

# Course : Mac OS, getting started

*Practical course - 2d - 14h00 - Ref. CAM*  
**Price : 1610 CHF E.T.**

★★★★☆ 4,4 / 5

This highly practical course will teach you how to use the Mac OS X system effectively. At the end of the course, you'll be able to quickly manipulate the interface elements, use the main applications, organize your documents and configure the environment as well as network connections and services.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Navigating the user interface
- ✓ Manage system preferences
- ✓ Integrating the machine into a network
- ✓ Be able to solve common problems

## Intended audience

Users wishing to get to grips with a Mac OS X environment.

## Prerequisites

No special knowledge required.

## Course schedule

### 1 User interface

- Developments in the Apple/Mac OS range.
- Introducing the Finder. Dock customization. Essential settings.
- Mouse, menus, keyboard modifiers, aliases.
- Navigate the tree structure.
- File and folder handling.
- Smart folders.
- Deleting documents. Recycle garbage can.
- The notion of active application.

### Hands-on work

Explore the tree structure. Create folders and documents to organize information.

### PARTICIPANTS

Users wishing to get to grips with a Mac OS X environment.

### PREREQUISITES

No special knowledge required.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## 2 Key concepts

- Volumes.
- File organization.
- Document search.
- Introducing Spotlight.
- Applications: user programs, Web browsing, mail manager, text editor.
- Other applications: PDF viewer, calendar, cell phone synchronization...

### Hands-on work

Using Spotlight.

## 3 System preferences

- Apple menu.
- Display.
- Date and time.
- Standby. Shutdown and restart.
- Closing sessions.

### Hands-on work

Shutdown, startup and implementation of user sessions.

## 4 Network integration

- Network configuration.
- Set up Internet access.
- Sharing.
- Setting up file and folder sharing.
- Remote connection.
- Access to network printers.
- The right reflexes for the most common problems.

### Hands-on work

Network settings and folder sharing.

## 5 Solving common problems

- Troubleshooting and procedures.
- Solving printing problems.
- System update.

## Dates and locations

### REMOTE CLASS

2026 : 22 June, 5 Oct., 30 Nov.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.