



# 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: A basic understanding of the macOS  
Duration: 3.5 Hours  
R990.00 incl. vat

## 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 o 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
  - 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