



Mac Orientation

Getting started with macOS

Duration: 1.5 hours



Overview:

New to macOS and feeling a little lost? In this short and practical session, we'll demystify the Mac environment and help you get comfortable with the essentials. You'll receive a basic orientation to macOS, including how to navigate System Settings, use Spotlight Search, and locate your applications and documents. Learn how to make your Mac work for you - with confidence, clarity, and ease.



Basic understanding of general system information:

- Purpose of knowing your overall system
- How to do quick hardware checks.
- When is it a good time to update and / or to upgrade?



Implementation of useful settings for new users:

- Where Update / Upgrade settings will be found
- Magic Trackpad / Magic Mouse Settings
- Exploring Improved Dictation settings

Apple Intelligence:

- Setup of Apple Intelligence
- Using Siri as a Digital assistant
- Approve Writing using Writing Tools
- Using ChatGPT with Apple Intelligence
- Using Image Playgrounds



Application Control: (quit, resume and restart)

- Closing Apps vs Closing App windows
- Quick navigation shortcuts
- How to use Resume as an Auto recovery tool
- Quit vs Force Quit



Using Spotlight Search beyond a standard search tool:

- Searching on Mac using content
- Unit & Currency conversion
- Using Spotlight as a calculator
- Search for Images with or without keyword



Ease of use with improved navigation methods:

- Window Tiling
- Full Screen Mode vs Window Mode
- Mission Control & Gestures
- Combining Mission Control with Full Screen Mode
- Fullscreen Mode to Split View using Mission Control



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