IT LITERACY

MAC BASICS

Agenda

- Introduction
- Mac Desktop
- Customize Dock
- Spotlight Search
- Power Off

Introduction

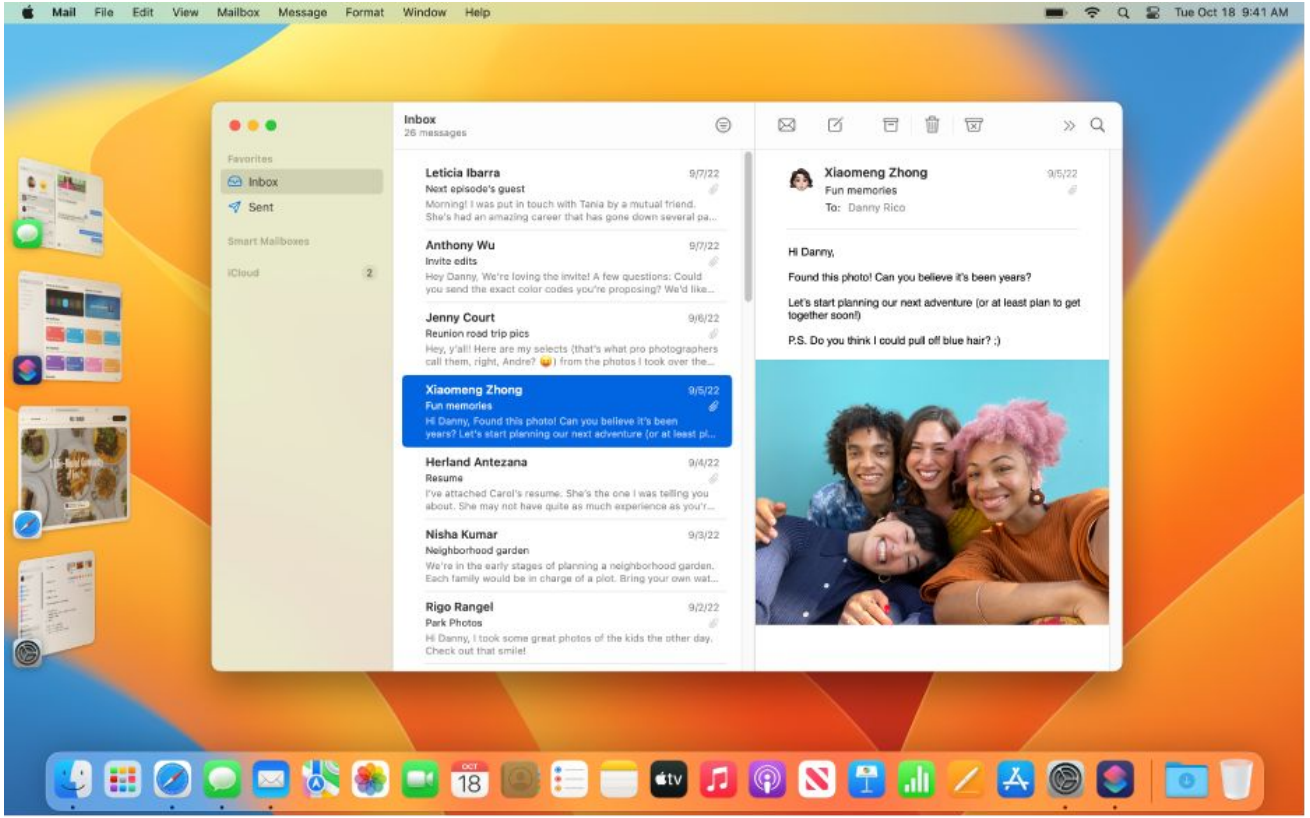
Were you able to finish pre-class material?

Students choose an option

Pear Deck Interactive Slide
Do not remove this bar

Mac Basics

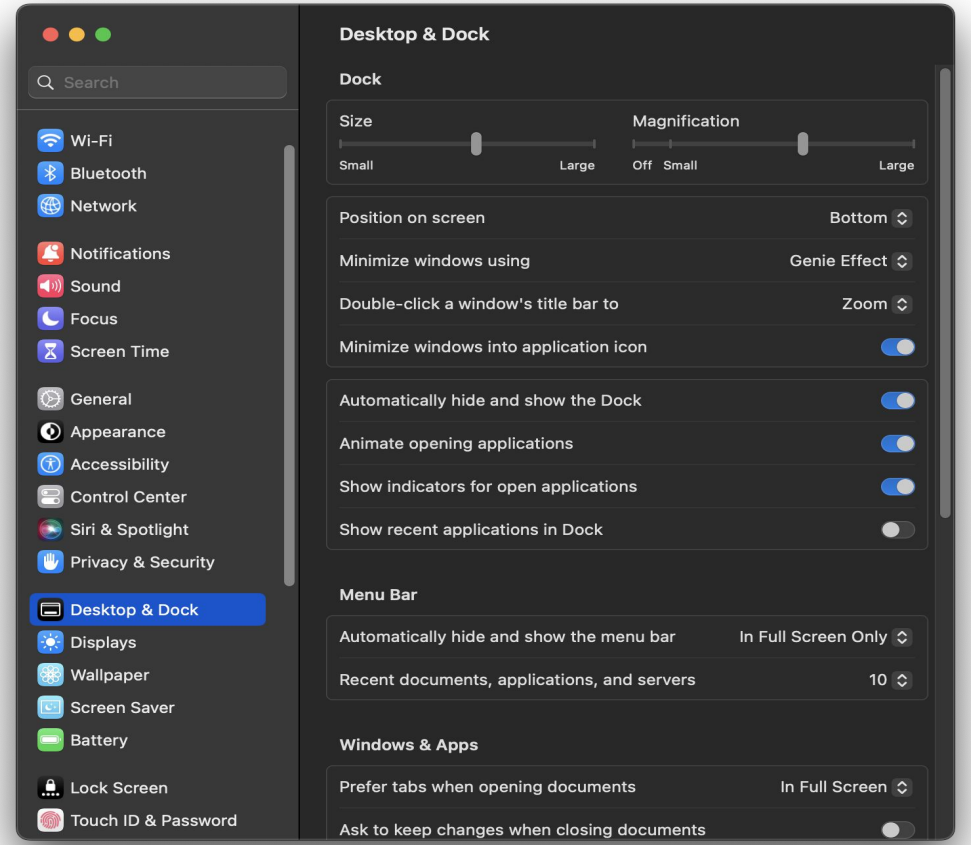
Mac Desktop


Mail File Edit View Mailbox Message Format Window Help
Tue Oct 18 9:41 AM
Inbox
26 messages
Favorites
Inbox
Sent
Smart Mailboxes
iCloud
Leticia Ibarra
Next episode's guest
Morning! I was put in touch with Tania by a mutual friend. She's had an amazing career that has gone down several pa...
Anthony Wu
Invite edits
Hey Danny, We're loving the invite! A few questions: Could you send the exact color codes you're proposing? We'd like...
Jenny Court
Reunion road trip pics
Hey, y'all! Here are my selects (that's what pro photographers call them, right, Andre? 😉) from the photos I took over the...
Xiaomeng Zhong
Fun memories
Hi Danny, Found this photo! Can you believe it's been years? Let's start planning our next adventure (or at least pl...
Herland Antezana
Resume
I've attached Carol's resume. She's the one I was telling you about. She may not have quite as much experience as you'r...
Nisha Kumar
Neighborhood garden
We're in the early stages of planning a neighborhood garden. Each family would be in charge of a plot. Bring your own wat...
Rigo Rangel
Park Photos
Hi Danny, I took some great photos of the kids the other day. Check out that smile!
Xiaomeng Zhong
Fun memories
To: Danny Rico
Hi Danny,
Found this photo! Can you believe it's been years?
Let's start planning our next adventure (or at least plan to get together soon!)
P.S. Do you think I could pull off blue hair? ;)

Desktop Customize

- Open "System Preferences"
- Click on "Desktop and Dock"

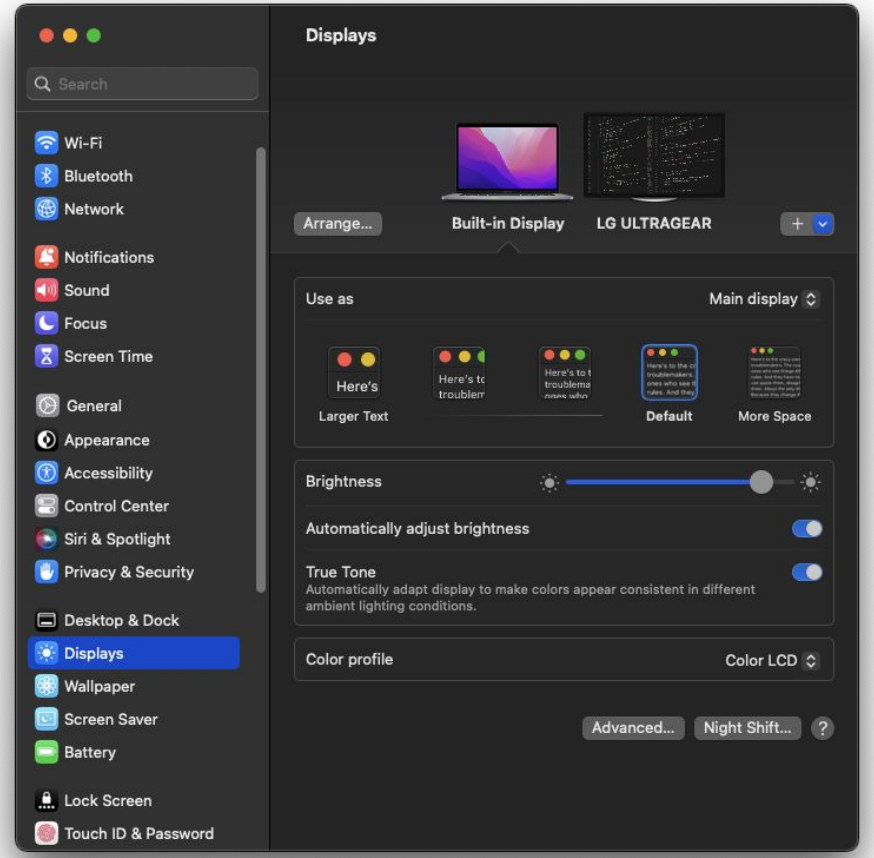
Desktop Customize



Desktop Customize

- Open "System Preferences"
- Click on "Displays"
- Customize Your Display

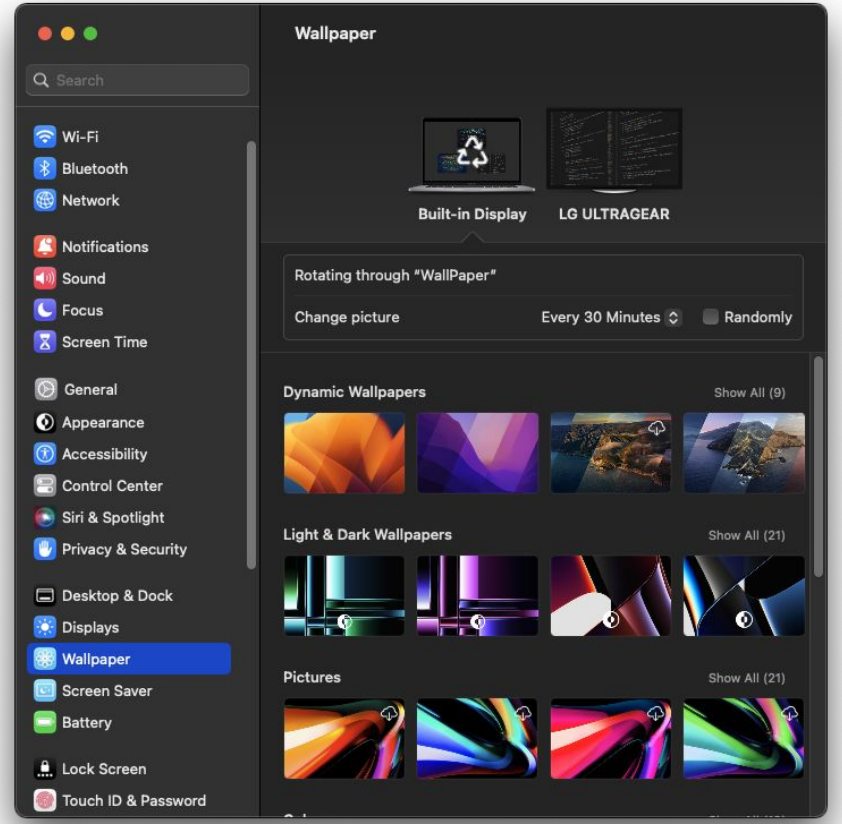
Desktop Customize



Desktop Customize

- Open "System Preferences"
- Click on "Wallpaper"
- Select Your Wallpaper

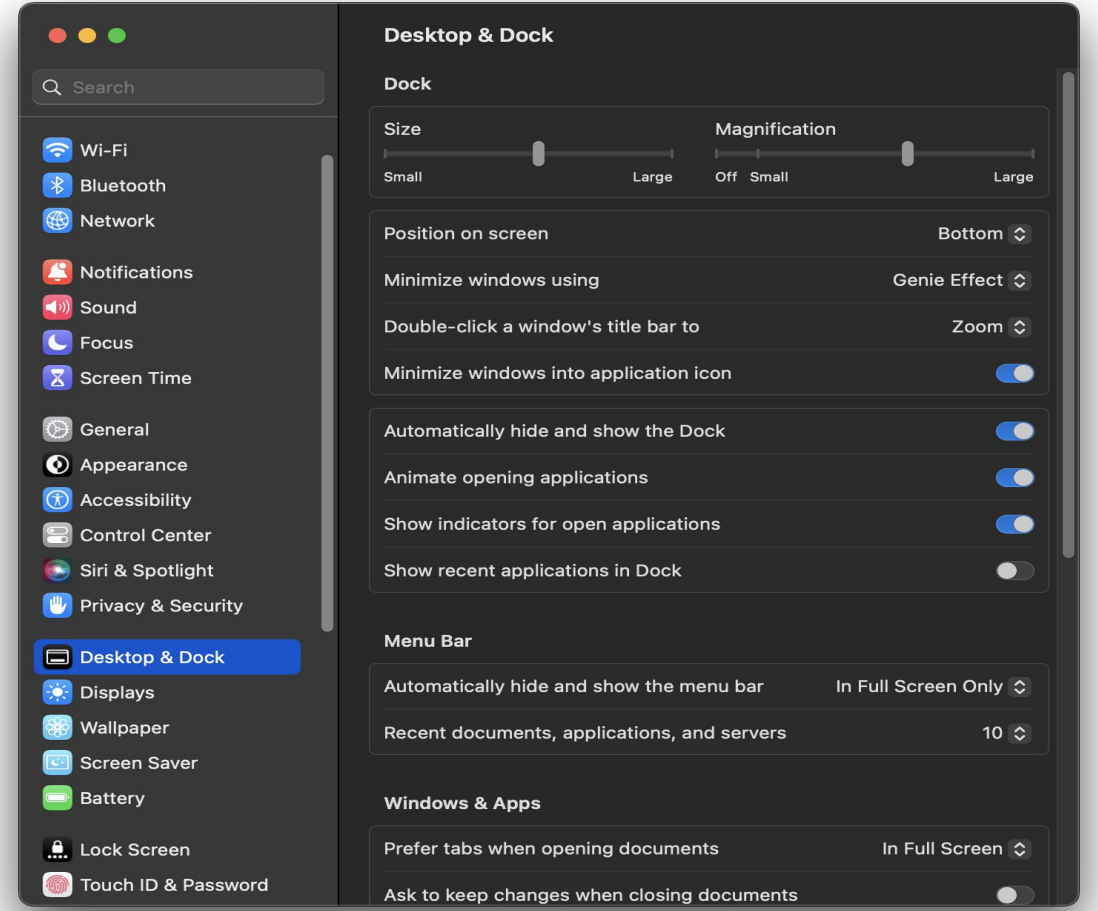
Desktop Customize



Customize Dock

Customize Dock

- Open "System Preferences"
- Click on "Desktop and Dock"

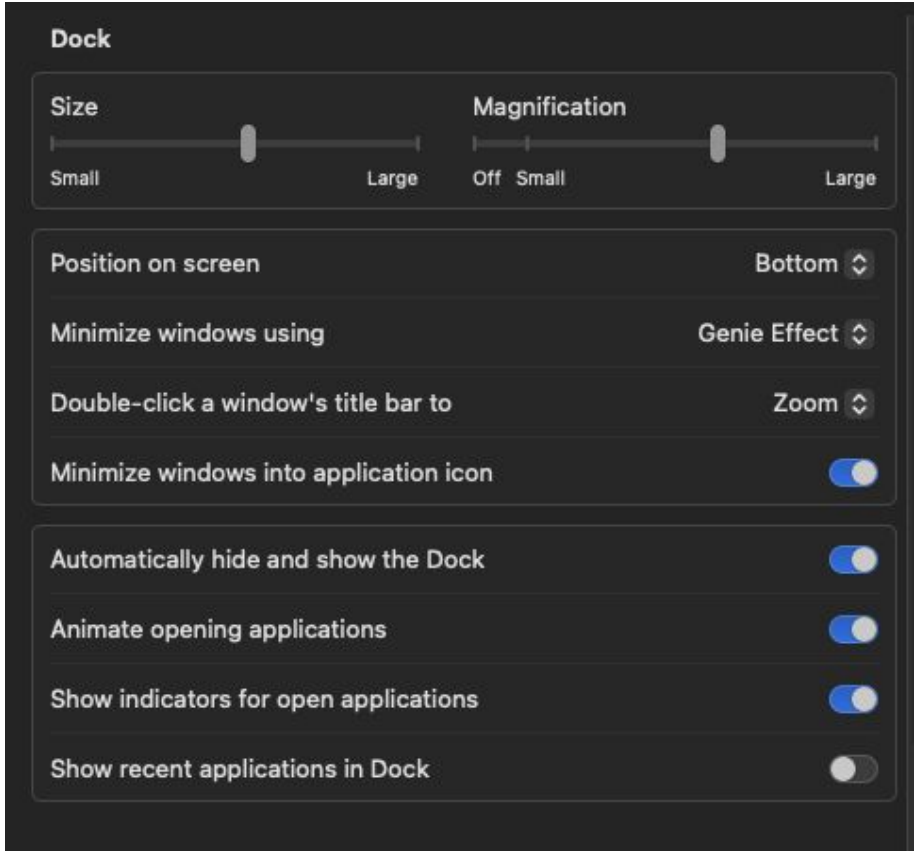


CLARUSWAY©
WAY TO REINVENT YOURSELF

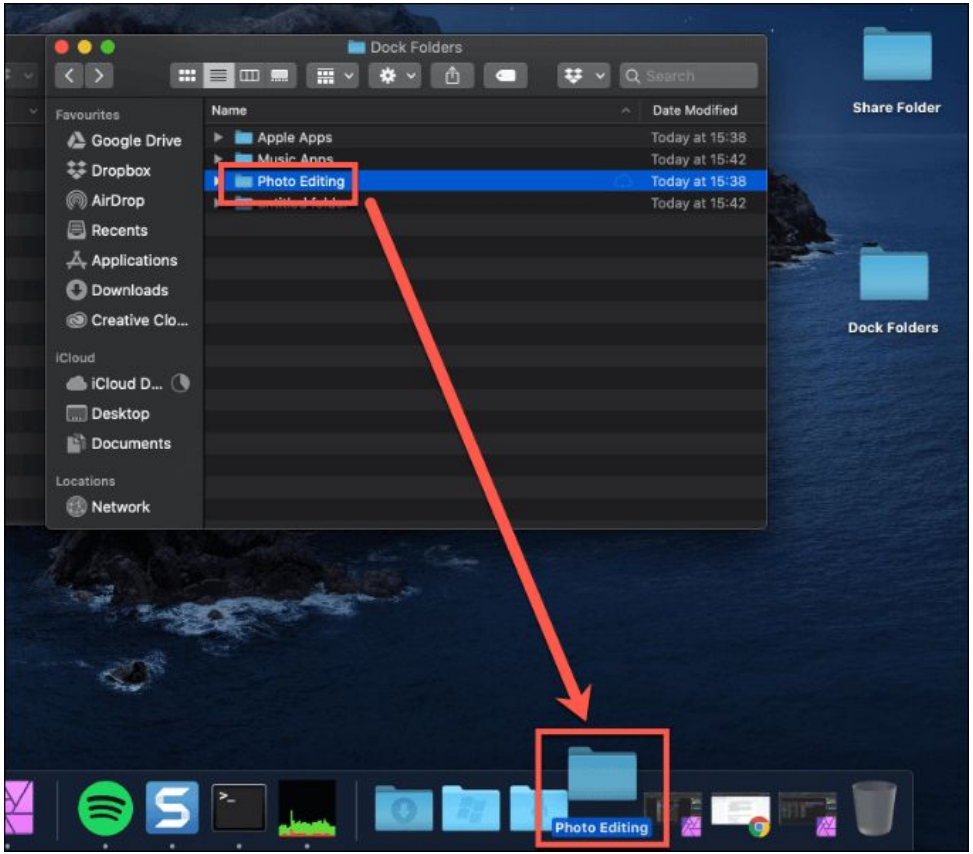
Customize Dock

- Size and Magnification
- Drag and Drop
- Removing Dock Icons
- Right-click on the dock and choose "Dock Settings"

Size and Magnification

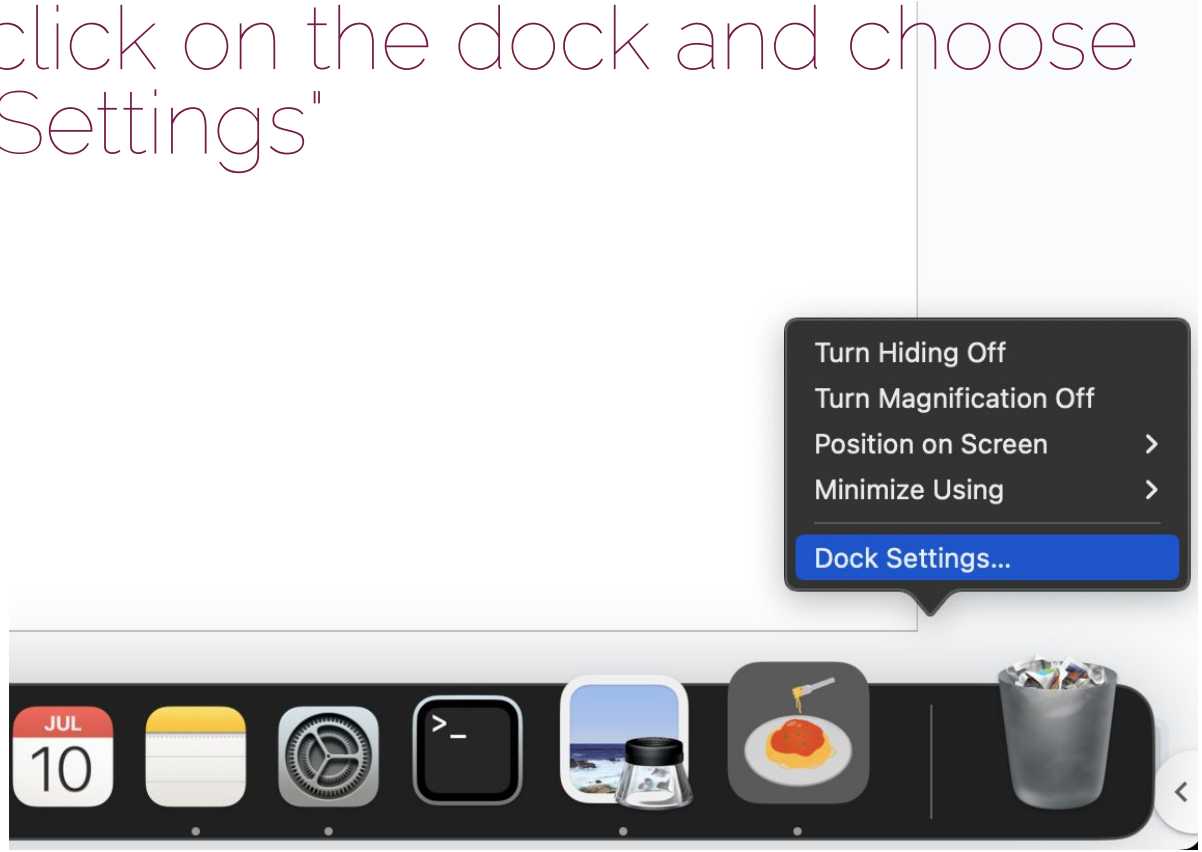


Drag and Drop



Removing Dock Icons

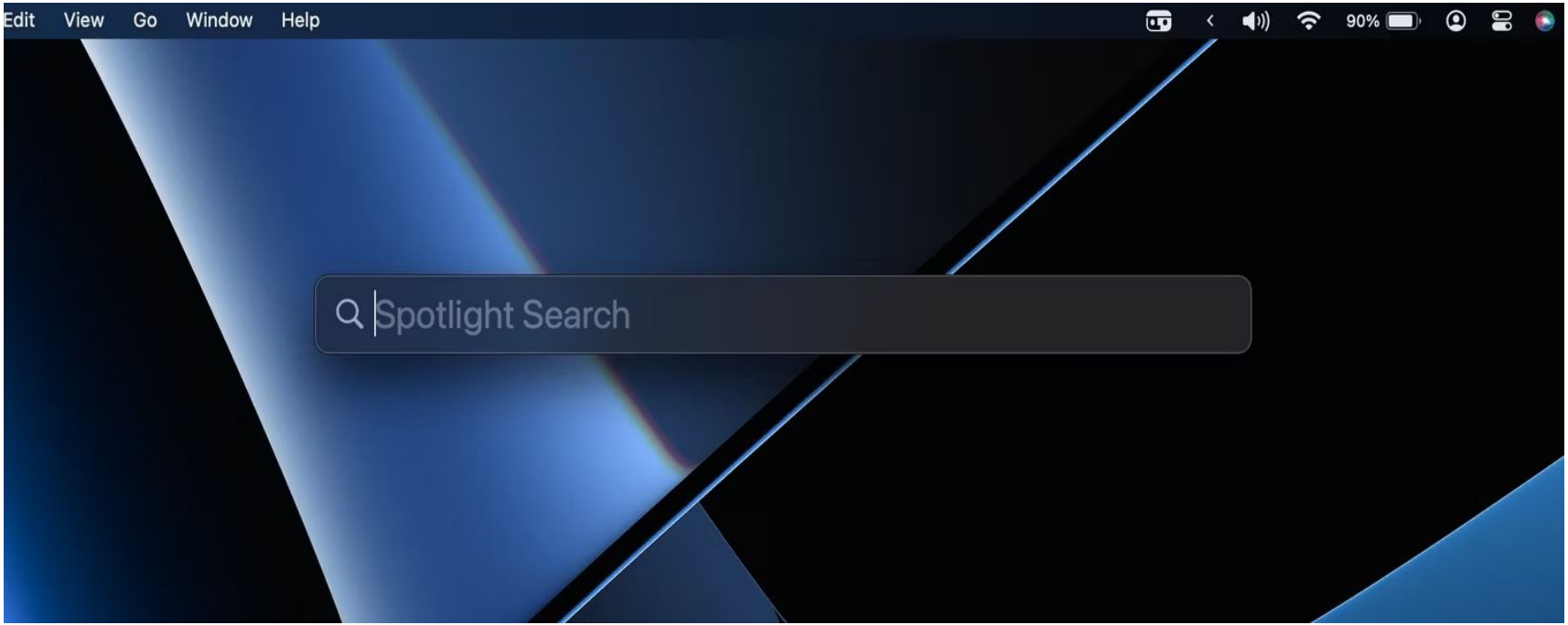
Right-click on the dock and choose "Dock Settings"



Spotlight Search

- Spotlight is a built-in search feature available on macOS, accessible from the menu bar or by pressing Command + Spacebar.
- It allows you to search for a wide range of content on your Mac, including apps, documents, emails, messages, and more.

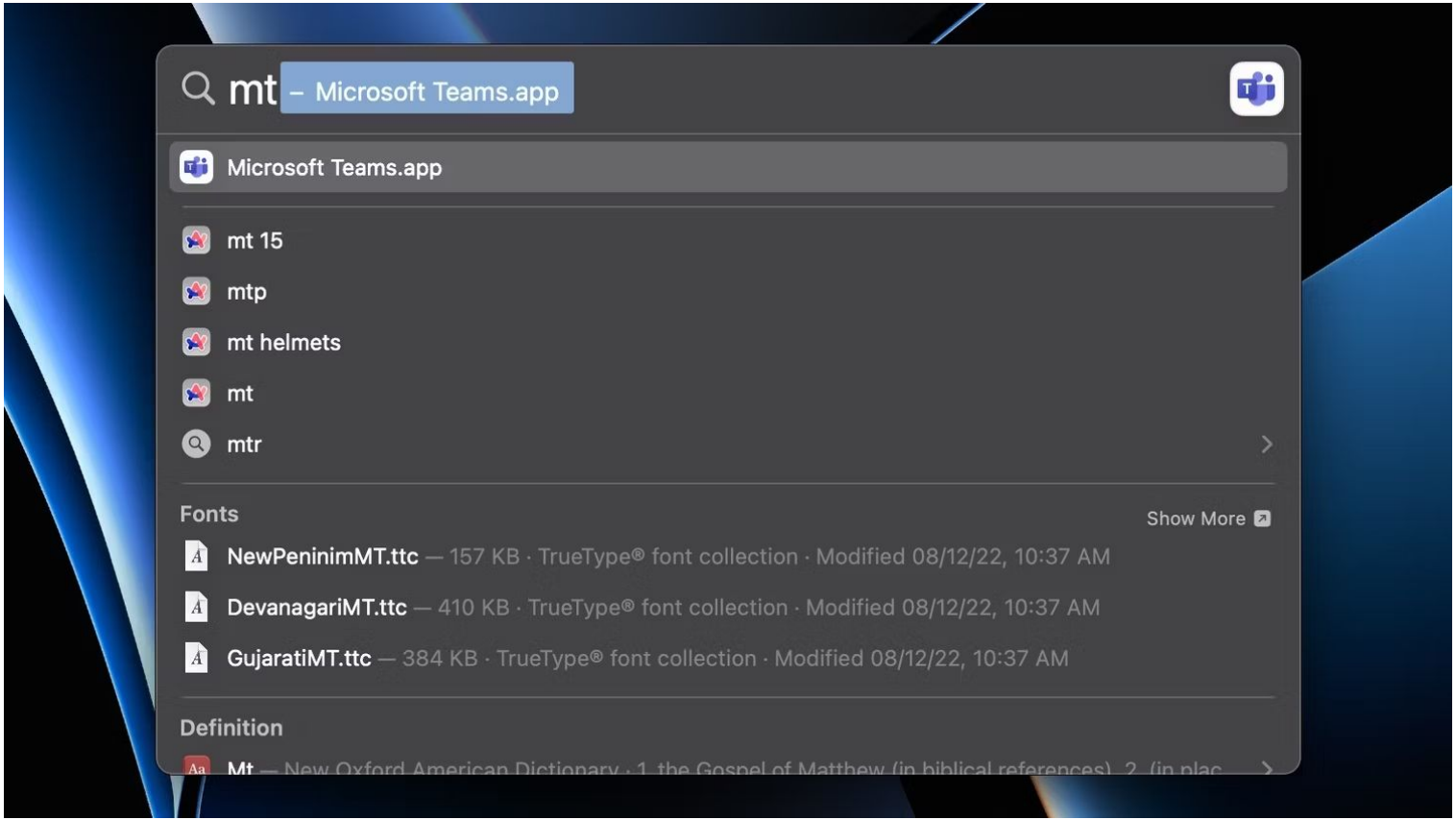
Spotlight Search (Cmd + Space)



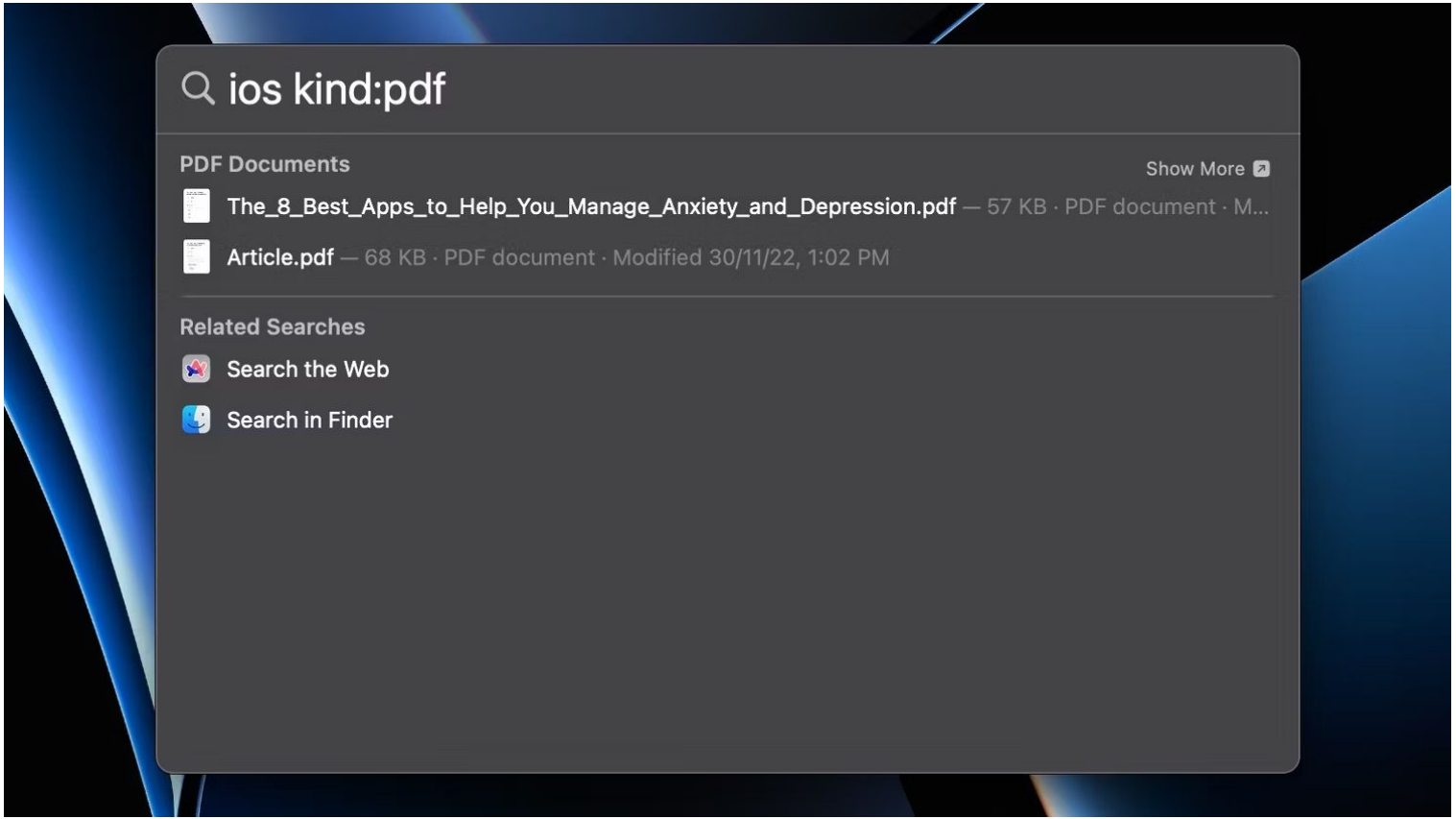
What Can You Do With Spotlight in macOS?

- Launch Apps
- Search Files on Your Mac
- Web Searches
- Calculations and Conversions
- System Preferences and Settings

Launch Apps

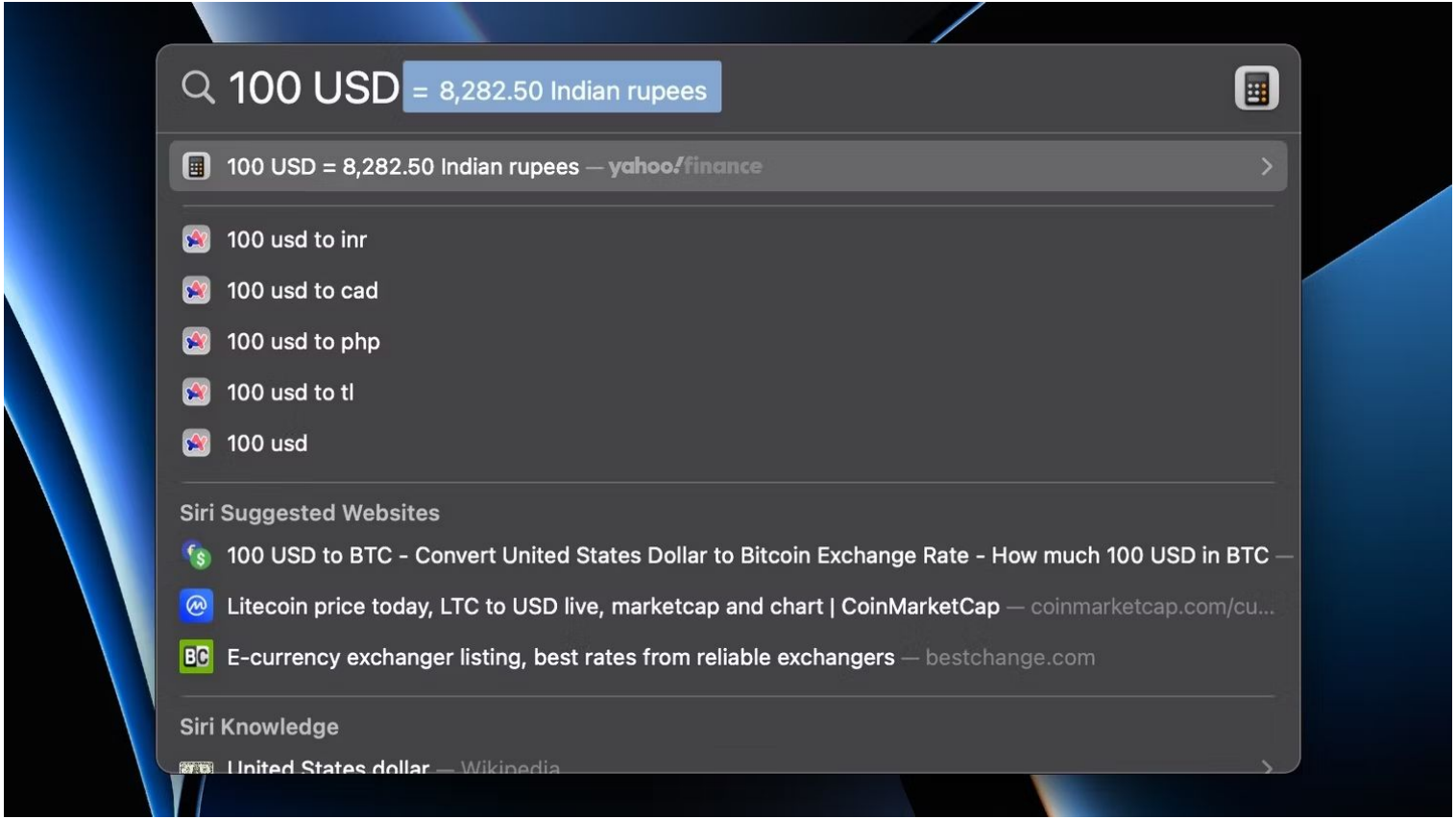

mt – Microsoft Teams.app
Microsoft Teams.app
mt 15
mtp
mt helmets
mt
mtr
Fonts
Show More
NewPeninimMT.ttc — 157 KB · TrueType® font collection · Modified 08/12/22, 10:37 AM
DevanagariMT.ttc — 410 KB · TrueType® font collection · Modified 08/12/22, 10:37 AM
GujaratiMT.ttc — 384 KB · TrueType® font collection · Modified 08/12/22, 10:37 AM
Definition

Search Files on Your Mac



Web Searches

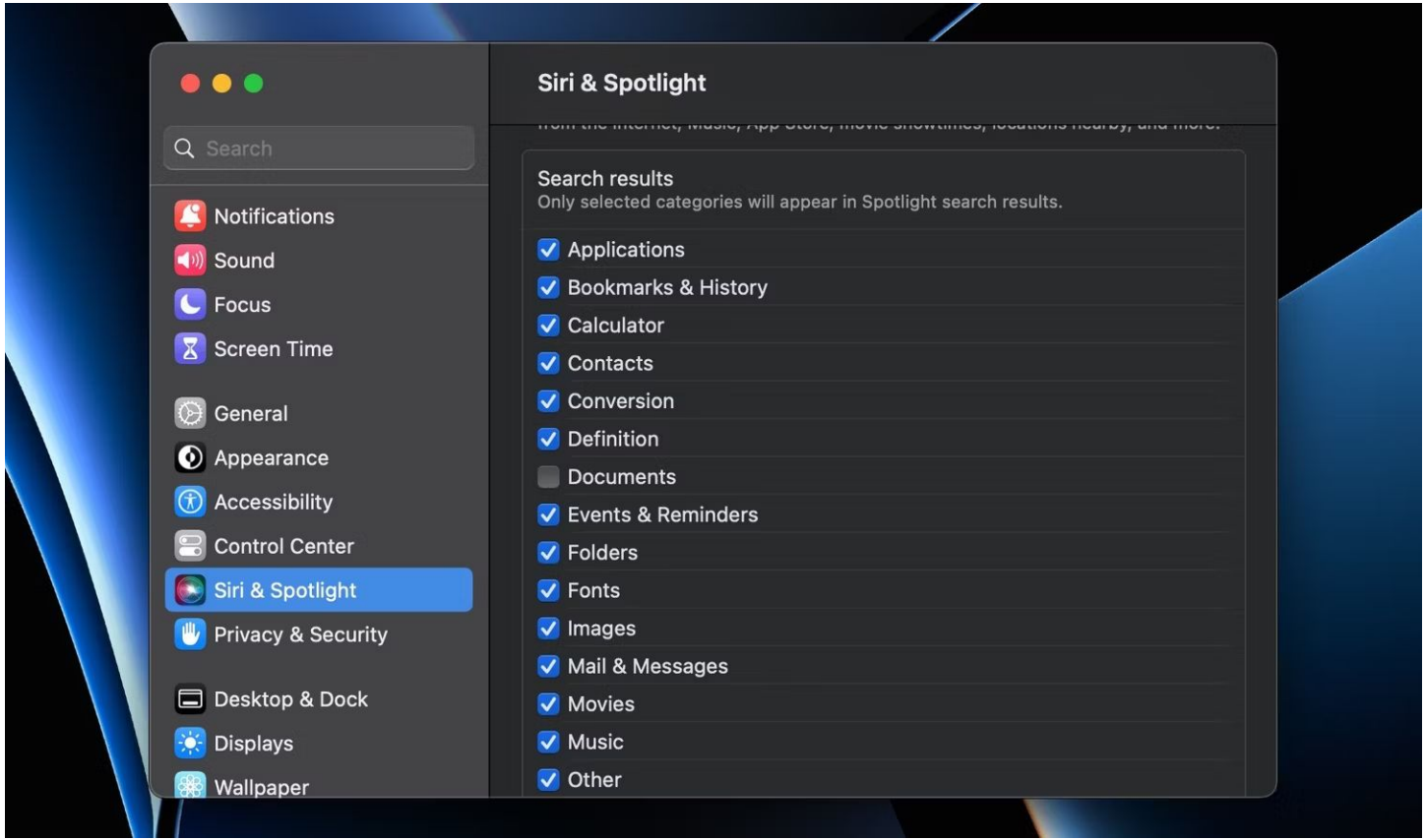
Calculations and Conversions



How to Customize Spotlight Search Results

- Go to System Settings > Siri & Spotlight.
- Scroll down to the Spotlight section and check/uncheck what you want to see in Spotlight search results.

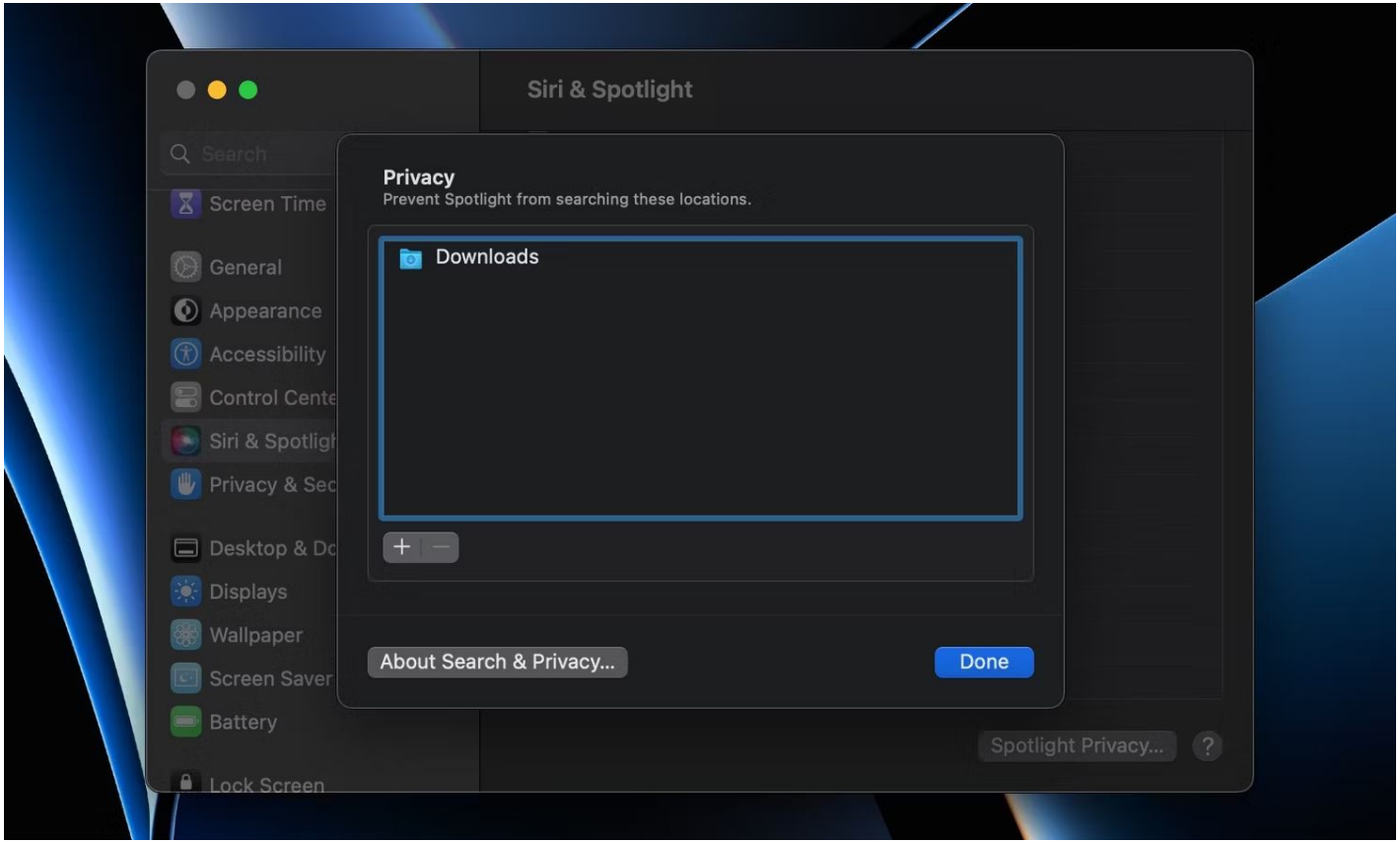
Customize Spotlight Search



Furthermore, you can show all search results yet exclude certain folder(s). Follow these steps to learn how:

- Go to System Settings > Siri & Spotlight.
- Scroll down to the bottom and click on Spotlight Privacy.
- Click the Plus (+) icon, navigate to the folder you want to exclude from Spotlight results, and select Choose.
- Hit Done once complete.

Customize Spotlight Search

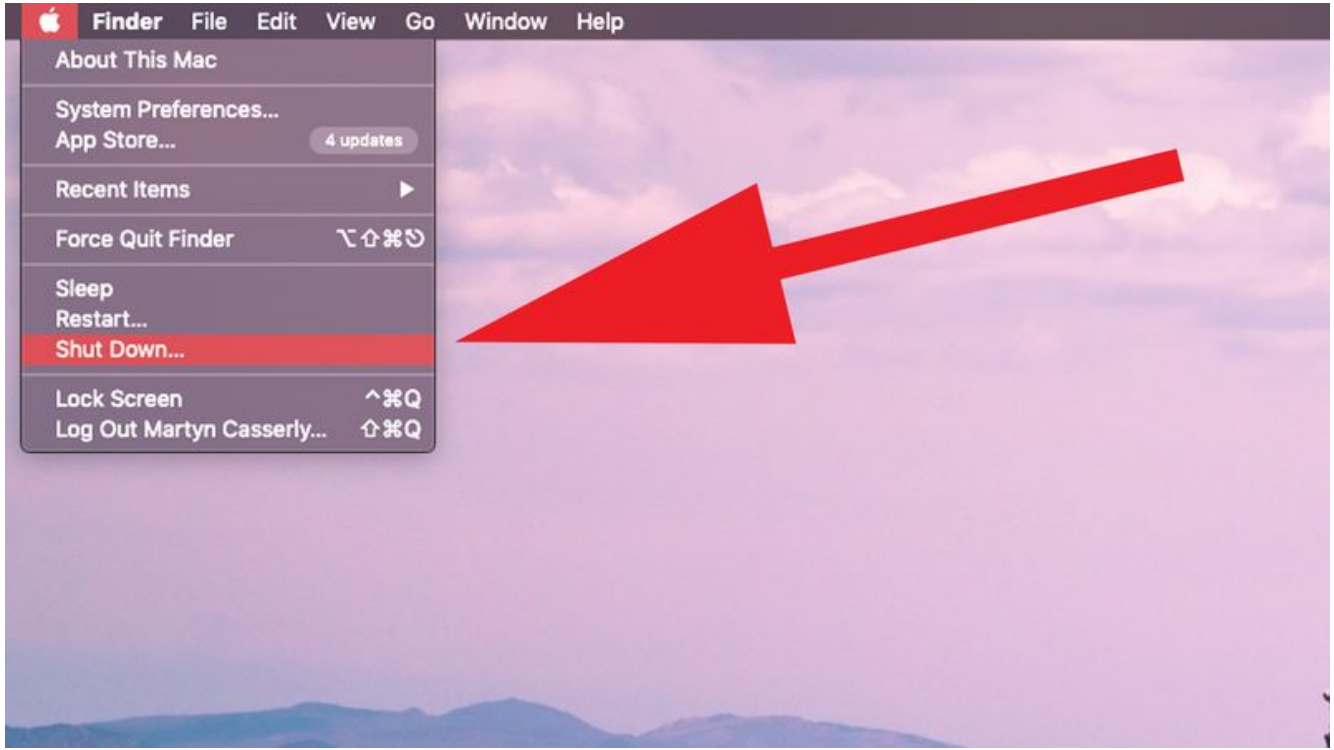


Power Off

- Shutting Down Your Mac
- Restarting Your Mac
- Additional Power Options
- Best Practices for Powering Off on Mac

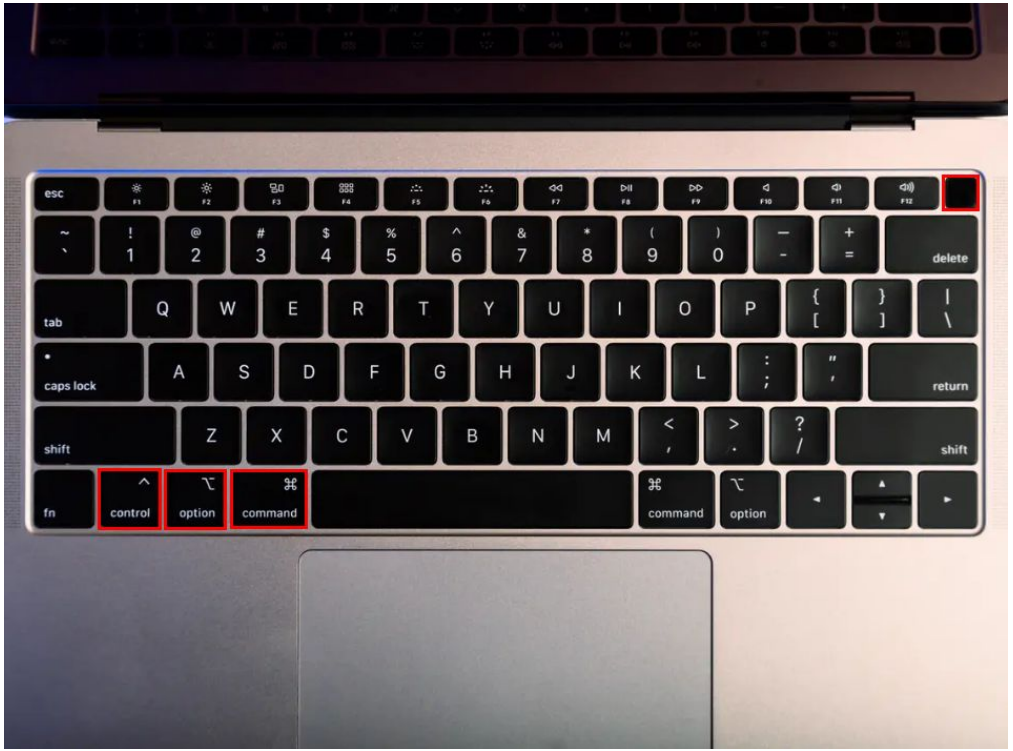
Shutting Down Your Mac

Method 1: Menu Bar Shutdown:



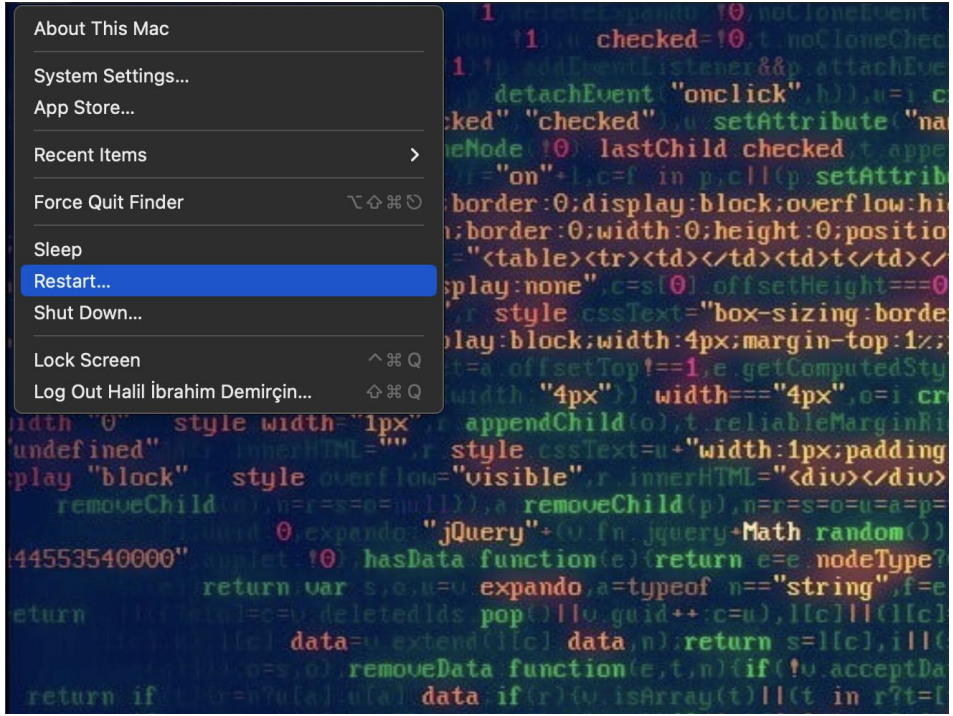
Shutting Down Your Mac

Method 2: Keyboard Shortcut Shutdown:



Restarting Your Mac

Method 1: Menu Bar Restart



Restarting Your Mac

Method 2: Keyboard Shortcut Restart:

Additional Power Options

- ## Sleep Mode:

  To conserve power and quickly resume your work, you can put your Mac into Sleep mode by selecting "Sleep" from the Apple menu or pressing the Power Button once.

- ## Forced Shutdown:

  In rare cases when your Mac becomes unresponsive, you can perform a forced shutdown by pressing and holding the Power Button for about 5 seconds until the screen goes blank

Best Practices for Powering Off on Mac

- ## Save Your Work

  Before shutting down or restarting, ensure that all your open files and applications are saved to avoid data loss.

- ## Close Applications

  Close all running applications and documents to allow them to properly terminate before initiating the shutdown or restart.

- ## Patience during Shutdown

  Allow your Mac some time to complete the shutdown or restart process. Avoid interrupting the process unless necessary.

Drag your dot to how you are feeling:

Keep going, I understand

I'm a little confused

Stop, I need help!

Students, drag the icon!

Pear Deck Interactive Slide
Do not remove this bar

IT LITERACY

FILE MANAGEMENT

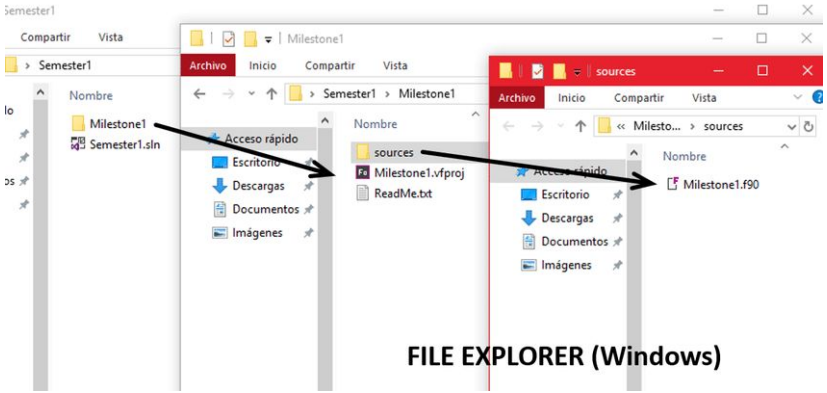
Agenda

- What is File Management?
- File Explorer
- Organizing Files and Folders
- Searching for Files
- File and Folder Properties

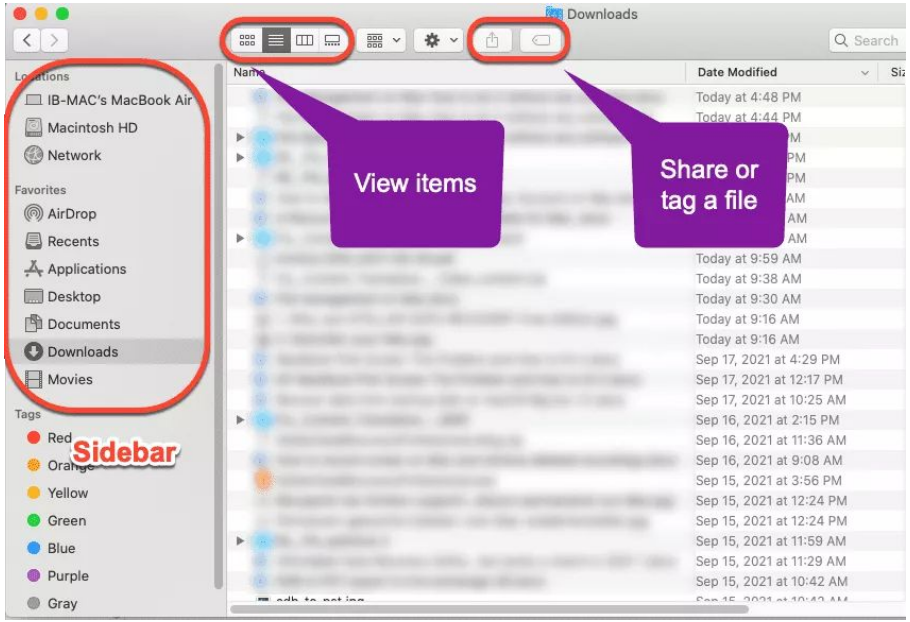
File Management

- File management involves organizing, navigating, and maintaining your digital files in a structured and efficient manner.
- It helps you locate files quickly, keep track of your data, and streamline your workflow.

File Management



FILE EXPLORER (Windows)



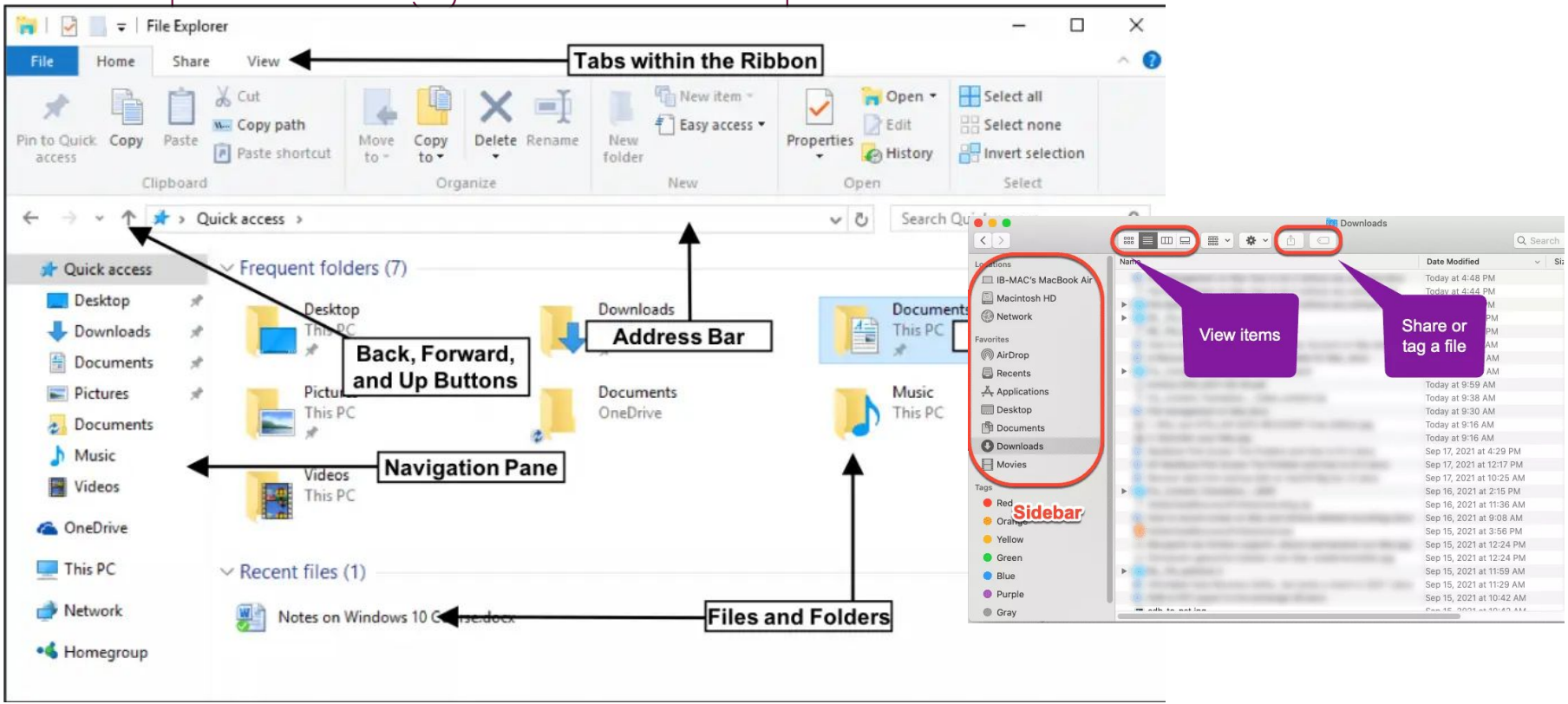
File Explorer

- File Explorer is the built-in file management tool in Windows that allows you to navigate, search, and manage your files and folders.
- Click on the folder icon in the taskbar or press the Windows key + E to launch File Explorer.

Exploring File Explorer

- Navigation Pane: Displays the folder structure and provides quick access to different locations on your computer.
- File and Folder View: Shows the contents of the selected folder, including files, subfolders, and additional details.

Exploring File Explorer



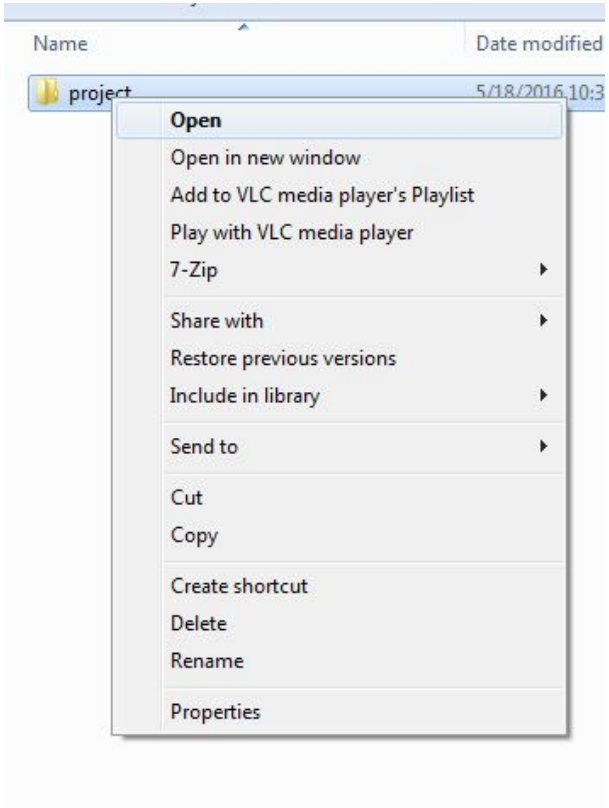
Organizing (Navigating and Managing) Files and Folders

- Opening Folders and Files
- Creating New Folders
- Renaming Files and Folders
- Copying and Moving Files
- Deleting Files and Folders

Opening Folders and Files

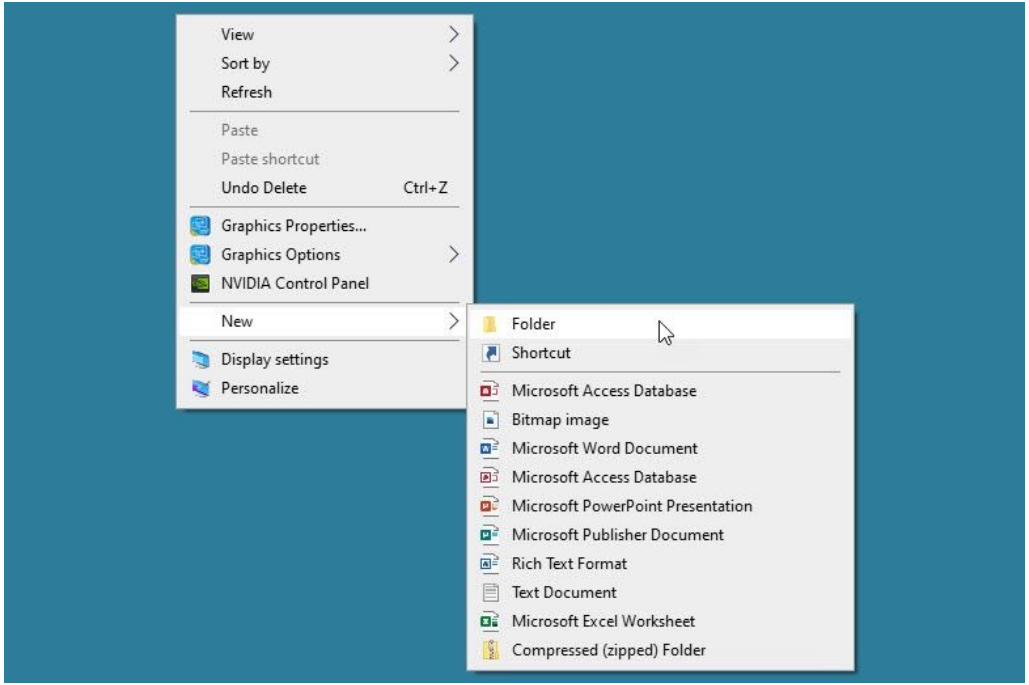
- Double-click on a folder to open it and view its contents.
- Alternatively, right-clicking on a folder (by pressing the right mouse button) highlights it and opens a contextual menu. Click on Open (once, with the left mouse button). If you're using a touchscreen device, press-and-hold the folder on your screen to open a larger version of the same contextual menu. Then, tap on Open.

Opening Folders and Files



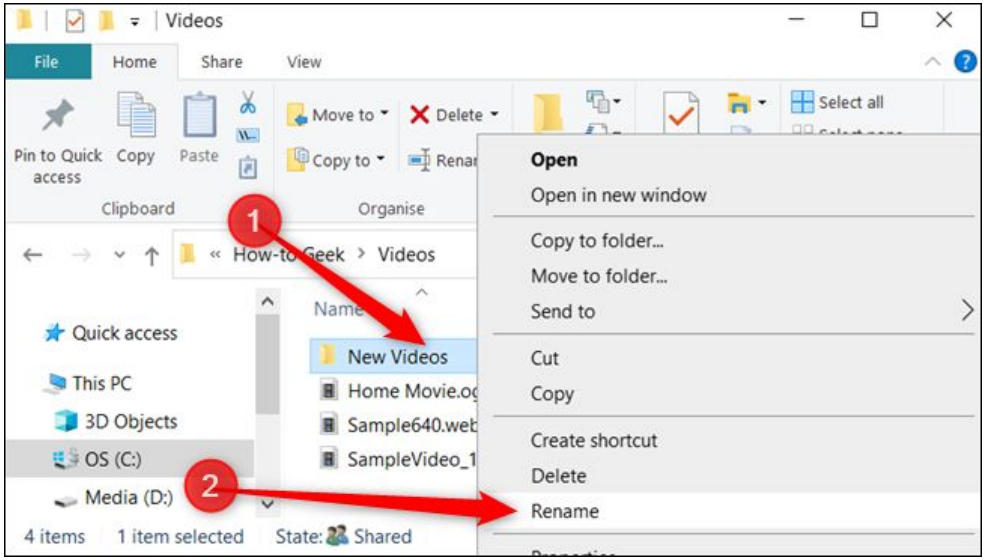
Creating New Folders

- Right-click in the desired location, select "New," and choose "Folder" to create a new folder for organizing your files.



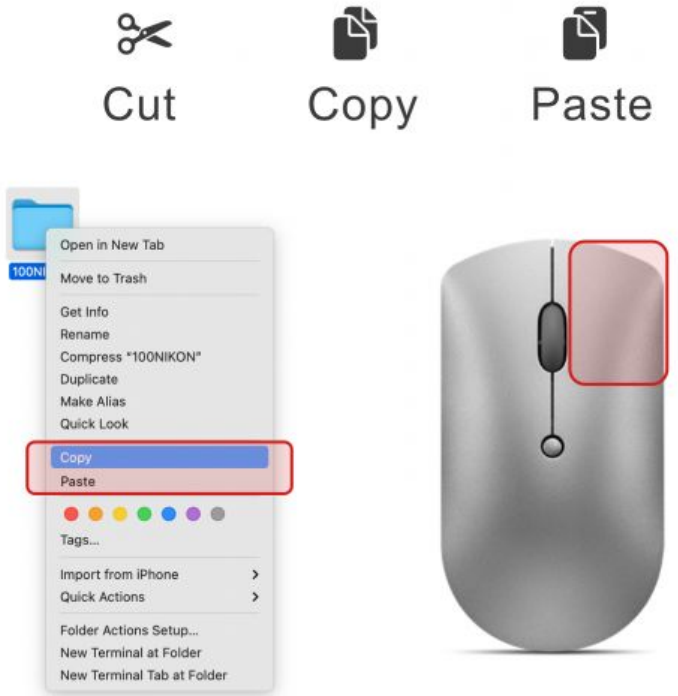
Renaming Files and Folders

- Right-click on a file or folder, select "Rename," and type in the new name.



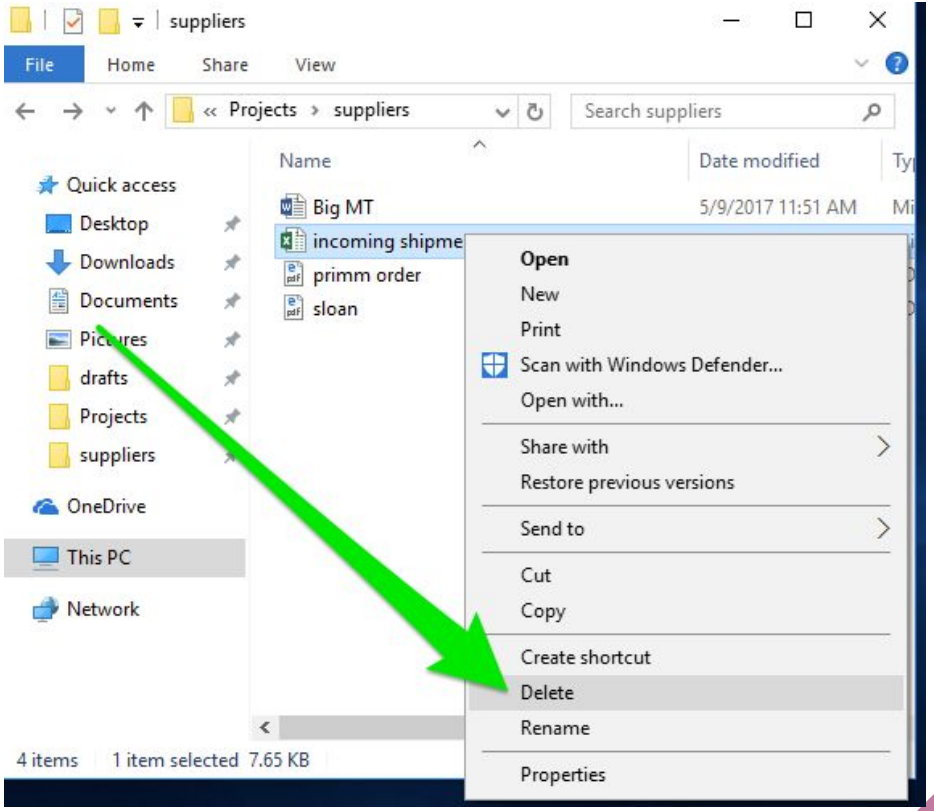
Copying and Moving Files

- Select the file(s) or folder(s), right-click, choose "Copy" or "Cut," navigate to the destination, and right-click to "Paste" the file(s) or folder(s).



Deleting Files and Folders

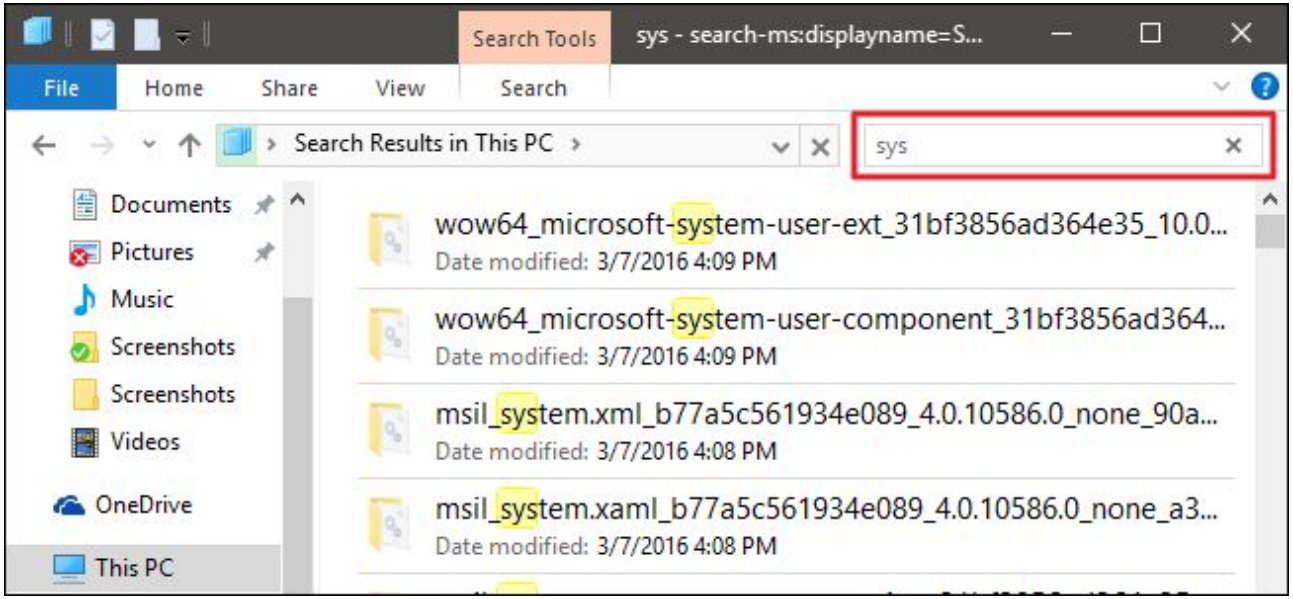
- Select the file(s) or folder(s), right-click, and choose "Delete" or press the Delete key.



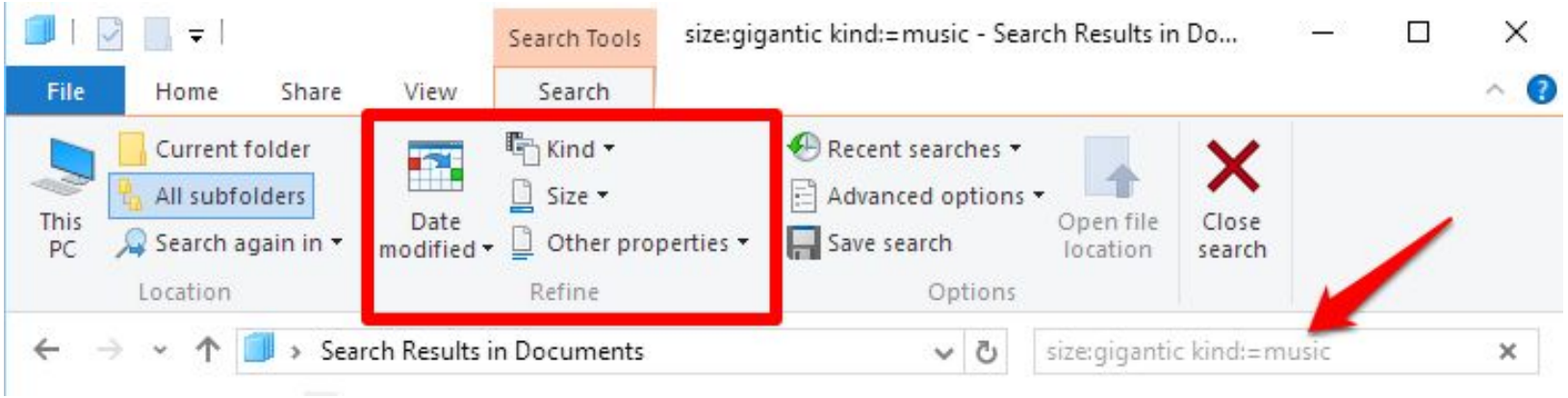
Searching for Files

- Locate the search box in the top-right corner of File Explorer.
- Type keywords related to the file you're looking for, and File Explorer will display matching results in real-time.
- Use filters or specific search criteria to narrow down the search results and find files more efficiently.

Searching for Files



Searching for Files (Filters)



File and Folder Properties

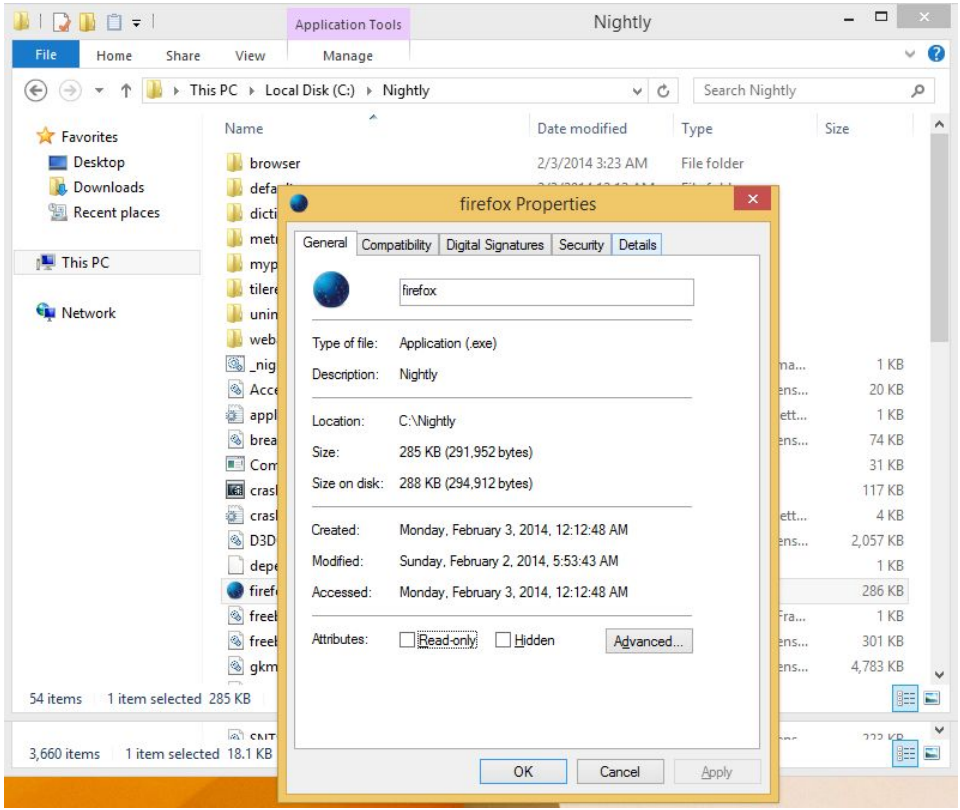
- Accessing File Properties:

  Right-click on a file or folder, select "Properties," and view details such as file size, creation date, and file attributes.

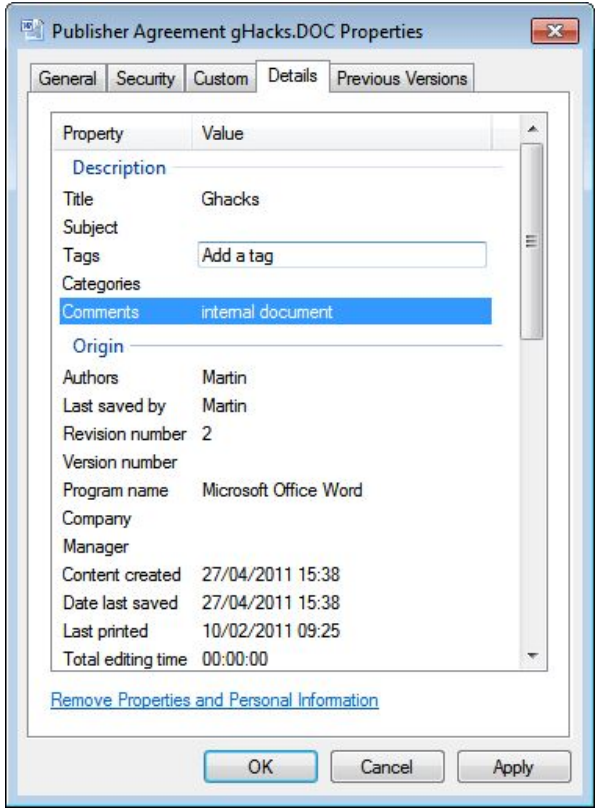
- Modifying File Properties:

  Change file properties, such as file name, author, or tags, by selecting the file, right-clicking, and choosing "Properties."

File and Folder Properties



File and Folder Properties



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Do not remove this bar

Kahoot!

THANKS!

Any questions?