

Macintosh Basics

1/2 Day Course

This course covers proper startup, shutdown, backup, saving, disk and file management, use of fonts and desk accessories with O/S 8.5. The skills covered in this course are considered prerequisites for all other Macintosh classes.

Upon Completion of this course students will be familiar with and have skill to:

Finder Basics

- The Finder & Desktop
- The Mouse
- Menus
- Icons
- Windows
- Sleeping, Restarting & Shutting Down

File Management

- Arranging Icons, & Buttons
- List Views
- Labels
- Icon Names
- Moving & Copying Items
- The Trash & Deleting Items
- Storage Devices

Advanced Finder

- Finder Preferences
- Outlines in List View
- Pop-up Windows
- Spring-loaded Folders
- Aliases
- The Info Window

Using Applications

- Using Documents
- The Application Menu
- Quitting an Application
- Dialog Boxes
- Simple Text
- RAM
- The Apple Menu
- Calculator
- Favorites
- Key Caps
- Note Pad & Scrapbook
- SimpleSound
- Stickies
- Recent Items
- The About Window

