Organize My Macintosh Computer

(An introduction to the *Macintosh* Operating System)

A typical computer may contain thousands of documents and pictures and it is essential to have a good way to organize these items. This course will explain how to attain this goal while using a Macintosh computer. The course will cover the following topics: basic computer organization, how to view stored content, USB flash drives, creation of folders, view menu options for content display, copying and moving folders and files, use of the right mouse button, finding files and folders, shortcuts, and backup strategies. The course will use a recent Mac OS X operating system and be taught on dual boot machines that behave like normal Macintosh computers. Students must bring a USB flash drive (thumb drive). (2 Sessions)

        Prerequisite: *Word Processing Basics* or equivalent
        Cost: $20 members, $25 non-members
        Register by: Wednesday Noon of the week before the course begins