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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*
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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\*\***