



iCreative

TEST RUN INTRO TO MAC CLASS
OCTOBER 16TH, 2025

OBJECTIVES:

1. *ACCESSING THE MENU BAR*
2. *LEARNING ABOUT THE DESKTOP*
3. *EXPLORING THE DOCK*
4. *FINDER WINDOW BASICS*
5. *USING DIFFERENT FINDER WINDOW VIEWS*
6. *CREATING A FOLDER TO PUT FILES IN*
7. *BASICS OPPs*
8. *BASICS OF FILES*
9. *BASICS FOLDER CONCEPTS AND OPS*

CLASS STRUCTURE

INTRO AND OBJECTIVES.....10 MIN (12:00)

DEMO ONE.....20 MIN (12:10)

DEMO TWO.....20 MIN (12:30)

DEMO THREE.....20 MIN (12:50)

EXERCISES.....20 MIN (1:10)

REVIEW AND QUESTIONS.....20 MIN (1:30)

TOTAL.....1 HOUR 50 MIN (1:50)

DEMO ONE

ACCESSING THE MENU BAR
LEARNING ABOUT THE DESKTOP

REVIEW / SUMMARY

DEMO TWO

EXPLORING THE DOCK
FINDER WINDOW BASICS

REVIEW / SUMMARY

DEMO THREE

USING DIFFERENT FINDER WINDOW VIEWS
CREATING A FOLDER TO PUT FILES IN

REVIEW / SUMMARY

DEMO ONE EXERCISES

ACCESSING THE MENU BAR LEARNING ABOUT THE DESKTOP

Your Instructions are as follows:

1. Click on **The Apple Menu** and look through all of the various options
2. Click on the Safari icon at the bottom of the screen, and take note of the changes in **The Menu Bar**
3. Note that all Menus to the right of the Safari Menu are specific to Safari (Bookmarks, etc)
4. Click on a different icon in **The Dock** and take notice of the changes in **The Menu Bar**

5. Click on the WiFi icon (looks like a Japanese fan) and note the different available WiFi networks, and also note that you can turn WiFi off and on here
6. Click on the Magnifying Glass icon and note that “**Spotlight Search**” appears on the screen
7. Search for “ Chips and Salsa! ” (don’t type the quotes when you search) and note the results
8. Double-Click on a ***File*** on **The Desktop** and note the results; Double-Click on a ***Folder*** on **The Desktop** and note the results
9. Pay special attention to the fact that the area *between* **The Menu Bar** and **The Dock** at the bottom of the screen is called **The Desktop**
10. The cool photo or image that fills up your Desktop is called **The Wallpaper**

DEMO TWO EXERCISES

EXPLORING THE DOCK FINDER WINDOW BASICS

Your Instructions are as follows:

1. Identify **The Finder** icon in **The Dock**, the various icons for **Apps** and the line toward the right end of **The Dock**, near the Trash can icon
2. Click once on an **App** like Safari or Photos to open an **App**
3. The Trash can on the right side of **The Dock** is where you can drag files or folders that you want to delete
4. The area to the right of the line in **The Dock** is *where minimized Apps go*
5. Click on **The Finder** (Smiley Face) icon at the far left of **The Dock**, taking note of the layout of **The Finder Window** that you have opened

6. Note in **The Finder Window** the sidebar on the left, which features things like *Applications*, *iCloud Drive* and *Documents*
7. Notice all of the various controls on the top area of **The Finder Window**, paying special attention to the forward / back arrows, etc
8. The top left corner of **The Finder Window** also features the Red, Yellow and Green buttons, just like those in Safari, Mail and Photos apps
9. Single-Click on The Finder icon (the smiley face far left in The Dock) to open a new Finder Window; then use the *Red* button (top left corner of that window) to *close* the Finder Window
10. Single-Click on The Finder icon (the smiley face far left in The Dock) to open a new Finder Window; then use the *Yellow* button (top left corner of that window) to *minimize* the Finder Window

DEMO THREE EXERCISES

USING DIFFERENT FINDER WINDOW VIEWS CREATING A FOLDER TO PUT FILES IN

Your Instructions are as follows:

1. Single-Click on **The Finder** icon (the smiley face far left in **The Dock**) to open a new **Finder Window**; now single-click on the word *Applications* in the sidebar on the left
2. Note that all of your *Applications* or *Apps* appear in the large, main screen to the right of the sidebar
3. Select each of the different *Viewing Icons* so that you can see how the list of Applications changes into *Icon View*, *List View*, *Column View* and *Gallery View*
4. Use the *Yellow dot* in the upper left corner of **The Finder Window** to *minimize* your **Finder Window**

5. Locate the minimized Finder Window in The Dock and click once on it to restore it to full size
6. In The Finder Window, select Documents on the left hand sidebar
7. In **The Toolbar** at the top of **The Finder Window**, click on the icon that looks like *three dots* and then select *New Folder*
8. Edit the folder's name from *untitled folder* to your first and last name
9. Hit **Return** on the keyboard to save the new name of this folder
10. Drag any file from within the **Documents Folder** into the folder with your name on it

VISUAL GLOSSARY

THE MENU BAR, LEFT SIDE:



THE MENU BAR, RIGHT SIDE:



THE DESKTOP:



THE DOCK:



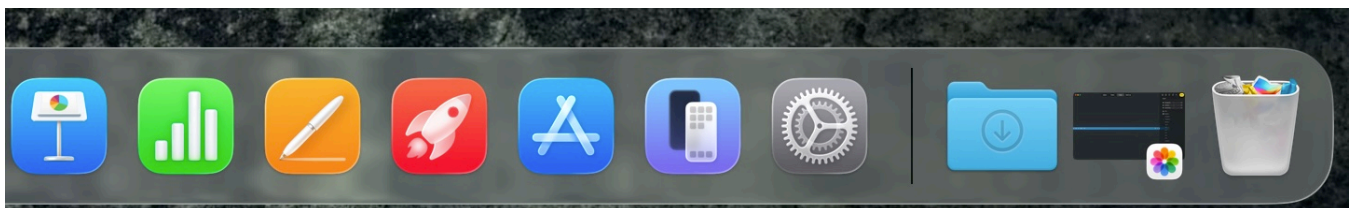
THE DOCK, LEFT SIDE:



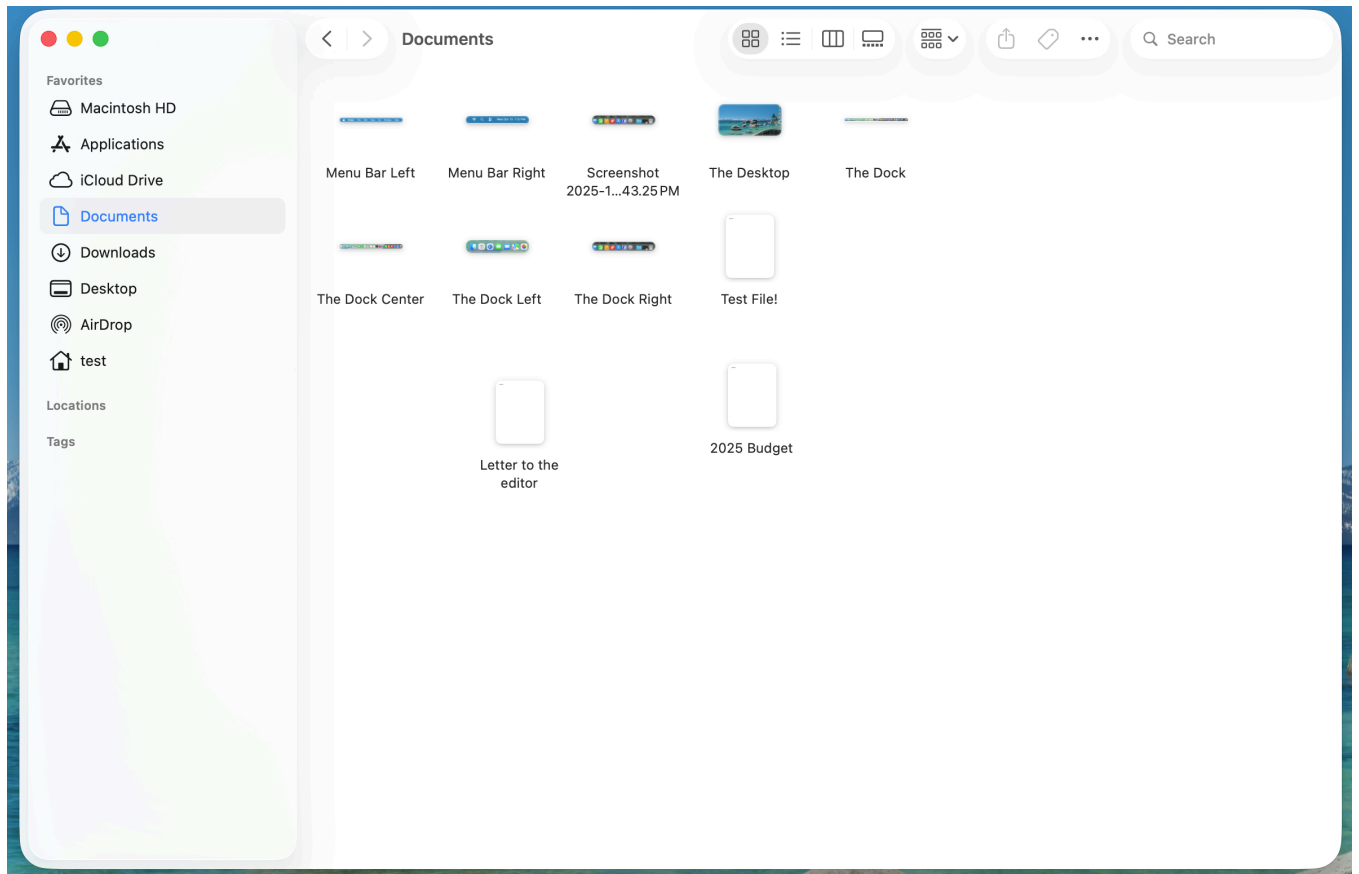
THE DOCK, CENTER:



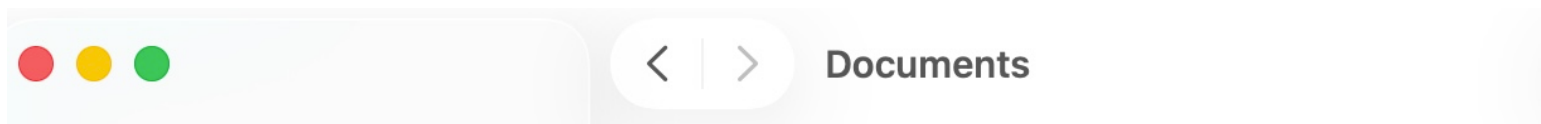
THE DOCK, RIGHT SIDE:



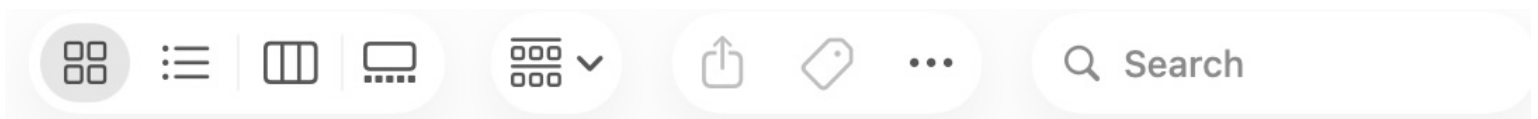
THE FINDER WINDOW:



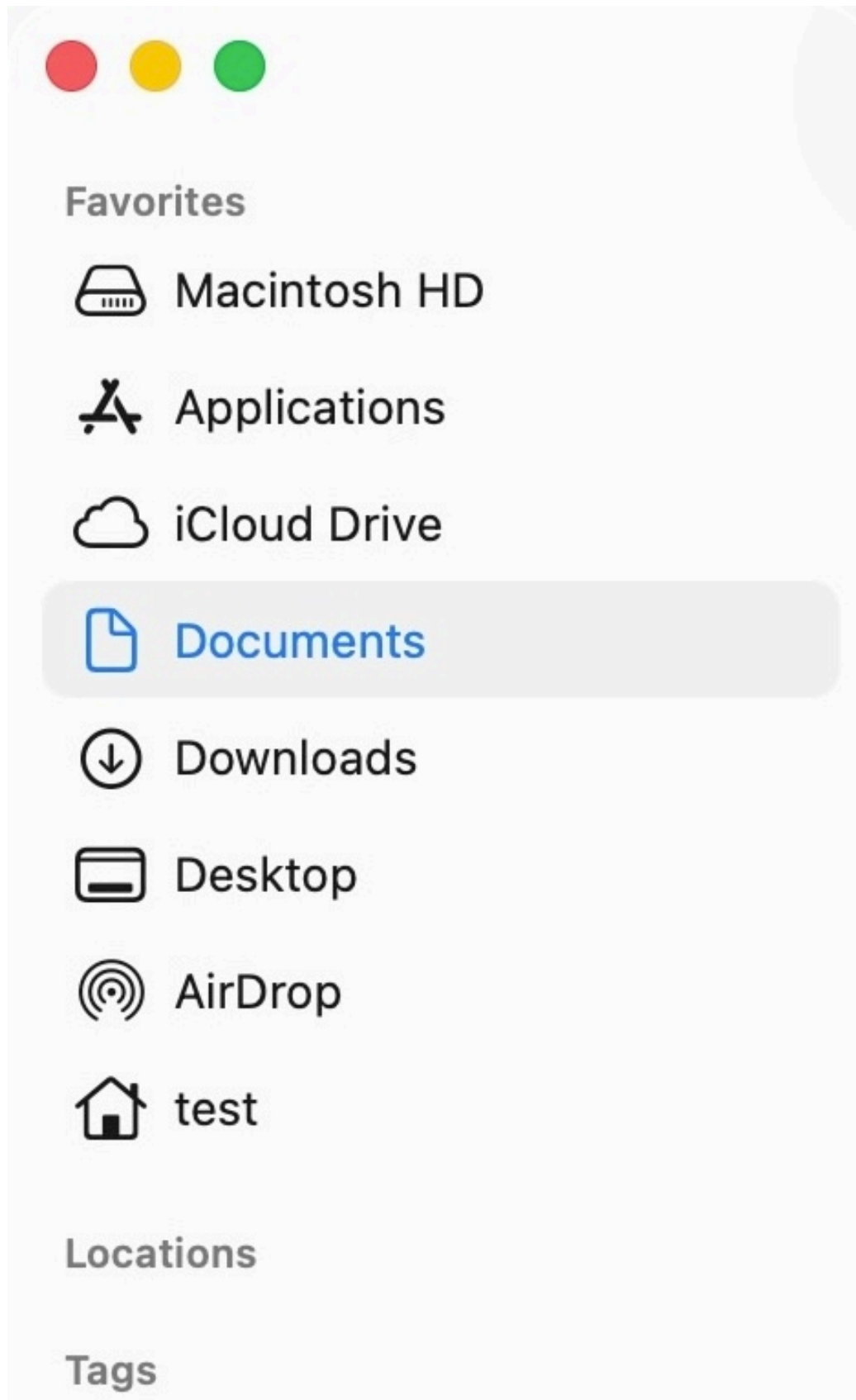
THE FINDER WINDOW TOOLBAR, LEFT:



THE FINDER WINDOW TOOLBAR, RIGHT:



THE FINDER WINDOW SIDEBAR:



THE FINDER WINDOW VIEWING ICONS:

ICON VIEW, LIST VIEW,
COLUMN VIEW, GALLERY VIEW



THE FINDER WINDOW CONTROL ICONS:

RED = CLOSE WINDOW

YELLOW = MINIMIZE WINDOW

GREEN = FULL SCREEN



OTHER HELPFUL RESOURCES:

In macOS Tahoe, the Tips App has everything you need, literally manuals for all devices, apps and software. The most incredible resource there is!

The App icon looks like this:



Don't forget that there is a website dedicated just to this class, with downloadable versions of these files, plus an EXHAUSTIVE "Long Form" explanation in plain english of all of the concepts discussed in this class. I will also post tutorial videos of the class based on your feedback!

www.theicreative.com/introtomac