

CE 1400 Mac Basics

Instructor:

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Course outline basic parts of the computer

- Central processing unit or CPU
- Hard disk
- RAM
- Keyboard
- Off/on switch
- Mouse (only one button)

The System “brains of the operation” Mac OS X

- Analogy to desktop
- Folders
- Documents
- Basic Navigation
- File management

Using the Mouse (point, click and drag)

- Cardinal rule: always select what you want to change, then tell the computer how you want to change it.
- Choose item by single clicking
- Double click to open a file or document click anywhere
- To deselect Object (click off)
- Drag to select several documents

Applications

- Launching a program
- Saving and recalling a document
- Printing a documents
- The “Dock”
- Dashboard

Other applications lecture and demonstration

Removal storage media

- Flash/Thumb drives
- CD-R
- CD-RW
- DVD

Removal storage media operation

- Inserting
- Copy files to and from media
- Burning
- Eject

Please Note:

*To have ACT 48 Activity Hours for this course reported to the Pennsylvania Department of Education (PDE) you must complete and return the **Request for Activity Hours Submission Form** to the UArts Continuing Studies Office and meet all requirements outlined by the PDE.*

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