# econocom
## LIVE TECH

Authorised
Reseller

Getting started with Mac – Session 3

# Boost your productivity

soft world

## About this course

Unlock your full potential with macOS features designed to help you stay focused and get more done. We'll start with **Focus** (*enhanced in macOS Tahoe*), a powerful tool that helps you manage notifications and set your device to Do Not Disturb, Work, Personal, or a custom Focus – keeping you on track without distractions.

Explore the versatility of **Tiling** (*new multitasking refinements in macOS Tahoe)*, which lets you organise your windows for easy access and better multitasking. Learn how to create and manage **Desktops**, providing separate spaces for different tasks and keeping your workspace clutter-free. We'll also cover **Displays**, showing you how to customise your settings for a seamless multi-screen experience, including new Tahoe options for external display arrangements.

Finally, dive into **Stage Manager** (*refined in macOS Tahoe for smoother app switching*), an intuitive feature that helps you organise and switch between apps and windows with ease, improving your workflow and keeping everything in view.

This session is designed to make your Mac work harder for you, enhancing your productivity in ways that are simple to set up and use.

## 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 3: Boost your productivity

**Topics in Detail**

- Focus (enhanced in macOS Tahoe)
- Tiling (refined in Tahoe)
- Desktops
- Displays (updated in Tahoe)
- Stage Manager (refined in Tahoe)

**Additional topics may include:**

- Preview (updated in Tahoe)
- AirDrop
- Calendar with FaceTime links
- PDF Markup and Forms
- Shortcuts App (updated in Tahoe)
- Screenshots (new features on Tahoe)
- Finder – additional productivity tools (updated in Tahoe)