

# Mac OS X v10.5

## A One Day Course

### The Subject

Computers are used in almost all fields of work. To work with a computer, it is essential to understand the computer environment and the traits of its various applications. In this course, you'll explore a number of interface elements and applications that make Mac Leopard a significant and user amiable OS.

### Course Objective

You will explore Mac OS X Leopard's environment and learn to use its various applications such as Safari, iChat, and iLife. You will also use the OS to manage your files and folders, save information, and manage storage space.

### Pre-requisites

No experience of Mac OS X Leopard is required. In fact, no PC experience is necessary for this course. Experience in a previous version would be an advantage. Basic ability to use of the mouse and keyboard is required.

### Course Contents

#### Module 1 - Getting Started with Mac Leopard

- Explore the Desktop Elements
- Use the Dashboard
- Arrange the Dock Elements
- Set the System Preferences
- Get Help Using the Mac Help Window

#### Module 2 - Managing Files and Folders

- Create a Folder
- Use Folder Display Options
- Work with Finder

#### Module 3 - Working with Data

- Create a TextEdit Document
- Insert Objects in a Document
- Edit a Document
- Format a Document
- Print a Document

#### Module 4 - Working with iLife Applications

- Work with GarageBand
- Work with iPhoto
- Work with iMovie
- Work with iDVD
- Work with iWeb

#### Module 5 - Browsing the Internet

- Familiarise Yourself with the Internet
- Browse Websites Using Safari
- Familiarise Yourself with Electronic Mail
- Use iChat

### **Module 6 - Managing Storage Space**

- Determine Memory and Storage Capacity
- Organise the Hard Disk
- Use Removable Media