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**Introduction to Apple Mac Operating System**

**November 09-10-11, Tuesday, Wednesday, Thursday**

**Class Time: 5:00 PM-7:00 PM BC, 6:00 PM-8:00 PM Alberta, 8:00 PM - 10:00 PM Eastern Time**

**On Line Via Zoom (Link will be sent to registered participants)**

**Fee for this three evenings Information Session is $10.00**

**Participants will acquire basic knowledge on how to effectively use Mac Operating System**

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| *Using Apple Mac OS*   * *Do you need to learn Mac/Apple Computers?* * *What features and abilities do Macs have that Windows computers do not?* * *Who would benefit from training on Mac?*   *All about Apple Mac OS*   * *Learn all about using the operating system.* * *What is Mac OS* * *Versions of Mac OS*   *Menu bar*   * *Application menu commands* * *File menu commands* * *Mouse* * *Cut, Copy and Paste*   *Working with Files*   * *Learn how to work with files in Mac OS.* * *File basics* * *Folder basics* * *Finder and Spotlight* * Shortcuts Finding files on Your *Mac OS* Computer | *Common computer tasks*   * *Learn how to perform common computer tasks in Mac OS.*   *Adjusting your settings*   * *Learn how to adjust your Mac OS settings.*   *Understanding user accounts*   * *Understand how user accounts work within the Mac OS operating system.*   *Navigating Apple Mac OS*   * *Familiarize yourself with the Mac OS interface.* * *Desktop* * *Working with basic Mac built in applications* * *Web Browsing* * *Emails* * *Working with windows* * *Quitting applications* * *Restart/shutting down of your computer*   *Keyboard shortcuts in OS X*   * *Use these shortcuts to increase productivity.* * *Frequently asked questions about Mac (FAQ)* * *Additional resources online for learning Mac OS* |

Course Outline

**Video Recordings link of this Class will be sent to all attendees who join live session only.**

**Free Online courses available**

[**https://edu.gcfglobal.org/en/macosbasics/**](https://edu.gcfglobal.org/en/macosbasics/)

**Advanced registration with Pre-Payment Required**

[**https://iicanada.org/form/introduction-mac-operating-system-3**](https://iicanada.org/form/introduction-mac-operating-system-3)

**For more information and to register E-mail: epb.crcprairies@iicanada.net**

**Phone or Text: Zull Punjani 403-689-8584 or EPB Prairies Office: Message # (403) 215-6200 Ext. 7039**

**\*\*Please visit** [**https://www.iicanada.org/**](https://www.iicanada.org/) **for more information\*\***