

Introduction to Mac OS X

Duration: 1 Day

Objectives

Introduction to Mac OS X is a one-day preliminary course for those new to Mac OS X who need to prepare for the Mac OS X Support Essentials course, or other technical Mac OS X training courses. This course focuses on getting to know the foundations of Mac OS X 10.13 High Sierra, with topics ranging from efficient window and application management to system customisation. Delegates also learn how to configure user accounts and manage files.

Pre-requisites

Basic familiarity of OS X from a previous version and basic computer navigation skills.

Course outline

Installation

- Install Mac OS X
- Creating a first user account
- Installation options

Setting up the Mac

- First time setup
- Creating different user accounts
- Differences between Standard and Admin Users

Introduction to OS X

- Tour of the Desktop
- Explore the Menu Bar and Dock

File management and Spotlight

- What is the Finder?
- Setting different views
- Customising the side bar
- Moving and deleting files
- QuickLook

System Preferences

- The four types of preferences
- Changing user and system settings

Overview of included applications

- Explore applications included with OS X

Apple Mail

- Setting up mail accounts
- Customising mail folders

- Adding smart mailboxes
- Using rules, using integration features
- Data detectors and notes

Calendar

- Seeing events added from Mail
- Adding, amending and deleting events
- Adding, publishing and deleting calendars
- Using To Do items inside Calendar

Contacts

- Adding, moving and sorting contacts
- Integrating with Mail

Safari

- Setting preferences
- Using tabs
- Creating a Dashboard item
- Web clips
- History and top sites

Dashboard

- Customising Dashboard Widgets
- Adding and removing Dashboard Widgets
- Accessing using function keys
- Setting a hot corner

Mission Control/Desktops

- Using and customising Mission Control
- Creating Multiple Desktops with Spaces

Siri

- Setting up
- Customising
- Changing settings
- Using Siri with other apps

Fast user switching

- Switching between users
- Understanding advantages and security risks

File permissions and sharing

- Transferring files between users
- Understanding the public Dropbox
- Changing file permissions

Time Machine

- Setting up Time Machine
- Simulate backup, delete and restore

Disk Utility

- Partitioning Hard Drives
- Creating Disk Images & DMGs
- Restore
- First Aid & Erase

Bootcamp

- How to Set Up
- Installing Windows
- Dual Booting