MAC Computer Lab, Novice, Part 2
Instructor: Andrew Feiring
Prerequisites: MAC Computer, Lab, Novice, Part 1 (Fall 2020) or earlier MAC Novice Class
Materials: None

1. Review of Part 1. Basic MAC operations
2. Review of Part 1. Understanding and using the hard drive
3. Internet Review
   Using browsers other than Safari: Firefox and Chrome
   Setting browser preferences
4. Introduction to music applications
   Load and store music from CDs
   Using the music and other stores
5. Introduction to Photo
   Importing pictures from a digital camera
   Exporting and sending photos
6. Basics of picture editing using Photo
7. Some other useful programs: Calendar, Preview, Grab, Adobe Acrobat Reader and others
8. Overview of word processing: text edit, pages and word
9. Overview of other MAC office applications: numbers and keynote
   Converting Microsoft office documents into MAC equivalents
10. Continue learning using MAC and other tutorials
    Apple help
    Using help files
11. Storage media
    Importance of backing-up information
    Back-up options
    Time machine app