



## Using your Macintosh Effectively

May 5, 2010  
3:30pm-5:00pm



**3:30-3:45 Introduction to Course**

**3:45-4:45 PowerPoint**

**4:45-5:00 Explore and product!!!**

1. Introduction to Course
  - *www.misscoburn.com*
  
2. PowerPoint
  - The Basics
  - Shortcuts when computer freezes
  - Connections
  - Using your Mac
  - The Mac HD
  - Windows
  - Views
  - The Dock
  - System Preferences
  - Managing Files
  - Screen Capture
  - Save vs. Save As
  - Deleting Files
  
3. Explore and Product
  - Manage your files
  - Re-organizing your files using: re-name, copy, paste and delete
  - Take a screen capture of your documents re-organized in the Mac HD.
  - Send the screen capture as an attachment to [LCoburn@natickps.org](mailto:LCoburn@natickps.org)