



Welcome to MacOS 101 Advanced Course Outline:

Duration: 3.5 Hours

Prerequisites:

A basic understanding of the MacOS environment.

Course Objectives

The extra stuff you need to know. Want to get the most out of your Mac? Join us in learning great handy hints & tips, that will make many tasks easier & simpler. Find out ways to take screenshots, do advanced searches, set up hot corners and many more hints & tips to make you love your Mac even more.

Setup Requirements

A Mac device that has been freshly installed with the latest version of OS 10.15 Catalina.

Front-End

- Understanding System Profiler
- Application control (quit, resume and restart)
- Spotlight Search (manual and automatic)
- Applying help tools to find menu-items
- Managing full screen applications
- Mission Control & Gestures o Dashboard tools

Working with Finder

- Customising finder window:
 - Customising toolbars
 - Adding additional tools
- Use of different views:
 - Quick-look functions
 - Getting additional file information
 - Understanding the filing system of macOS
 - Using proper file arrangement techniques
 - Transferring content using Airdrop
- Applying user's shortcuts:
 - Creating sidebar shortcuts
 - Creating file-stacks

User basic maintenance

- Using disk repair permissions
- Understanding drive formats
- Formatting flash/external drives
- Downloading and using Onyx



Additional hints & tips

- 3rd party integration
- Taking screenshots
- Applying dictation on any text document or text file
- Using and dictation on text insertion applications

Using iCloud

- Apple ID Features
- iCloud syncing:
 - Contacts, Calendars, Notes, Reminders
- iCloud Drive:
 - Desktop & Documents syncing
- Location services
- Logging into iCloud from other devices.
- Revision using Desktop & Documents syncing

Mac Mail

- Basic mail functions
- Creating mailboxes
- Mail Settings:
 - General setting
 - Junk mail
 - Viewing & Composing
 - Adding signature
 - Setting rules
- Creating Smart Mailboxes
- Using Mac Mail in full screen mode