



Mac Made Simple: A Beginner's Guide to Mac

A Five-Week Course for New Mac Users

This five-week course is designed to help you become comfortable and confident with your new Mac computer. We'll start with the very basics of the Mac operating system and move on to the essential tools and settings you'll use every day.

Week 1: Your First Steps with Mac

- **Topic:** An introduction to the Mac desktop and its key features.

- **Key Concepts:**
 - Identifying the desktop, the Dock, and the Menu Bar.
 - Understanding the Apple menu and the Spotlight search.
 - Opening and closing applications.
 - Turning off your Mac properly.

Week 2: Navigating with Finder

- **Topic:** Learning how to find, organize, and manage your files and folders.
- **Key Concepts:**
 - What is Finder?
 - Understanding the Finder window and sidebar.
 - Creating and naming new folders.
 - Moving and deleting files.

Week 3: Everyday Apps

- **Topic:** Getting to know the essential built-in applications on your Mac.
- **Key Concepts:**
 - Using Mail to send and receive emails.
 - Managing your schedule with the Calendar app.
 - Organizing and viewing your photos.
 - Creating notes with the Notes app.

Week 4: Personalizing Your Mac

- **Topic:** Making your Mac feel like your own.
- **Key Concepts:**
 - Changing your desktop picture.
 - Adjusting your computer's sound and display settings.
 - Customizing the Dock to show your favorite apps.
 - Connecting to Wi-Fi and Bluetooth devices.

Week 5: Staying Safe and Solving Problems

- **Topic:** Important information to keep your Mac running smoothly.
- **Key Concepts:**
 - Understanding software updates and why they are important.
 - Recognizing and avoiding common scams.
 - What to do if an app isn't working.
 - Question and Answer session
 - **Certificate Presentation:** All participants will receive a "Mac Made Simple" certificate of completion.

This course is designed to be a friendly and easy-to-follow introduction to the Mac, making the transition to a new computer simple and fun.