

## **LIST OF “PC” SKILLS TO BE INTRODUCED TO STUDENTS WORKING ON “MAC”**

- File management
- File manipulation – copy, paste, rename
- Manipulation of file display
- Add shortcuts from window explorer or the program manager
- View a list of files by date/image type
- Understand how to read a file directory
- Copy and paste a file path to locate a file
- Practice how to open / install files downloaded from Internet
- View a list of file by “image preview”
- Practice a habit of using no spaces when naming files
- Practice to create shortcuts to programs (alt drag)
- Practice to create shortcuts to the network
- Practice a habit of NOT dragging application directly to desktop
- Practice using search to find programs
- Practice how to eject flash drives
- Know how to turn sleep mode on/off
- Know how to adjust display and mouse in control panel
- Know how to install fonts
- Know the difference between keys on pc and mac keyboard
- Know the manipulation of type (copy paste)
- <http://windows.microsoft.com/en-US/windows7/products/features/windows-taskbar> Windows 7 has a newly redesigned start menu/task bar that helps in fast program launching or file opening. The above link will help to understand