ProTech Professional Technical Services, Inc.

macOS 100: Introduction to macOS Monterey

Course Summary

Description

macOS 100: Introduction to macOS Monterey is a hands-on class designed to help beginning Mac users and transitioning Windows users become more familiar in using the macOS.

Objectives

At the end of this course, students will be able to:

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

Topics

- Finder Basics
- Navigating the File System
- Manage System Settings
- Managing Applications
- Working with Multiple Users
- Managing Networks Services
- Monterey's New Features
- How to Troubleshoot macOS

Audience

This class is designed for those new to the macOS Monterey 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

Students should have practical working knowledge of computers.

Duration

One day

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Course Outline

I.   *Finder Basics*
   A. Learn the Basic elements of the Finder Interface and how they differ from Windows
   B. How to Start, sleep, restart, and shutdown the Mac

II.   *Navigating the File System*
   A. How the macOS File system is organized and how to access needed resources
   B. How to create, copy, move and delete files and folders
   C. How to preview documents without apps using Quicklook

III. *Manage System Settings*
   A. How to use System Preferences and App Preferences to make the Mac and its apps work better for you.

IV.   *Managing Applications*
   A. Learn how to install apps via the App Store, Drag and Drop and the OS installer
   B. How to launch and manage documents
   C. How to Switch between Apps
   D. Using the Built-in Apps: Web Apps, iWork, Creative Apps
   E. How to Quit apps
   F. How to remove Apps you no longer need

V.   *Working with Multiple Users*
   A. Creating additional users
   B. Setting restrictions using Screen Time
   C. Switching between users: Log in/Log out, Fast User Switching
   D. Sharing data between user accounts

VI.   *Managing Networks Services*
   A. Basic Network Configuration via Network Preference
   B. Setting up services using Internet Accounts
   C. Setting up and using iCloud services
   D. Managing your AppleID
   E. Providing Network Services
   F. File Sharing, Airdrop, Airplay

VII. *Monterey's New Features*
   A. APFS Basics
   B. Improved Accessibility: Voice Control, Display Zoom, Hover Text
   C. New Entertainment Apps: Music, AppleTV, Podcasts
   D. Mac Catalyst: Bringing iOS apps to mac
   E. Improvements to Photos, Notes, Reminders, and Safari
   F. Using Sidecar: iPad as a second monitor
   G. Screen Time: Managing users
   H. T2 Security Chip: T2 Basics, Supervision, Activation Lock

VIII. *How to Troubleshoot macOS*
   A. Basic troubleshooting techniques and tools
   B. Gathering information
   C. Identifying the problem
   D. Trying fixes
   E. Confirming the fix works