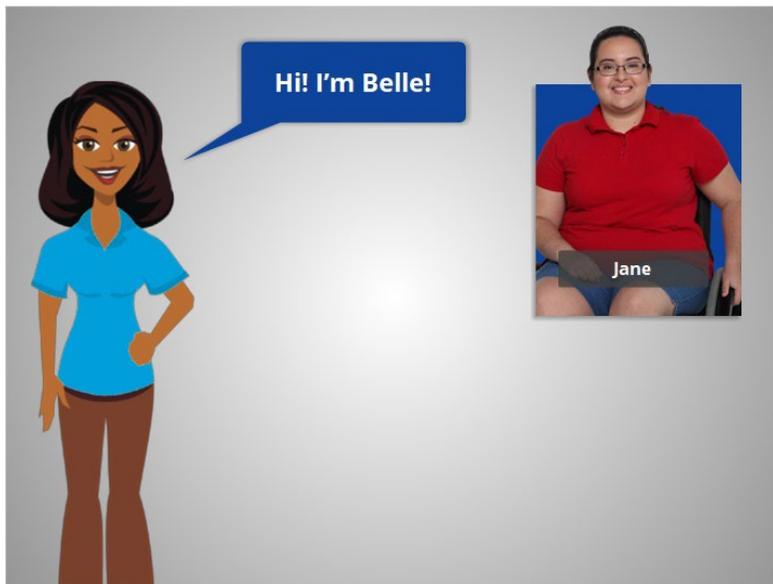


Using a Mac OS 11 Operating Systems



Hi! I'm Belle. I'm here to tell you about a computer's operating system and guide you through navigating a computer.

We'll follow along with Jane who wants to learn more about how to use the computer.



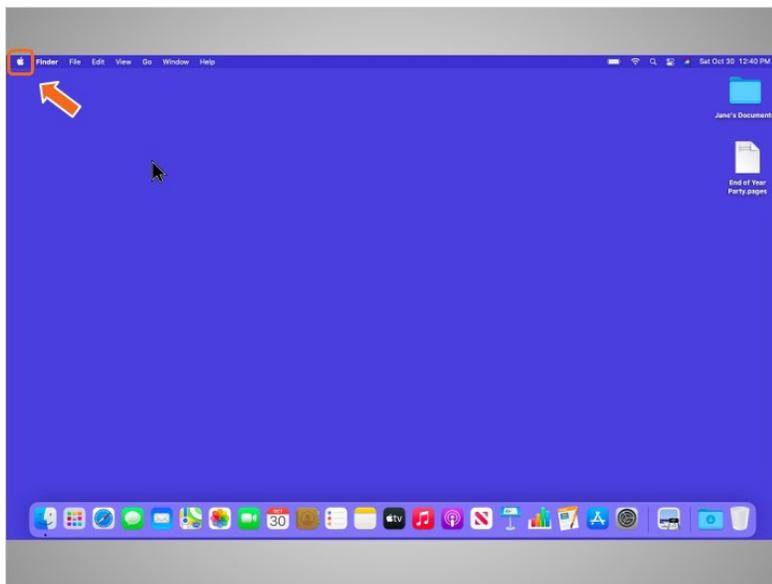
In this course Jane will learn about operating systems, how to find and navigate the computer's desktop, how to find and organize files and folders, how to manage the windows of the applications she wants to use, and how to save and close files and how to delete files on the computer.



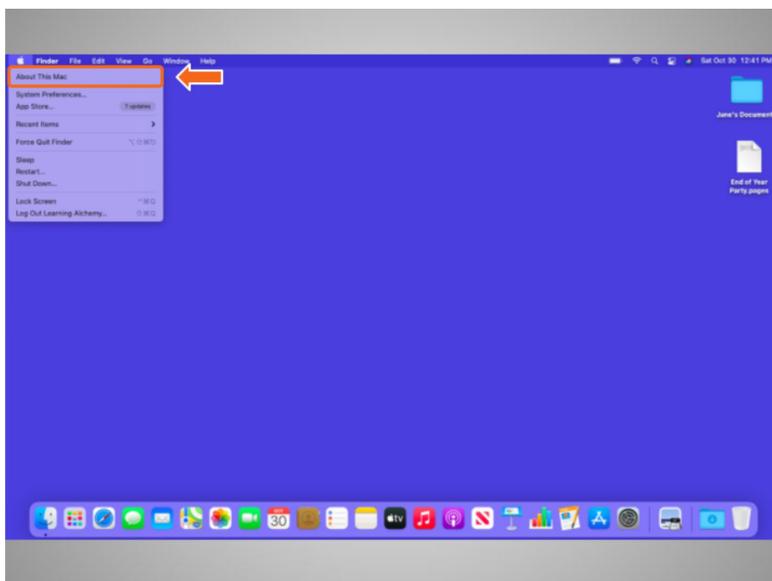
In today's lesson Jane will learn about the Mac operating system running on the computer, and what it does. Let's take a look.

When Jane first turns on the computer, software starts running behind the scenes that manages all the different computer programs and processes. That software is called the operating system.

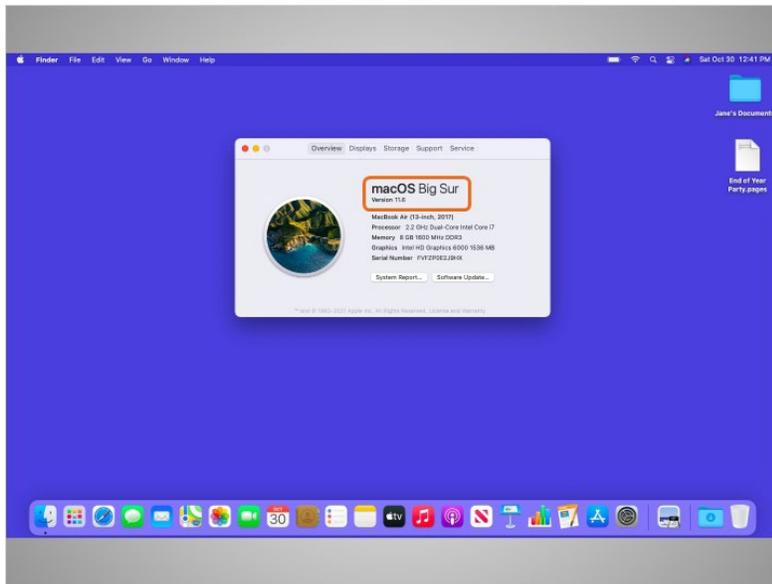
The operating system is the software that handles the functions of the computer to make sure everything is working together. Just like your brain works to manage your body to make sure you are breathing and your heart is pumping, the operating system manages the functions of the computer to make sure everything is working together.



When using a Mac computer, the operating system is called “macOS”. You can tell what version of the operating system you are using by the number that follows. To see what version of the macOS the computer Jane is using, she clicks on the Apple icon on the desktop.



Then she clicks on About this Mac.



A dialog box appears that lets Jane know which version of the macOS she is using. In today's example, Jane is using a computer running macOS Big Sur, the name for Mac OS 11.

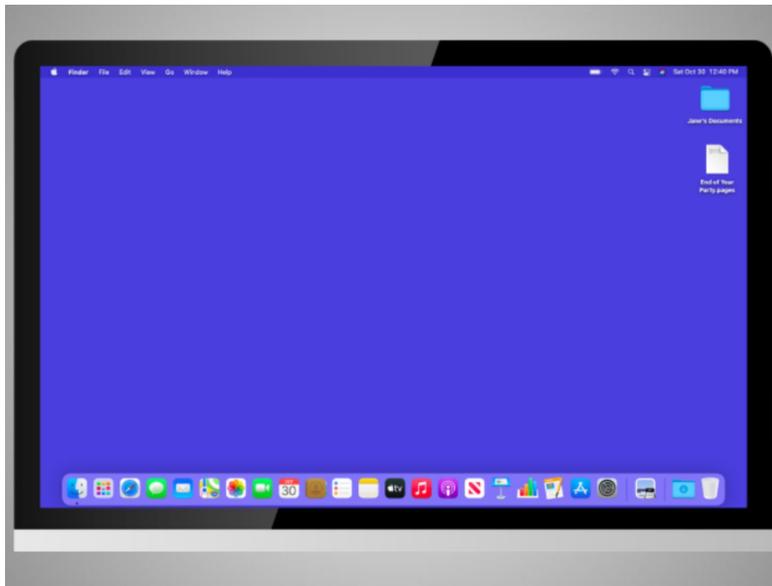
Jane will be learning more about the macOS desktop and other programs available within this operating system.

Working from the Desktop



In today's example Jane is using a Mac computer and its various applications with the OS 11 operating system.

In this lesson, Jane is going to learn about the different sections of the computer's desktop including the Dock, Apple Menu and more.



When the computer is turned on, Jane sees what's known as the desktop in the monitor. Here we see Jane's macOS 11 Big Sur desktop.

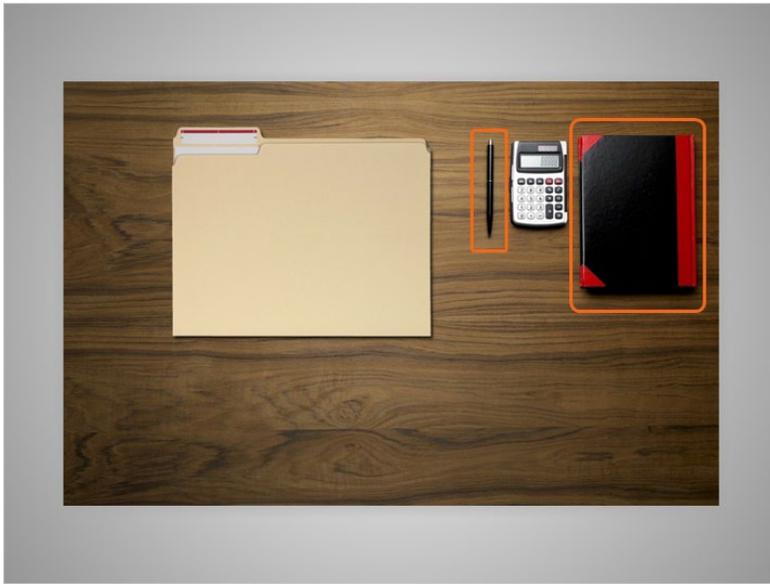
If you're using a Mac that has a different version of the operating system running, the desktop may look different.



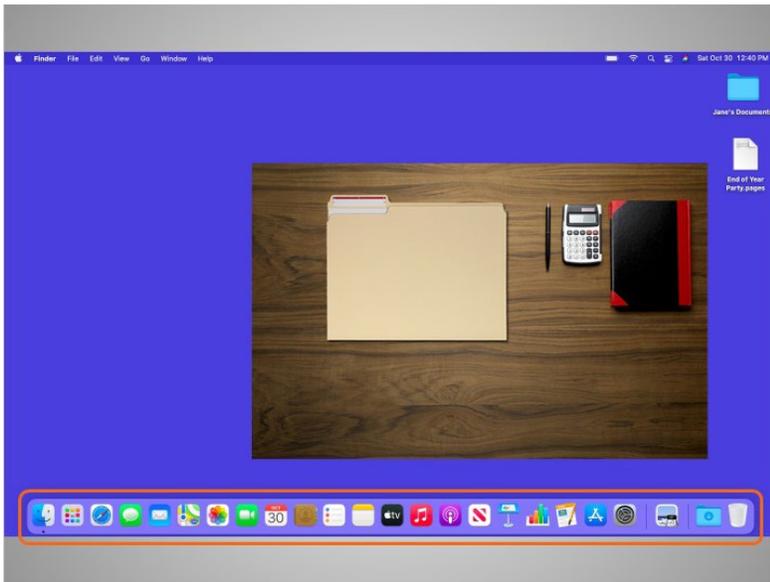
The desktop is just like the top of Jane's desk at home or at work, where she keeps different folders with papers in them, and other tools she needs to get things done,



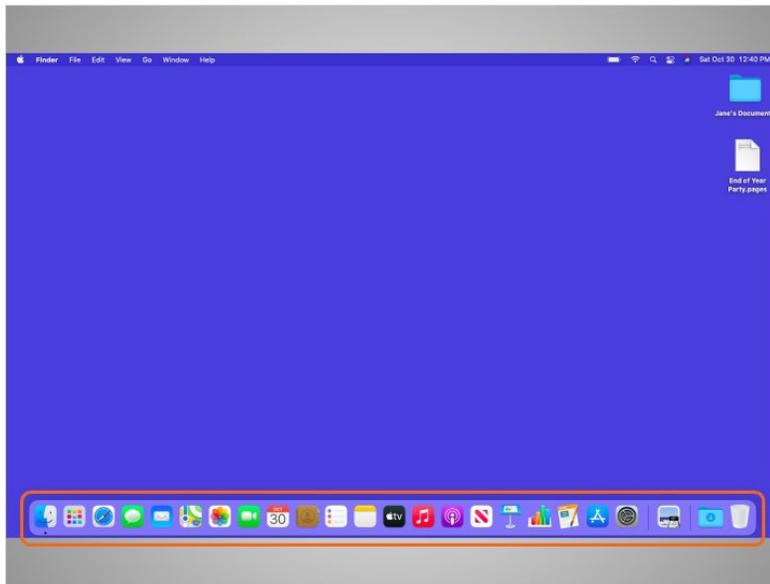
such as a calculator for math,



a pen for writing, or a book for looking things up.

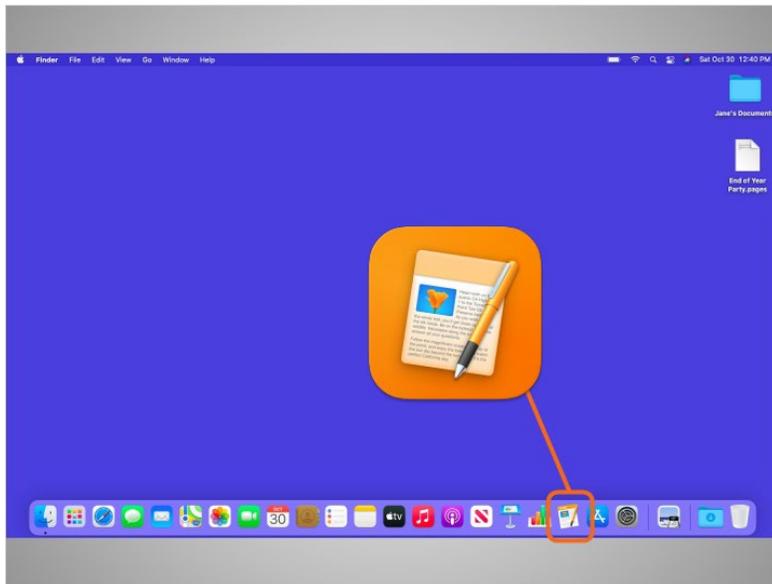


Just as Jane has folders and tools on her physical desk, she also has those tools and folders on the computer, which she can access through the desktop.



On a Mac, files and folders are often kept on the desktop and applications are often found in the Dock. The Dock is usually located along the bottom of the screen but can also appear on the left or right side. The Dock is where you access the applications.

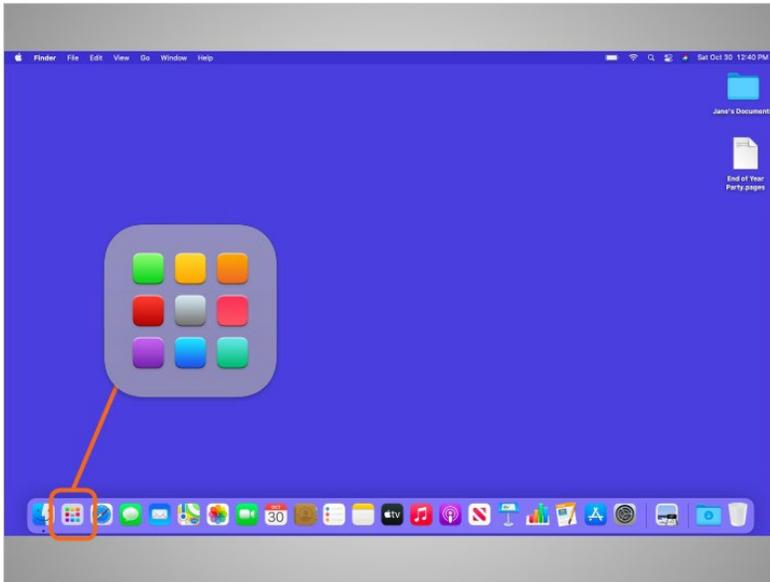
To open an application, Jane can click on these icons, also known as shortcuts, right from the Dock.



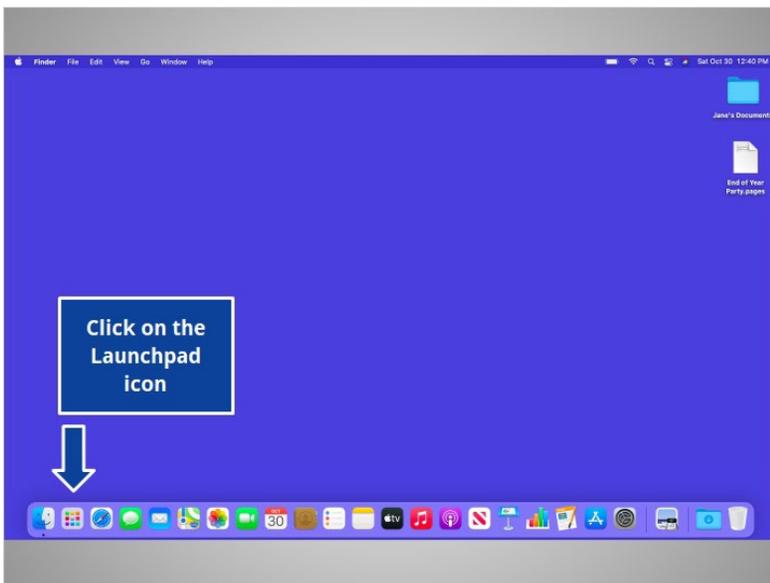
If Jane wanted to handwrite a letter, she would use her pen. Since she wants to create a letter on her computer, she will click on the icon for the writing application to open it. In today’s example, Jane is selecting Pages to write the letter.



Applications are tools that allow you to do things on a computer. Some applications allow you to work on text documents, like the one Jane will use for her letter, and others allow you to do things like edit pictures or do math.



Another way to access applications is through the Launchpad. While the Dock has the most commonly used applications on it, it may not have all the applications available on the computer. If Jane clicks on the icon with rows of multicolored dots on it, it will open the Launchpad.



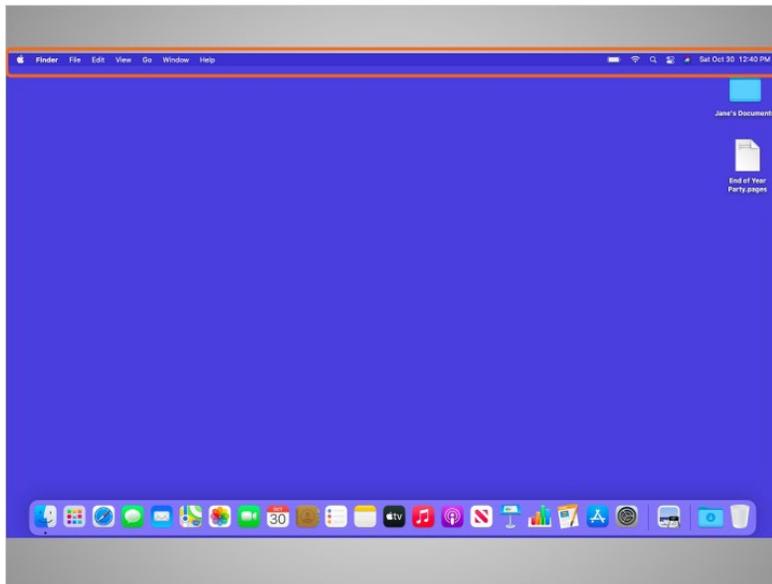
Would you help Jane and click the Launchpad icon to open the Launchpad menu?



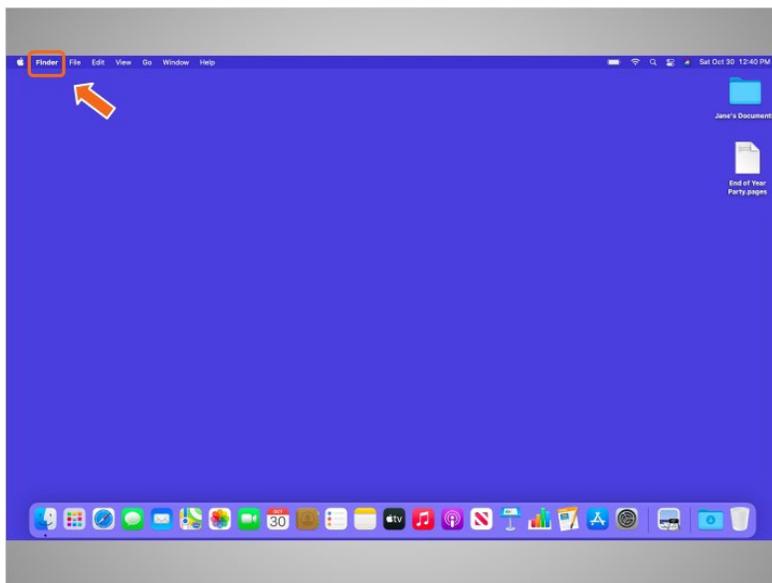
Good job! The Launchpad lists all applications available on Jane’s computer. To open an application from the Launchpad, Jane would click on the shortcut of the application she wants to open, just as she could in the Dock.



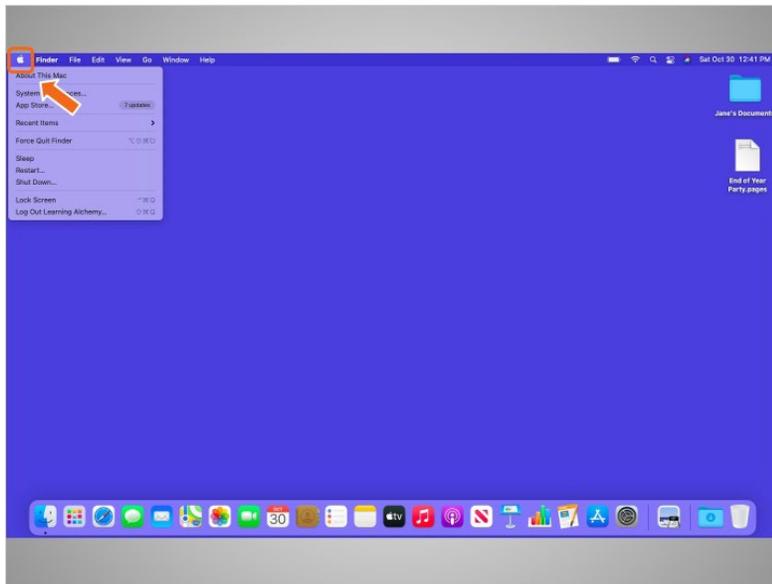
For example, if Jane wants to add a list of numbers, she would single click the Calculator shortcut and the calculator would open.



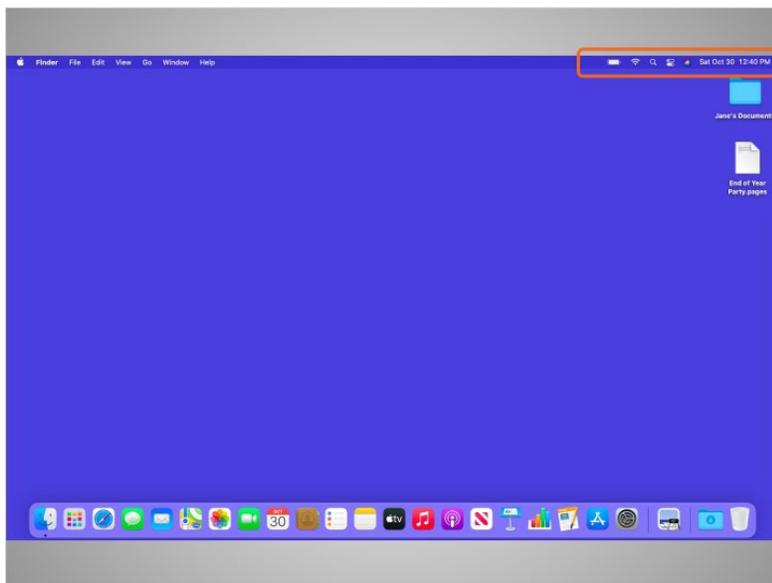
Above the desktop at the top of the screen is the menu bar, which includes different menu options depending on what program you are in.



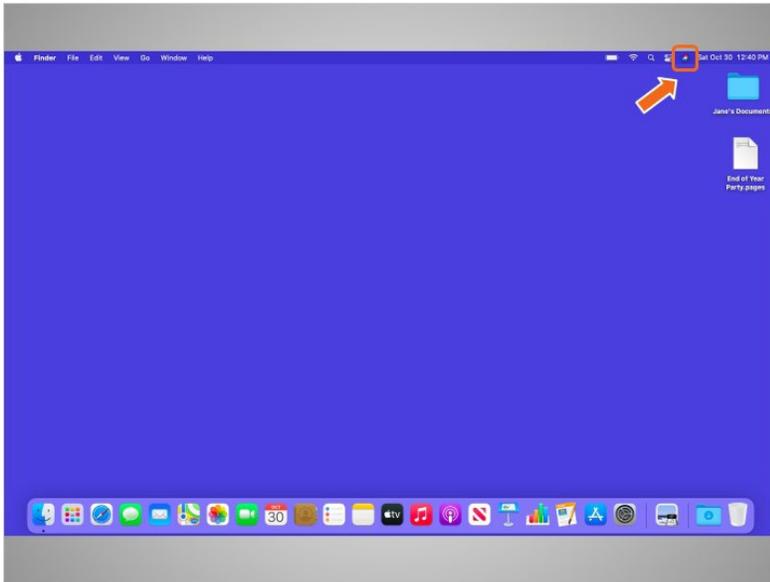
In this example, the active menu is the Finder menu.



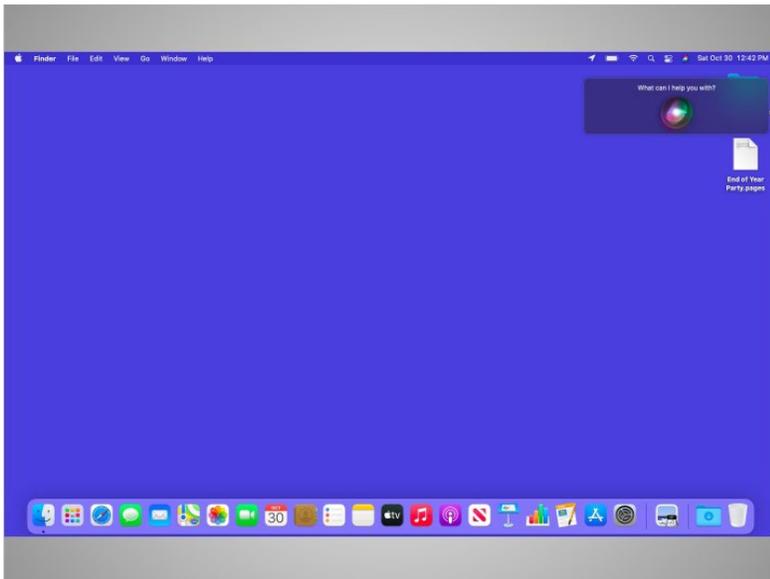
The Apple icon in the top left is where you can do things like shut down your computer and change the computer's settings.



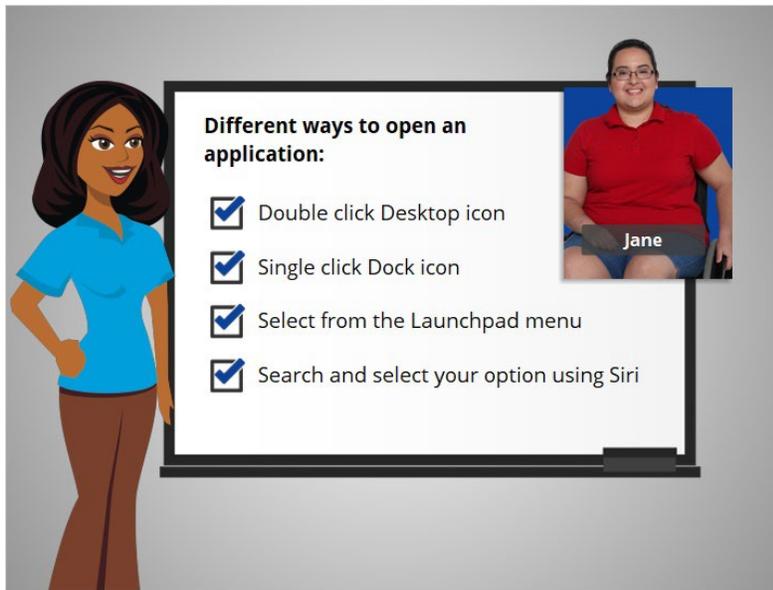
On the right side of the menu bar is a collection of icons that allow you to see the date and time, adjust volume, and more.



In today's example, when Jane clicks on this icon



it opens Siri, a virtual assistant in the Mac operating system. Siri responds to voice commands by using the computer speakers. Sometimes, using this tool can be the fastest way to find the program you'd like to open. To ask Siri for help, click on the icon and speak to Siri with your question or request, like "Siri, what is the weather in Chicago today?"



Jane is happy to learn that there is more than one way to open an application on the Mac computer. She can double click on a Desktop icon. She can single click on the Dock icon. She can select the application from the Launchpad menu. Or she can search and select the application using the Siri virtual assistant.

In this lesson we've seen how to open applications in the Mac operating system. In the next lesson Jane will learn how to find files and folders on the Mac computer.

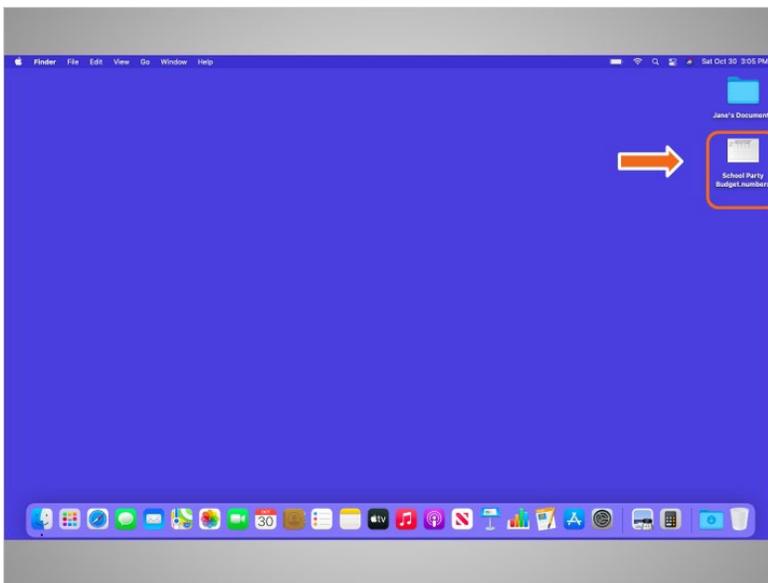
Files and Folders



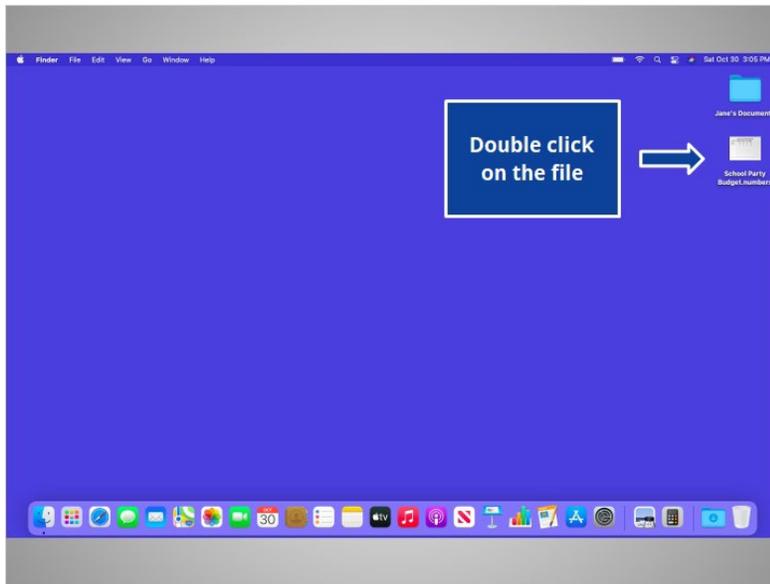
In today's example Jane is using a Mac computer and its various applications within the OS 11 operating system. We'll follow along with Jane as she manages files and folders.



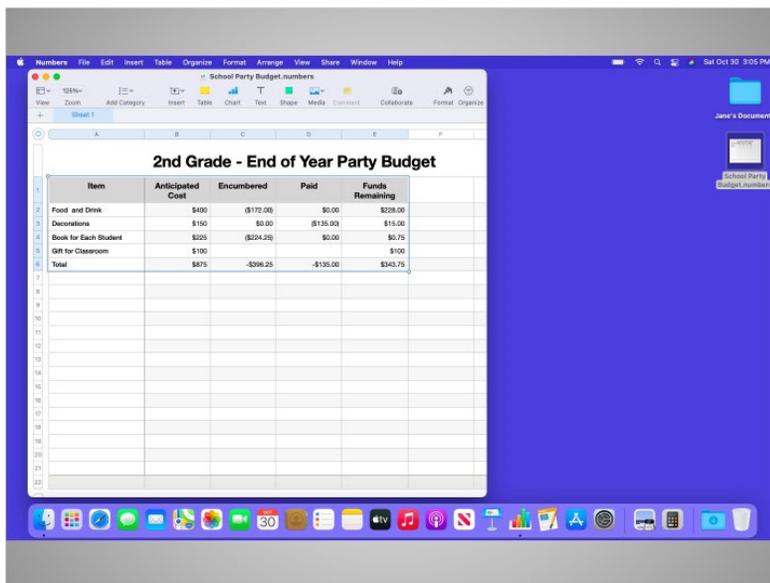
A file is a package of information. Applications are software or tools that allow you to do things on the computer with a file. Some applications allow you to work on text documents, and others allow you to do things like edit pictures, watch videos, listen to music or access the internet.



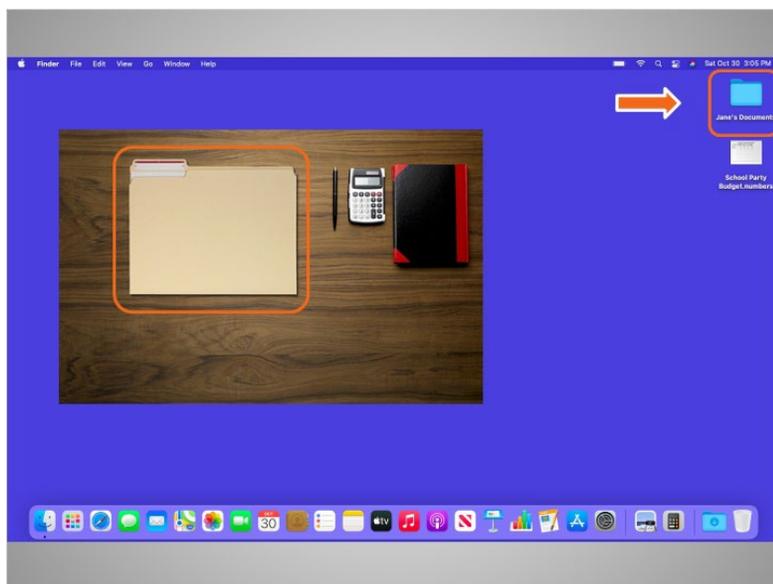
Just like an application, there are several ways you can open a file. Jane would like to open a file on her desktop. Using a mouse or touchpad, Jane would move the cursor to the file, and then double-click on the file to open it.



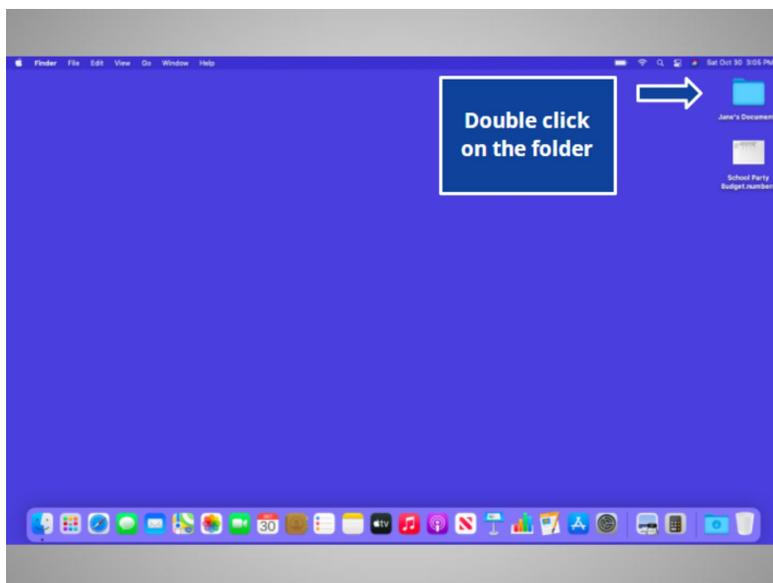
Would you give Jane a hand? Move your cursor to the file “School Party Budget” and double click on it.



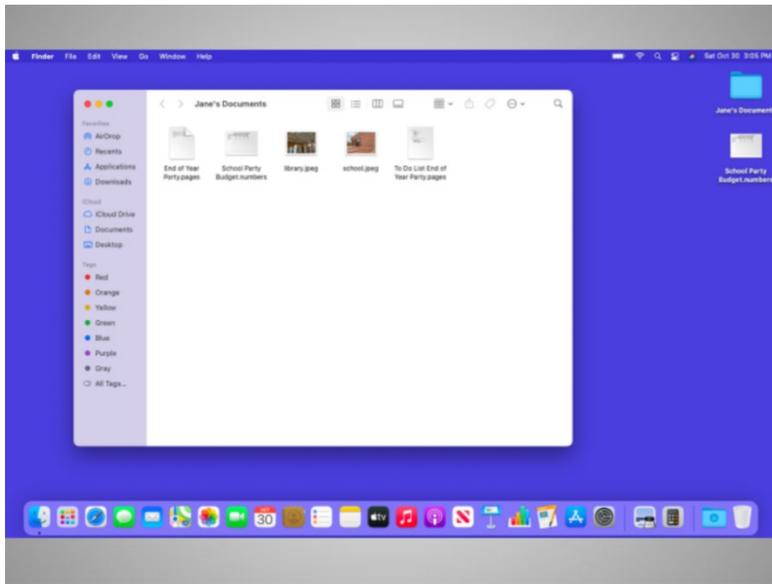
Good job! When Jane opens a file, it will open in the default application that the file works in. In today’s example, the file automatically opens in a program called Numbers, since that is the application that is used on Mac OS to open spreadsheets.



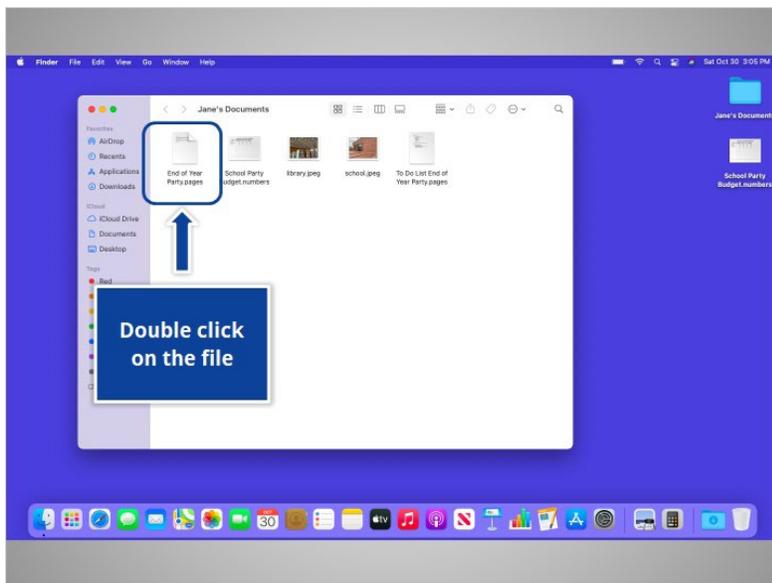
Folders on the computer are like the folder that was on Jane's physical desktop. Just as the folder on her desk contains letters, pictures, and other documents, the folder on the computer desktop contains similar files.



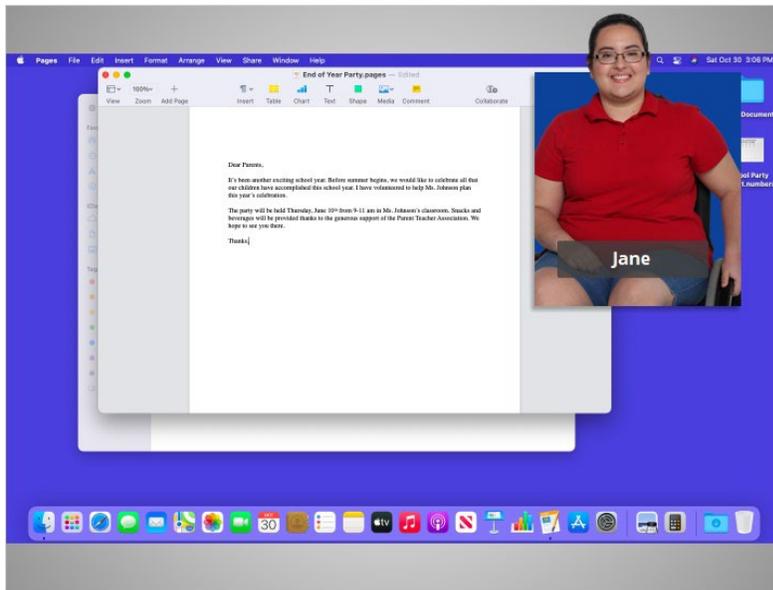
Would you give it a try? Double-click on the folder to open it.



Nice work! Double-clicking the folder on the desktop will open a window that shows the files in that folder, just as opening a paper folder allows you to sort through the documents in that folder.



Double-clicking on a file in a folder will open it. Would you open the file called “End of Year Party” by double-clicking on it?



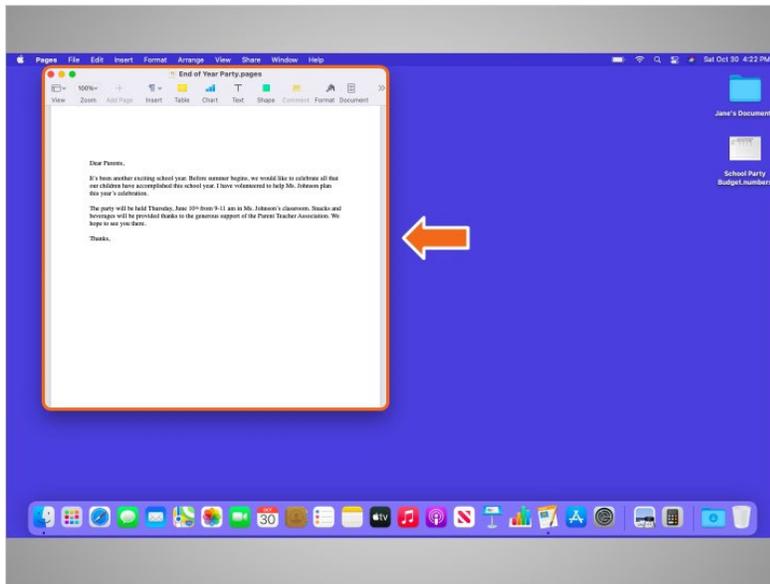
Good job! In today's example the file opened in Pages because that is the application that opens these types of files.

In this lesson, Jane learned how to find and open files and folders on the computer. In the next lesson, Jane will learn how to use an application window including resizing windows, scrolling, and more.

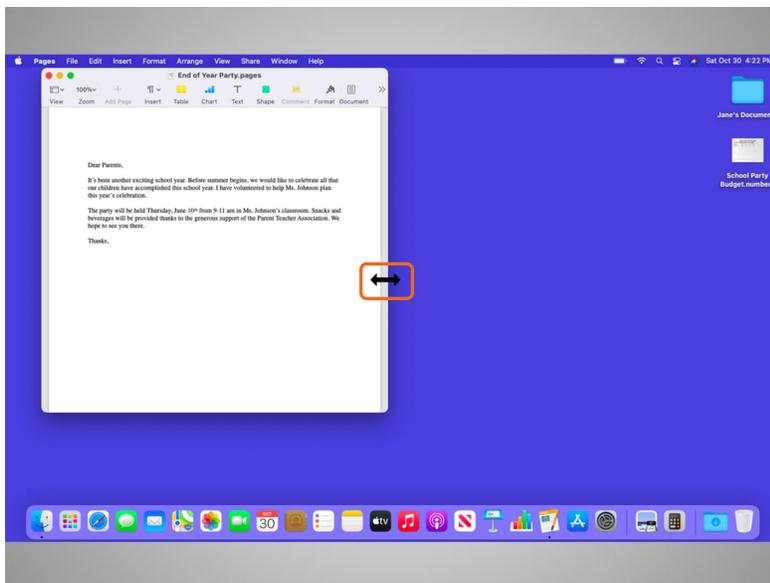
Working with Windows



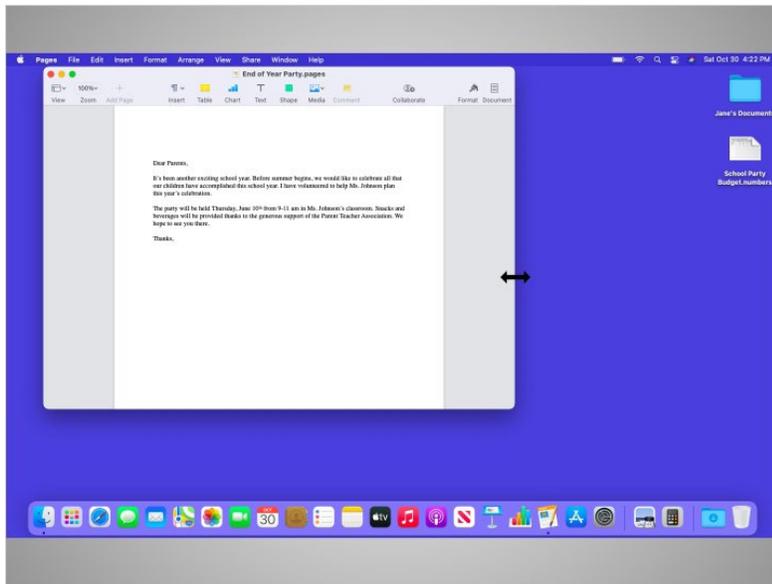
In the previous lesson, Jane learned how to find and open files on the computer. In today's lesson, Jane will learn how to use an application window on the Mac, including how to make a window larger or smaller, move a window, close a window and more. In today's example, Jane will be using the applications "Pages" and "Numbers" on a Mac computer.



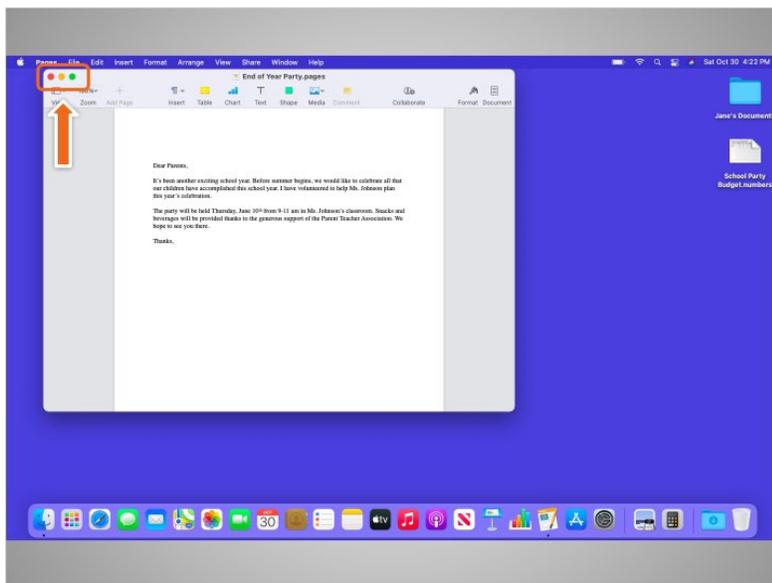
Once Jane has opened a file or folder, she sees a window. A computer window gives you a view into a file, folder, or an application just like a store’s window gives you a view into the store. The window is your working area.



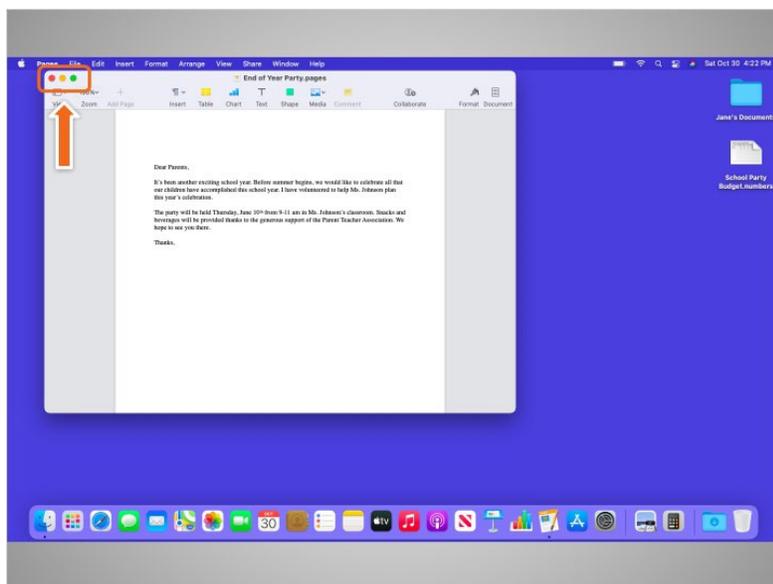
When you open a window, it may appear in a size that’s too big or too small for your work. Jane can change the size of the window by hovering her cursor over a border or corner of the window using her mouse. The cursor then becomes a double-headed arrow. Jane can then click and hold the left mouse button to “grab” the edges of the window.



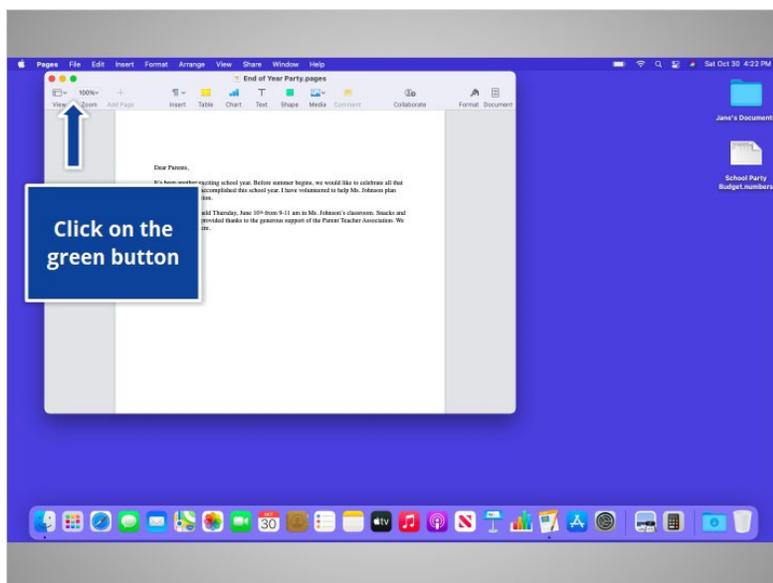
Jane drags the cursor to change the size of the window. She releases the mouse button when the window is the desired size.



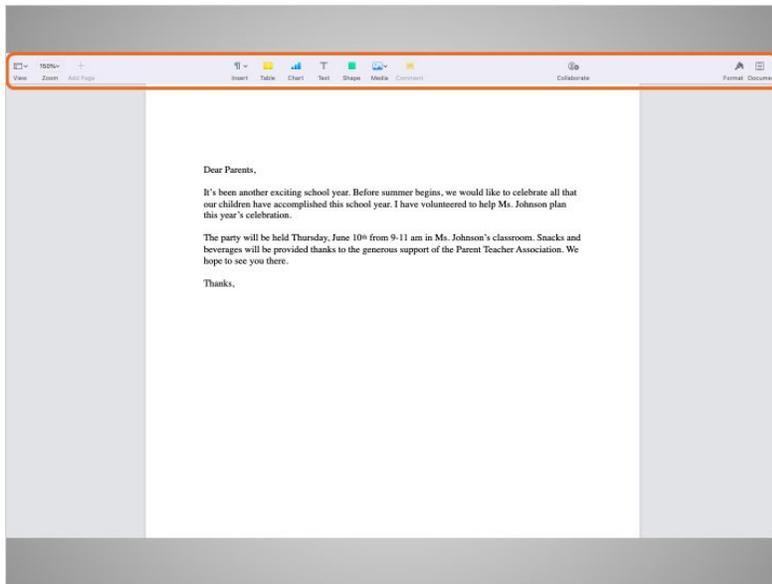
At the top of the window Jane sees some tools to help her manage the size and shape of the window.



If Jane wants the window to fill the whole desktop, she can click the green button on the top-left corner of the window.

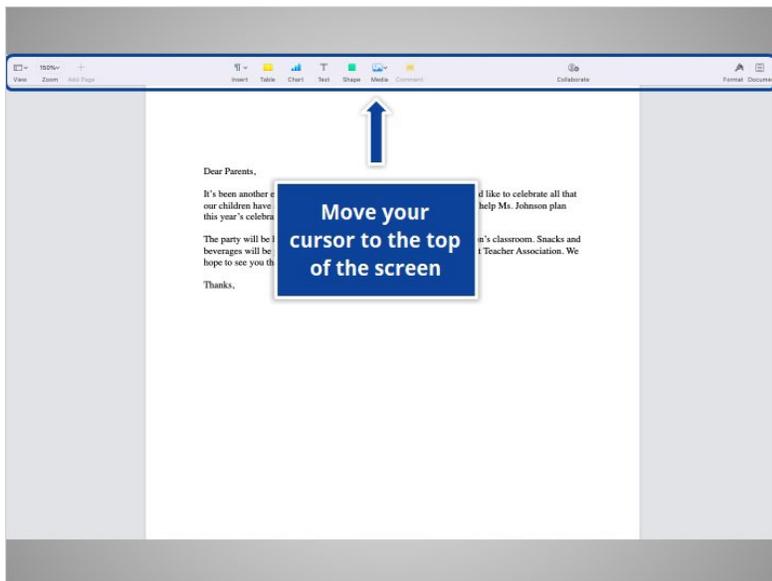


Would you click on the green button for Jane?

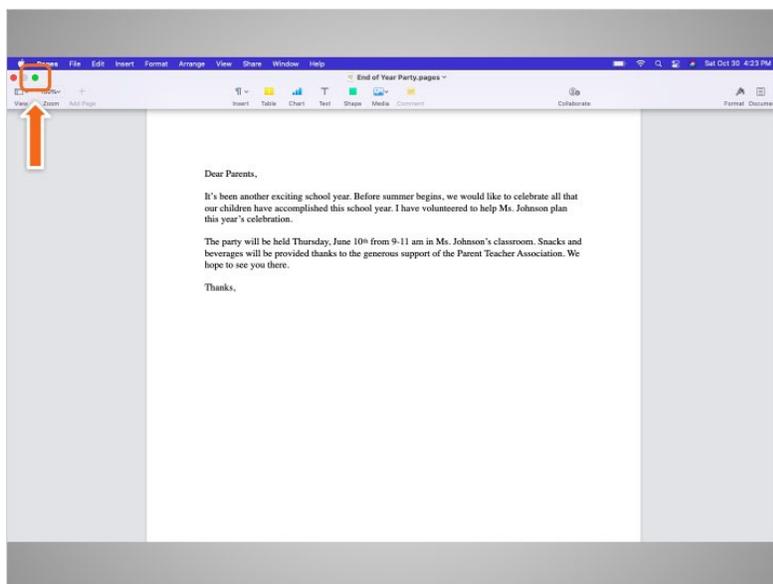


Good job! When you click on the green button, the window fills the entire screen. When you want to make the window smaller again, it can be a bit tricky since the menu bar is hidden.

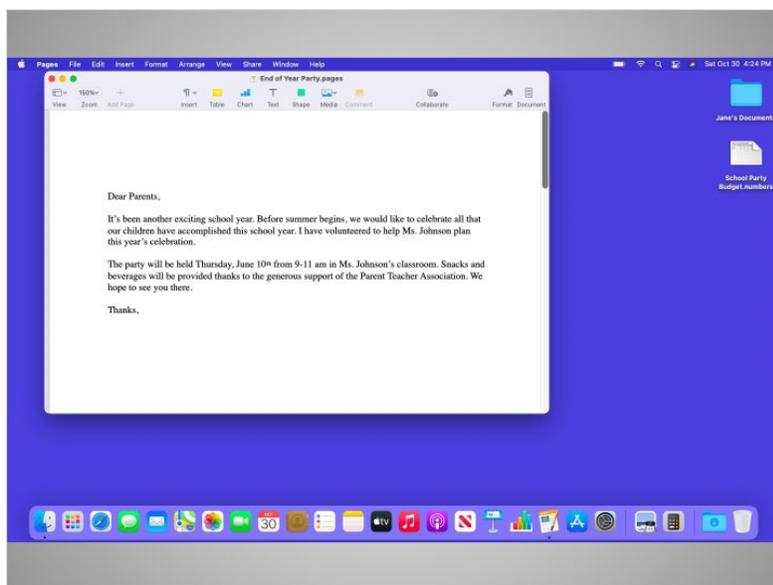
In order to see the menu when a window is in full screen, Jane needs to move her mouse to the very top of the screen.



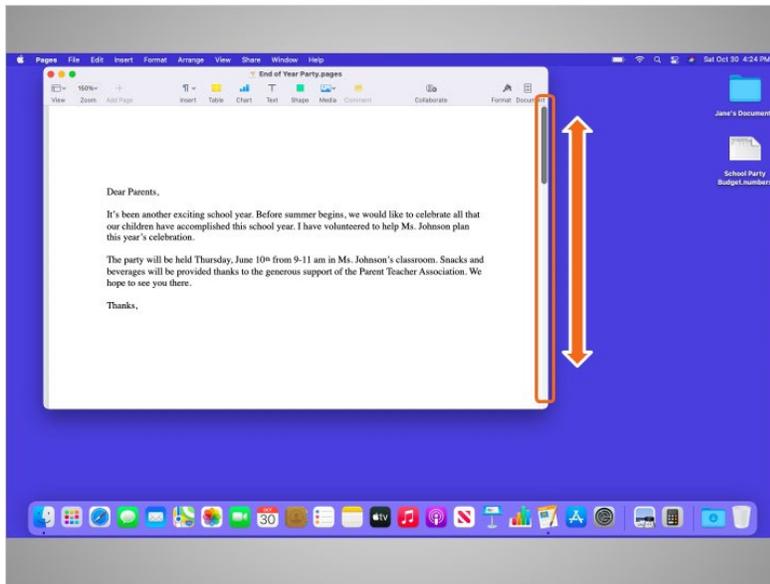
Would you help out Jane? Move your cursor with your mouse to the top of the screen.



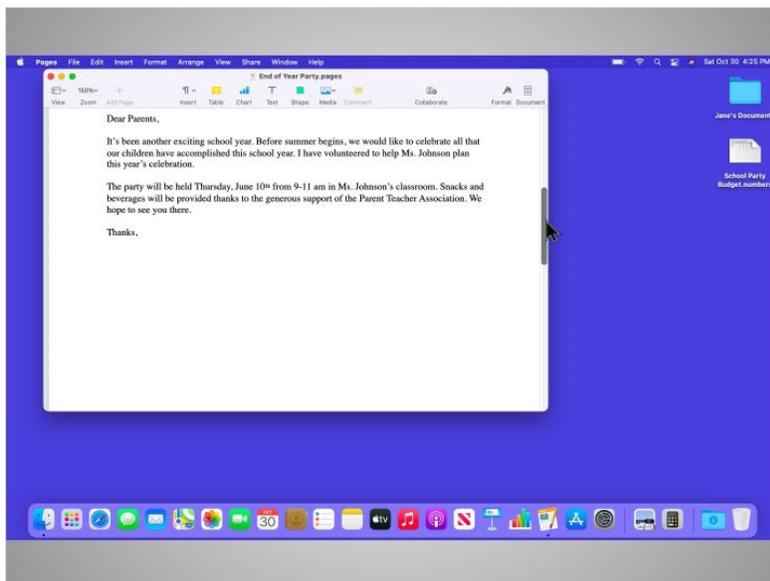
Nice work! The menu bar has appeared again and the green button is visible. When Jane clicks on the green button



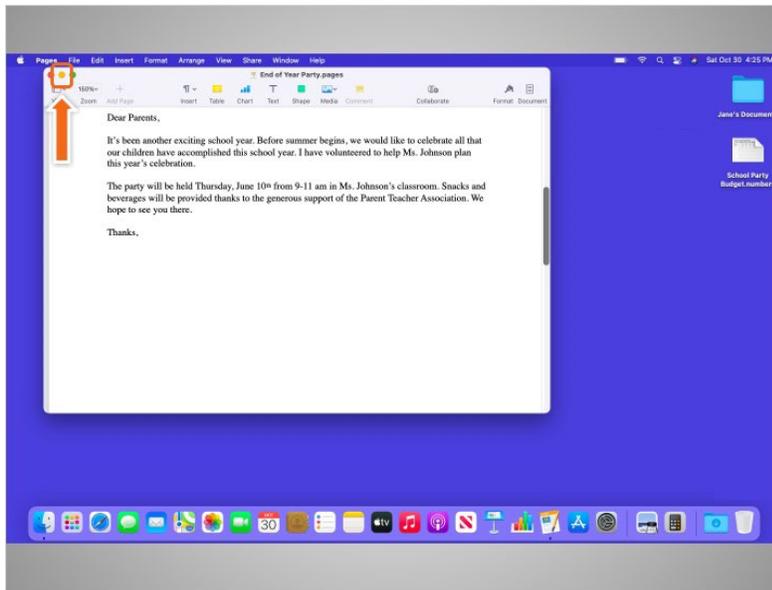
the window returns to its original size.



Jane can scroll in the window to display different parts of the document. Scrolling will move you up and down the page, similar to turning the pages of a multipage document.



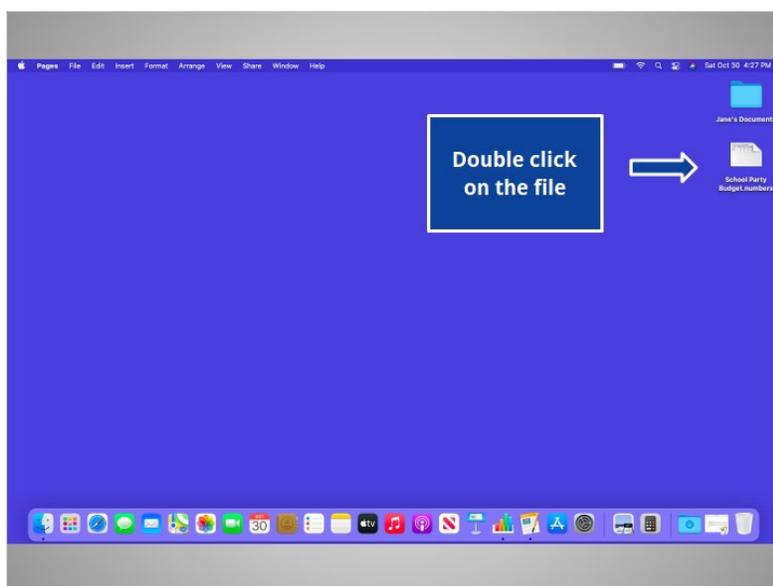
To scroll, Jane moves her cursor to the scroll bar, she clicks and holds the left mouse button to “grab” it. Then she drags it to move down in the document.



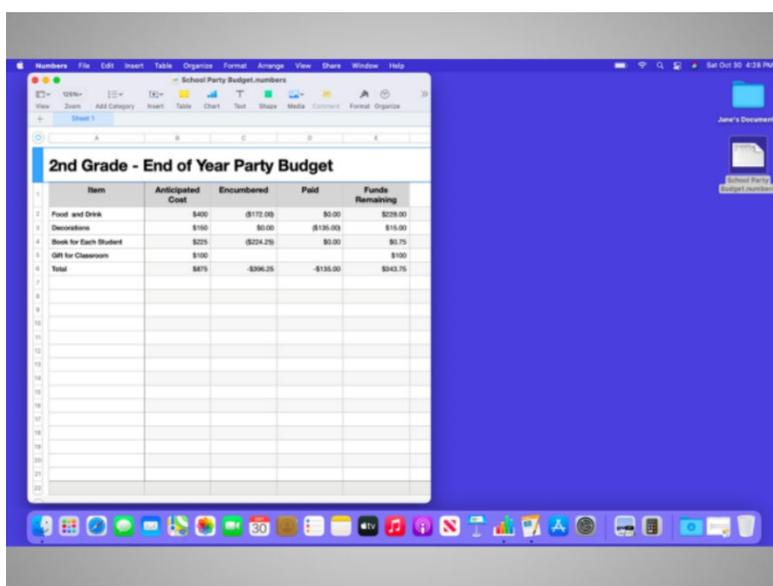
If Jane would like to access other files or folders on the desktop while this file is open, she can click on the yellow button at the top left of the window to minimize it. This will collapse the window into the Dock at the bottom of the screen so Jane can see and use the desktop.



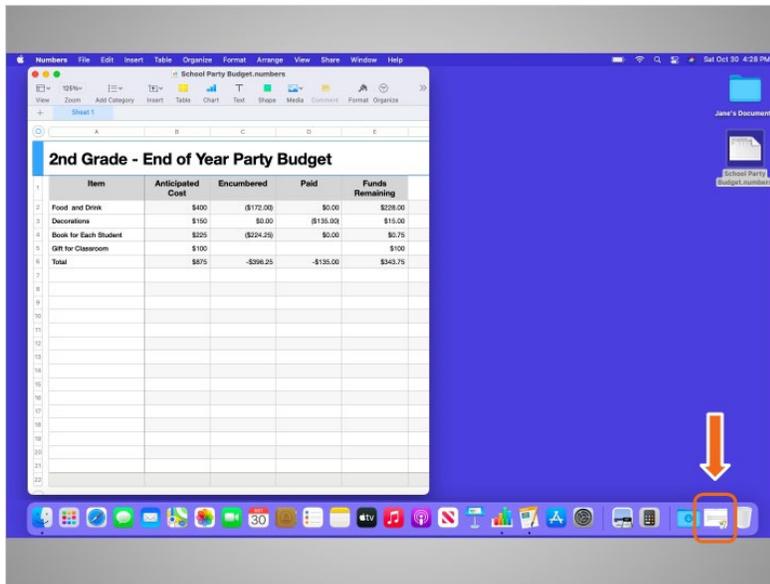
Now that the first file is minimized, it appears on the Dock at the bottom as an icon. This frees up the desktop so that Jane can find another file.



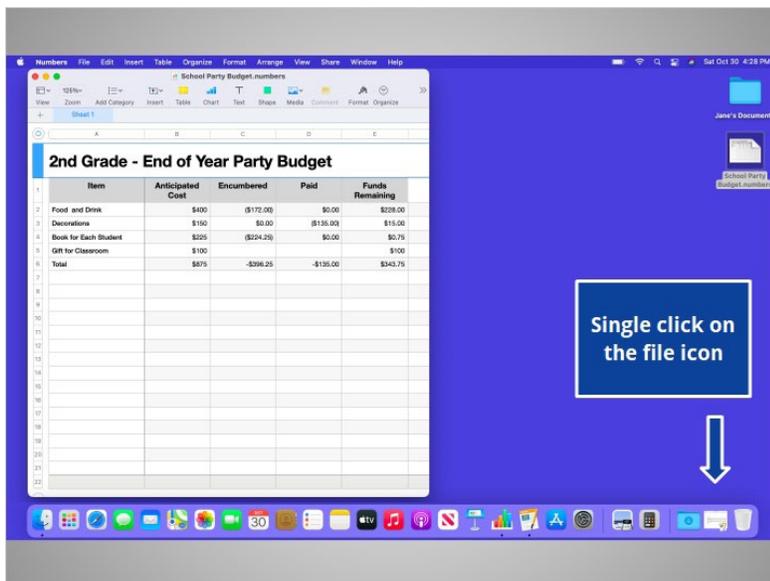
Jane would like to open the file on the desktop called School Party Budget. Would you give Jane a hand? Double click on the file “School Party Budget” to open it.



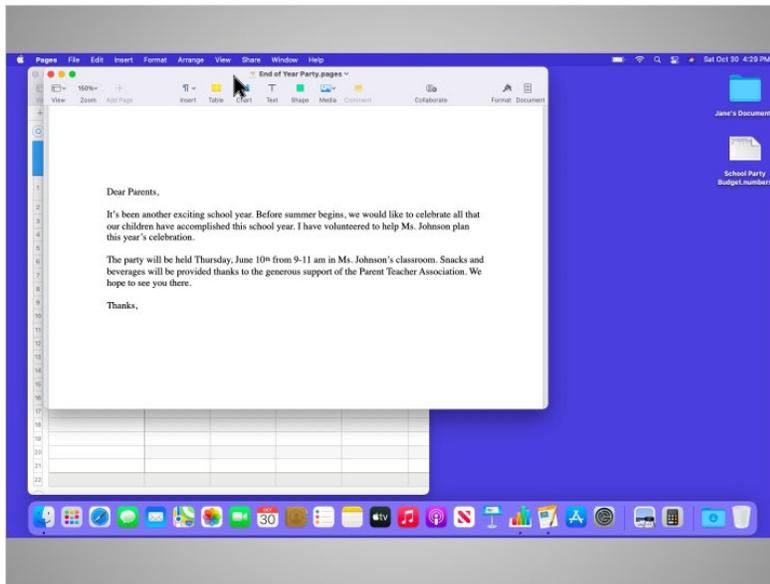
Good job! It is possible to have many windows open at the same time. This allows you to switch between tasks or work between multiple files.



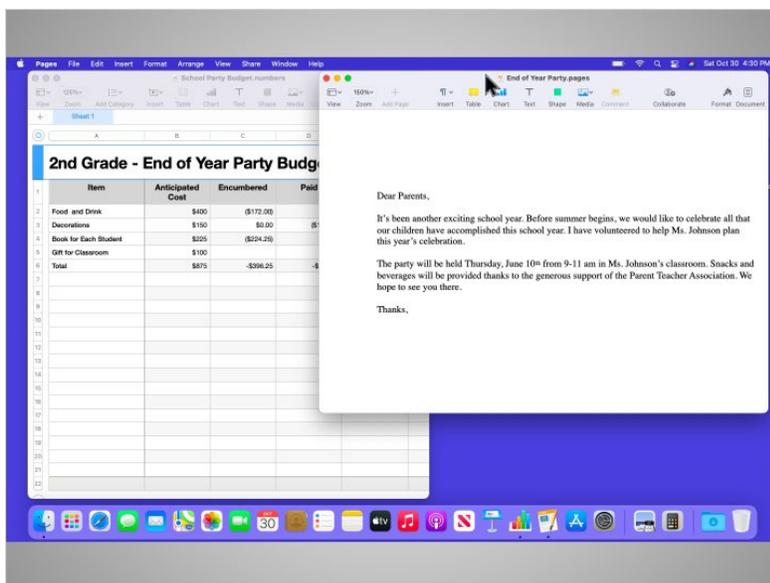
Jane can click on the icon to open the file that she minimized to the Dock, so she has two open files open at the same time. In this example, the file in the Dock is in the application called Pages, but this will work for any kind of file that is open in the Dock.



Would you help out Jane by opening this file for her? Click on the file now.

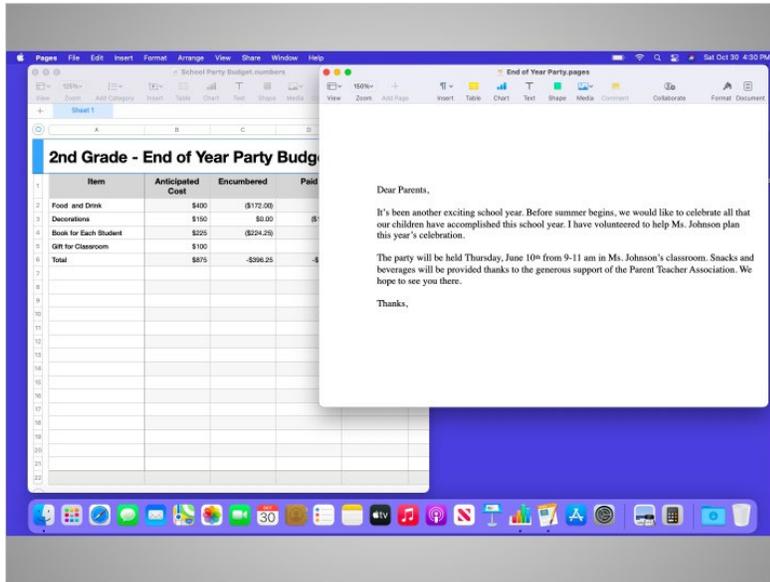


Nice work! Now that Jane has two windows open, she wants to move them around to make it easier to work between them. She can pick up a window by the grey bar at the top and move it. To do this, she places her cursor above the gray bar and clicks down on her mouse button.



While still holding the mouse button down, she moves the window. When the window is where she wants it, she releases the mouse button to place the window.

Again, the windows can also be resized to make it easier to work between them.



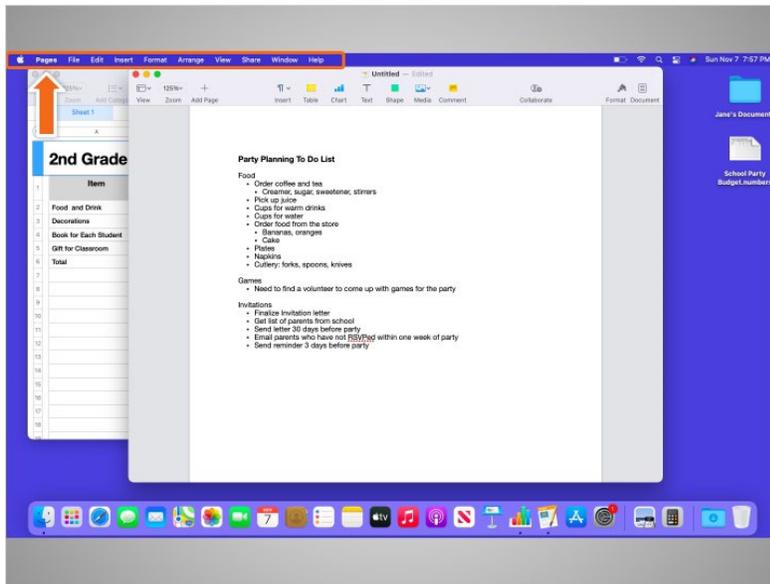
In this lesson, Jane has learned how to work with windows. In the next lesson, she'll learn how to save and close files she created within an application.

Saving and Closing



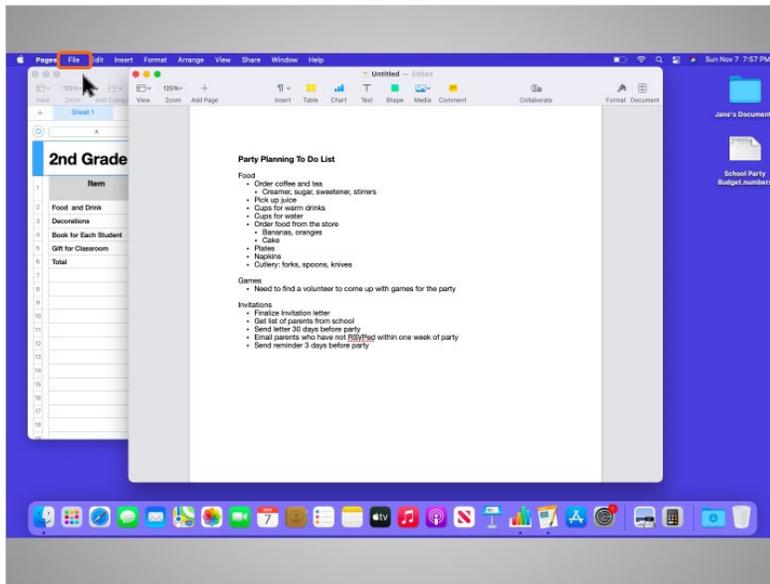
In the previous lesson, Jane learned how to work with windows. In this lesson Jane will learn how to save her work and close files. In today's example Jane is using Pages and Numbers on a Mac computer.

Occasionally, while you are working on a file, or before you close it, you will want to save your work.

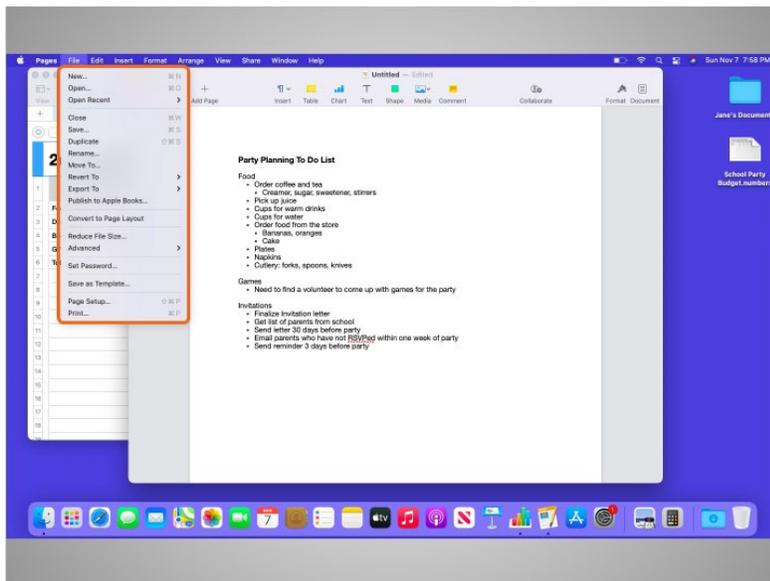


When an application is open on her Mac, Jane notices that the menu bar is specific to the application she's in, rather than the general Finder menu bar we learned about earlier in this course.

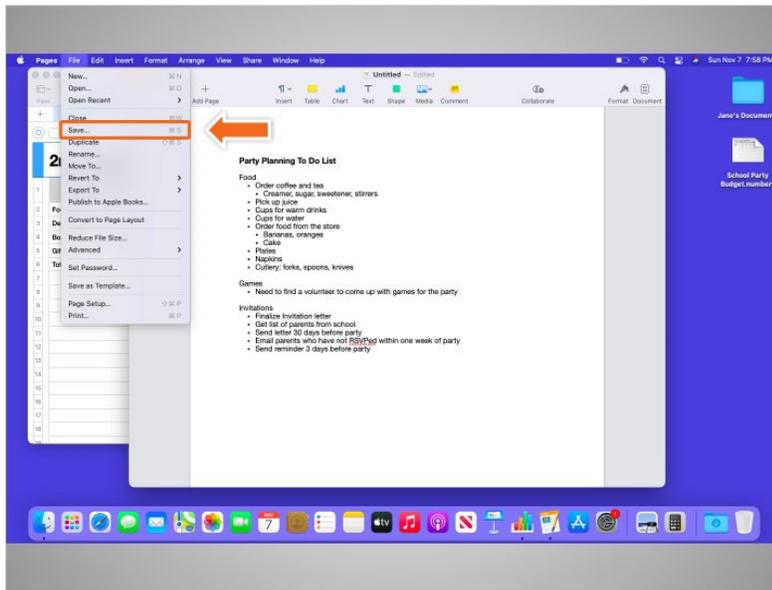
Jane can see what application menu is active here, next to the Apple icon. In this example Jane is using the application called Pages.



When Jane clicks on the world “File” in the menu,

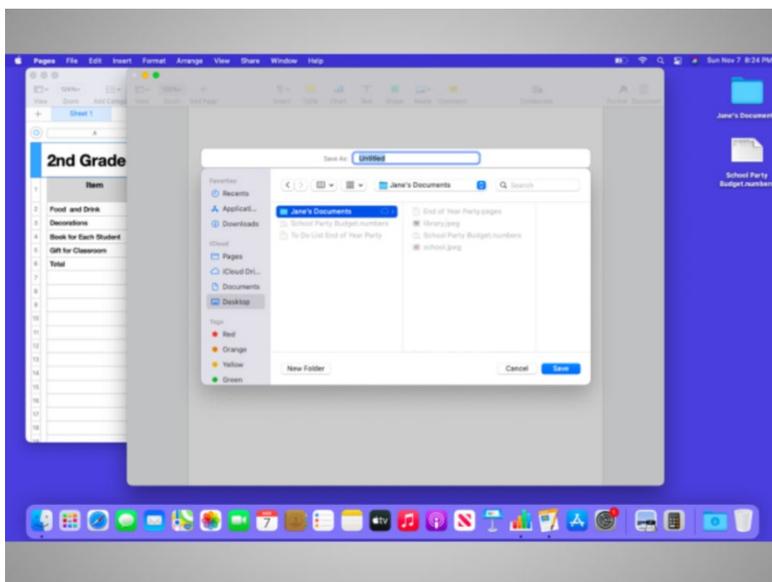


a drop-down menu appears. Options for saving the file appear in the drop-down menu.

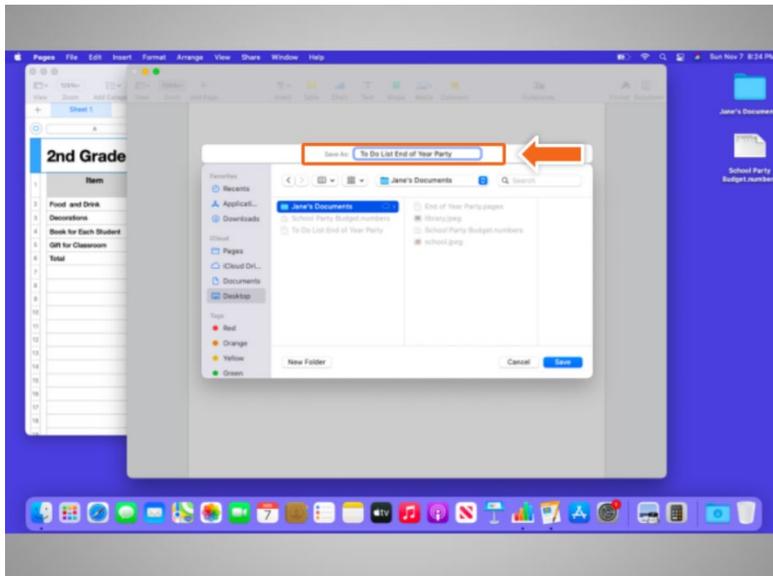


If Jane had already saved this file before, and knew both the file name and the location where it was saving, she could simply click on the Save option in the menu.

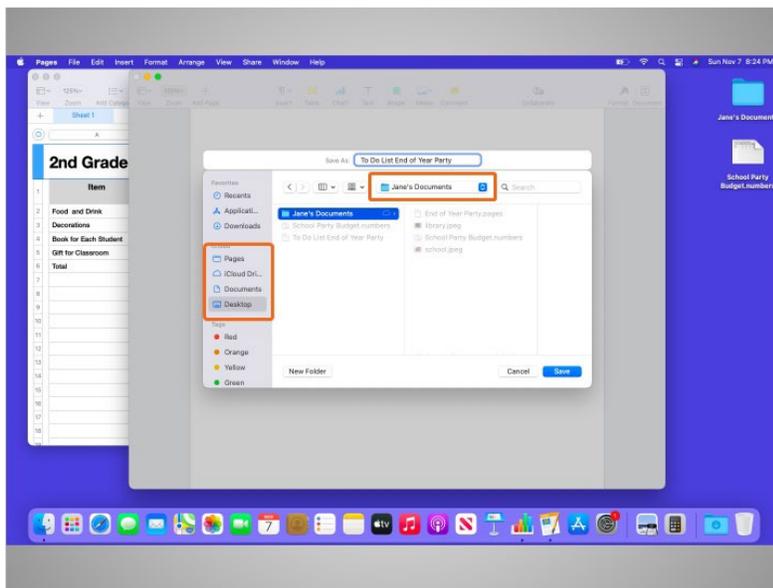
This is the first time Jane is saving this file. So when she clicks on Save,



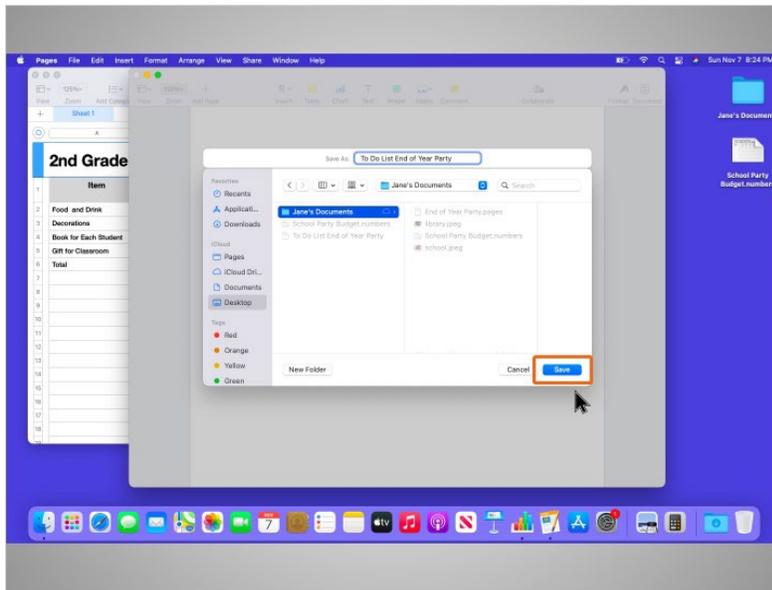
a new menu appears.



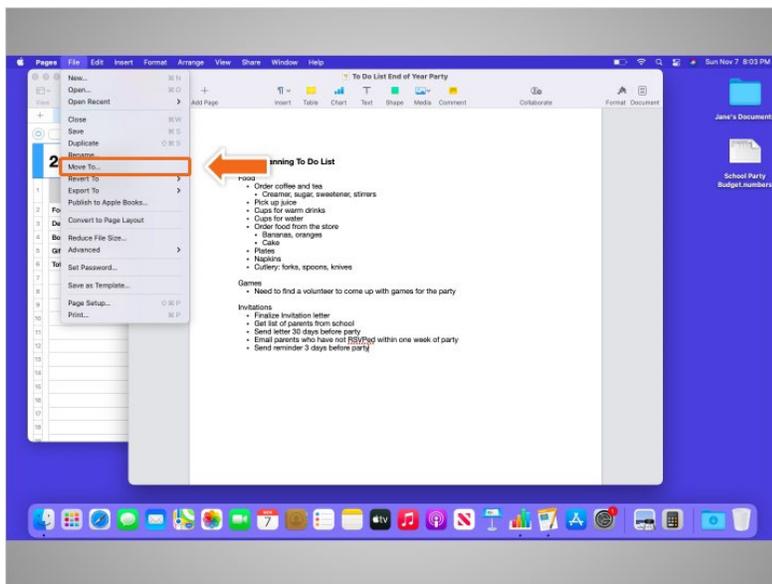
The first thing Jane does is name the file in the Save as box.



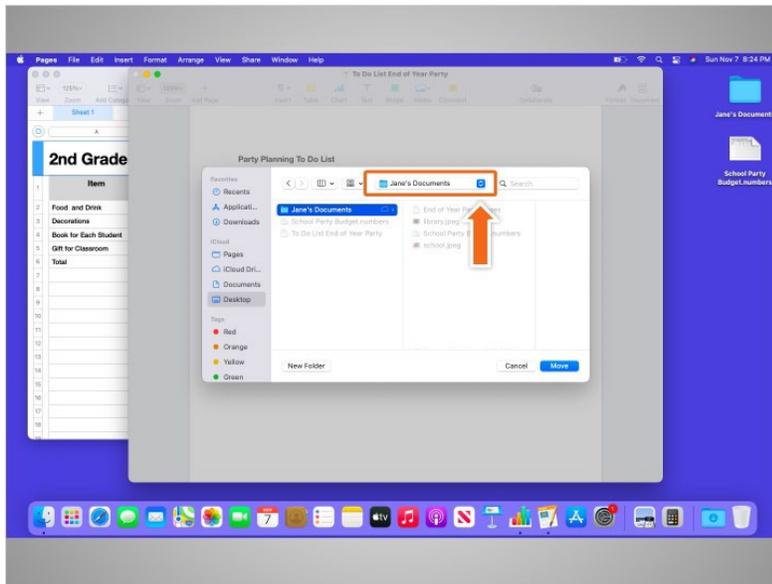
After naming the file Jane selects where the file will be saved on the computer. Be sure to choose a location that you will remember, such as on the desktop or in a specific folder. In this example, Jane is saving this file in her documents folder that is on the desktop.



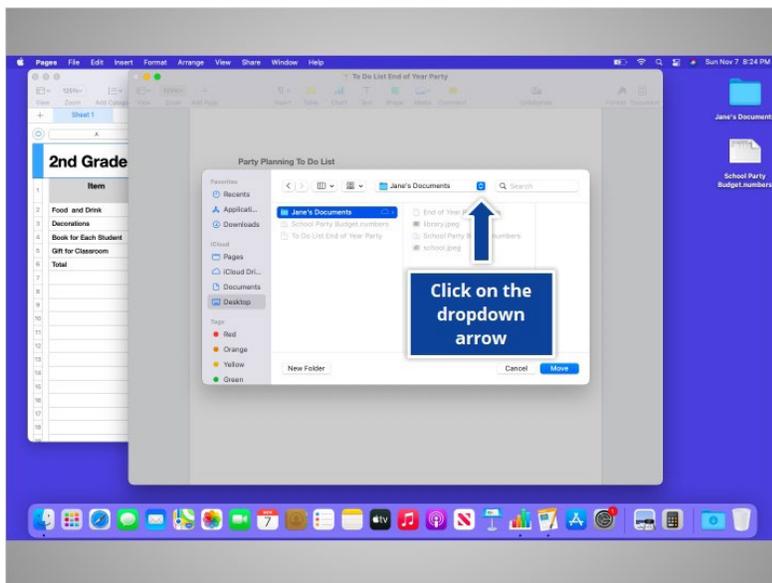
Once Jane has chosen a file name and location to save the file, she clicks on the “Save” button.



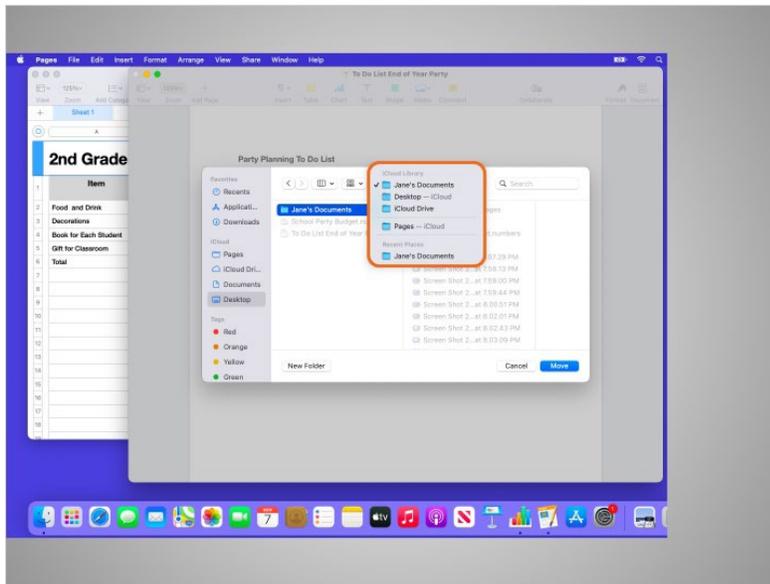
If Jane wants to move the file to another location, she can select the “Move To...” option in the File Menu.



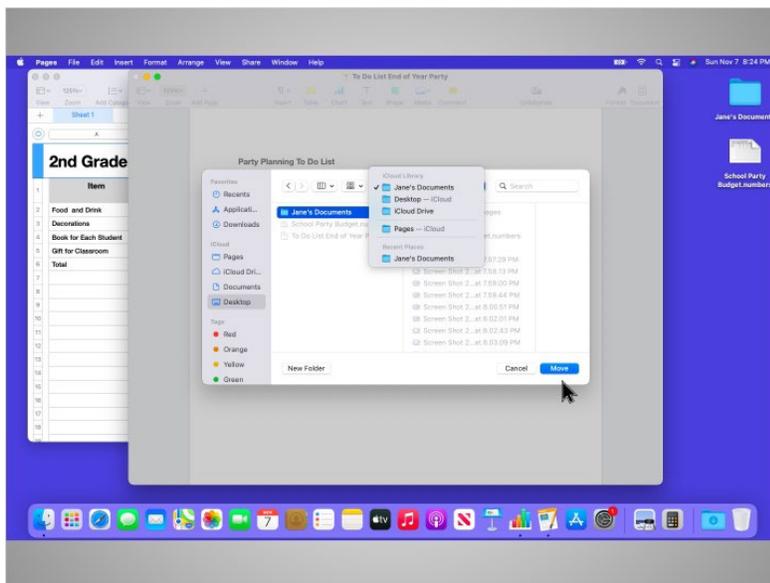
The “Move to” pop-up menu appears. Jane can click on the drop-down arrow to choose a new location.



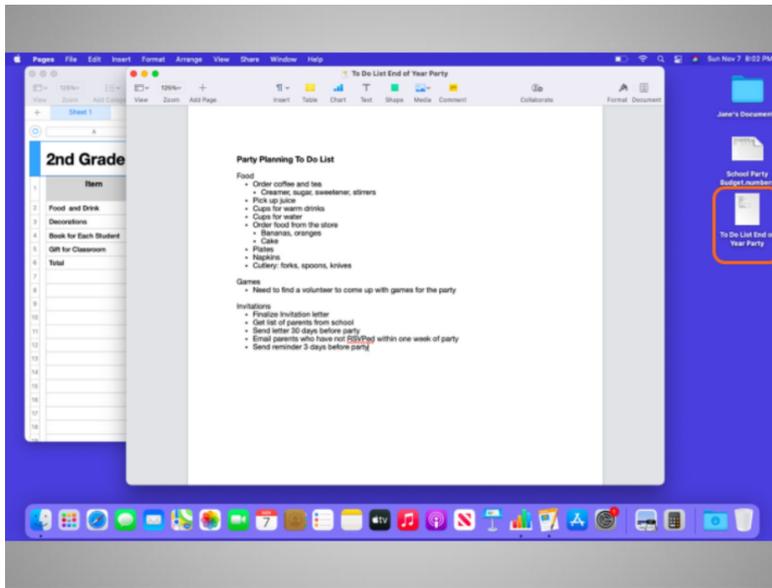
Would you give Jane a hand by clicking on the dropdown arrow?



Good job! A list of possible locations to save the file appear. Jane reviews the list and decides to save the file to the Desktop.

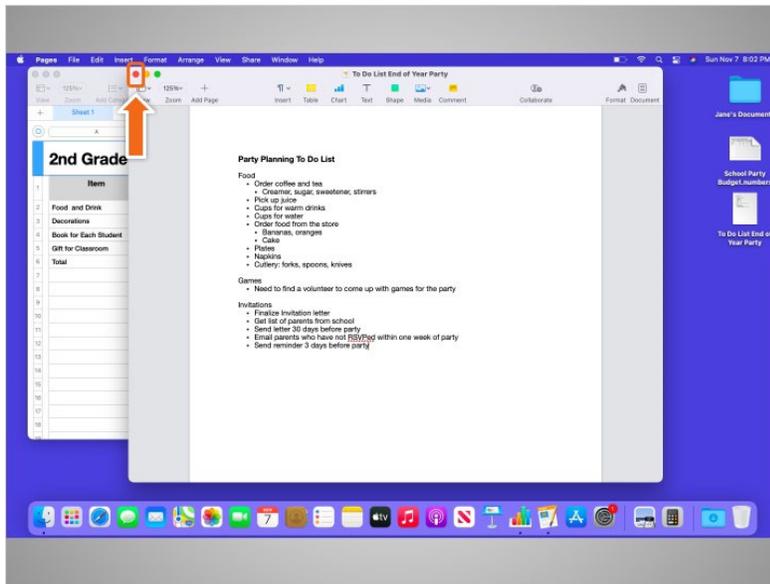


After Jane selects the location, she clicks “Move”.



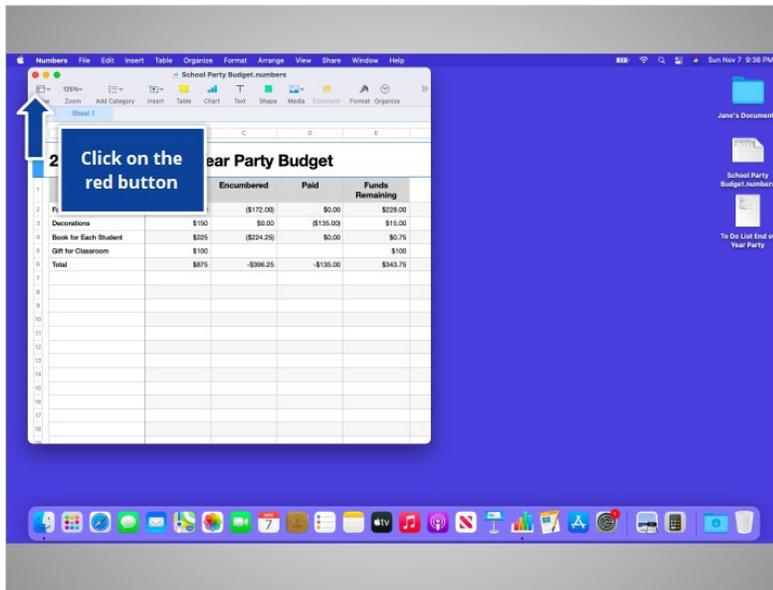
The file is now saved on the Desktop.

If you are using a public computer, there may be limits on where you can save files. Feel free to seek help from a staff person at the computer center for more information on saving files on a public computer.



When Jane is done with her file and has saved it, she wants to close it. To close the file, Jane clicks on the red button at the top left of the window.

If Jane had made changes to her document since the last time she saved it, Pages would automatically save the changes to the file before it closes. Please note that most applications will ask you if you want to save the changes before you close a file.



Jane wants to close the Numbers file which is currently open on her desktop. Would you help out Jane, and click the red button at the top left of the Numbers window to close the file?



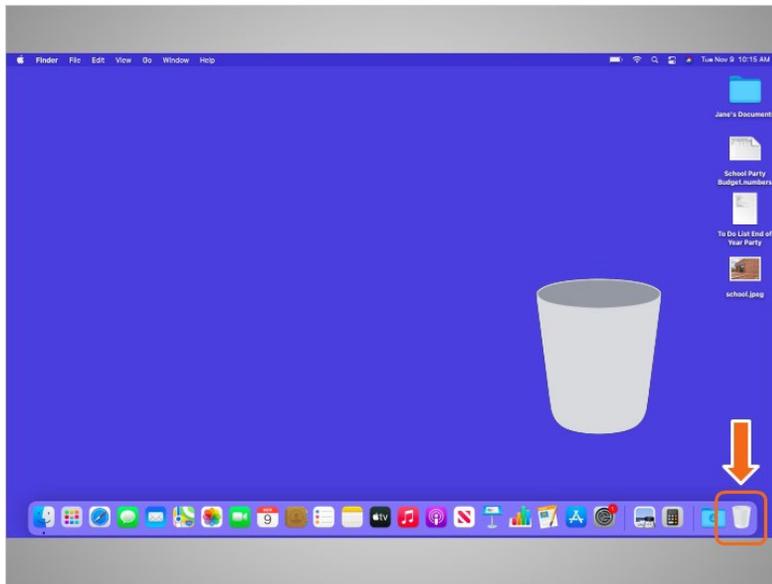
Nice work!

In today's lesson Jane learned how to save her work and close her files. In the next lesson we will follow Jane as she learns how to delete files.

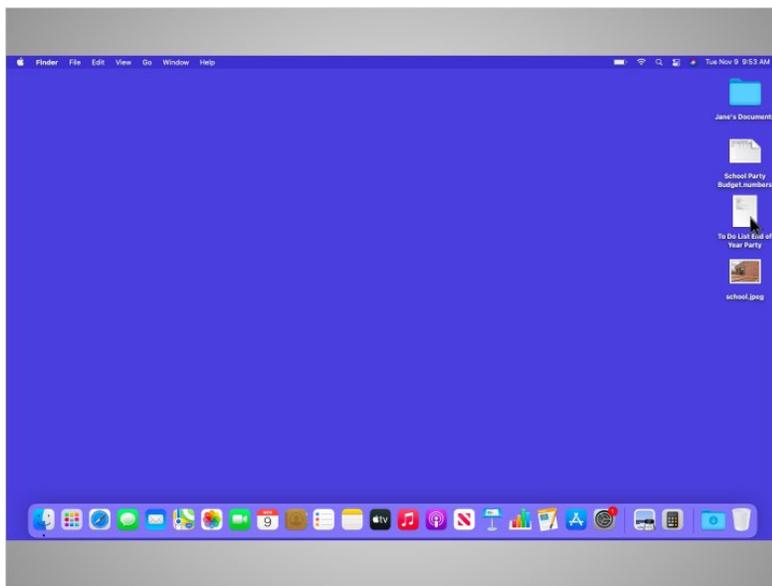
Deleting



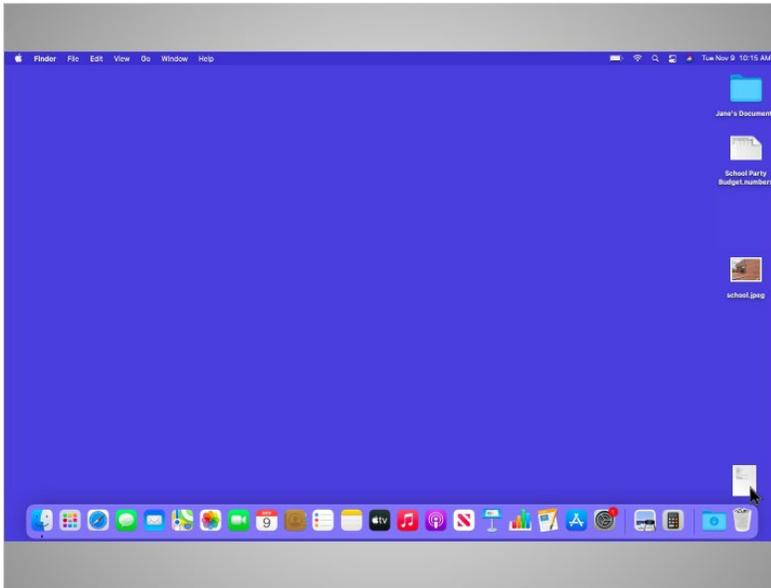
In the previous lesson Jane learned how to save her work and close a file. In this lesson Jane is using a Mac computer to delete a file.



To delete files, you will use the trash can, which is located on the Dock at the bottom right of the screen. When there is nothing in the trash, the icon will appear empty.



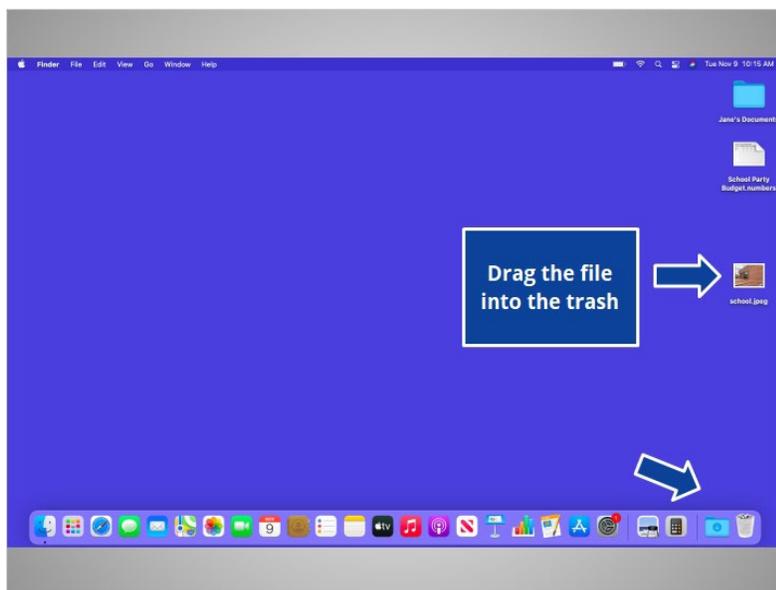
To delete a file, Jane moves her cursor to the file she wants to delete. She clicks on it and holds down the left mouse button. The file is selected,



and Jane drags it over to the trash bin on the right side of the Dock.



Once there are items in the trash, the icon will appear full.

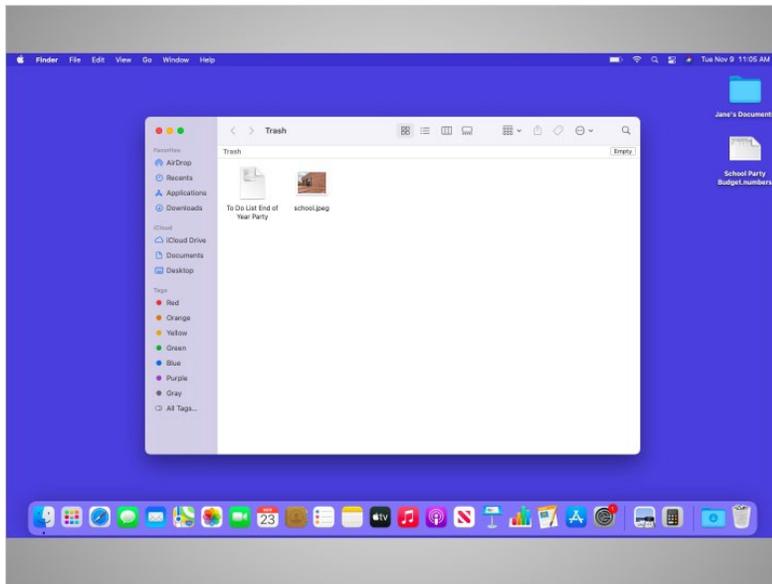


Jane would also like to delete the school image on her desktop. Would you help out Jane by dragging the image to the trash?

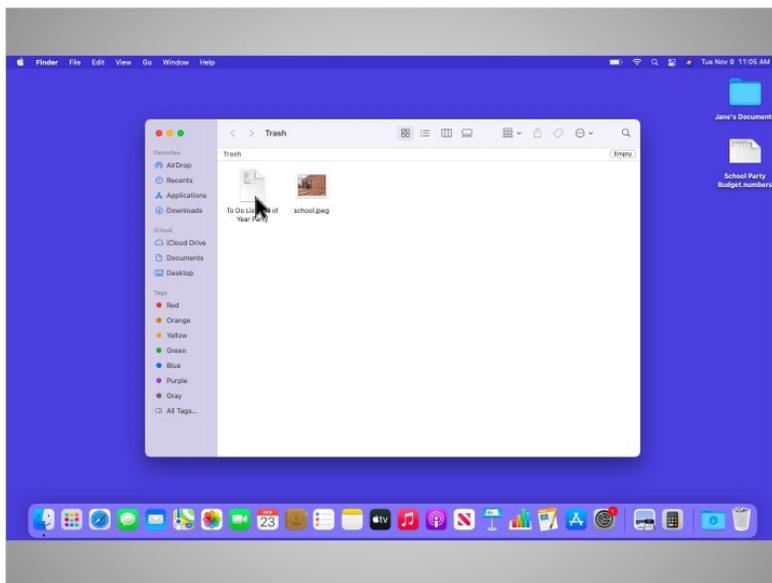


Nice work!

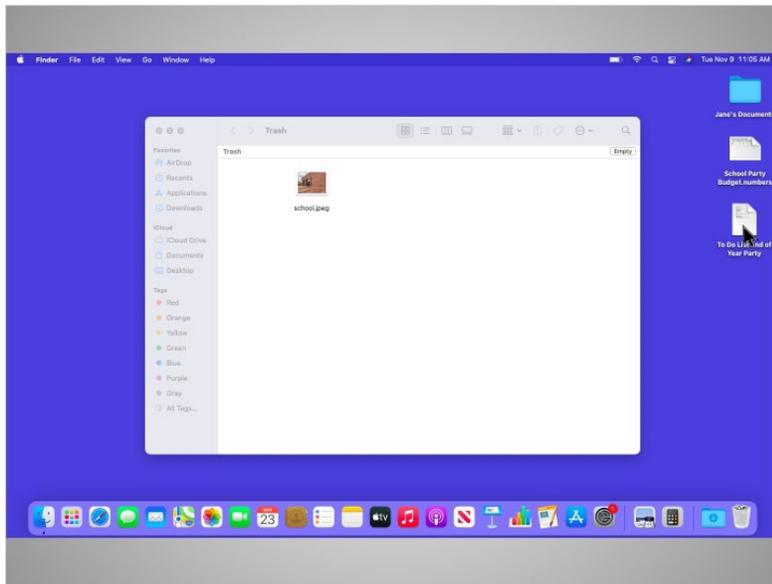
Like the trash bins in your home, things stay in the trash until you empty the trash and take it out. That means Jane can still access a file she's placed in the trash, as long as she hasn't "emptied" it.



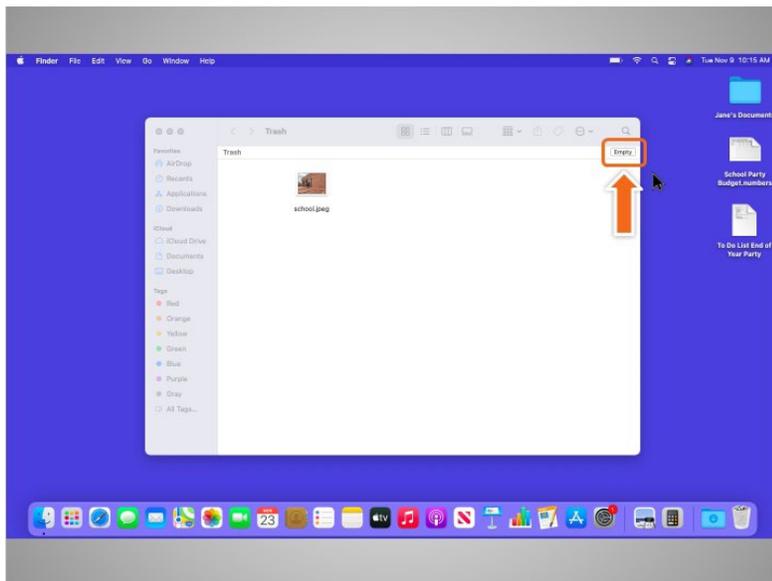
When Jane clicks on the trash icon, a window showing the contents of the trash will open.



Jane would like to remove a file she's placed in the trash. To do this, she moves her cursor to the file, then clicks and holds down the left mouse button on it. Now that the file is selected,

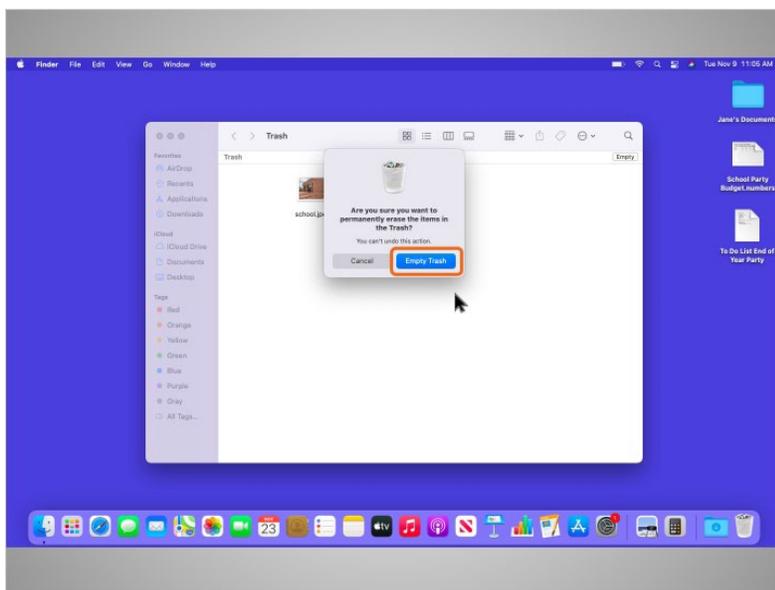


she can drag it to the desktop.

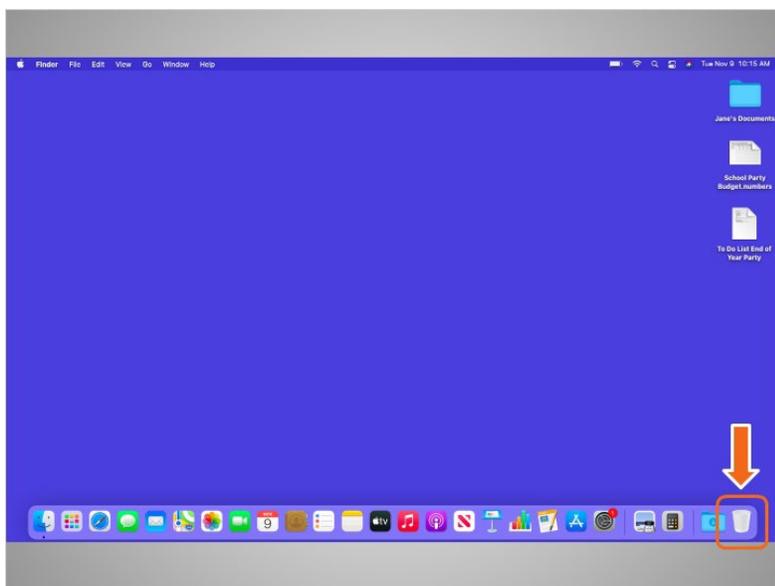


When Jane is sure she's done with everything in the trash, she can "empty" it. The files will be gone permanently.

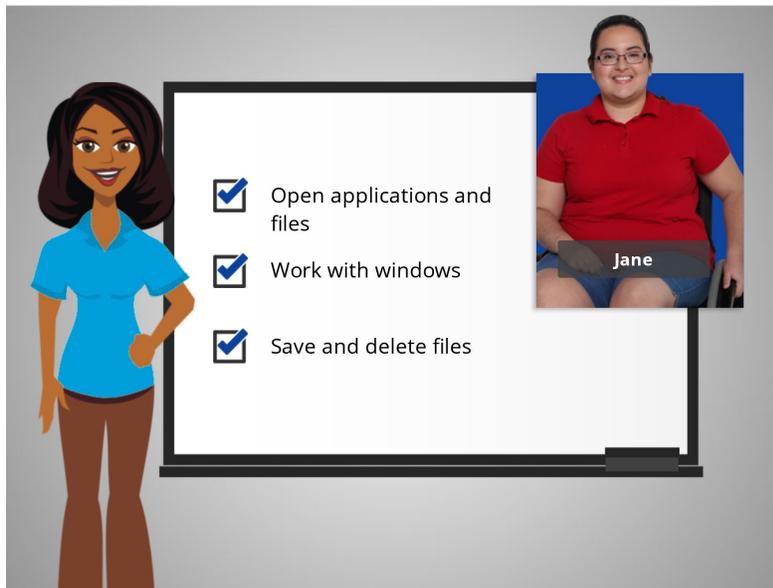
To empty the trash, Jane clicks on the Empty button in the right-hand corner of the Window.



A dialog box appears asking Jane to confirm that she wants to permanently erase the files in the trash. Jane is sure, so she clicks on the blue Empty Trash button. This permanently removes the files from her computer.



Jane's trash is now empty.



In this course, we followed along with Jane as she learned the basics of using a Mac. We hope you can now open your applications and files, work with windows, and save and delete your files. In the next lesson, we'll review a few of the main points in this course.

Practice



In this course, we've learned a lot about how to use a Mac computer with the Mac OS11 operating system, running the Pages and Numbers applications. Let's see what you can remember.

If Jane wants to **open an application** on the desktop, what does she need to do? Click the correct answer.



Double-click the icon on the desktop

Single-click the icon on the desktop

Drag the icon into the trash

If Jane wants to open an application on the desktop, what does she need to do? Click the correct answer.

If Jane wants to **open an application** on the desktop, what does she need to do? Click the correct answer.



✓ Double-click the icon on the desktop

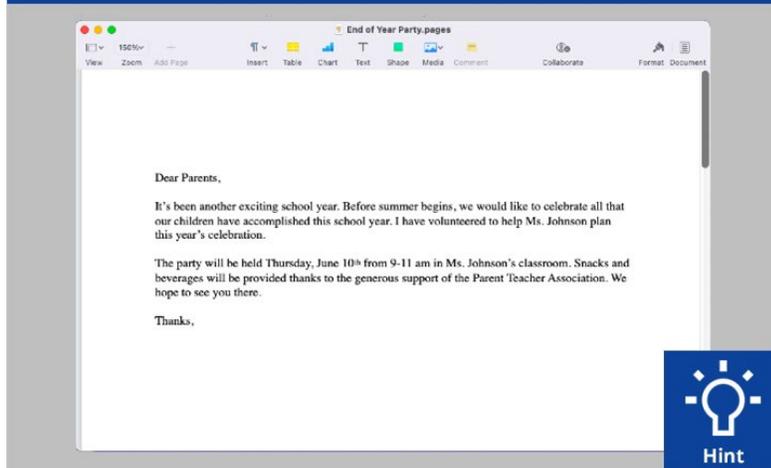
✗ Single-click the icon on the desktop

✗ Drag the icon into the trash

Click Next
to continue

That is correct! Jane will double-click the icon on the desktop to open the application. Click next to continue.

Jane wants to **minimize the window**. What icon would she click to do that? Click on it now.



The screenshot shows a document editor window with a menu bar containing options like View, Zoom, Add Page, Insert, Table, Chart, Text, Shape, Media, Comment, Collaborate, Format, and Document. The document content includes a salutation, a paragraph about the school year, a paragraph about a party, and a closing. A blue button with a lightbulb icon and the word 'Hint' is located in the bottom right corner of the window.

Jane wants to minimize the window currently open on her screen. What icon should she click to do that? Click on it now. If you need help, click on the Hint button.

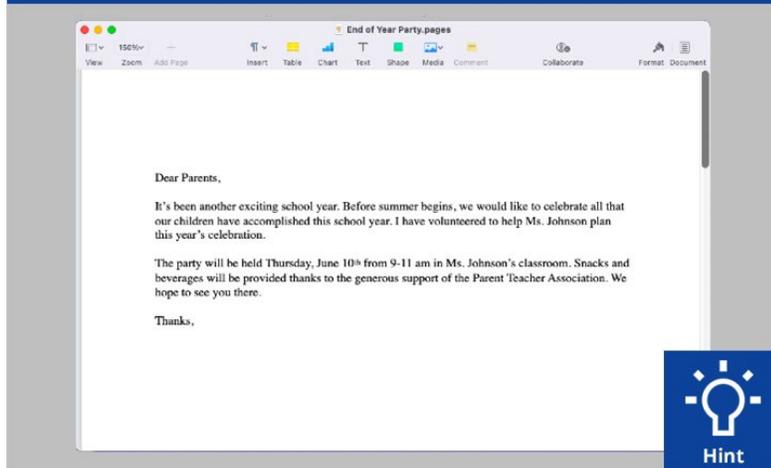
Jane wants to **minimize the window**. What icon would she click to do that? Click on it now.



The screenshot is identical to the previous one, but now includes a blue callout box with the text 'That's right!' pointing to the minimize icon in the window's title bar. A new blue button with the text 'Click Next to continue' is located in the bottom right corner.

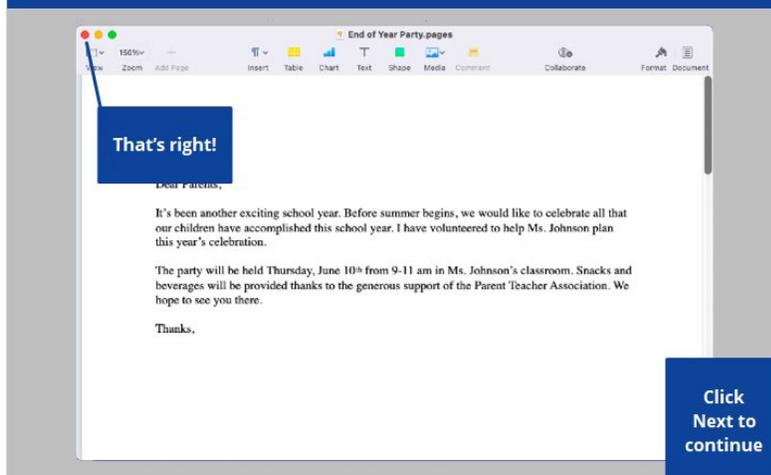
That's right! Click next to continue.

Jane wants to **close the window**. What icon would she click to do that? Click on it now.



Jane wants to close the window currently open on her screen. What icon should she click to do that? Click on it now. If you need help, click on the Hint button.

Jane wants to **close the window**. What icon would she click to do that? Click on it now.



That's right! Click next to continue.

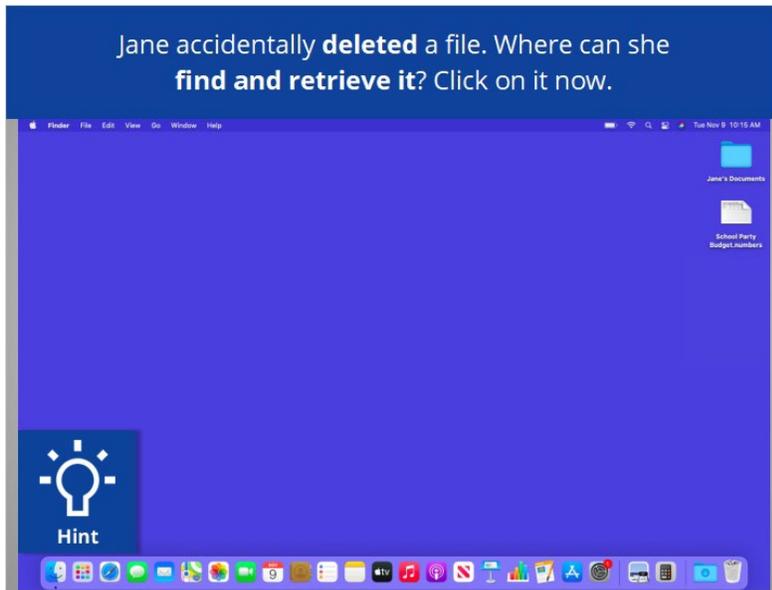
Jane wants to **save the document**. What would she click to do that? Click on it now.

Item	Anticipated Cost	Encumbered	Paid	Funds Remaining
Food and Drink	\$400	(\$172.00)	\$0.00	\$228.00
Decorations	\$150	\$0.00	(\$135.00)	\$15.00
Book for Each Student	\$225	(\$224.25)	\$0.00	\$0.75
Gift for Classroom	\$100			\$100
Total	\$875	-\$396.25	-\$135.00	\$343.75

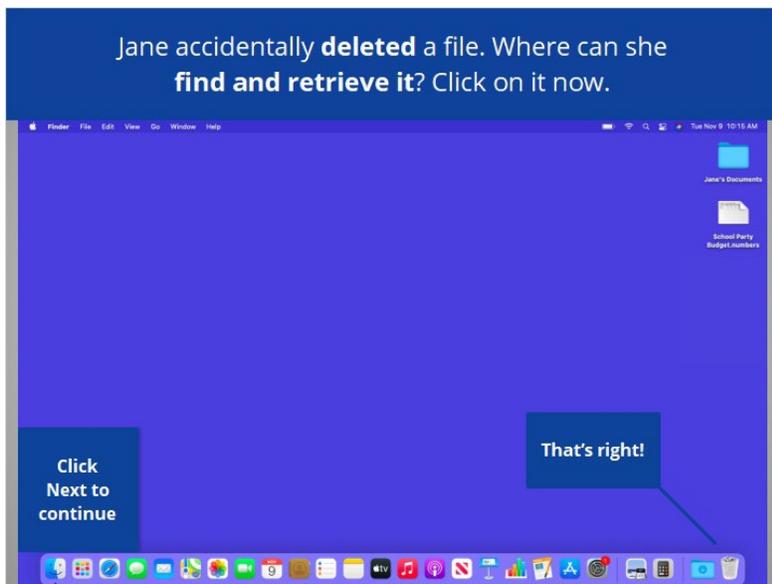
Jane wants to save the document she is working on. What would she click to save the document? Click on it now. Click on the Hint button if you need help.

Jane wants to **save the document**. What would she click to do that? Click on it now.

That's right! Click on next to continue.



Jane accidentally deleted a file. Where can she find and retrieve it? Click on it now. If you need help click on the Hint button.



That's right! Click next to continue.



Congratulations! In this course you learned how to use a Mac and the MacOS operating system. Why don't you try exploring some of these features on your own!