

Getting Started With Mac - Productivity

About this course

Learn how to use Pages or Notes, store and create reports and spreadsheets, add signatures in PDFs, organise files in stacks and use tags for files. Use iWork, work with Microsoft 365, get familiar with bookmarking and importing bookmarks, reading webpages offline, safari extensions, translating web pages, creating and annotating PDFs, white-boarding, screenshots, airdrop, reminders, scheduling events in calendar, messages, contacts, FaceTime, Maps, time zones and continuity. Learn how to use iPhone as a webcam, handoff, Set up hotspots, copy and paste content, use sidecar and unlock Mac with AW.

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

This course is for you who is new to Mac and have been provided or are considering a Mac as a work device, this course will help you get more productive with the built in apps on your Mac and using some of the collaborative features from using a Mac as your work device.

[Topics in Detail >>](#)

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Topics in Detail

- Delve into iWork (Pages, Keynote, Numbers)
- Produce and store reports and spreadsheets
- Use stacks to organise files
- Improve file management by using tags
- PDF creation and annotating
- Importing and creating bookmarks in Safari
- Signature adding in PDFs
- Mail and calendar scheduling
- Offline Safari page browsing
- Go in-depth with Safari extensions
- AirDrop utilisation
- Discover White-boarding and screenshots
- Reminder creation
- Extra features to unlock with the iPad and Apple Watch
- Plus many more