

APPLE TRAINING — COURSE CONTENT

Introduction to Apple Macintosh

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 OS makes it easy for you to work, play, and get entertainment on your Mac. Your tutor has been using and tutoring on Apple Macs since 1985, was Training Manager for Apple before setting up Albany Computer Training, and presents Apple courses at Auckland University.

Level 1 (6 hrs.)

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

Level 1 (6 hrs.)

- The Workspace
- The Inspector
- Pages Templates
- Document Setup
- Type Essentials
- Document Parts
- Headers & Footers
- Applying Styles
- Page Numbering
- Adding Graphics
- Manipulating Graphics
- Work with Columns
- Layout Breaks
- Insert Tables
- Charting & Graphing
- Spell Checking
- Add Bookmarks
- Insert Hyperlinks
- Embed Movies
- Send by Email
- Output to Print or PDF
- Export to iWeb

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. As tables resize, objects automatically adjust to fit around them. You can create as many tables as you want, and change fonts, sizes, colours, styles, and borders. With graphics tools, alignment guides, rulers, templates, easy-to-create formulas, and dynamic tables and charts, you will quickly become an expert.

Level 1 (6 hrs.)

- The Workspace
- The Inspector
- Using Templates
- Creating Spreadsheets
- Importing Data
- Adding Data
- Instant Calculations
- Quick Formulas
- Writing Formulas
- Sheet Division
- Using Tables
- Formatting the Sheet
- Creating Charts
- Shape & Images
- Sounds & Movies
- Sharing your File
- Printing

Level 2 (6 hrs.)

- Advanced Functions
- Cell Referencing
- Absolute References
- Date Calculations
- IF Functions
- Working with Lists
- Sorting Data
- Sheet Protection
- Advanced Tables
- Custom Table Styles
- Advanced Charting
- Address Book Data
- 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.

Level 1 (6 hrs.)

- 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

Apple Mail is a full-featured email application that comes free with your Mac. It offers an elegant user interface that makes it easy to manage all your email jobs and it works with most email standards — including POP3 and IMAP — and most popular online email services, such as Gmail. If you have more than one email account, no problem, just add all your accounts to Mail and you will be able to access everything from one central place.

iMovie is great for producing professional movies and videos that you can view on a web site, a computer or a DVD. If you know how to drag and drop, you can make a movie. You can modify the clips, add narration and music, and import still photos, titles, transitions and effects. You can arrange and rearrange the clips until you are happy with the sequence, then export out to a variety of formats.

Level 1 (3 hrs.)

- Setting Up iMovie
- Preferences
- Making Connections
- Starting a Project
- Importing Content
- Quick Movie Making
- Editing Video
- Adding Effect & Transitions
- Adding Titles
- Exporting the Movie
- Shoot Like a Pro
- Shortcuts
- Movie Jargon

Photo or iPhoto offers you many ways to enhance and share your digital photos, whether you have 100 images or 100,000. You can quickly import and organise photos, improve or enhance them, and order or make your own prints. You can create slideshows, books, calendars, and cards.

Level 1 (3 hrs.)

Making Connections
Importing Photos
Keywords & Metadata
Sorting & Grouping
Face Detection
Organising Photos
Manipulating Photos
Enhancing Photos
Smart Albums
Creating Slideshows
Calendars, Cards & Books
External Backups

Any of these courses can be taken as 2, 3 or 6 hour sessions with adjustment to the number of topics which can be covered in that time. Please contact us to discuss your requirements.