

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