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Getting started with Mac – Session 5

Discover business apps

soft world

About this course

Unlock the power of macOS apps designed to help you succeed in the workplace. Start with **Keynote** (*enhanced in macOS Tahoe*), where you'll learn how to customise your toolbar, use the **Object List,** and add **Live Video** for even more engaging presentations. Explore the flexibility of **Multi-Presenter mode** (*enhanced in macOS Tahoe*) allowing seamless collaboration during live presentations.

In **Pages** explore a wide range of templates to get started quickly and professionally. We'll also cover export options, showing you how to easily turn your document into a PDF or Word file for sharing or editing later. **Continuity Camera** (enhanced in macOS Tahoe) lets you capture photos or scan documents directly into your Pages documents.

With **Numbers**, see how easy it is to open and edit Excel documents, and learn how to create **Pivot Tables** to organise and analyse your data. We'll also highlight **Office 365 compatibility** (*refined in macOS Tahoe)*, ensuring your documents open seamlessly and maintain formatting across devices.

Finally, dive into Freeform, your flexible workspace for brainstorming and collaborating. Learn how to use shapes, sticky notes, and links to create dynamic and interactive documents. Whether working solo or as part of a team, this session gives you the tools to stay organised, productive and collaborative.

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 5: Discover business apps

Keynote

- Customise tool bar
- Object list
- Instant Alpha
- Multi-Presenter
- Live Video
- iPhone as remote
- Collaboration

Pages

- Templates
- Continuity Camera
- Edit Mask
- Export options
- Collaboration

Numbers

- Formatting
- Pivot tables
- Collaboration

Freeform

- Overview: Flexible working space, Shapes, sticky notes, links and more
- Office 365 Compatibility