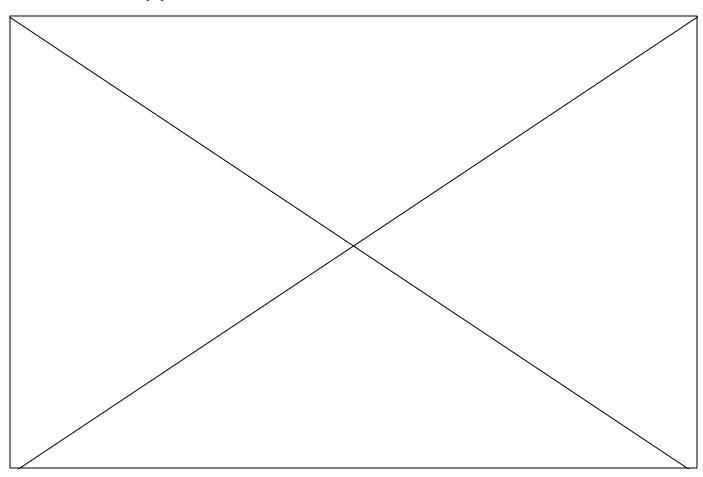
# **MacintoshApplicationTutorials**





## Overview

MacintoshApplicationTutorialsis aself-paced,HyperCard\*-based coursethathelpsusersattain basicproficiencywithseveral popularsoftwareprogramsforthe Apple®Macintosh®personal computer.

Eachtutorialindudes recorded, on-screen demonstrations of the program's most important features. Students can view just the sections they want, and, if they like, switch back and for the tween the tutorial and the application it describes, to practice their newskills immediately.

### **Features**

# - Self-paced,interactive format

· Allowsstudentstoselectjustthesegments theywant, in the order they prefer.

**Benefits** 

- Shortindividualsegments
- · Letsusersleamorreviewatechniquequickly, whenevertheyneedit.
- Application launch button
- Offerstheoption of opening each software application to practice the techniques shown in the tutorials \*

HyperCardbased

 Provides versatile course navigations othat students can quickly find any segment.

 $<sup>{}^*</sup> The software applications covered in Macintosh Application Tutorials are not included in the package and must be purchased separately if you want to run them. You do not need the applications in order to use the tutorials. \\$ 



# **MacintoshApplicationTutorials**

#### Product Details

**Course contents** 

The Macintosh Application Tutorials course introduces the basic operation of several popular Macintosh business programs. Aftexible navigation system lets users step through the Hyper Card-based lessons in order or quickly go to a selected segment.

Eachtutorialusesactualscreen recordingsofthesubjectapplication todemonstrateitsmostimportant features. These recorded segments average one minute in length. Most tutorials also include a listing of keyboardshortcuts for common menuoptions.

The following units are included in the course.

- FileMaker II. Shows howtodesignanewdatabase, displayitscontents invarious ways, find specific information, and prepare reports.
- MacDraw II. Explains how to draw, fill, and modify graphic objects to create diagrams and other illustrations.
- MacWrite II.Teacheshowtoedit andformattextwiththispopular wordprocessor.

- Microsoft Excel.Introduces the mainfeatures of this spread sheet application, including how to enter, calculate, and chartyour data.
- MOREII.Demonstrates the use of the program's outlining and charting capabilities, including how to create presentation slides and organization charts.
- PowerPoint.Showshowyoucan developpresentationmaterialsat yourowndesk,includingspeaker's notesandaudiengehandouts.

#### System Requirements

Required equipment Torunthe Macintosh Application Tutorials course, you'll need

- AnAppleMacintoshcomputer withatleast1megabyteofRAM
- Aharddiskdrive
- Apple Hyper Cardsoftware.
  (If you are using the Macintosh System Software Version 6.0.4 or

later, you'll need to use HyperCard Version 1.2.5 or later. If you are using an earlier version of the system software, you should use an earlier version of HyperCard.)

#### Optional applications

- · FileMakerIIsoftwarefromClaris Corporation
- MacDrawllsoftwarefromClaris Corporation
- MacWriteIIsoftwarefromClaris
  Corporation
- MicrosoftExcelsoftwarefrom MicrosoftCorporation
- MOREIIsoftwarefromSymantec Corporation
- PowerPointsoftwarefromMicrosoftCorporation

Youdon't need these applications to view the tutorials, but you will need them if you want to practice the skills taught in the course.

#### Ordering Information

Macintosh Application Tutorials

#### OrderNo.B0319LL/A

Withyourorder, you'll receive:

- Sixfloppy disks containing the course materials
- GettingStartedGuide