

Computer Literacy Basics for Mac

Modality: On Demand

Duration: 30 Min

About this course:

This course will help you navigate your Mac computer and perform common tasks like email and surfing the web. After completing this course, novice Mac users will feel more comfortable exploring their technology and utilizing its features.

Course Objective:

After completing this course, students will have a working understanding of MAC:

Audience:

This course is intended for:

- MAC users.

Prerequisites:

- There are no prerequisites for this course.

Course Outline:

Getting Started

- What you'll learn in this training
- Exploring your Desktop
- Using the Finder
- Using the Dock
- Using the Menu Bar
- Finding files using Spotlight
- Finding info in Notification Center
- Using Launchpad
- Adjusting system volume
- Adjusting system brightness
- Sleeping, restarting, and shutting down

Computer Basics

- Hardware vs. Software
- Finding apps in the Applications folder
- Opening and closing applications
- Double-clicking vs. single-clicking
- Left-clicking vs. right-clicking
- Selecting text
- Using the Mac App Store
- Connecting printers

Customizing

- Changing the desktop background
- Changing the screensaver

Using the Internet

- Connecting to a router
- Browsing the internet
- Setting the homepage in a browser

E-Mail

- Setting up an e-mail account in Mail
- Sending an e-mail
- Checking e-mail messages
- Searching for e-mail messages
- Replying to and forwarding an e-mail
- Attaching a file to an e-mail
- Deleting e-mails

Organizing Files & Folders

- Opening and creating folders
- Moving and tagging files