

Macintosh OS X - Outline

COURSE REQUIREMENTS
COMPONENTS OF THE MANUAL
TRAINING FILES
WHAT'S NEW IN MACINTOSH OS X?

LESSON 1 - THE FUNDAMENTALS

- 1.1 OPERATING SYSTEM BASICS
 - 1.2 LOGGING ON TO YOUR MAC
 - 1.3 UNDERSTANDING THE MAC INTERFACE
 - 1.4 USING THE MOUSE
 - 1.5 USING THE KEYBOARD
 - 1.6 INVESTIGATING MENUS
 - 1.7 USING SHORTCUT MENUS
 - 1.8 USING THE DOCK
 - 1.9 USING TRASH
 - 1.10 GETTING HELP
- LAB 1 – ON YOUR OWN

LESSON 2 - INTERACTING WITH WINDOWS

- 2.1 THE PARTS OF A WINDOW
 - 2.2 NAVIGATING A WINDOW
 - 2.3 MINIMIZING, ZOOMING AND CLOSING A WINDOW
 - 2.4 MOVING A WINDOW
 - 2.5 CHANGING THE SIZE OF A WINDOW
 - 2.6 SWITCHING BETWEEN WINDOWS
 - 2.7 HIDING THE FINDER TOOLBAR
 - 2.8 CHANGING WINDOW VIEWS
- LAB 2 – ON YOUR OWN**

LESSON 3 - ACCESSING FOLDERS AND DISKS

- 3.1 A LOOK AT OS X DISK ORGANIZATION
 - 3.2 OPENING FOLDERS AND DISKS
 - 3.3 USING THE GO MENU
 - 3.4 THE FINDER TOOLBAR
 - 3.5 USING FAVORITES
 - 3.6 RECENT FOLDERS
 - 3.7 SORTING THE CONTENTS OF A FOLDER
 - 3.8 BROWSING THE CONTENTS OF FOLDERS
- LAB 3 – ON YOUR OWN

LESSON 4 - WORKING WITH FILES AND FOLDERS

- 4.1 CREATING A NEW FOLDER
- 4.2 RENAMING A FILE OR FOLDER
- 4.3 COPYING FILES AND FOLDERS

- 4.4 MOVING FILES AND FOLDERS
 - 4.5 DELETING FILES AND FOLDERS
 - 4.6 RESTORING A DELETED FILE
 - 4.7 EMPTYING THE TRASH
 - 4.8 USING THE INFO WINDOW
 - 4.9 FINDING FILES
 - 4.10 SELECTING MULTIPLE FILES AND FOLDERS
 - 4.11 CREATING AN ALIAS
- LAB 4 – ON YOUR OWN

LESSON 5 - CUSTOMIZING YOUR WORK AREA

- 5.1 ARRANGING FINDER WINDOW ICONS
 - 5.2 SETTING DOCK PROPERTIES
 - 5.3 ADDING ITEMS TO THE DOCK
 - 5.4 REMOVING ITEMS FROM THE DOCK
 - 5.5 SETTING GENERAL PREFERENCES
 - 5.6 CHANGING THE DESKTOP BACKGROUND
 - 5.7 SETTING VIEW OPTIONS
 - 5.8 SETTING FINDER PREFERENCES
 - 5.9 APPLYING AND REMOVING A CUSTOM ICON
- LAB 5 – ON YOUR OWN

LESSON 6 - WORKING WITH APPLICATIONS

- 6.1 OPENING APPLICATIONS AND DOCUMENTS
 - 6.2 OPENING ITEMS AT LOGIN
 - 6.3 USING TEXTEDIT
 - 6.4 CUTTING, COPYING AND PASTING TEXT
 - 6.5 FORMATTING TEXT
 - 6.6 SAVING A FILE
 - 6.7 QUITTING AN APPLICATION
 - 6.8 FORCING AN APPLICATION TO QUIT
- LAB 6 – ON YOUR OWN

LESSON 7 - GOING ON THE INTERNET

- 7.1 SETTING UP AN INTERNET CONNECTION
 - 7.2 STARTING INTERNET EXPLORER
 - 7.3 BROWSING A WEB PAGE
 - 7.4 ADDING FAVORITES
 - 7.5 ORGANIZING FAVORITES
 - 7.6 SETTING INTERNET OPTIONS
 - 7.7 SEARCHING THE INTERNET
- LAB 7 – ON YOUR OWN