



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*

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July 1990. Product specifications are subject to change without notice. Printed in the U.S.A.
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