

Mac Essentials for PC Users: Hands-On - 2 Days

Course 948 Overview

You Will Learn How To

- Navigate and configure the Mac OS X user interface
- Manage built-in applications and perform basic commands on Mac OS X
- Run MS Windows applications on Mac OS X platforms in a virtual environment
- Migrate and manage e-mail, contacts and calendars
- Secure, back up and restore files and folders with Time Machine
- Troubleshoot common system problems and monitor performance

Course Benefits

Increasingly, business professionals are working in both Macintosh and Microsoft Windows environments and need to have the skills to efficiently use the comprehensive features of Mac OS X. Throughout this course, you gain the knowledge and skills to maximize, configure and troubleshoot Mac OS X. You learn to fine-tune Mac OS X with System Preferences, secure and recover content and monitor the operating system with built-in tools.

Who Should Attend

Those moving to a Macintosh environment and others who want to fully leverage the capabilities of Mac OS X. No previous experience with Mac OS X is necessary.

Hands-On Training

Hands-on exercises provide you with practical experience using Mac OS X. Exercises include:

- Exploring the filesystem with the Finder
- Running MS Windows in a virtual machine
- Fine-tuning Mac OS X with System Preferences
- Installing and running productivity applications
- Configuring network settings and sharing folders
- Leveraging Mail, Address Book, iCal and Safari
- Controlling a computer remotely with built-in tools
- Troubleshooting the system with fundamental utilities

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Course 948 Outline

Getting Started with Mac OS X

Exploring the User Interface

- Dock
- Stacks
- Exposé
- Dashboard
- Widgets
- Performing multitouch track pad gestures

Navigating the filesystem with the Finder

- Browsing documents with Cover Flow and Preview
- Copying, moving and renaming files and folders
- Managing external storage devices

Running built-in applications

- Front Row
- Dictionary
- Keychain Access
- iPhone and iPod support
- Force-quitting unresponsive applications

Finding documents with Spotlight

- Adding Smart Folders for future searches
- Performing complex searches with advanced criteria

Running MS Windows on the Mac

Identifying available solutions

- Boot Camp
- Parallels Desktop
- VMware Fusion
- Leveraging third-party compatibility applications

Implementing virtual machines with

VMware Fusion

- Defining virtual machine settings
- Switching to Unity view for seamless integration

Personalizing Mac OS X

Creating user accounts and groups

- Selecting the appropriate user type
- Defining the login window and automatic login
- Troubleshooting lost passwords

Setting up and configuring printers

- Installing the printer drivers
- Identifying printer settings

- Connecting to network-attached printers
- Saving printouts into PDF files

Installing and exploiting productivity applications

- Increasing efficiency with iWork and iLife packages
- Leveraging Microsoft Office for Mac
- Identifying Windows compatibility issues
- Managing distribution files: .dmg, .zip, .tar, .gz, .sit
- Converting files from Windows to Mac OS X

Connecting to the Network

Investigating network fundamentals

- Defining network preferences
- Configuring AirPort wireless networking
- Troubleshooting with the Network Utility

Sharing files and folders over the network

- Setting share permissions
- Default public folder vs. specific folder sharing
- Accessing folders from MS Windows

Maximizing Workflow Collaboration

Managing Internet access, e-mail and calendars

- Navigating the Web with Safari
- Organizing messages with Mail
- Scheduling appointments with iCal
- Combining e-mail, contacts and calendars with MobileMe
- Synchronizing data with the iPhone

Screen-sharing and remote control

- Allowing remote users to access their desktop
- Accessing a remote Mac with VNC
- Connecting over the Internet with Back to My Mac

Maintaining a Healthy Computer

Keeping the system secure

- Defining permissions on files and folders
- Repairing inadequate permissions
- Protecting the Home Folder with FileVault

Recovering content with Time Machine

- Configuring Time Machine settings
- Backing up and restoring files and folders
- Restoring files directly within an application

Fixing Common Problems

Investigating the boot options

- Booting the system with the start-up DVD
- Enabling target disk mode with FireWire

Monitoring the OS with built-in tools

- Activity Monitor
- System Profiler
- Terminal
- Pinpointing sluggish processes

Reinstalling Mac OS X

- Identifying the need for a full reinstallation
- Analyzing the installation procedure