MAC OSX TRAINING

All Mac OSX courses can be taken as 2 hr, 3 hr or 6 hr sessions with adjustments to the number of topics which can be covered in that time. You can even mix and match your training topics if you wish. We have listed the available topics under each program heading, please check them out and then contact us to discuss your requirements on **pctutor.forward@gmail.com** or ring us on **07-281-2408**.

Introduction to Mac OSX Computers

Start here for the grand tour which will introduce you to your Apple Mac, and while there's a lot of powerful stuff going on under the hood, the Mac operating systems makes it easy for you to work, play, and get entertainment on your Mac. Your tutor has been using and tutoring on Apple computers since 1985.

Starting your Mac and Shutting Down	Mission Control & Desktop Spaces
The Desktop	The Dashboard & Widgets
What is the Finder?	Launchpad
Using Force Quit	Date, Time and Speech
The Apple Menu	Security & Spotlight
The Dock	Customising Mouse, Keyboard, Trackpad
Organising Your Data	Setting up a Printer
System Preferences	Creating PDF Files
Screen Saver	Installing Fonts
Exposé & Stacks	Housekeeping

Pages is a word processing application that allows you to become a professional designer of the written word! You can create many types of document such as flyers, newsletters, invitations, stationery, books, etc.

The Workspace	Columns
The Inspector	Layout Breaks
Pages Templates	ITables
Document Setup	Charting & Graphing
Type Essentials	Spell Checking
Document Parts	Add Bookmarks
Headers & Footers	Insert Hyperlinks
Styles	Embed Movies
Page Numbers	Send by Email
Graphics	Output to Print or PDF

Numbers is a worksheet application where spreadsheet tables are built on a flexible, free-form canvas so you can move tables, charts, graphics and text anywhere you want on the page. With graphics tools, alignment guides, rulers, templates, easy-to-create formulas, and dynamic tables and charts, you will quickly become an expert.

The Workspace	Printing
The Inspector	Advanced Functions
Templates	Cell Referencing
Creating Spreadsheets	Absolute References
Importing Data	Date Calculations
Adding Data	IF Functions
Instant Calculations	Working with Lists
Quick Formulas	Sorting Data
Writing Formulas	Sheet Protection
Sheet Division	Advanced Tables
Tables	Custom Table Styles
Formatting the Sheet	Advanced Charting
Creating Charts	Address Book Data
Sharing your File	Designing Templates

Keynote is a presentation/slideshow application that allows you to present your information effectively with the help of stylish templates, effects and transitions that are easy to create, modifying and present. Learn the tricks to presenting your information using our "10 Steps to Stunning Presentations" guide. This course covers the major features you need to know to create cinematic quality presentations.

The Workspace

Slide Templates

Keynote Views

Rulers & Guides

Working with Slides

Adding & Formatting Type

Check Spelling

Headers & Footers

Presenter's Notes

Slide Masters & Themes

Slide Layouts

Tables & Charts

Colour Essentials

Adding ClipArt & Images

Sounds & Movies

Drawing Shapes

Effects & Transitions

Magic Move

Object Builds

Running the Slideshow

Printing & Exporting Options

Working with PowerPoint