

Macintosh OS X Tiger Level 1 - Outline

MACINTOSH OS X TIGER LEVEL 1 - INTRODUCTION

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES

WHAT'S NEW IN MACINTOSH OS X?

WHAT'S NEW IN TIGER?

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

LESSON SUMMARY – THE FUNDAMENTALS

LESSON 1 QUIZ

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 USING EXPOSÉ

2.9 CHANGING WINDOW VIEWS

LESSON SUMMARY – INTERACTING WITH WINDOWS

LESSON 2 QUIZ

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 THE SIDEBAR
- 3.6 RECENT FOLDERS
- 3.7 SORTING THE CONTENTS OF A FOLDER
- 3.8 BROWSING THE CONTENTS OF FOLDERS

LESSON SUMMARY – WORKING WITH FOLDERS AND DISKS
LESSON 3 QUIZ
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 USING SPOTLIGHT
- 4.10 FINDING FILES IN THE FINDER WINDOW
- 4.11 USING SMART FOLDERS
- 4.12 SELECTING MULTIPLE FILES AND FOLDERS
- 4.13 CREATING AN ALIAS
- 4.14 COLOR CODING FINDER ITEMS

LESSON SUMMARY – WORKING WITH FILES AND FOLDERS
LESSON 4 QUIZ
LAB 4 – ON YOUR OWN

LESSON 5 - CUSTOMIZING YOUR MAC

- 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 SYSTEM PREFERENCES
- 5.6 MODIFYING APPEARANCE PREFERENCES
- 5.7 CHANGING THE DESKTOP BACKGROUND
- 5.8 SETTING SPOTLIGHT PREFERENCES
- 5.9 SETTING VIEW OPTIONS
- 5.10 SETTING FINDER PREFERENCES
- 5.11 APPLYING AND REMOVING A CUSTOM ICON

LESSON SUMMARY – CUSTOMIZING YOUR MAC
LESSON 5 QUIZ
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
- 6.9 PREVIEWING FONTS WITH FONT BOOK
- 6.10 USING AUTOMATOR
- 6.11 USING DASHBOARD
- 6.12 MAC UTILITIES

LESSON SUMMARY – CUSTOMIZING YOUR MAC
LESSON 6 QUIZ
LAB 6 – ON YOUR OWN

LESSON 7 - GOING ON THE INTERNET

- 7.1 SETTING UP AN INTERNET CONNECTION
- 7.2 STARTING SAFARI
- 7.3 BROWSING A WEB PAGE
- 7.4 ADDING BOOKMARKS
- 7.5 MANAGING BOOKMARKS
- 7.6 SAFARI RSS
- 7.7 SETTING INTERNET OPTIONS
- 7.8 SEARCHING THE INTERNET
- 7.9 SEARCHING WITH SHERLOCK

LESSON SUMMARY – GOING ON THE INTERNET
LAB 7 – ON YOUR OWN

CLASS PROJECT

APPENDIX 1 – SPECIAL KEYS

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