



Mac 101 Advance 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
The Mac must have Mac OSX 10.11 loaded.

Duration: 3 Hours

- **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 the Mac
 - Using proper file arrangement techniques
 - Search commands within cover-flow view
 - Transferring content using Airdrop
 - Applying users 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
- **Customising personal settings**
 - Security & privacy
 - Setting for user security
 - Applying additional security settings
 - iCloud
 - Understanding iCloud
 - Setting up and using iCloud
 - Using Photostream
 - Accessing iCloud main drive
 - Using iCloud with Safari-browser
- **Time Machine**
 - Setting up of Time Machine backup
 - Retrieve deleted files from Time Machine backup
 - Using migration assistant
- **Additional hints & tips**
 - 3rd party integration
 - Taking screenshots
 - Applying dictation on any text document or text file
 - Using and dictation on text insertion applications.