

MACOS 100: INTRODUCTION TO MACOS TAHOE

Course Code: 844004

This is a hands-on class designed to help beginning Mac users and transitioning Windows users become more familiar in using the macOS.

What You'll Learn

Upon completion of the macOS 100: Introduction to macOS Tahoe course, students will be able to:

- Know the foundations of macOS Tahoe
- Efficient window and application management
- System customization
- Configure user accounts
- Manage files

Who Needs to Attend

This class is designed for those new to the macOS Tahoe platform who need to obtain the skills to support other macOS users. This could include entry level IT personnel in businesses that use macOS systems for general productivity or creative design, service technicians who support macOS customers, and technical coordinators or power users who manage networks of macOS systems for their organization - such as teachers and technology specialists who manage a classroom network or computer labs.

Prerequisites

Practical working knowledge of computers

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VIRTUAL CLASSROOM LIVE

\$595 USD

1 Day

Virtual Classroom Live Outline

Module 1: Finder Basics

- Learn the Basic elements of the Finder Interface and how they differ from Windows
- How to Start, sleep, restart, and shutdown the Mac

Module 2: Navigating the File System

- How the macOS File system is organized and how to access needed resources
- How to create, copy, move and delete files and folders
- How to preview documents without apps using Quicklook

Module 3: Manage System Settings

- How to use System Preferences and App Preferences to make the Mac and its apps work better for you.

Module 4: Managing Applications

- Learn how to install apps via the App Store, Drag and Drop and the OS installer
- How to launch and manage documents
- How to Switch between Apps
- Using the Built-in Apps: Web Apps, iWork, Creative Apps
- How to Quit apps
- How to remove Apps you no longer need

Module 5: Working with Multiple Users

- Creating additional users
- Setting restrictions using Screen Time
- Switching between users: Log in/Log out, Fast User
- Sharing data between user accounts

Module 6: Managing Networks Services

- Basic Network Configuration via Network Preference
- Setting up services using Internet Accounts

- Setting up and using iCloud services
- Managing your AppleID
- Providing Network Services
- File Sharing, Airdrop, Airplay

Module 7: Printing and PDF

- Set up a Printer
- Printing Basics
- Convert to PDF

Module 8: How to Troubleshoot macOS

- Basic troubleshooting techniques and tools
- Gathering information
- Identifying the problem
- Trying fixes
- Confirming the fix works

Mar 12 - 12, 2026 | 10:00 AM - 5:30 PM EST

Apr 16 - 16, 2026 | 10:00 AM - 5:30 PM EST

May 14 - 14, 2026 | 10:00 AM - 5:30 PM EST

Jun 11 - 11, 2026 | 10:00 AM - 5:30 PM EST

Jul 16 - 16, 2026 | 10:00 AM - 5:30 PM EST

Aug 20 - 20, 2026 | 10:00 AM - 5:30 PM EST

Sep 24 - 24, 2026 | 10:00 AM - 5:30 PM EST

Oct 15 - 15, 2026 | 10:00 AM - 5:30 PM EST

Nov 12 - 12, 2026 | 10:00 AM - 5:30 PM EST

Dec 10 - 10, 2026 | 10:00 AM - 5:30 PM EST

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