What Do You Need to Know?

Use this self-assessment to help identify which Mac skills you’d like to learn.

**Mac OS X**

- Identify the operating system.
- Identify the Dock.
- Identify the Menu Bar.
- Identify the desktop.
- Use Finder to locate files, folders, and applications.
- Move and delete documents or files.
- Identify devices on a computer.
- Open applications using the Application Folder.
- Minimize and expand windows.
- Open applications using the Dock.
- Close and switch between applications.
- Quit an application.
- Demonstrate knowledge of System Preferences.
- Demonstrate knowledge of Dashboard.
- Use the help menu.
- Use "Spotlight" to locate a document.
- Log out and shutdown a computer.