

Some Basic Differences between Windows and a Mac

Windows

Mac

Task Bar

Dock



Start Menu

Finder

Menus at the top of each window screen

One menu bar at top of screen

Close, Minimize & Maximize – top right

Close, Minimize & Maximize – upper left of window

Differences: The Mac Close button (red gumdrop) closes the window, not the program, and the Expand button (green gumdrop) tries to expand the window to fit the content of the window, not take up the whole screen. Clicking it again switches back to the smaller size. The Yellow gumdrop will minimize the window and puts it in the dock – if you wish the window to open again just click on it in the dock.

Resizing window – any edge

Resizing window – lower right corner

Control Panel

System Preferences



Right Clicking Mouse

Needs to be set in System Preferences so the right click works

Navigating – My Computer

Navigating – double click on Macintosh HD Icon (Hard Drive)

Internet – Internet Explorer

Internet – Safari



Control – C

Command – C



Frozen Application – to Force Quit

Control – Alt – Delete

Option – Command – Escape

How to open and use a program?

First you open the program, but where is it? Your applications (programs) are stored in your Applications folder, which resides top level of your hard drive, usually called Macintosh. Open that and look through to find the one you want and launch it. Sounds pretty tedious compared to the Windows Start menu, right? Well, you have a bunch of great options, which will get you right to your favorite applications, files and folders.

The first set is creating shortcuts to all your favorite apps, files and folders in any of several key places. The two handiest places for the shortcuts are: the Dock and the Desktop – pick one that fits your needs (there are others).

How to do it –

To put a shortcut from your Applications folder into the Dock - drag the folder in between icons on the Trash side (that's the side for folders and files) of your dock from a Finder window. Next, right-click on it and select "View Content as List." Now you have a pop up menu in your Dock that gives you one-click access to all your applications. This concept will work for any folder, not just the Applications folder.