

719 E. Falmouth Hwy.
East Falmouth, MA
508-495-4620



973 Iyannough Road
Hyannis, MA
508-815-4526

Macintosh Training Programs

**Cape Mac's training courses help you get the most out of your Mac.
Classes are taught by Cape Mac staff and provide intensive hands-on instruction**

Where: Cape Mac, 719 East Falmouth Hwy, E. Falmouth (508-495-4620) & 973 Iyannough Road, Hyannis (508-815-4526)

When: Classes are offered on weekday afternoons and on Saturdays - see attached schedule for specifics

Cost: Basics Seminars are free - all other classes \$39 per person per class (or free with a valid Customer Care card)

Registration: No registration is required for the free Basics Seminar. Pre-registration is required for all other classes, as space is limited. Registration requires payment in full. To register call or visit the store.

Cancellation: You may cancel your registration up to 24 hours before class begins. Late cancellations and no-shows will forfeit the class fee. (Customer Care card holders will be charged 20 points against their card)

Schedule: The current schedule is attached, but is subject to change.

For the most up-to-date schedule visit: <http://www.capemac.com/training.php>

What to Bring: Notepad & pen. You may bring your notebook computer. Bring your data on CDs for application courses.

When to Arrive: Classes begin promptly at the stated time. Please arrive at least 15 minutes prior to class time.

Course Descriptions

101 - Computer Basics

This course covers elementary computing terminology and concepts. If you don't know a gigabyte from a USB port, are a new computer user, or just want to understand how your computer does its work, this is the course for you. No previous computer experience required.

102 - Mac OS X: Interface Basics

This course covers the basics of working with OS X. We will cover the basic elements of the Mac interface including menus, the Dock, Finder and application windows and controls. This is the perfect course for those new to the Macintosh. No Mac experience is required.

103 - Mac OS X: Working with Files

Learn how to manage your files in OS X. Opening, saving and copying files will be covered, along with organizational and search strategies to help you get the most out of your Mac's file system.

Prerequisites: Completion of the OS X: Interface Basics course is suggested.

104 - Mac OS X: Maintenance, Troubleshooting and Backup

A basic understanding of preventative maintenance and troubleshooting is essential for every Mac user. Learn effective data backup strategies and how to detect and recover from minor errors before they become big problems.

Prerequisites: A basic understanding of working with OS X is required, and completion of the OS X: Interface Basics and OS X: Working with Files courses is recommended.

201 - Working with Text

One of the most important skills you need to work competently on your Mac is the ability to create, edit and manipulate text. Whether you use TextEdit, Pages, MS Word, Appleworks, or are just sending email, you will appreciate the text handling techniques covered in this course.

202 - Master Email with Apple's Mail

No matter who provides your email service, be it AOL, Comcast, Verizon, Earthlink, Yahoo or Gmail, you can use Apple's mail application to manage it more effectively. You will learn how to use Mail to filter, sort and search your email, deal effectively with attachments and add style and flair to your communication.

Prerequisites: Basic Mac competence is assumed. Completion of 100 series courses is recommended.

203 - Explore the Internet with Safari

The internet is an exciting and useful place, and OS X's Safari web browser is the ideal tool to explore it with. Learn the basics of how the internet works and how to get the most out of it with Safari.

Prerequisites: Basic Mac competence is assumed. Completion of 100 series courses is recommended.

204 - Getting Organized on Your Mac

Your Mac can help you organize your life if you know how. Keep track of your contacts, schedules, collections and so much more. In this class you will learn Apple's built in programs Address Book and iCal and we will also introduce a number of other applications you can use to get organized. **Prerequisites:** Basic Mac competence is assumed.

301 - Organize your Photos with iPhoto

You've taken tons of digital photos, so how will you find the ones you want when you want them? Use iPhoto's awesome photo organizing capabilities! You'll learn how to import and export photos, create albums and smart albums, apply and search by keywords, and much more. **Prerequisites:** Basic Mac competence is assumed.

Bring: Participants are encouraged to bring their own computer or digital photos on CD or DVD discs.

302 - Edit and Enhance your Photos with iPhoto

iPhoto has a great set of features for correcting and enhancing your digital photos. Learn how to crop, make confident adjustments to exposure, color, contrast, as well as apply special effects.

Prerequisites: Basic Mac competence is assumed.

Bring: Participants are encouraged to bring their own computer or digital photos on CD or DVD discs.

303 - Share your Photos with iPhoto

Half the fun of taking pictures is sharing them with family and friends. We will explore the many sharing options of iPhoto including emailing, slideshows, books, calendars, prints, shared albums, & web albums.

Prerequisites: Basic Mac competence is assumed.

Bring: Participants are encouraged to bring their own computer or digital photos on CD or DVD discs.

305 - Tuning in to iTunes and the iPod

The digital music revolution is here. It's never been easier to find and enjoy the music you want, whenever you want. But wait – there's more! iTunes also handles photos, movies, TV shows, Podcasts, and much more. Get oriented to all the possibilities in this entertaining course.

Prerequisites: Basic Mac competence is assumed.

306 - Create your own Website with iWeb

There are plenty of good reasons to create a website: to share information or photos, to express your opinions, to promote your business, or what have you. But creating an attractive website can be challenging. iWeb makes it as easy as can be to look great on the web. Bring your ideas, images and written copy, and this course will help you put it all together.

Prerequisites: Basic Mac competence is assumed, but no web design experience is required.

Bring: Participants are encouraged to bring their own computer or images and copy on CD or DVD discs.

401 - Introduction to Pages

Apple's full featured word processor and layout program is incredibly powerful, yet easy to use. Find out how to put it to work creating letters, flyers, brochures, newsletters and business cards.

Prerequisites: Basic Mac competence is assumed.

402 - Introduction to Numbers

Spreadsheets are great at crunching figures, but lists, charts, and planners make up a large part of what people actually do with these programs. Numbers "excels" at all of these documents and can make them beautiful as well. The course will show you how to use Numbers templates to organize your data quickly and elegantly.

Prerequisites: Basic Mac competence is assumed.

403 - Introduction to Keynote

If you ever have to present ideas visually, Keynote is for you. While standard, boring "bulletpoint" slides have become a business cliché, Keynote presents with style and flair. This course covers the basics of building an attention-getting presentations.

Prerequisites: Basic Mac competence is assumed.

510 - Introduction to Photoshop

Photoshop is the industry standard for image processing. If you need to prepare images for publication or the web, or just want to learn about this powerful graphics programs, this is a great place to start. Applies to both Elements and full versions.

Prerequisites: Basic Mac competence is assumed.

Other Training Options

Free Mac Basics Seminar - Saturdays 9:00 - 10:00 AM

These free talks are designed as a primer for new Macintosh users and as informational sessions for people considering the purchase of a new Mac. Each seminar stands alone and topics are tailored to meet the needs of those present. Just come by any Saturday. No registration is required.

Individualized Instruction

Learn any aspect of Macintosh computing with in-store one-on-one sessions designed to meet your specific needs. Simply call the store at 508-495-4620 to schedule an appointment. Cost is \$75 (or 20 Customer Care Points) per hour.