Intro to MAC OS & MOS for MAC
Apple Course Description

- Apple Mac OS X
  - Getting started with Mac OS X Lion for End Users
  - Getting organized with Mac OS X Lion
  - Using Mac OS X Lion to interact with the World
  - Under the Hood with Mac OS X Lion
- Apple Safari X
  - Getting started with Safari
  - Up and Running with Safari 5.1
  - Sharing Content and Browsing the Web Privately and Securely using Safari
- Microsoft Office for Mac 2011
  - Microsoft Office Word for Mac 2011
    - Getting Started
    - Formatting and Working with Text
    - Structuring and Organizing Documents
    - Moving Around a Document
    - Adding and Formatting Images
    - Creating and Formatting Tables
    - Saving, Printing, and Spellchecking
  - Microsoft Office Excel for Mac 2011
    - Getting Started
    - Applying Basic Data Formatting
    - Navigating the Interface and Viewing Workbooks
    - Moving Data and Modifying Worksheets
    - Using Basic Formulas
    - Using Basic Functions
    - Inserting Basic Charts
    - Saving, Sending, and Printing Workbooks
  - Microsoft Office Outlook for Mac 2011
    - Getting Started
    - Managing Conversations and E-mail
    - Mastering E-mail
    - Scheduling with the Calendar
    - Managing Contacts
    - Moving Beyond E-mail to Maximize Microsoft Outlook’s Potential
  - Microsoft Office PowerPoint
    - Getting Started
    - Adding Simple Presentation Enhancements
    - Using Media Files in a Presentation
    - Animations and Presentation Tools