

PLCC Intermediate Mac Class  
Suggested Class Outline  
Four sessions of two hours each

**Session One**

2 hours (Assumes one 10-minute break)

**1-A Review of Mac Basics and Terminology (about 45 minutes)**

A- A Map of of the Mac

The Desktop  
The Menu Bar  
Finder Windows and the Sidebar  
Home Folder  
Using the Dock

B- Using the Finder Window

The basic window  
Three window views - icon view, list view, column view  
List View - Resizing columns, rearranging the columns  
Column View- Resizing the columns  
Resizing any window  
Scrolling through any window  
The Sidebar-adding and removing items  
Window Buttons - Close (red), Zoom (green) Minimize (yellow)  
Enlarging icons or text  
Clean up the icon arrangement

C - Opening and Using an Application (Using TextEdit)

Opening a blank document (New vs. Open)  
The I-Beam  
Delete (or Backspace)  
Select (highlighting ) text and replacing the highlighted text  
Changing Fonts (typefaces) and type size  
Alignment (left, center, full justification and right)  
Cut  
Copy  
Paste  
Undo  
Delete or Clear the Clipboard

Document windows  
Double spacing an entire document

D- Putting the computer to sleep, restarting, shutting down and logging out.

### **Break (10 Minutes)**

## **2- Using a Mail Program (65 Minutes) Using Apple's Mail and Browser Based Web Mail**

Email, featuring both Mail and a web browser, perhaps gmail, Mac mail or another web mail (suggestions). This session would look at setting up an account, using Mail, including attaching a file and opening attachments from emails received. It would cover tips for writing and replying to emails (including BCCs and CCs, reply and forwarding). Dealing with attachments that are difficult to open (such as Power Point presentations, Excel spreadsheets and Windows Media Player -non-QuickTime- movies.) In this session we can also cover the address book and how it works with Mail. How to make a group mailing list using Address Book and how to send it and even how to have your mail read out loud to you. Resizing the view window would also be covered. Dealing with spam and junk mail in Mail

Note for Presenter: The mail program will have to be set up in advance on the WSU computers as will a web browser account such as GMail.

## **Session Two**

2 hours (Assumes one 10-minute break)

### **1-Using the Internet (hour)**

Surfing the web, featuring Safari, covering links, what is a web address, using bookmarks, tabbed browsing, how to change a homepage, and using search tools (Google for files, images and maps and advanced Google features). Demonstrate Firefox and explain the differences between the two browsers.

### **Break (10 Minutes)**

### **2- An introduction to iPhoto (50 Minutes)**

## **Session Three**

2 hours (Assumes one 10-minute break)

Useful Features on the Mac. Covering:

System Preferences

Making aliases

Searching for files (Spotlight)

Burning A CD or DVD

Dashboard Widgets

An introduction to some basic Mac applications: The Address Book, iCal,

Calculator, Stickies, Time Machine (Baking up with and without), Preview or Adobe Reader, iTunes & Photo Booth

## **Session Four**

2 hours (Assumes one 10-minute break)

35 Minutes - Working with documents (word processing) using TextEdit and Pages including getting images into word processor from iPhoto and from the web. How to find and use special characters such as ⌘ ⌥ ^ ⌘ ⌥ ½ °F © ® ¾. Using the Dictionary and Thesaurus.

25 Minutes - Video and Voice Conferencing with Sightspeed or Skype

10 Minute Break

45 minutes - Basic Troubleshooting (including the use of disk utility), printing problems, restarting the computer, force quitting , checking and restarting your internet modem.

15 Q&A on topics of interest to participants, filling out evaluations