mac OS X, with topics ranging from efficient window and application management to system customization. You'll also learn how to configure user accounts and manage files.

### **Course Prerequisites**

Practical working knowledge of computers.

### **Course Outline**

#### **Introduction to the Mac OS X desktop**

Introducing Finder, Home folder and subfolders, the Finder window, the Sidebar, changing window views, the Dock, the Trash, Help files.

#### **A bit beyond the basics**

Various disk icons, Library folders, selecting multiple items, Exposé, Dock Exposé, Contextual menus, keyboard shortcuts.

#### **Introduction to Mac OS X applications**

Common features of Mac OS applications.

#### **Text Edit for Word processing**

Microsoft Word files, finding and replacing words, text styles, tabs & indents, tables, Web links, data detectors.

#### **Mail for e-mail and Notes**

Creating a new account, reading and sending mail, sending HTML Emails, Creating mailboxes, filtering, adding signatures, To Do items, calendars, Notes, attachments.

#### **Address Book for contact info**

Make and edit new cards, add a photo, customizing a card, group mailing lists, sharing your contact list, printing.

#### **Safari for web browsing and news**

Accessing your top sites, bookmarks, fill in forms and passwords, tabbed browsing, saving a page, web clip widget, printing, private browsing, parental control, what is RSS?, cool tips.

#### **iCal for organizing your life**

iCal window, set up Google or yahoo! Calendars, creating calendars, creating events, crating To Do lists, email notifications, publishing and printing.

## **Preview for viewing images and PDFs**

Open an image or a folder of images, Display continuous pages, cropping, search a PDF, create bookmarks, annotate a PDF, create a link on an existing PDF, color adjusting an image, make screenshots, print or fax from Preview.

## **Miscellaneous tools**

Burning a CD or DVD, DVD Player, Create PDF files, Font Book, Stickies, Photo Booth, Quicktime Player.

## **Common tools in OS X applications**

Spell Checker, Fonts Panel, Character Palette, Colors Panel, Dictionary.

## **Working between OS X applications**

Work with multiple apps. , Spaces, Drag and Drop, moving text, web location file.

## **Personalize your Mac**

Customize the Dock, customize the Finder and its inside, Desktop view, System preferences.

## **Mission Control to organize your space**

Spaces, Exposé, Exposé for the Dock, Dashboard and Widgets.

## **Share your Mac with multiple users**

Printer and Scanner setup.

Limitations of other users, create new user or a group, adjust settings, set up log in items, file sharing, parental control.

## **Searching with Spotlight**

Menu and window, choose categories, privacy, expand search with metadata, add keywords, smart folders, search in Text and Mail, search in an “Open” and “Save as” dialog.

## **Time Machine Backup**

About Time Machine, create back up, how to use it, Spotlight search in Time Machine.

## **Basic troubleshooting**

Force quit an application, re-launch the Finder, delete application preference file, verify and repair disk, software updates, Target disk mode, force CD or DVD to eject.