

# Maximising Mac OS X - Course Outline

## At a glance

Mac OS X is an advanced, yet easy to use, operating system. So why should I do a course on it? While OS X is simple to get started with, mastering its powerful features would take you a lifetime to learn by chance. This 'Maximising Mac OS X' course is designed so that you can get up to speed with OS X quickly and productively.

## Previous experience required

This entry-level course will take you as far you would like to go and targets people who have little or no experience at the outset.

## Length of the course

One half-day (4 teaching hours)  
9 a.m to 1.00 p.m

## Pricing details

\$249 including GST.

The cost of the course includes teaching hours, comprehensive OS X text book (over 500 pages, worth about \$60), exercise book and morning tea.

Course participants are able to email their course tutor after the course to clarify details of techniques covered.

Discounts are available to members of the Digital Village and sometimes for multiple bookings. Please talk to the Training Manager at Team Digital.

## Where the course will be held

The course is held at Team Digital's Training Centre at 268 Lord Street, Perth. The centre is located on Lord Street, just north of its intersection with Bulwer Street. We are on a main bus route and within 5 minutes walk of East Perth railway station. Ample car parking is also available.

## How this course is delivered

The course is facilitated by an instructor with a Computer Science degree and formal training qualifications. The instructor has had over twenty years experience working in the industry using this and similar computer operating systems in a hands-on fashion. Class sizes are kept low (typically 6-8 people) so each participant can receive personal attention in a friendly environment.

Everyone has an Apple computer running Mac OS X and fitted with a quality 17 inch LCD display. The course facilitator has projection equipment for the effective demonstration of concepts and techniques.

## Course assessment

Throughout the day each set of learning outcomes will be discussed and assessed on its completion.

The assessment and feedback will be based on the use of exercises each participant will be required to complete. In addition, group

*"The course taught me some hidden secrets of OS X. Now I know how to do things the easy way!"*

—Course attendee

discussion and questions will be addressed to the group in order to clarify their understanding of the topics covered.

## Course Outcomes

After completing the course the participant will have learned how to:

Name the parts and explain their functions in the OS X Desktop

Confidently navigate through OS X Finder

Access the Dashboard and customise useful widgets

Use appropriate Mac OS X built-in applications

Access OS X utilities and explain what they are used for

Create a simple workflow with Automator

Apply settings to connect Mac OS X to the internet

Optionally - use iTunes, iMovie, iDVD and GarageBand

## Course structure

### Intro to Mac OS X

*Mac OS X Desktop Desktop & Finder*

Desktop & Finder - components

Switch on/Shutdown, Login/Logout and accounts

Organising Files and folders

Finding your data with Spotlight

Managing the Dock

*Applications Mac OS X Style*

Starting, Switching & Quitting Programs

Hiding/Showing Programs and their windows & Exposé

Save & Open, Documents and their Parents

Dashboard

Moving Data

## Why learn at Team Digital?

- ✓ Qualified Professional Trainers
- ✓ Small class sizes
- ✓ Industry experienced trainers
- ✓ Easy parking and public transport

## OS X Components & Intro to Internet & Mail

### System Preferences

Personal – desktop & screensaver

Hardware – keyboard & mouse, Displays

Internet – Sharing

System – Date & Time

Other – installed by other programs

### Free Programs

Calculator

DVD player, Font Book, Garageband

iCal – Events and To Do

Preview (open, copying & saving)

TextEdit

Utilities (Mac OS X Toolbox)

Basic Automator & Applescript

### Internet & Mail

Internet Setup

Mail & Address Book

Safari, Airport

## Optional Extensions:

### Other iTunes & iLife

iTunes, CDs, DVDs & Music Store

iPhoto - storing & working with images

iMovie, iDVD and Garageband.

## How to enrol

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