

introduction to apple mac

tutor: ben trill

duration: 1 day or equivalent



great for :

- anyone new to the apple mac
- anyone wanting to refresh their basic knowledge of os x
- anyone upgrading from os9 to osx

on this course you will learn the fundamental skills with osx. at the end of the course you will be confident in finding your way around the operating system, saving files in the right places and being able to find them again. the focus of the course is on the osx operating system although you will be given the opportunity to ask general questions during the session.

requirements: basic computer skills preferred but not essential.

break: a 10/15 mins break is set a side for coffee. lighthouse has a cafe that is open most days

the interface

- customising your interface
- changing your desktop
- changing the screensaver for you screen

folders and files

- discuss the importance of file management
- a look at where os x stores your files
- setting up your own personal filing system

system preferences

- finding your way around the preferences.

personalising your computer

- changing the desktop
- changing the window view
- setting up energy saving on your computer

devices and ports

- looking at attaching cameras and external devices to the apple mac.
- take a look at the different ports and cables and what they do.

burning a cd and dvd

- using your computer to copy files to a cd and/or dvd
- using cd or dvd to back up files

printing

- connecting a printer to your mac for the first time.
- installing more than one printer

network

- discuss the idea of a network
- look at how to set up a simple home network in your own home
- sharing files between mac and pc