

# Introduction to Macintosh

## I. The Desktop

- A. Use of menus
  - 1. Pull down menus
  - 2. The help menu
  - 3. Spotlight
  - 4. Shortcuts
  - 5. The Apple menu
  - 6. Windows and appearance
- B. The Dock
  - 1. Icon placement and removal
  - 2. Quitting applications

## II. System Preferences

- A. Appearance
- B. Desktop and Screen Saver
- C. Exposé and Spaces
- D. Security
- E. CDs and DVDs
- F. Use and setting of displays
- G. The Keyboard settings
- H. Mouse settings
  - 1. USB mouse
  - 2. Wireless
- I. Trackpad settings
  - 1. Two finger navigation
  - 2. Hold and click
  - 3. Zooming using the control key
- J. Print and Fax settings
- K. Sound settings
- L. Network settings
  - 1. Ethernet connection
  - 2. Wi-Fi connection
- M. Bluetooth application
- N. Sharing
  - 1. Sharing a folder or other assets
  - 2. Sharing applications and web browsing
- O. Account settings
- P. Date and Time settings
- Q. Universal Access
  - 1. Settings for hearing impaired
  - 2. Settings for visually impaired
  - 3. Zooming

## III. Summary