

# Mac OS X Mountain Lion – Level 1 Outline

COURSE REQUIREMENTS  
COMPONENTS OF THE MANUAL  
TRAINING FILES  
WHAT'S NEW IN MOUNTAIN LION?

## LESSON 1 - THE FUNDAMENTALS

- 1.1 OPERATING SYSTEM BASICS
- 1.2 LOGGING ON TO YOUR MAC
- 1.3 UNDERSTANDING THE MAC INTERFACE
- 1.4 USING THE MOUSE
- 1.5 USING THE KEYBOARD
- 1.6 INVESTIGATING MENUS
- 1.7 USING SHORTCUT MENUS
- 1.7 USING GESTURES WITH A TRACKPAD
- 1.10 USING TRASH
- 1.11 GETTING HELP
- 1.12 SHUTTING DOWN YOUR COMPUTER

LESSON SUMMARY – THE FUNDAMENTALS

LESSON 1 QUIZ

LAB 1 – ON YOUR OWN

## LESSON 2 - INTERACTING WITH WINDOWS

- 2.1 THE PARTS OF A WINDOW
- 2.2 NAVIGATING A WINDOW
- 2.3 MINIMIZING, ZOOMING AND CLOSING A WINDOW
- 2.4 MOVING A WINDOW
- 2.5 CHANGING THE SIZE OF A WINDOW
- 2.6 DISPLAYING THE STATUS BAR
- 2.7 SWITCHING BETWEEN WINDOWS
- 2.8 HIDING THE FINDER TOOLBAR AND SIDEBAR
- 2.9 USING MISSION CONTROL
- 2.11 USING QUICK LOOK

LESSON SUMMARY – INTERACTING WITH WINDOWS

LESSON 2 QUIZ

LAB 2 – ON YOUR OWN

## LESSON 3 - ACCESSING FOLDERS AND DISKS

- 3.1 A LOOK AT OS X DISK ORGANIZATION
- 3.2 OPENING FOLDERS AND DISKS
- 3.3 USING THE GO MENU
- 3.4 THE FINDER TOOLBAR
- 3.5 USING THE SIDEBAR
- 3.6 RECENT FOLDERS

3.7 ARRANGING THE CONTENTS OF A FOLDER  
3.8 SORTING THE CONTENTS OF A FOLDER  
3.9 BROWSING THE CONTENTS OF FOLDERS  
3.10 NAVIGATING FOLDER HIERARCHY  
LESSON SUMMARY – WORKING WITH FOLDERS AND DISKS  
LESSON 3 QUIZ  
LAB 3 – ON YOUR OWN

#### LESSON 4 - WORKING WITH FILES AND FOLDERS

4.1 CREATING A NEW FOLDER  
4.2 RENAMING A FILE OR FOLDER  
4.3 COPYING FILES AND FOLDERS  
4.4 MOVING FILES AND FOLDERS  
4.5 DELETING FILES AND FOLDERS  
4.6 RESTORING A DELETED FILE  
4.7 EMPTYING THE TRASH  
4.8 USING THE INFO WINDOW  
4.9 FINDING FILES USING SPOTLIGHT  
4.10 FINDING FILES FROM THE FINDER WINDOW  
4.11 USING SMART FOLDERS  
4.12 SELECTING MULTIPLE FILES AND FOLDERS  
4.13 CREATING AN ALIAS  
4.14 COLOR CODING FINDER ITEMS  
4.15 COMPRESSING FILES AND FOLDERS  
4.16 WORKING WITH BURN FOLDERS  
LESSON SUMMARY – WORKING WITH FILES AND FOLDERS  
LESSON 4 QUIZ  
LAB 4 – ON YOUR OWN

#### LESSON 5 - CUSTOMIZING YOUR MAC

5.1 ARRANGING FINDER WINDOW ICONS  
5.2 SETTING DOCK PROPERTIES  
5.3 ADDING ITEMS TO THE DOCK  
5.4 REMOVING ITEMS FROM THE DOCK  
5.5 SETTING SYSTEM PREFERENCES  
5.6 MODIFYING APPEARANCE PREFERENCES  
5.7 CHANGING THE DESKTOP BACKGROUND  
5.8 ADDING A SCREEN SAVER  
5.9 CDS & DVDS  
5.10 SETTING SPOTLIGHT PREFERENCES  
5.11 SETTING MISSION CONTROL PREFERENCES  
5.12 MODIFYING NOTIFICATION CENTER SETTINGS  
5.13 SETTING VIEW OPTIONS  
5.14 SETTING FINDER PREFERENCES  
5.15 APPLYING AND REMOVING A CUSTOM ICON  
5.16 ADMINISTRATOR ACCESS TOOLS  
LESSON SUMMARY – CUSTOMIZING YOUR MAC  
LESSON 5 QUIZ

## LAB 5 – ON YOUR OWN

### LESSON 6 - WORKING WITH APPLICATIONS

- 6.1 OPENING APPLICATIONS AND DOCUMENTS
- 6.2 OPENING ITEMS AT LOGIN
- 6.3 USING ICLOUD
- 6.4 USING TEXTEDIT
- 6.5 CUTTING, COPYING AND PASTING TEXT
- 6.6 FORMATTING TEXT
- 6.7 SAVING A FILE
- 6.8 DUPLICATING A DOCUMENT
- 6.9 USING THE SAVE AS COMMAND
- 6.10 QUITTING AN APPLICATION
- 6.11 FORCING AN APPLICATION TO QUIT
- 6.12 INSTALLING & REMOVING APPLICATIONS
- 6.13 PREVIEWING FONTS WITH FONT BOOK
- 6.14 USING AUTOMATOR
- 6.15 USING DASHBOARD
- 6.16 ORGANIZING CONTACTS WITH THE CONTACTS APPLICATION
- 6.17 ORGANIZING YOUR SCHEDULE WITH THE CALENDAR APPLICATION
- 6.18 GETTING THINGS DONE WITH THE REMINDERS APPLICATION
- 6.19 USING THE NOTES APPLICATION
- 6.20 USING DICTATION
- 6.21 MANAGING APPLICATIONS WITH LAUNCHPAD
- 6.22 BACKING UP WITH TIME MACHINE
- 6.23 MAC UTILITIES

### LESSON SUMMARY – WORKING WITH APPLICATIONS

### LESSON 6 QUIZ

## LAB 6 – ON YOUR OWN

### LESSON 7 - GOING ON THE INTERNET

- 7.1 SETTING UP AN INTERNET CONNECTION
- 7.2 STARTING SAFARI
- 7.3 BROWSING A WEB PAGE
- 7.4 ADDING BOOKMARKS
- 7.5 MANAGING BOOKMARKS
- 7.6 SETTING INTERNET OPTIONS
- 7.7 SEARCHING THE INTERNET
- 7.8 INTRODUCTION TO MAIL
- 7.9 COMPOSING & SENDING E-MAIL
- 7.10 SENDING ATTACHMENTS
- 7.11 RECEIVING ELECTRONIC MAIL
- 7.12 USING THE MESSAGES APPLICATION

### LESSON SUMMARY – GOING ON THE INTERNET

### LESSON 7 QUIZ

## LAB 7 – ON YOUR OWN

## CLASS PROJECT

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