

Welcome to
The Mac
OS X Leopard Edition



Lesson 1: Exploring the Leopard Environment

[Return to the Welcome to the Mac web page](#)



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Lesson Objectives

- After studying this lesson, you will be able to:
 - ▲ Work with components of the Apple screen
 - ▲ Manipulate the Mac mouse
 - ▲ Use the Apple menu
 - ▲ Identify application menus and menu bar extras
 - ▲ Work with the items on the Dock
 - ▲ Use the Desktop icons

Lesson Content

- Using the Mac Mouse
- Logging into Leopard
- Exploring the Menu Bars
- Using the Desktop
- Working with the Dock

Using the Mac Mouse

- Types of pointing devices
- Pointers
- Mouse Actions

Types of Pointing Devices

- Mechanical and trackball
- Three-button optical (LED and Laser)
- Graphics pad with stylus
- Other devices

Pointers

- Arrow
- I-Bar
- Hand
- Pointers for particular applications (Excel, Word, etc.)

Mouse Actions

- Point
- Click
- Double-click
- Right-click
- Drag
- Scroll

Logging into Leopard

- Leopard Setup Wizard starts the first time you turn on the computer
- Administrator is the first account
- Administrator should set up other accounts
- Strong vs. weak passwords
- User icons
- Option buttons

Logging into Leopard (Continued)

■ Log In Steps

1. Click the User icon.
2. Type your password.
3. Click the Log In button.

■ Log Out Steps

1. Click the Apple menu.
2. Click Log Out (username).

■ Shut Down Steps

1. Click the Apple menu.
2. Click Shut Down.

Exploring the Menu Bars

- Apple menu
- Finder menus
- Application menus
- Menu bar extras

Apple Menu

The Apple menu is similar to the Windows Start menu.

- About This Mac
- Software updates
- Mac OS X software
- System Preferences
- Dock
- Recent Items
- Force Quit
- Sleep
- Restart
- Shut Down
- Log Out (username)

Finder Menus

- File
- Edit
- View
- Go
- Window
- Help

Application Menus

- Application menus vary with the type of application
- Most applications have a few menus that are the same (e.g., File, View, Window, Help)

Menu Bar Extras

- Some menu bar extras appear when needed
- Some can be placed on the menu bar from preferences
- Items such as the volume control, day and time, and Spotlight are always available on the menu bar

Using the Desktop

- The Leopard Desktop area is like your desktop at home
- Typical items you find on the Desktop are:
 - Macintosh HD
 - External hard drives
 - CDs and DVDs
 - USB flash drives
- Program windows appear on your Desktop
- You can also place files and folders on the Desktop

Working with the Dock

The Dock is similar to the Windows Task Bar.

- Launching programs from the Dock
- Adding programs to the Dock
- Opening programs at Log In
- Minimized programs on the Dock
- Removing programs from the Dock

Summary

■ In this lesson, you:

- ▲ Learned about the types of mice, pointers, and mouse actions
- ▲ Set up your Mac for the first time, Administrator, logged in/out, and shut down your Mac
- ▲ Learned about the different types of Leopard menus (e.g., Apple, Finder, Applications, and Menu Bar Extras)
- ▲ Reviewed the items on the Desktop
- ▲ Discovered why the Dock makes it easy to launch programs

Questions

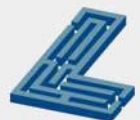


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