



appleJAC Macintosh  
Users Group  
Jefferson City, MO

# MacBasics Training Class Registration

appleJAC MUG would like to help you enjoy your computer during 2014 by providing some basic training classes in areas that the membership has indicated would be beneficial.

This spring, we are offering a one-night class about **Macintosh Basics, Techniques, Tips, and Tricks.**

This session will be offered on Wednesday, March 12, 2014, beginning promptly at 7:00pm and ending at 9:00pm, held at Kennedy Hall, Immaculate Conception Church, Jefferson City.


Format of the class will be classroom presentation style. If you have your own Apple laptop computer, feel free to bring it so you can use it to follow along.

Registration fee for these classes is \$15, non-mbr \$25 (*classes require preregistration*):

Name: \_\_\_\_\_

Email: \_\_\_\_\_

What version of the Mac Operating System are you using?

-  10.6 (Snow Leopard or earlier)    10.7 (Lion)    10.8 (Mountain Lion)  
 10.9 (Mavericks)   *<check your apple, find version under About this Mac>*

## Training material that will be covered:

1. Welcome to The Mac
  - 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
3. Organizing Your Files
  - Moving and copying files
4. The Dock
  - Introduction to the Dock
  - Configuring the Dock
  - Working with Trash and Eject
6. Configuring System Preferences
7. Printing
  - Understanding printing options
8. Mac Applications Overview
  - Introduction Applications included in MacOS