

~~Dear Educator, Ignore this Page~~

~~Welcome to the MagnumMac Computer Training Courses. Each course has been carefully designed. Our introductory courses give you the required skills to competently use software, or to utilise computing tools in various areas of the New Zealand curriculum. Our advanced courses allow you to master applications, as well as discover new and exciting ways to use the power of your Macintosh computer.~~

~~Our tutors have been chosen for their expertise, and ability to convey their knowledge and skills in a helpful manner.~~

~~In addition to our scheduled courses, we also offer a number of other services designed to help you use and implement IT. A list of these is below:~~

- ~~• needs assessment for hardware, software or professional development.~~
- ~~• personalised on-site training designed to suit your individual needs.~~
- ~~• IGT Professional Development consultation.~~
- ~~• a weekly “QuickTips” e-mail service intended for educators using IT.~~
- ~~• Mactropolis Bulletin Board System for sharing and communicating with other educators.~~
- ~~• conferences such as the Methven “Making IT Move” conference.~~
- ~~• tours of schools using IT in innovative ways.~~
- ~~• Apple Road Shows~~
- ~~• North Island Bus Trips~~
- ~~• Innovative Technology Schools Conference in Australia~~

~~We are always looking for ways we can improve the training courses we run. Your feedback and comments are welcomed.~~

~~If you require any further information on using or implementing IT in your school, please contact us on: tel: 03 366-5454, fax: 03 366-4456, e-mail: rob.clarke@magnummac.co.nz~~

~~Kind regards~~

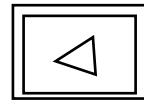
Mac Basics Aims:

Course participants will:

1. Gain confidence in utilising the features of the Macintosh Operating System
2. Have the opportunity to explore and learn the fundamentals of operating a Mac

Starting-up your Mac

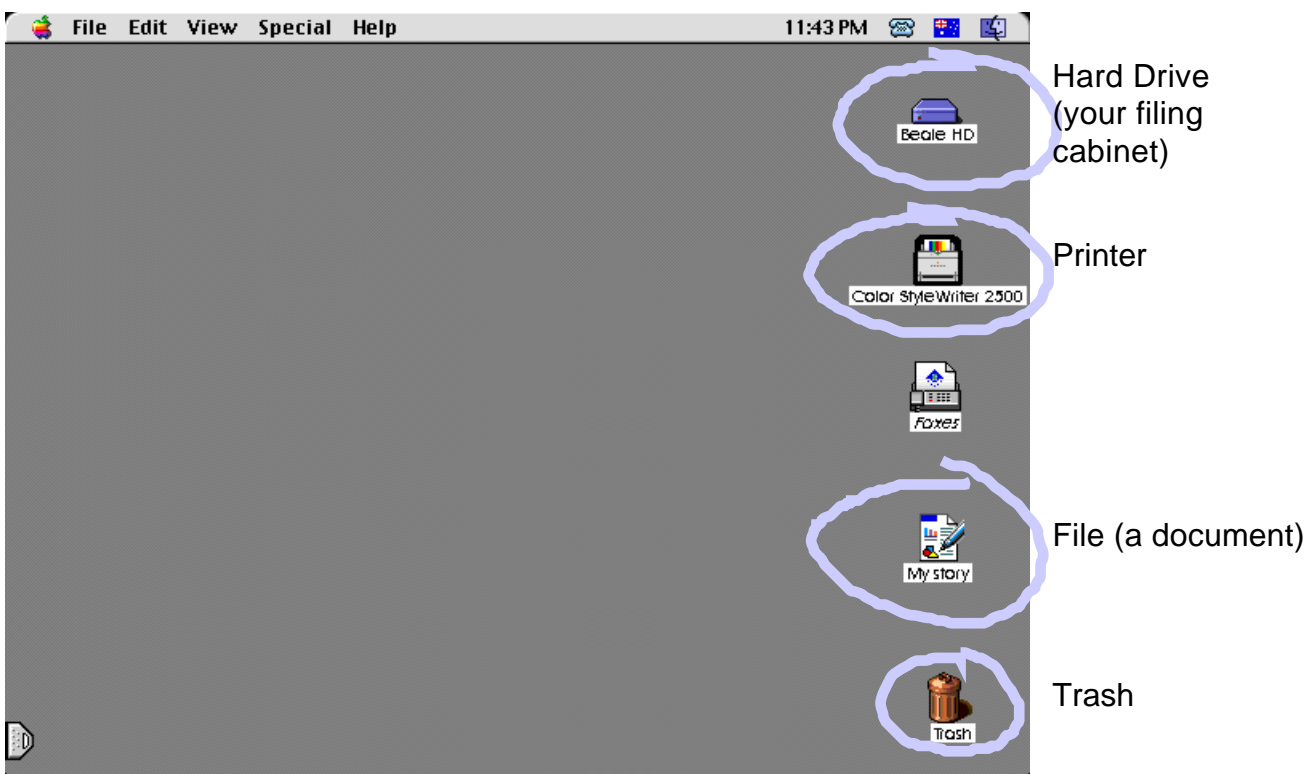
Once your Macintosh is assembled, you are able to start it up by pressing the power key on the upper right hand corner of your keyboard...



(Note - This button can also be used when shutting down your computer)

The Desktop

The Macintosh was the first computer to use what is known as a **Graphical User Interface**. This means that objects on the screen look like what they represent. Think of your computer screen as your virtual **Desktop**. Sitting with your desk is a filing cabinet - this is known as the **Hard Drive** and of course stored in your filing cabinet are your **folders** with your current and completed work on pieces of paper - these documents are known as **files**. On top of the Desktop is a printer and also as with any busy workspace there is a rubbish bin (trash can).



Mouse Skills

The tool that allows you to successfully navigate the Desktop (and all areas of the Macintosh experience) is the **Mouse**. The Macintosh Mouse has been designed for complete ease of use and therefore utilises just one button.



Let's try practising some basic mouse skills...

- *Move the mouse so that the arrow cursor points at the trash can - **Click** once*
- *Click once again and this time hold down with your index finger - **drag** to the middle of the screen - take your finger off the button*
- ***Double-click** (this means click twice quickly in succession) the Trash icon*



You will now have used all three of the Macintosh mouse techniques...

Click - to select

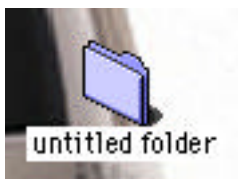
Click, hold, **drag and drop** to move objects around

Double-click to open folders/files and to start applications (programs)

You might like to try the Jig-saw under the Apple menu to continue to improve your mouse skills in a fun way!

Folders

Folders are where all applications and documents are stored. These are usually found inside the Hard Drive, but can be kept on the Desktop. Let's now learn about the process of creating a Folder, naming it and storing it for now on the Desktop.



Go to **File** on the **Menu Bar** (the Grey strip across the top of the screen) at the top of the desktop, click and drag down to *New Folder*

You will notice a folder appear on the desktop. Let's imagine that this folder is going to be used to store all your letters to friends and family. Click once on the name at the bottom of the folder and you will see it become highlighted. Now type the word "Letters". You have successfully renamed the folder.

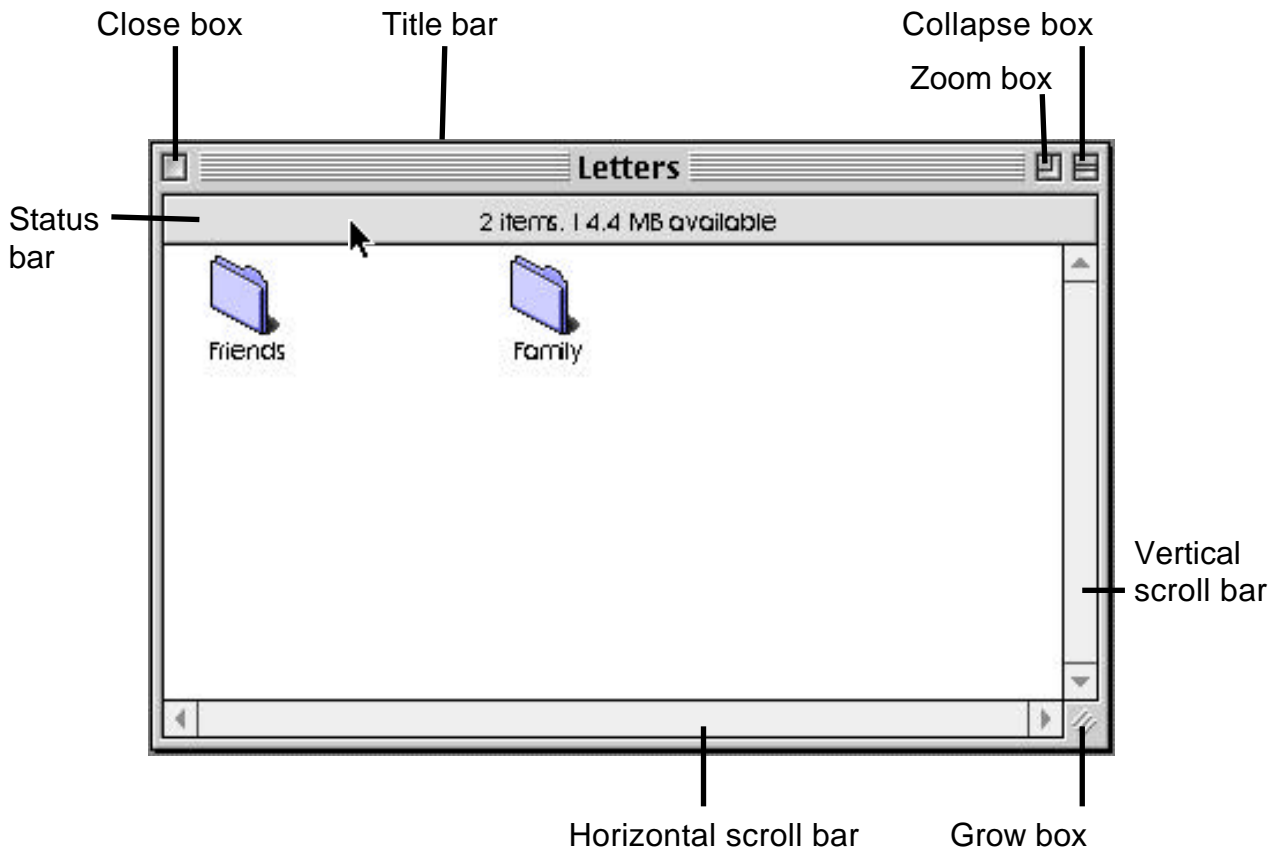
However, inside this folder you will want to have a separate folder for storing letters to friends and another for storing letters to family. Go through the process of creating two new folders; one named "Friends" and one named "Family" and then drag these two folders into the first folder you created.

Windows

Windows

The way you view and work with documents or see the contents of a folder is through the use of a **window**. *Write what each part does in your own words...*

...spend some time exploring the different features of the window.



Other Handy Features of windows

Pop-up Windows

This will help you save space on your screen while still having a window accessible while you work...



While your window is still open, click on the title bar of the folder and drag it down to the bottom of the screen.

You will see that the title has changed to a **Tab** similar to what you would see on a Manila folder...



If you now click once on this tab, the contents of the window will

Spring-open Folders

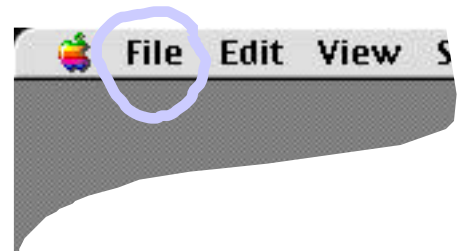
This is a great new feature in Mac OS 8. If you wish to place, say a “Lesson Plans” folder inside a “Weekly Plans” folder that is also inside a “Term Plan” folder, just click and drag “Lesson Plans” across the top of “Term Plans”. This then automatically opens the “Term Plans” folder. While still holding down the mouse button, drag the first folder across “Weekly Plans”; this will then open and you simply take your finger off the mouse and the first folder is “dropped into” the selected folder!

The Menu Bar



The **Menu Bar** is the home of many basic features, and the jumping off point for many others. The Menu Bar is the light grey strip at the top of the Desktop and displays the titles of the Mac’s various menus.

However, the Menu bar is not only visible when using the desktop; it’s a component that appears within each of your applications as well. Click once on any of the words in the menu bar and you will be able to view the contents of that menu (*in older Macintoshes you need to click and hold the mouse button*).



- **File Menu** - This menu deals mainly with creating, opening, saving and printing documents and folders. It also includes a very important function - the **Find** file. We will learn how to use many of these functions later in the session.
- **Edit Menu** - This menu deals mainly with selecting, cutting, pasting, copying and working with the contents of documents.

*It also includes a very important function - the **Undo** command -this allows you to undo the last thing you did.*

- **View Menu** - This menu allows you to change the appearance of the files and folders on your desktop. We will make use of this feature later in the session when we deal with ‘customising’ the Macintosh.
- **Special Menu** - This simple menu allows you to shut-down or re-start your computer as well as ejecting discs and emptying the trash.
- **Help Menu** - This menu offers access to the built-in help system of the Macintosh. It is also active within all the Macintosh Applications. Try clicking the *Show Balloons*

- **Finder Menu** - This menu shows what programs are currently open on your computer. We will learn how to use this function later in the session.



Other Menu items will vary depending on the Application (program) being used.

*Notice that next to many of the menu items there is a keyboard combination. These are known as **Keyboard Shortcuts**, and allow you to complete functions (such as printing and saving) without the need to use the mouse. This speeds your work up.*

The Apple Menu

Apple Menu - Click once on the 'Apple' logo in the top left corner of the screen and you will be able to view the Apple Menu.

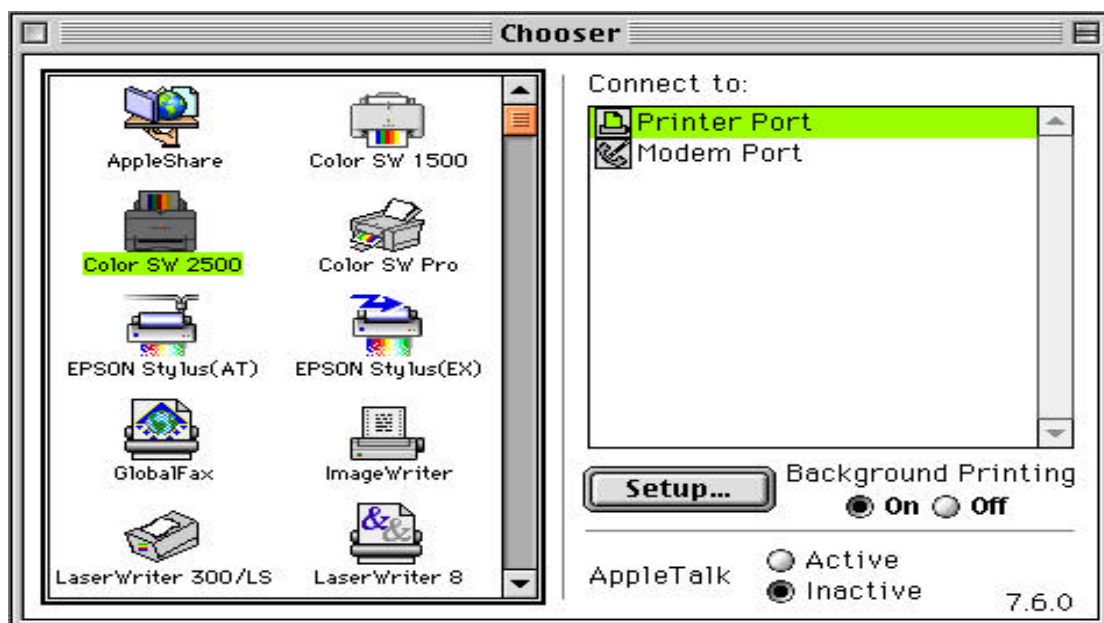


Almost everything you will ever need (or want) to know about your computer can be found under the Apple Menu. The items are in alphabetical order and contain options to help you simplify your work and customise your computer to suit your needs and tastes.

All have a role to play as you become more proficient in utilising your computer's potential, but some of the more immediately useful and "cool" items include:

Calculator - this is very handy when you need to do some quick calculations while at the computer.

Chooser - This is where you choose the printer, modem or network for your Macintosh and decide to which port each will be connected. If you change printers then you will need to access this Apple menu item.



Find File - This allows you to find where a document, folder or application is on your computer and to quickly access it. You might like to try and find your "Letters" folder.



Key caps - This handy feature allows you to put accents, symbols or a range of other characters sometimes needed when Word Processing.



Apple CD Audio Player - Looks just like your CD Player control panel at home and allows you to play audio CDs as you work!

Stickies - These are digital equivalents of Post-it notes. Just like the paper version, they come in a variety of colours. However you can re-size them and change the text style. Then you can stick them to your desktop - and there you have a reminder! Put a little reminder for yourself on the desktop.



Recent Applications/Documents - These two features allow you to quickly access documents or application programs you have been using recently, without having to search around for them.

Customising your Mac

One of the truly great things about the Macintosh is the way you can customise and alter the look and feel of the computer to match your personality, needs and requirements.

This section will be a quick fire tour of some of the ways you can customise your Mac. You will want to experiment more with your own computer... go to the Apple Menu first and follow these steps:

 → **Control Panels** → **Appearance**

... to change the window and menu bar appearance, text highlighting colour and system-wide text styles.

 → **Control Panels** → **Date and Time**

... to set the date and time and customise their style and appearance.

 → **Control Panels** → **Desktop Pictures**

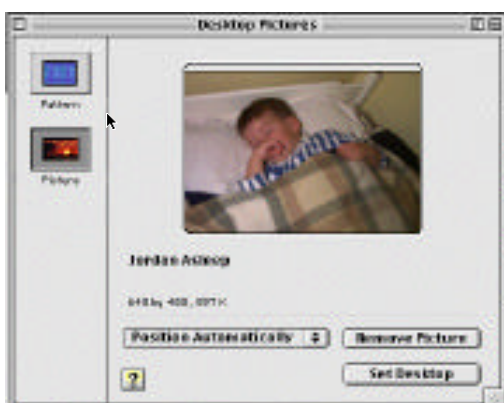
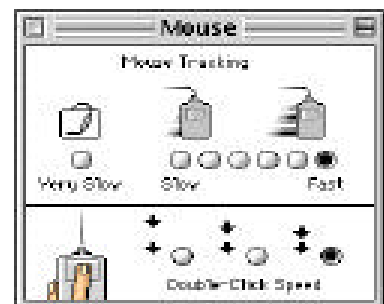
... to change the Desktop Pattern or for a select a photo/picture to view.

 → **Control Panels** → **General Controls**

... allows the setting of a variety of preferences such as where documents are opened from and saved to, how fast the cursor flashes, folder protection, and the ability to protect the System Folder (where God lives) and the Applications folder.

 → **Control Panels** → **Mouse**

... gives control over the speed of both the Mouse's movement across the screen and its double-click. (Handy if setting up for an inexperienced user).





→ **Control Panels** → **Monitors and Sound**

... allows the altering of the Monitor's resolution and colour, as well as speaker and microphone settings and alert sounds.



→ **Control Panels** → **Screen**

... sets screen brightness/contrast and allows for power-saving.



Control Strip

If you have this handy little gadget on your computer, then you will be able to access many of the customising features we have just been exploring straight from your desktop!

You will find it at the bottom left corner of your screen...

If you do not have this at the bottom of your screen, go into the Control Panels, and select "Control Strip".

Click once on the tab and it will expand to this...



Explore each of these by clicking on each button in turn, you might like to write what each button does beside it. The Control Strip can be closed simply by clicking once at either end of the expanded tab.

Working with your Mac



ClarixWorks Office

Now we will try to put together a lot of what we have just learnt (as well as some new skills and ideas) into a “typical” work session. We will create, save and eventually print some documents.

Along the way we will pick up tips on creating and organising your own filing system and learn some important shortcuts and methods to make your computer time more productive and enjoyable!

The notes in this section will not be very detailed, as this is necessarily a very hands-on activity. We will take each stage one step at a time and talk carefully through what we are doing as we go...



1. Open the Hard drive - Open the Applications folder.



2. Find and open the ClarixWorks folder - Open this application - Select Word Processing.



3. Write a two paragraph letter to a friend.

4. Save (File - Save As) this to the “Friends” folder. Give it the name of the friend to whom you have written (do this twice more, to two more friends).

5. Open a new document (File - new) and write a letter to a family member and save this to the “Families” folder - Give it the name of the family member to whom you have written (do this twice more, to two different family members).

6. Have a quick look at the Finder Menu (top right corner) and notice that the currently open application is displayed there...

7. Now quit ClarixWorks (File - quit) and you will notice that the “Letters” folder is sitting out on the Desktop - click on this and drag it to the hard drive.

8. Select the Letters folder and make an alias (File - make alias) - drag this alias to the Desktop.

9. Open the Folder and use the View menu to set up each individual Letter folder in the way that best suits you.

10. Decide on the letter you wish to print, open this again (*you will see ClarixWorks re-launch*) and make some changes - save and then print (File - print).