

Mac OS X Leopard Overview (Approx. 170 minutes)

1. The Mac OS X Desktop and Finder

- 1) - **Intro to the Desktop**
- 2) - **Intro to the Menubar**
- 3) - **Navigating the Finder:** the finder window, toolbar and sidebar, folder creation, finder views, quicklook.
- 4) - **Disc Burning:** writing data to CD's or DVD's, burn folders.
- 5) - **Your Home Folder:** User homes, and the folders inside.
- 6) - **Intro to the Dock:** Add, remove and arrange icons, adjust size and placement, hiding.
- 7) - **Using Stacks:** creating a stack, view options.
- 8) - **Using Spotlight for Search:** Spotlight menu, window, command-spacebar, calculator, dictionary, spotlight in text.
- 9) - **Using the Dashboard:** find widgets, arrange, webclip, manage widgets.

2. System preferences Overview

- 1) -Appearance
- 2) -Desktop/Screensaver
- 3) -Expose/Spaces
- 4) -International and Security
- 5) -Spotlight
- 6) -Bluetooth
- 7) -CDs and DVDs
- 8) -Displays
- 9) -Energy Saver
- 10) -Keyboard and Mouse
- 11) -Print and Fax
- 12) -Sound
- 13) -Mobile Me
- 14) -Network
- 15) -Quicktime
- 16) -Sharing
- 17) -Accounts
- 18) -Date and Time
- 19) -Parental Controls
- 20) -Software Update
- 21) -Speech
- 22) -Startup Disk
- 23) -Time Machine
- 24) -Universal Access

3. Applications in Leopard

- 1) -**Safari:** window features, find, autofill, pop up block, snap back, adjust text size, using tabs, bookmarks, email contents of a page, saving pages, dock web location.

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- 2) **-Mail:** account setup, read, compose/attach, configure junk mail, signature, stationary, create mailboxes for storage, rules, search, to-do's, data detectors, notes.
- 3) **-Address Book:** Add edit address book cards, groups, add photos, backup.
- 4) **-iCal:** create calendars, calendar groups, automatic birthdays, create/edit events. calendar views, email notification, alerts, subscribe to calendars.
- 5) **-iTunes:** import from CD, buy music, album art, create playlists, smart playlists, burn CD, sharing, movies, and TV shows, airtunes.
- 6) **-Preview:** open images, PDFs, open multiple, edit images rotate/crop.
- 7) **-Text Edit:** color panel, fonts panel.
- 8) **-Time machine recovery:** recover an accidently deleted file.
- 9) **-Dictionary:** Thesaurus, system wide spell check.

4. Basic Maintenance

- 1) -File Organization, Empty Trash, Software Updates
- 2) -Force Quit, Restart and plist Files.
- 3) -Using Disk Utility