

Table of Contents

TABLE OF CONTENTS

MAC OS X YOSEMITE – LEVEL 1

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES

WHAT'S NEW IN YOSEMITE?

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
- 1.8 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, FULL SCREEN 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
- 2.12 USING FINDER TABS

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 USING & CREATING FINDER TAGS
- 4.15 COMPRESSING FILES AND FOLDERS
- 4.16 WORKING WITH BURN FOLDERS
- 4.17 BATCH RENAME FILES
- 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

INDEX