



Mac 101

Advanced Training: Tips, Tricks & Time-Savers

For people who have a basic understanding of the macOS.

Duration: 3.5 hours

Price: R990 incl. VAT



Overview:

Comfortable with the basics and ready to do more with your Mac? In this session, we'll explore a range of useful macOS features and time-saving tools to help you get more from your Mac. Learn how to take screenshots, run advanced Spotlight searches, set up Hot Corners, and explore other helpful tips and tricks that make everyday tasks faster, easier and more enjoyable.

Using File Management with iCloud / Other Cloud Services:

- General iCloud integration
- File Management with iCloud integration
- File Optimization
- Optional – Integration of other Cloud services

Using Mac Mail:

- Basic Mail features
- Creating mailboxes
- Sending Scheduled email
- Using email reminder in Mail
- Mailboxes vs Smart Mailboxes
- Using Writing Tools in Mail
- Exploring Mail Settings
 - General Settings
 - Junk Mail Settings
 - Viewing & Composing Settings
 - Adding Signatures

Customising Finder window:

- Adding additional toolbars
- Showing different storage locations

Using Finder Views:

- Using Quick Look
- Accessing and adding info into the File Meta Data
- Transfer content using AirDrop
- Customising and Adding Tags
- Understanding the macOS Folder / File structure

Additional Hints & Tips:

- PDF Annotation
- Taking Screenshots & Screen recordings
- Creating Images with Image Playgrounds
- Optional – Using Siri as a digital assistant
- Voice Recordings with Transcription in Notes
- Using Writing Tools in Notes.

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