



# 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 10.14 loaded.

**Duration:** 3 Hours

- **Working with Finder**
  - Customizing Finder Window
    - Applying Button to Toolbars
    - Adding Additional tools
  - Use of Different Views
    - Quick-look function
    - 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
- **Customizing 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 and Customizing Time Machine Backup
  - Retrieving deleted file from Time Machine Backup
  - Using Migration Assistant
- **Additional Hints & Tips**
  - 3<sup>rd</sup> Party integration
  - Taking Screenshots
  - Applying Dictation on any Text Document or Text file
  - Using and Dictation on Text insertion Applications.