



<http://www.multimediacentre.co.za>

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Apple Mac OS Lion level 1 course content (1-day)

Course Description:

Mac Operating System Beginners course is to introduce any new user to their Mac computer and operating system. They will also become familiar with some basic but essential computing skills on the Mac platform, such as sending / receiving email and browsing the internet.

Target Audience:

This training is intended for the first-time Mac user or for those users that are upgrading to the latest operating system and would like to be guided through all the new features and changes.

No experience necessary. Ideally the candidate will bring their own laptop (or one can be provided).

Course Outline:

Part 1: Your Physical Mac

- Power, ports and slots
- Dual-function keyboard
- Multi-touch internal and/or external trackpad
- Camera, microphone, sensors and speaker(s)

Part 2: Mac Terminology

- Apple's latest "Lion" Operating System
- The "Apple Menu" and menubar
- Status menubar-menulets
- The "Dock" and "Stacks"
- The "Finder" and Finder-windows
- "Launchpad" and "Mission Control"

Part 3: Your Working Environment

- Using "System Preferences" (Control Panels)
- Setting up your mouse / trackpad gestures
- Customising your "Desktop"
- Modifying your "Dock"
- Adding functionality to Finder-windows
- Configuring your "Launchpad"
- Extending your workspace

Part 4: Working with your Files

- Finder-window view modes
- File and folder hierarchy
- Making new folders
- Moving / deleting files
- Using the Action contextual menu
- The Undo command
- Finding files with "Spotlight"
- "Quick Look" functionality

Part 5: Introduction to Applications

- The "Preview" application
- Individual application preferences
- Customising the application's toolbar
- Allocating an application to a "Desktop"
- Full-screen applications and "Mission Control"
- Auto-resume open documents

Part 6: Surfing the Internet

- Apple's "Safari" web browser
- Setting the preferences
- Modifying the browser-window
- Define your "Top Sites" and Home pages
- Working with Bookmarks

Part 7: Communicating through eMail

- Apple's "Mail" email client
- Overview of the application and layout
- Setting up email accounts and preferences
- Customise the toolbar and favourite bar
- Implement your own filing system
- Send/receive or reply to mail
- Add or extract attachments
- View your current email activity

Part 8: Basic Troubleshooting

- To Sleep or Shutdown?
- When applications freeze ...
- The last resort ...

Apple Mac OS Lion level 2 course content (1-day)

Course Description:

Mac Operating System Advanced is a follow-up course designed to take your Mac experience to the next level! We unlock the hidden functionality in the Mac Operating System and get to grips with the standard "iLife" applications of iTunes, iPhoto and iMovie, that ship with every Mac. We then customise the Mail application, use Calendars and Contacts and even learn some advanced shortcuts to boost your productivity.

Target Audience

Anyone using a Mac who feels that they are not using it to their full ability (or using their Mac's full capability!). If you ever wondered about how Apple's suite of "iLife" applications work, or if you needed more functionality from the Mail client, or wanted to use Google Calendars or even sync your contacts... then this is the course for you!

Prerequisites

Already a Mac user with a basic understanding of the MacOS. Optionally have completed our "Mac Level-1" course. Ideally the candidate will bring their own laptop (or one can be provided for a small fee).

Course Outline:

Part 1: Advanced Preferences

- New and existing keyboard / trackpad shortcuts
- Changing Dock behaviour
- Language, spelling and number formats
- Networking and setting up shared folders
- Fun with voices and alerts

Part 2: The Finder Revisited

- Customising the Finder-window and sidebar
- Working with spring-loaded folders
- Making and saving custom searches
- Selecting and deselecting multiple items
- Setting default-opening applications
- Change user-permissions of files and folders

Part 3: Advanced Mail Techniques

- Design your own Signature
- Make Rules for sorting and colouring emails
- View, save, remove or delete Attachments
- Change SMTP (email sending) servers

Part 4: Making Contacts

- Apple's "Address Book" contacts application overview
- Populating your contact list
- Searching and sorting your contacts
- Sharing / syncing your contacts

Part 5: Keeping Appointments

- Apple's "iCal" calendaring application overview
- Set up new calendars and options
- Import your default Google calendar
- Add / edit Events with alerts and invites
- Use Reminders with priorities
- Print, Publish, Export or Subscribe to calendars

Part 6: Music

- Multiple music libraries
- "iTunes" application layout
- Editing song / film info
- Podcasts, iTunesU and Books
- Normal and Smart Playlists
- Genius functionality
- Visualising your tunes

Part 7: Still Pictures

- Multiple picture libraries
- "iPhoto" application layout
- Sorting with Events, Albums and Smart Albums
- Applying Flags, Keywords and Ratings
- Getting more info on a picture
- Using the Search functionality
- Facial recognition with Faces
- GPS lookup for Places that pictures were taken
- Editing the colours / elements of a picture
- Reverting a picture to its original
- Output pictures as a Card, Book, Calendar or Slideshow
- Share your pictures through email or FaceBook

Part 8: Moving Pictures

- "Movie" application layout
- Importing movie clips
- Setting up a movie project
- Compiling clips into a movie
- Split / Trim clips and add Still Frames
- Crop all or selected frames in a movie
- Use the Ken Burnes Effect with imported pictures
- Non-destructive editing and auto-saving
- Insert Transitions between clips
- Add Text and Titles to your movie with / without Backgrounds
- Apply a soundtrack or voice-over
- Show a flight-path with Maps
- Output options for your Hollywood movie

Part 9: Backup & Maintenance

- Preparing an external backup drive
- Set up automated hourly Time Machine backups
- Perform monthly maintenance procedures
- Repair serious hard drive errors