

## Getting Started With Mac – Basics

### **About this course**

Learn how best to browse and manage files, organise files into folders, customise views and sidebar and organise your apps, launchpad and search bar: navigate seamlessly between app windows, use working apps simultaneously, create multiple desktops and shortcuts; getting familiar with touch ID, trackpad and gestures are just a few of the important topics that macOS Sonoma Basics covers.

### **Format and duration**

2 hour session delivered virtually. Can be arranged as a longer session with tailored content and also as a classroom training based on request.

### **Audience**

If you are new to Mac and has been provided or are considering a Mac as a work device, this course will help you get started or make you even more productive if you already have a little experience with Mac.

Topics in Detail >>

## **Getting Started With Mac - Basics**

Topics in Detail

- File browsing and management
- Utilising Touch ID, gestures and trackpad
- Views and sidebar customising
- Fast searching of all things on your Mac
- App window navigation
- File organisation in folders
- Multitasking on more than one desktop
- Master Shortcuts
- Plus many more