



## Overview

Macintosh Application Tutorials is a self-paced, HyperCard<sup>®</sup>-based course that helps users attain basic proficiency with several popular software programs for the Apple<sup>®</sup> Macintosh<sup>®</sup> personal computer.

Each tutorial includes 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 forth between the tutorial and the application it describes, to practice their new skills immediately.

## Features

- Self-paced, interactive format
- Short individual segments
- Application launch button
- HyperCard based

\*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.

## Benefits

- Allows students to select just the segments they want, in the order they prefer.
- Lets users learn or review a technique quickly, whenever they need it.
- Offers the option of opening each software application to practice the techniques shown in the tutorials.\*
- Provides versatile course navigation so that students can quickly find any segment.



# Macintosh Application Tutorials

## Product Details

### Course contents

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

Each tutorial uses actual screen recordings of the subject application to demonstrate its most important features. These recorded segments average one minute in length. Most tutorials also include a listing of keyboard shortcuts for common menu options.

The following units are included in the course.

- *FileMaker II*. Shows how to design a new database, display its contents in various 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*. Teaches how to edit and format text with this popular word processor.
- *Microsoft Excel*. Introduces the main features of this spreadsheet application, including how to enter, calculate, and chart your data.
- *MORE II*. Demonstrates the use of the program's outlining and charting capabilities, including how to create presentation slides and organization charts.
- *PowerPoint*. Shows how you can develop presentation materials at your own desk, including speaker's notes and audience handouts.

## System Requirements

### Required equipment

To run the Macintosh Application Tutorials course, you'll need

- An Apple Macintosh computer with at least 1 megabyte of RAM
- A hard disk drive
- Apple HyperCard software. (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

- FileMaker II software from Claris Corporation
- MacDraw II software from Claris Corporation
- MacWrite II software from Claris Corporation
- Microsoft Excel software from Microsoft Corporation

- MORE II software from Symantec Corporation
- PowerPoint software from Microsoft Corporation

You don'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

Order No. B0319LL/A

With your order, you'll receive:

- Six floppy disks containing the course materials
- *Getting Started Guide*

Apple Computer, Inc.

20525 Mariani Avenue  
Cupertino, CA 95014  
(408) 996-1010  
TLX: 171-576

©1990 Apple Computer, Inc. Apple, the Apple logo, HyperCard, and Macintosh are registered trademarks of Apple Computer, Inc. FileMaker, MacDraw, and MacWrite are registered trademarks of Claris Corporation. Microsoft and PowerPoint are registered trademarks of Microsoft Corporation. MORE is a trademark of Symantec Corporation.  
July 1990. Product specifications are subject to change without notice. Printed in the U.S.A.  
M0897LL/A