



Winter Park
TECH

Orange County Public Schools

WINTER PARK TECH

Institute for Corporate and Community Training
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**Mac: Getting Started Level 2:
Address Book, Mail, iCal, MobileMe**

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Course Description:

This course continues with more advanced features of the Leopard operating system, including tips & tricks and shortcuts. It will also cover three of the most used applications which are included with 10.5. Keep all your contact information in Address Book, organize in groups, print labels, lists & envelopes. Use the Mail application to retrieve your email from multiple email addresses and organize it; learn to send & receive attachments. iCal is a calendar application, where you can keep track of all your birthdays, dates & appointments. MobileMe is an online service from Apple, which gives you many other features, such as automatic sync between your computers & iPhone/iPod, online access to your info, webpages and much more.

Text: No text is required for this course. All materials will be provided by the instructor.

Suggested Prerequisites: None.

Topics to be addressed:

Students work along with the instructor, using provided sample files, and are guided, step-by-step, to learn more about their operating system and included applications. Instructor will also demonstrate many features of the MobileMe account features.

Class time includes:

- Leopard operating system advanced features
- Tips & Shortcuts
- Creating, editing and organizing your Contacts with Address Book
- Sending & receiving email with the Mail application
- Organizing your appointments with iCal
- Overview of MobileMe features

*The instructor reserves the right to modify this course outline at any time.