

MACINTOSH OS X *essentials*



INSTRUCTOR

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LENGTH

4 hours

BOOK INCLUDED

Mac OS X:
The Missing Manual

THE MAC WORKSPACE

User Accounts
The Finder
The Dock
Adding and removing apps
The Apple Menu
Searching your Mac
Shortcuts
Quick Look

APPLICATIONS AND UTILITIES

Application basics
Overview of the applications and utilities
Installing an application

CONNECTING

Connecting to networks
Printing
Internet
Chat (optional- on request)

MAIL

Setting up your account(s)
Sending/receiving email
Organization

ADDRESS BOOK

Adding/Removing Contacts
Groups

NOTES

ICAL

Adding events
Subscribing to a calendar

IPHOTO

Adding photos
Editing photos
Organizing photos

ITUNES

Adding songs
Organizing songs
iTunes Store

UTILITIES

Boot Camp
Disk Utility
Screen Capture
Keychain Access
System Profiler
Software Update
Time Machine
Exposé and Spaces

APPLE CARE

Coverage
Setting up an appointment