

macOS for Professionals: From File Management to Pages & Numbers Mastery

Module 1 – Introduction to the Mac Environment

- Getting started with macOS and its intuitive interface
- Exploring the Desktop, Dock, menu bar, and essential shortcuts
- Mastering window management, workspaces, and Mission Control
- Basic settings to optimize the user experience: keyboard, mouse, trackpad
- Organizing files and folders through Finder for greater productivity
- Smart searching with Spotlight and voice assistance with Siri

Module 2 – Optimizing Mac Management for Daily Use

- Create, save, and efficiently organize your documents
- Use iCloud for automatic backup and multi-device synchronization
- Discover essential built-in apps: Safari, Mail, Calendar, Notes
- Ensure workstation security: passwords, updates, privacy settings

Module 3 – Mastering the Basics of Numbers

- Discovering the Numbers interface and how it works
- Creating and saving professional spreadsheets
- Entering, formatting, and structuring data
- Essential formulas: sums, averages, percentages
- Applying conditional formatting and using filters
- Designing clear and impactful charts
- Exporting and sharing to Excel, PDF, or via iCloud

Module 4 – Enhancing Your Content with Pages

- Introduction to Pages: interface, navigation, and layout logic
- Create professional documents with text, visuals, and graphic elements
- Leverage templates to speed up document creation
- Use styles, manage headers/footers, and pagination
- Insert tables and charts from Numbers
- Work collaboratively with iCloud and real-time comments
- Export to Word, PDF, or ePub formats

Module 5 – Practical Workshop and Hands-On Application

- Complete creation of a professional document in Pages integrating:
 - structured and styled text,

- a table from Numbers,
- a customized illustrative chart.
- Optimizing the final layout and exporting to PDF
- Simulating document sharing with a collaborator (collaborative workflow)

Estimated duration: 1 full day (or 2 half-days depending on your internal needs)