MacBasics Training Class Registration

appleJAC would like to help you enjoy your computer during 2009 by providing some basic training classes in areas that the membership has indicated would be beneficial.

This spring, we are offering a two-session class in Macintosh Basics, Techniques, Tips, and Tricks.

These sessions will be offered on Thursday, April 23rd and Thursday, May 7th. Class begins at 7:00pm and ends at 8:45pm each evening at Lewis and Clark Middle School.

appleJAC Macintosh Users Group Jefferson City, MO

Format of the class will be presentation style. If you have a laptop, feel free to bring it to follow along on your own.

Registration fee for these classes is $25. Classes require preregistration:

Name: _____

Email: _____

What version of the Mac Operating System are you using?

__ 10.3 (Panther)   __ 10.4 (Tiger)   __ 10.5 (Leopard)

Training Material That will be Covered

Week 1

1. Welcome to Leopard
   - Understanding the Mac desktop
   - Exploring the Apple menu
   - A tour of the Mac OS interface
   - Enabling Time Machine and running software updates

2. Navigation
   - Getting familiar with the Finder
   - Windows and their elements
   - Customizing the Finder
   - Working with contextual menus

   - Understanding the Open and Save dialogs
   - Using Help

3. Seeking Stuff
   - Searching with Spotlight

4. Organizing Your Files
   - Moving and copying files
   - Spring-loaded folders and the Dock

5. The Dock
   - Introduction to the Dock
   - Configuring the Dock
   - Working with Trash and Eject

6. Configuring System Preferences

7. Printing
   • Understanding printing options

8. iLife '08 Overview
   • Introduction to iLife '09
   • iPhoto
   • GarageBand
   • iWeb
   • iMovie
   • iDVD

Questions

<u>Week 2</u>

9. Preview
   • Working with images in Preview
   • Working with PDF files

10. Safari
   • Introduction to Safari
   • Working with the Address bar
   • Working with Bookmarks
   • Adding and reading RSS feeds
   • Saving web pages with Safari
   • Configuring Safari Preferences

11. Dashboard and Widgets

12. The Address Book
   • Introduction to the Address Book
   • Address Book tips and tricks
   • Creating Groups in the Address Book

13. iCal
   • Introduction to iCal
   • Working with multiple calendars
   • Sharing your calendars

14. Mail
   • Introduction to Mail
   • Sending and receiving email
   • Personalizing Mail settings
   • Sorting email with Rules
   • Junk email

15. iChat
   • Setting up an AIM account in iChat
   • Text, audio, and video chatting

16. iTunes
   • Introduction to iTunes
   • Playing and ripping an audio CD
   • Creating Playlists
   • Working with video in iTunes

17. Working with Media
   • Using Photo Booth
   • Using Front Row
   • Introduction to DVD Player
   • Using QuickTime Player
   • Using QuickTime Pro

18. Keeping Your Mac Healthy
   • Using Time Machine
   • Introduction to Disk Utility

Questions