



## Overview

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The Apple® Macintosh® personal computer was designed from the start to be easy to learn and use. But as with any powerful tool, the only way to realize its full potential is by gaining experience with it.

Apple Computer has developed a series of courses, called Apple Leader-Led Courseware, to help Macintosh users become well versed in the powerful solutions available to them. Covering topics ranging from basic Macintosh skills to advanced techniques for high-end applications, the courses teach step by step how to accomplish vital everyday tasks. This

solutions-based approach means, for example, that beginning students quickly learn how to produce newsletters with a desktop publishing program, instead of spending time on the program's rarely used features.

Apple Leader-Led Courseware combines demonstrations with hands-on activities, and also includes self-paced exercises. The modular format of these courses allows them to be customized depending on the interests and skill levels of the students. Each course can be presented in its entirety, edited to meet specific needs, or combined with other courses.

Apple Leader-Led Courseware is ideally suited for in-house training organizations, Apple resellers, and dedicated training companies. Each course includes a comprehensive leader's guide, reproducible student materials, and disk files for all exercises. Because the courses were developed by Apple Computer, their quality is ensured.

# Features

# Benefits

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- Modular design

- Allows a course to be customized—leaders can use only the sections that are most relevant to a specific group of students.
- Permits the creation of classes containing exercises from two or more courses.

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- Comprehensive coverage

- Teaches new users the basics of Macintosh systems and leading software packages.\*
- Provides (in most courses) instruction in advanced techniques for experienced users.

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- Solutions-based approach

- Focuses on the most-needed tasks within each subject area.
- Develops skills that can be applied when using other Macintosh applications.

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- Developed by Apple

- Ensures consistently high quality.

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- Reproducible student materials

- Provides ready-to-use classroom guides.

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\* Software applications are not included with the courseware; they must be purchased separately.

# Product Details

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Each course includes exercises for use under the leader's direction, as well as self-paced activities. Most courses also come with advanced exercises, a glossary, and a quick-reference guide to the tasks covered. All Apple Leader-Led Courseware has been thoroughly tested and evaluated to ensure its accuracy.

The following courses are currently available.

- **Introduction to the Macintosh.** Teaches basic Macintosh skills, including how to use the keyboard and the mouse; open, move, and resize windows; use menus; and work with folders. Students also learn how to enter and edit text, create simple pictures, integrate text and graphics, print documents, initialize disks, make backup files, and use desk accessories. Advanced exercises include installing fonts and desk accessories, and creating startup disks.

- **Aldus PageMaker 4.0.** Covers basic to advanced usage of this powerful page-layout program. Students create a variety of documents, starting with a one-page flyer and moving on to a business proposal, a multicolumn agenda, a tabloid-size newsletter, and a multi-chapter document. Topics include working with templates; entering, editing, and formatting text; using tables; importing text and graphics; adding color to a publication; creating proof copies; and creating an index and a table of contents. Supplemental exercises teach more sophisticated text-manipulation techniques, such as drop caps, shadows, and kerning.

- **Claris FileMaker Pro.** Starts with the basics of the Claris® FileMaker® Pro database and explains how to develop useful database applications. Participants learn how to create new database files; modify existing information; design reports; select, sort, and print records; add graphics to database records; and exchange information between FileMaker Pro and other applications. Supplemental exercises cover advanced layout techniques, defining summary fields, creating automatic sequential entries, and writing scripts for automating database activities.

- **HyperCard 2.0 Fundamentals.** Teaches techniques for building an inventory list and creating presentations using HyperCard® Version 2.0 software. Students are shown how to create HyperCard stacks; add, modify, and find information within a stack; draw graphics; chart numeric data; move a graphic between stacks or between cards within a stack; and create fields and buttons. Basic HyperCard scripting for sound and animation is also covered.

- **HyperCard 2.0 Stack Development.** Covers HyperCard scripting, stack design, and stack development. Subjects include reading and understanding scripts; writing simple scripts; creating stacks from shells; and importing and modifying scripts, graphics, and resources from other stacks.

- **Microsoft Excel 2.2.** Shows how to use the Microsoft Excel spreadsheet application for numeric analysis and reporting. Exercises include building formulas, using logic functions, formatting worksheets, charting data, preparing reports of spreadsheet information, integrating Lotus 1-2-3 data, linking data across different worksheets, using data tables, and creating and manipulating Excel databases.

- **Microsoft PowerPoint 2.01.** Covers all the steps necessary to create presentation materials using Microsoft PowerPoint. Students create a new presentation, define a slide master, add slides, create and modify graphics, import graphics from other applications, enter and enhance text, and add color to text and graphics. They also learn how to view and rearrange slides, create speaker's notes and

audience handouts, display the finished presentation on the Macintosh screen, and prepare slides for output to a film recorder.

- **Microsoft Word 4.0.** Teaches how to use Microsoft Word to create a variety of documents ranging from simple memos to personalized form letters. Students learn how to format text, create tables of columnar information, use keyboard shortcuts to insert frequently used text and graphics, define style sheets and apply styles to text, work with an outline, create a table of contents, merge a Word document with database information, and customize menus. Supplemental exercises include scaling graphics, creating mailing labels, and assigning custom keyboard equivalents to commands.



# Apple Leader-Led Courseware

## System Requirements

To use Apple Leader-Led Courseware, you'll need the following hardware and software.

Leader workstation  
Required equipment:  
- An Apple Macintosh computer (Macintosh Plus or later model) with at least 1 megabyte of RAM\*

- A hard disk drive with at least 20 megabytes of available storage

\* For the HyperCard Fundamentals HyperCard Stack Development, and PageMaker courses a Macintosh II computer with at least 2 megabytes of RAM is required. For the

## Optional equipment:

- A projection unit (for demonstration purposes)  
- An Apple LaserWriter® printer  
- An AppleCD SC® drive (for the HyperCard Fundamentals course only. Convenient for loading course materials from compact

disc instead of floppy disks; required for presenting the supplemental demonstration stacks)

## Student workstations

- An Apple Macintosh computer (Macintosh Plus or later model) with at least 1 megabyte of RAM\*\*  
- A hard disk drive with at least 20 megabytes of available storage

\*\* For the HyperCard Fundamentals and HyperCard Stack Development courses, a Macintosh SE computer (or later model) is required. For the PageMaker course, a Macintosh II computer with at least 4 megabytes of RAM is strongly recommended.

All workstations  
Depending on which courses are presented, one or more of the following software applications is required:

- FileMaker Pro from Claris Corporation  
- HyperCard 2.0 from Claris Corporation  
- Microsoft Excel 2.2 from Microsoft Corporation  
- Microsoft PowerPoint 2.01

from Microsoft Corporation  
- Microsoft Word 4.0 from Microsoft Corporation  
- PageMaker 4.0 from Aldus Corporation

## Ordering Information

With each Apple Leader-Led Courseware package, you'll receive:

- Leader's guide (including disk files for all exercises)  
- Reproducible participant's guide

- Introduction to the Macintosh  
Order No. B0211LL/A  
- Aldus PageMaker 4.0  
Order No. B0343LL/A  
- Claris FileMaker Pro  
Order No. B0403LL/A  
- HyperCard 2.0 Fundamentals  
Order No. B0344LL/A

- HyperCard 2.0 Stack Development  
Order No. B0345LL/A  
- Microsoft Excel 2.2  
Order No. B0215LL/A  
- Microsoft PowerPoint 2.01  
Order No. B0213LL/A  
- Microsoft Word 4.0  
Order No. B0214LL/A

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