

## Introduction to Mac OS X

### 1 Day Course

This one day course is designed for those who are new to Mac OS X and who need to learn how to get the most out of it. This course focuses on the key features and functions of the OS X platform.

**Note:** Courses will be run using the latest available OS release, currently OS X v10.5 Leopard.

The course on each day runs from 9.30 am to approximately 4.30pm.

### COURSE CONTENT

- Working with Files
- Sleep, Shut Down and Log-out
- The Finder
- Organise your documents
- Managing Multiple Applications
- Improving Efficiency
- Searching your System
- Using the Dashboard
- Sharing Files
- Configure the Mac to be shared by multiple users
- Setting up Parental Controls
- Understanding File Permissions

- Switching between Users  
Tour of Mail, Safari, Address Book and iCal
- Common elements throughout all Mac software
- Time Machine\*
- Spaces\*

\* Leopard specific

- Understand the functionality of Mac OS X
- Learn how to manage, organise and share documents and files
- Gain an overview of the key in-built applications and time-saving shortcuts

## What will I learn?

**For more information or to book a course please call 01926 436934**



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