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Getting started with Mac – Session 1

Get to know your device

soft world

About this course

Start your Mac journey with confidence in this foundational session. Follow along as we explore the **updated Menu Bar and Dock**, your go-to features for accessing apps, settings, and key tools. Learn how to search smarter with the **enhanced Spotlight**, now with richer previews and smarter suggestions that put everything on your Mac — and beyond — right at your fingertips.

You'll discover how to manage files effortlessly with **Finder**, including new ways to organise and share content. Quickly access system controls with the refreshed **Control Centre** and stay on top of your day with the redesigned **Notification Centre**, where alerts, reminders, widgets, and calendar updates come together seamlessly.

This session covers everything you need to get started, with a focus on practical demonstrations you can follow at your own pace. It's the perfect introduction for anyone new to Mac or looking for a refresher on its essential features in macOS Tahoe.

Format and duration

45-minute session delivered virtually.

Audience

This course is designed to focus on users who are new to Mac or would like a refresh on using macOS. Also, for users who have been provided or are considering a Mac as a work device.

Session 1: Get to know your device

Topics in Detail

- Menu Bar & Dock (updated in macOS Tahoe)
- Spotlight (enhanced search)
- Finder
- Control Centre (refreshed layout & quick access tools)
- Notification Centre (Integrated widgets & alert)

Additional topics may include:

- Downloads
- Quick Look
- Bin/Trash
- Siri
- Applications interface
- Mission Control
- Window icons & controls
- Closing apps
- System Settings
- Accessibility features & settings
- Mouse & Trackpad settings / gestures
- AirPlay