Mac OS Monterey Introduction

Course ID #: 7000-745-ZZ-Z

Hours: 7

Course Content

Course Description:

In this course, you will cover:

Getting around your Mac, iMac or MacBook and setting it up to suit the way you work.

Apps to help with everyday tasks and for entertainment and communication.

Backing up, security and maintenance.

Key new features in macOS Monterey (Optional):

- o the upgraded FaceTime app for sharing music and movies when on a FaceTime call;
- o Quick Notes for making notes directly from other apps;
- o Focus to control your notifications to avoid distractions when working or dining;
- o enhanced Safari, Messages and Maps apps, and more!

Prerequisites:

None

Target Audience:

Ideal for newcomers to the stylish world of Apple Macs and for those seeking to get more from their Mac computer.

Topics:

Introduction
- About macOS Monterey
- macOS Environment
- About System Preferences
- Search Options
- Using Siri and Searching with Siri
- Accessibility

Getting Up and Running
- Introducing the Dock
- Apps on the Dock
- Setting Dock Preferences
- Dock Menus
- Working with Dock Items
- Trash
- Using System Preferences
- Control Center
- Notifications and Widgets
- Focus
- Using iCloud (Optional)

- Upgrading to iCloud+ (Optional)
- About Family Sharing (Optional)
- Using Family Sharing (Optional)
- Desktop Items
- Ejecting Items
- Resuming

Finder
- Working with the Finder
- Finder Folders and Views
- Gallery View
- Quick Look
- Finder Toolbar
- Finder Sidebar
- Working with Folders
- Selecting Items
- Copying and Moving Items
- Finder Search
- Finder Tabs
- Actions Button

- Sharing from the Finder
- Menus

Navigating in macOS
- The maOS Way of Navigating
- macOS Scroll Bars
- Split View
- Trackpad Gestures
- Magic Mouse Gestures
- Mission Control
- Spaces

macOS Apps
- Launchpad
- Full-screen Apps
- macOS Apps
- Accessing the App Store
- Downloading Apps
- Finding Apps
- Managing Your Apps

Getting Productive
- Contacts (Address Book)
- Calendar
- Taking Notes
- Quick Notes
- Setting Reminders
- News (Optional)
- Voice Memos (Optional)
- Getting Around with Maps
- Preview
- Printing
- macOS Utilities
- Creating PDF Documents (Optional)

Internet and Communication
- About Safari
- Start Page
- Safari Sidebar
- Safari Tabbed Browsing

- Adding Bookmarks
- Website Settings
- Mil
- Using Mail
- Messaging
- Shared with You
- Video Chatting with FaceTime (Optional)

Digital Lifestyle (Optional)
- Using the Photos App
- Viewing Photos
- Editing Photos
- Starting with the Music App
- Using Apple Music
- Apple TV
- Podcasts
- Reading with Books

Sharing macOS (Optional)
- Adding Users
- Deleting Users
- Fast User Switching
- Screen Time

Networking (Optional)
- Networking Overview
- Network Settings
- File Sharing
- Connecting to a Network

Maintaining macOS
- Time Machine
- Disk Utility
- System Information
- Activity Monitor
- Updating Software
- Gatekeeper and Privacy
- Problems with Apps
- General Troubleshooting

Register for this class by visiting us at:
www.tcworkshop.com or calling us at 800-639-3535