



Intro to macOS



Objectives

Chapter 1 Getting to know macOS

- About This Mac
- What's the Finder?
- What's in the Finder Window?
- The Finder Window's Toolbar
- The Dock
- Organizing Your Files
- Notifications
- Stacks
- The Share Button
- Quick Look
- Tabs
- AirDrop
- Using the Trash

Chapter 2 Customizing your macOS

- Changing how Files and Folders appear in Finder
- Customizing the Finder to Meet Your Needs
- Customizing the Dock to Match Your Style
- Configuring System Preferences for Your Mac
- Changing Your Display
- Working with Multiple Languages
- Setting Up a Printer
- macOS System Settings
A Complete List

Chapter 3 Sharing your Mac

- Understanding Multiple Users
- Guest User Account
- Accessing your Account Information
- Creating a New User
- Switching Between Users
- Configuring Your Mac for Special Needs Users
- Understanding File Permissions

Chapter 4 Working with Apps

- Installing and Uninstalling Apps
- Using Apps
- Launchpad
- Working with App Preferences
- Saving Files
- Opening a File with Another App
- Forcing an App to Quit
- App Store

Chapter 5 Managing Multiple Tasks

- Hiding, Showing and Minimizing Windows
- Moving Between Applications
- Using Mission Control to Find Items on a Busy Desktop
- Moving Data Between Applications
- Applications in Full Screen
- Split View
- Multi-Touch Gestures



Chapter 6 Keeping Your Mac Secure

- Keeping Apple Software Up to Date
- Keeping Your Data Private
- Keeping your Mac Secure
- Gatekeeper
- Create and Remembering Passwords
- iCloud Keychain
- Privacy
- Time Machine

Chapter 7 macOS Apps

- Spotlight
- Safari
- Preview
- Additional macOS Tools

Chapter 8 Apple Account and iCloud

- Apple Account
- iCloud

Appendix

- Complete list of Apps and Utilities in macOS
- Special Characters
- macOS Keyboard Shortcuts
- macOS and Windows Keyboard Equivalents

