Mac OS X Lion, Part 2: Contacts, Music and Sync

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Prerequisites: This course assumes very little familiarity with Mac OS X Lion. This course is part of a 3 course learning series, Mac OS X Lion: UI and Documents; Mac OS X Lion: Contacts, Music and Sync; and Mac OS X Lion: Photos, Video and Custom. Please view the courses in the order listed if you are not familiar with the material.

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Course description: Master Mac OS X Lion in this 3 part learning series, Mac OS X Lion is Apple's desktop operating system for Macintosh computers and is packed with features and capabilities. Explore OS X Lion's features and tour the OS X Lion screen and Doc. Learn OS X Lion basics like running an application, downloading a file, tracking appointments and managing contacts, and making FaceTime calls. Discover OS X Lion's creative capabilities to play and organize music with iTunes, import and edit photos, and create, edit, and share movies with iMovie.

Course outline:

Using E-Mail & FaceTime
• Introduction
• Open & Close Email
• Adding an Email Account
• Sending Email Messages
• Add Attachments & Signatures
• Receive & Read Email
• Reply & Forward Email
• Sign in & Connect via FaceTime
• Summary

Tracking Contacts & Events
• Introduction
• Adding Contacts
• Editing Contacts
• Create Contact Groups
• Using the iCal Application
• Creating Calender Events
• Repeating Events
• Summary

Playing & Organizing Music
• Introduction
• The iTunes Library
• The iTunes Interface
• Control Song Playback
• Playing Music from a CD
• Importing Music from a CD
• Creating Playlists
• Burning Music to a CD
• Editing Song Information

• Purchase Music from iTunes
• Internet Radio & Podcasts
• Summary

Synchronizing Devices & Apps
• Introduction
• Connecting Apple Devices
• Synchronizing Music
• Synchronizing Photos
• Synchronizing Movies & TV
• Sync Contacts, Calendar, Mail
• Synchronize Podcasts
• Synchronize Games & Apps
• Summary