

## Introduction to the Apple Mac OSX

Duration: One Day

Private or in-company bookings only

This course is designed to give new or relatively new users of the Apple Macintosh an introduction and tuition in all aspects of the computer from the very basics of setting-up and the 'naming of the parts' to using the Internet and the bundled applications which come with your computer.

### Course objectives:-

By the end of the course, delegates will be able to:-

1. Understand the Mac operating system and how it works.
2. Connect and use external devices such as Printers, Scanners and Cameras.
3. Organise all types of Files and Folders.
4. Browse the Internet and use email.
5. Use the bundled applications iTunes and iMovie.

### Course synopsis

- **Introduction to Mac OSX** – All aspects of the Mac interface are covered including
  - Windows, Files and Folders and how they are organised and managed.
  - Understanding the Operating System, navigating and digging deeper.
  - Control panels and Extensions.
  - Search for Files.
  - Personalising your desktop and interface.
  - Playing CD's and DVD's.
- **Application basics.**
  - File creation and management.
  - Cut, copy and pasting.
  - Printing basics.
  - Using preferences.
  - Typing – fonts, styles and formatting.
- **Internet and email.**
  - Connecting and configuring.
  - Using the browser – searching, saving, printing and bookmarking.
  - Setting up an email account and using Outlook Express to send and receive messages.

### Additional modules can be booked in:

- **iTunes**
  - Using iTunes to organise your music.
  - Importing music from cd's and elsewhere.
  - Listening to Internet Radio.
  - Using iTunes to convert file formats and burn CD's.
- **iMovie.**
  - Setting-up iMovie to capture video.
  - Understanding how it all works.
- **Peripherals.**
  - Connecting and using Scanners, Printers, cameras and other external devices.

### Course Prerequisites

There are no prerequisites for this course.