

Turn on your computer. Click on the **Apple icon** to open its drop-down menu. **About This Mac** gives information about your computer and its **Operating System**. Click on **Version** to cycle through **Build** and **Serial Number**. Feel free to explore this window (you will need to be on the Internet to check for *Software Update...*). *More Info...* takes you to the *System Profiler*, it is for technical minded folk. Close this window by clicking on the red button. Note, clicking the red button always closes the active window.

Similarly, **Software Update...** will need to be on the Internet. This will check what **your** computer needs to update (not someone else's computer).

App Store... is a new Mac initiative; it allows one to buy software from Apple; I haven't tried it yet.

System Preferences... is similar to the Control Panel on a PC. It is a Training Session in its own right! Have a look, but don't alter anything just now.

Dock allows you to have the Dock do just you want, click on the triangle, and explore the options. My dock is hidden on the RH side.

Location is to do with your Internet; I haven't used this yet.

Recent Items can be very useful; it lists your recent **Applications** and **Documents**. Note **Clear Menu**.

Force Quit... allows you to 'kill' an application that is not responding, without affecting anything else on your computer (the spinning ball of 'death'). The **Keyboard Shortcut** is critical as often you have lost control of your cursor. Hold down **Option+⌘+Escape** together. This will open a **Force Quit Applications** window of the current applications and allow you to select the '**not responding**' application. You then get a second chance to change your mind, or 'kill' the '**not responding**' application. You can then restart that application (but you may have lost some of your work).

Sleep will put your computer to sleep; a choice rather than shut it down. I rarely shut my computer down - it takes too long to start up! It also has a **Keyboard Shortcut**.

Restart... and **Shut Down...** each give you 60 seconds to change your mind.

Log Out User will log you out without shutting down. Useful if there are multiple users.

Finder: drop down menu. **About Finder** will open a window to give which **Finder version**. Close this window by clicking on the red button.

Preferences...; is a Tutorial in its own right! This allows you to tailor the **Finder** window the way you want. Have a look, but don't alter anything just now. Note that **Finder Preferences...** can be opened by pressing **⌘,** (comma) keys together. This is another **Keyboard Shortcut**. The drop down menus show the **Keyboard Shortcuts** for many of the actions, and can save a lot of time once they are learned; it can reduce a lot of mouse/trackpad time.

File: You will now see **Keyboard Shortcuts** in the Finder **File** drop down menu for **New Finder Window (⌘N)** and **New Folder (Shift⌘N)**, which are frequently used.

In **Training Session 1 - Finder**, we opened a **New Finder Window**. There are many times we want a second *Finder* window, (e.g.) to move folders/files from one folder to another. So we just press ⌘N again to overlay a second **Finder** window on top of the first. Just click in the **Window Title Bar** and drag the windows around till you can see what you want in each. Note only one of the windows will be active; the one with the red button lit.

Have a look at the other **Finder** options.