



Mac 101 Advanced Training



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.

Prerequisite: Candidate must know the basic orientation of the Mac
Personal Mac computer must be on macOS 10.15.

Duration: 3 ½ Hours

- **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
 - 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 10.15
 - 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