

## **GRC 5 Introduction to Macintosh Computer Use**

(Formerly Printing Technology 5)

1 unit, 2 lecture 0 lab, 9 weeks

The filing structure and systematic operation of the window environment.

Includes introductory word processing assignments

- I. Introduction
  - A. Policies/procedures
  - B. Computer terminology
  - C. Boot/parking procedures
  
- II. The desktop environment
  - A. System variations, hardware configuration
  - B. Peripherals
  - C. Storage, additional terminology
  - D. Mouse techniques
  - E. Launching, closing, quitting applications
  - F. Filing, backing up, renaming and copying files
  
- III. Word processing software
  - A. New files/existing files
  - B. Finding "lost" items
  - C. Desk accessories
  - D. Menus vs. keyboard commands
  - E. Chooser
  - F. Printing documents
  
- IV. Various software applications
  
  
- V. Additional Topics