



Progress: ██████████

OS X El Capitan: Navigation	
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Desktop Components	➤
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Mission Control & Spaces	➤
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OS X El Capitan: Navigation

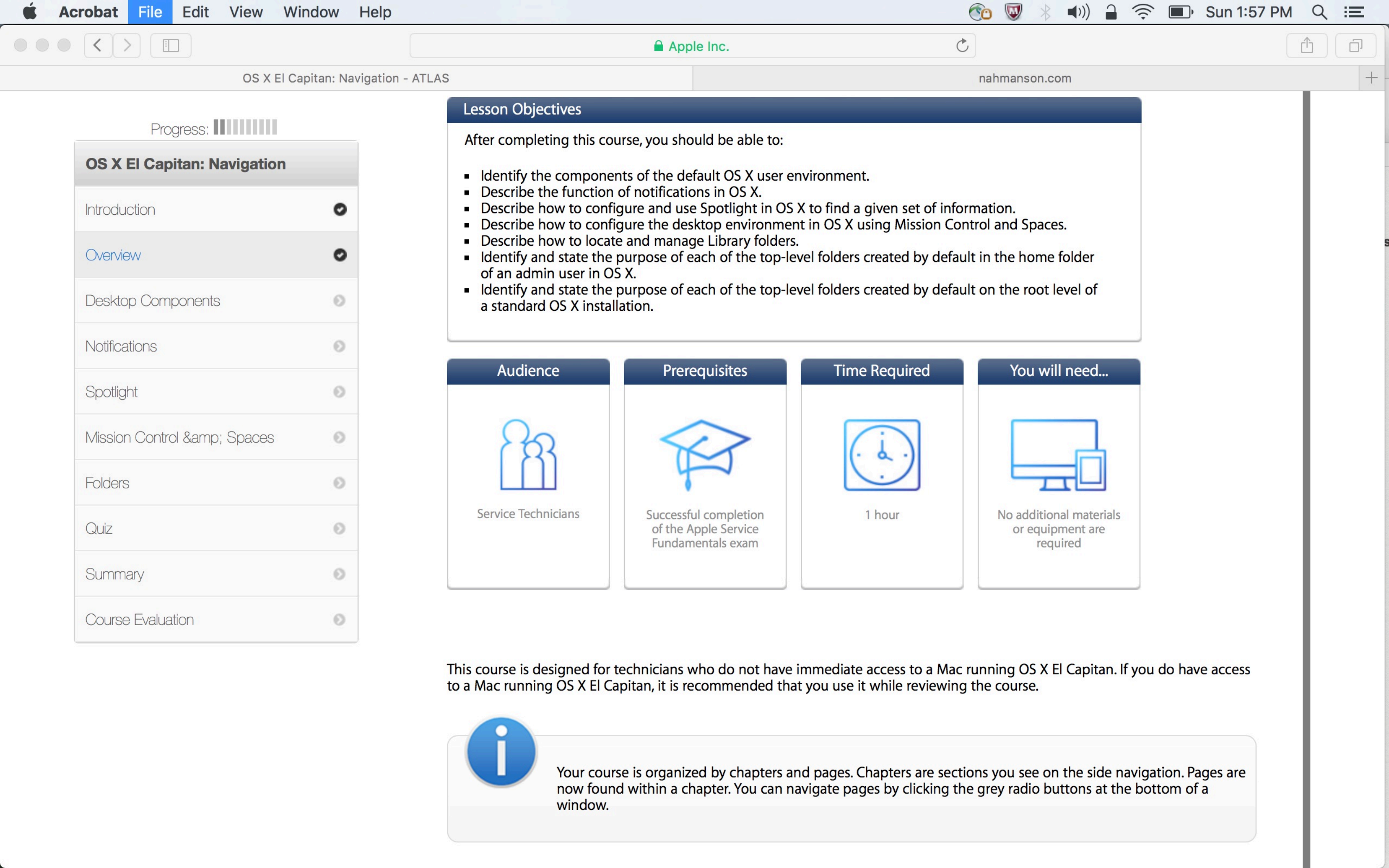
Introduction



Course Description

The OS X El Capitan: Navigation course introduces you to the components of the user interface for OS X El Capitan.

This course is part of the ACMT 2016 curriculum and is used to prepare for the Mac Service Certification Exam (MAC-16A).



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OS X El Capitan: Navigation

Introduction



Overview



Desktop Components



Notifications



Spotlight



Mission Control & Spaces



Folders



Quiz



Summary



Course Evaluation



Lesson Objectives

After completing this course, you should be able to:

- Identify the components of the default OS X user environment.
- Describe the function of notifications in OS X.
- Describe how to configure and use Spotlight in OS X to find a given set of information.
- Describe how to configure the desktop environment in OS X using Mission Control and Spaces.
- Describe how to locate and manage Library folders.
- Identify and state the purpose of each of the top-level folders created by default in the home folder of an admin user in OS X.
- Identify and state the purpose of each of the top-level folders created by default on the root level of a standard OS X installation.

Audience



Service Technicians

Prerequisites



Successful completion of the Apple Service Fundamentals exam

Time Required



1 hour

You will need...



No additional materials or equipment are required

This course is designed for technicians who do not have immediate access to a Mac running OS X El Capitan. If you do have access to a Mac running OS X El Capitan, it is recommended that you use it while reviewing the course.



Your course is organized by chapters and pages. Chapters are sections you see on the side navigation. Pages are now found within a chapter. You can navigate pages by clicking the grey radio buttons at the bottom of a window.



OS X El Capitan: Navigation

Desktop Components

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Move the mouse pointer over each of the highlighted areas in the desktop below.

The course quiz will refer to this material.





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Quiz	▶
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Course Evaluation	▶

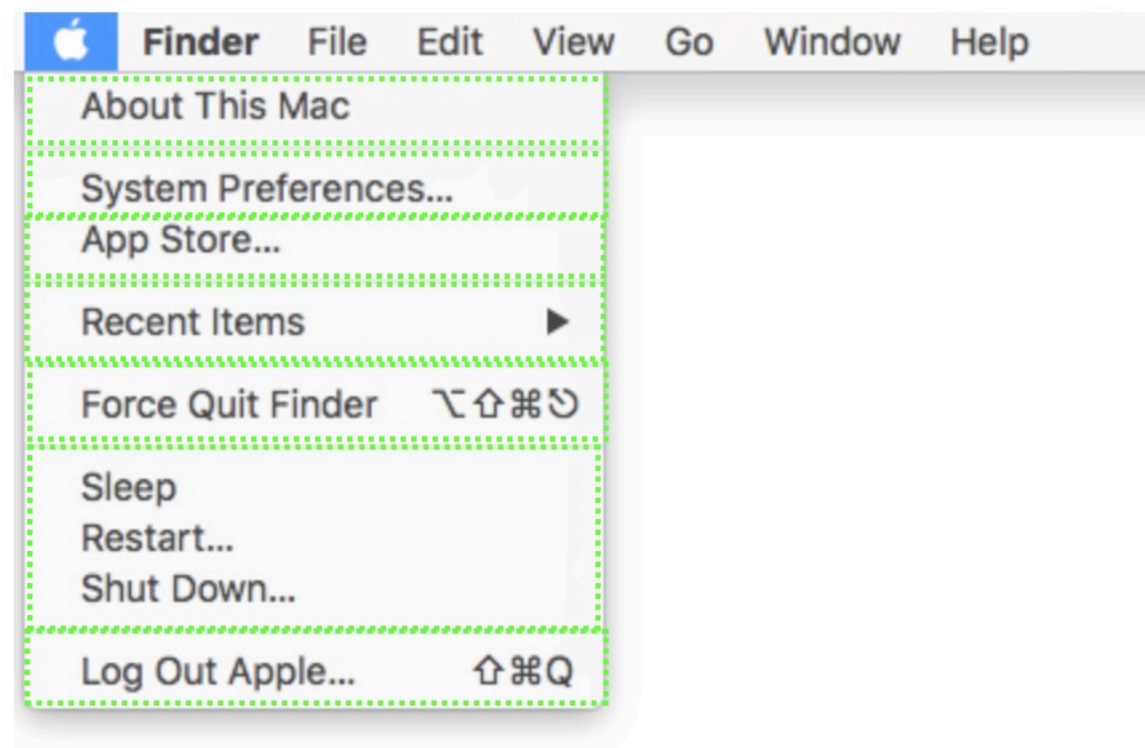
OS X El Capitan: Navigation

Desktop Components

Apple Menu

The Apple Menu gives you access to important resources.

Move the mouse pointer over each of the highlighted areas in the Apple menu.





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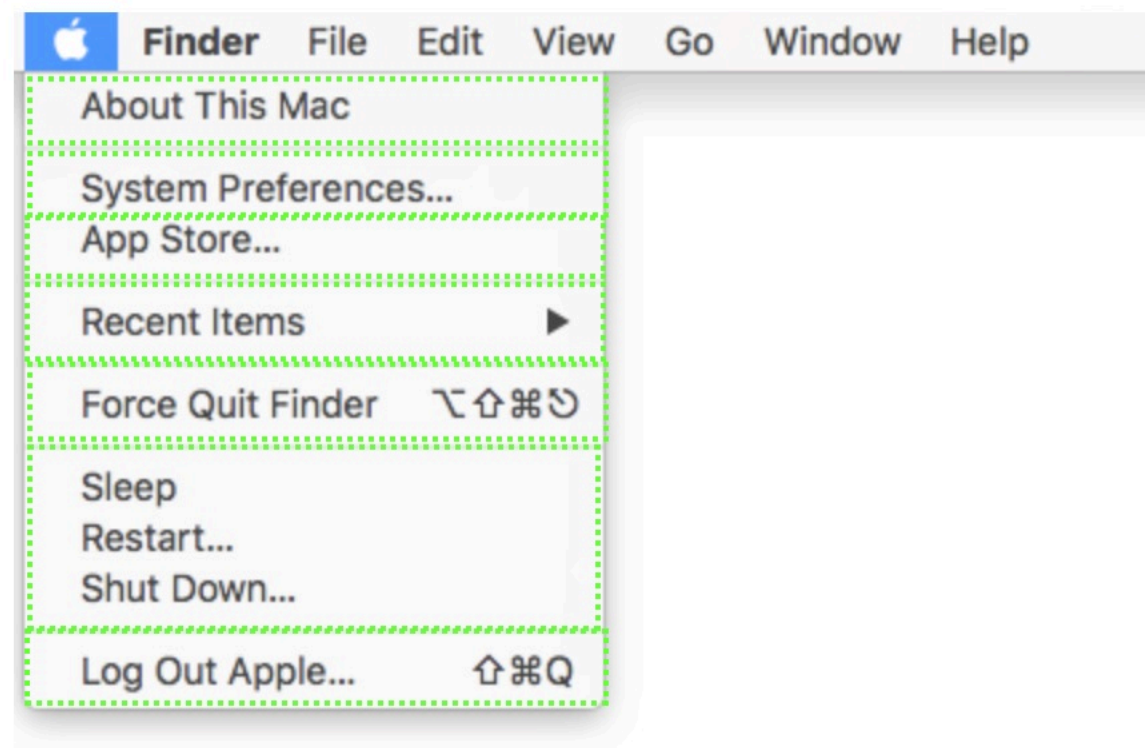
OS X El Capitan: Navigation

Desktop Components

Apple Menu

The Apple Menu gives you access to important resources.

Move the mouse pointer over each of the highlighted areas in the Apple menu.





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OS X El Capitan: Navigation

Desktop Components

Application Menu - Finder

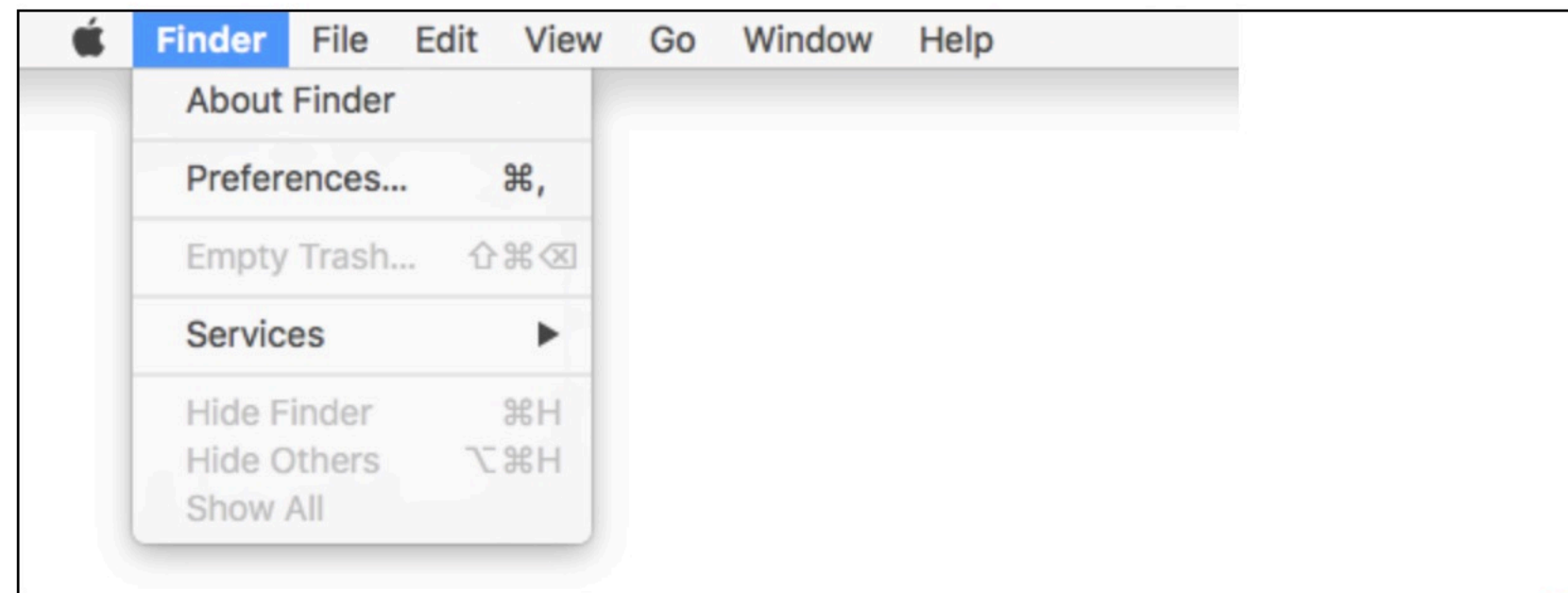
About Finder - shows the version of the Finder on the Mac.

Preferences allows you to customize the way files are displayed.

Services give you access to controls over input devices.

You also have control of emptying trash and hiding or showing open applications.

Click File to continue.





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OS X El Capitan: Navigation

Desktop Components

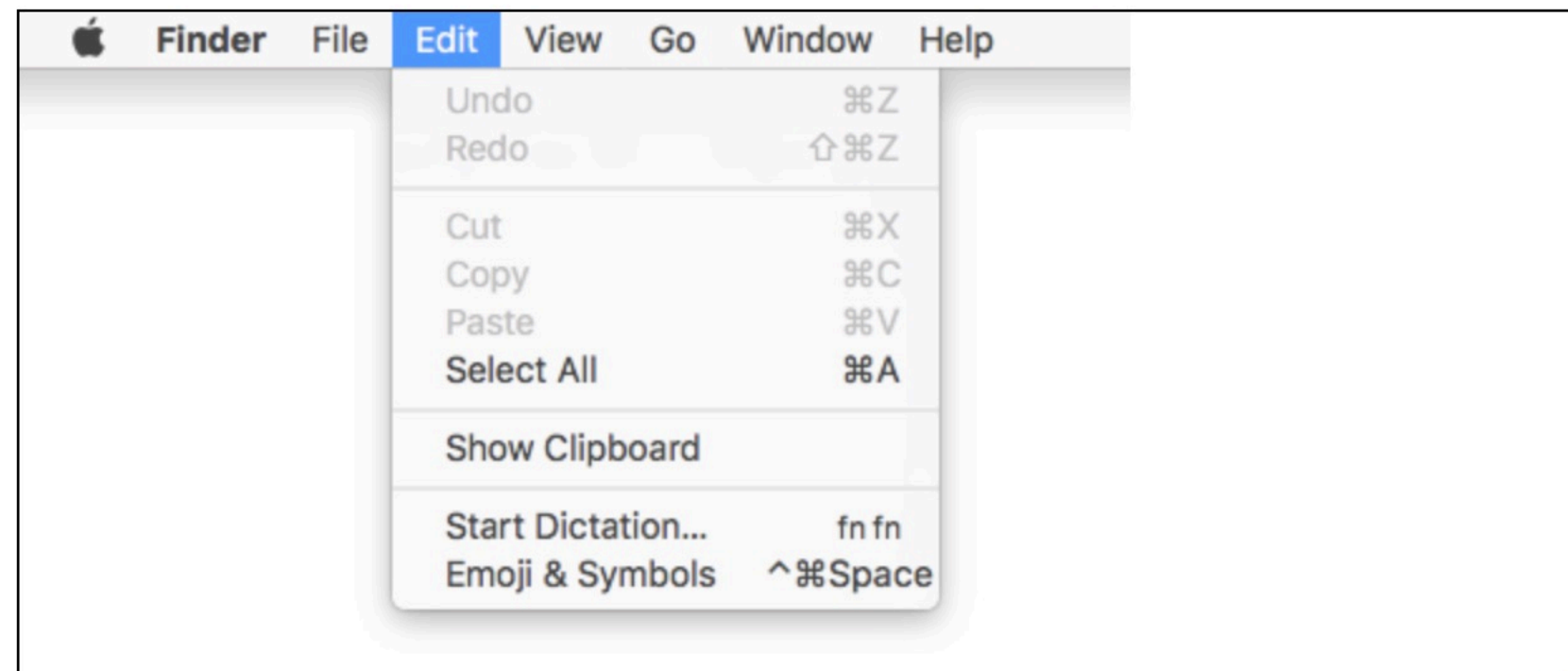
Application Menu - Edit

This menu allows you to **Undo** or **Redo** previous actions.

You can also **Copy**, **Cut**, and **Paste** material.

Dictation can be activated as well.

Click View to continue.





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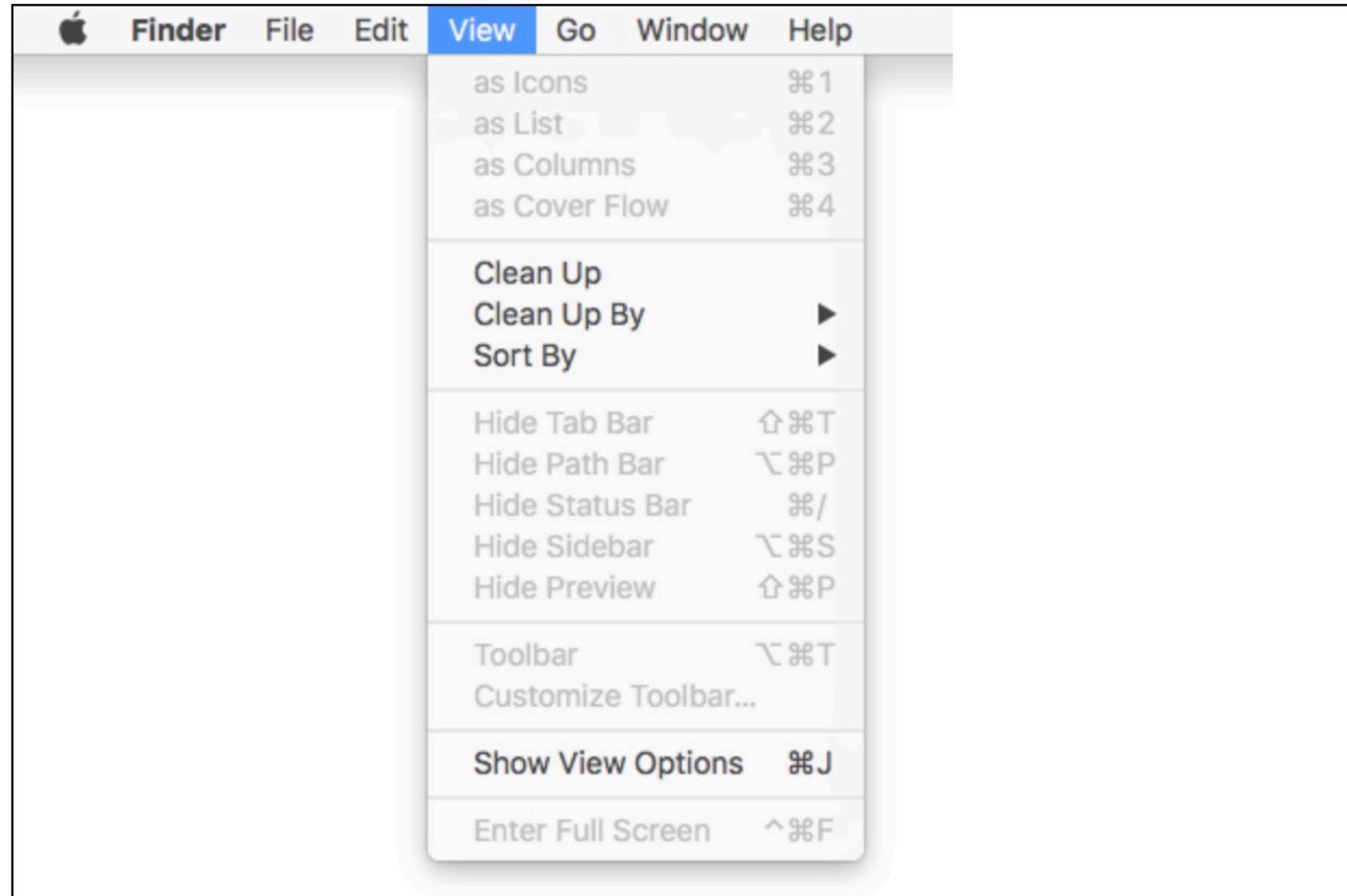
OS X El Capitan: Navigation

Desktop Components

Application Menu - View

This menu allows you to control how you view and sort files.

Click Go to continue.





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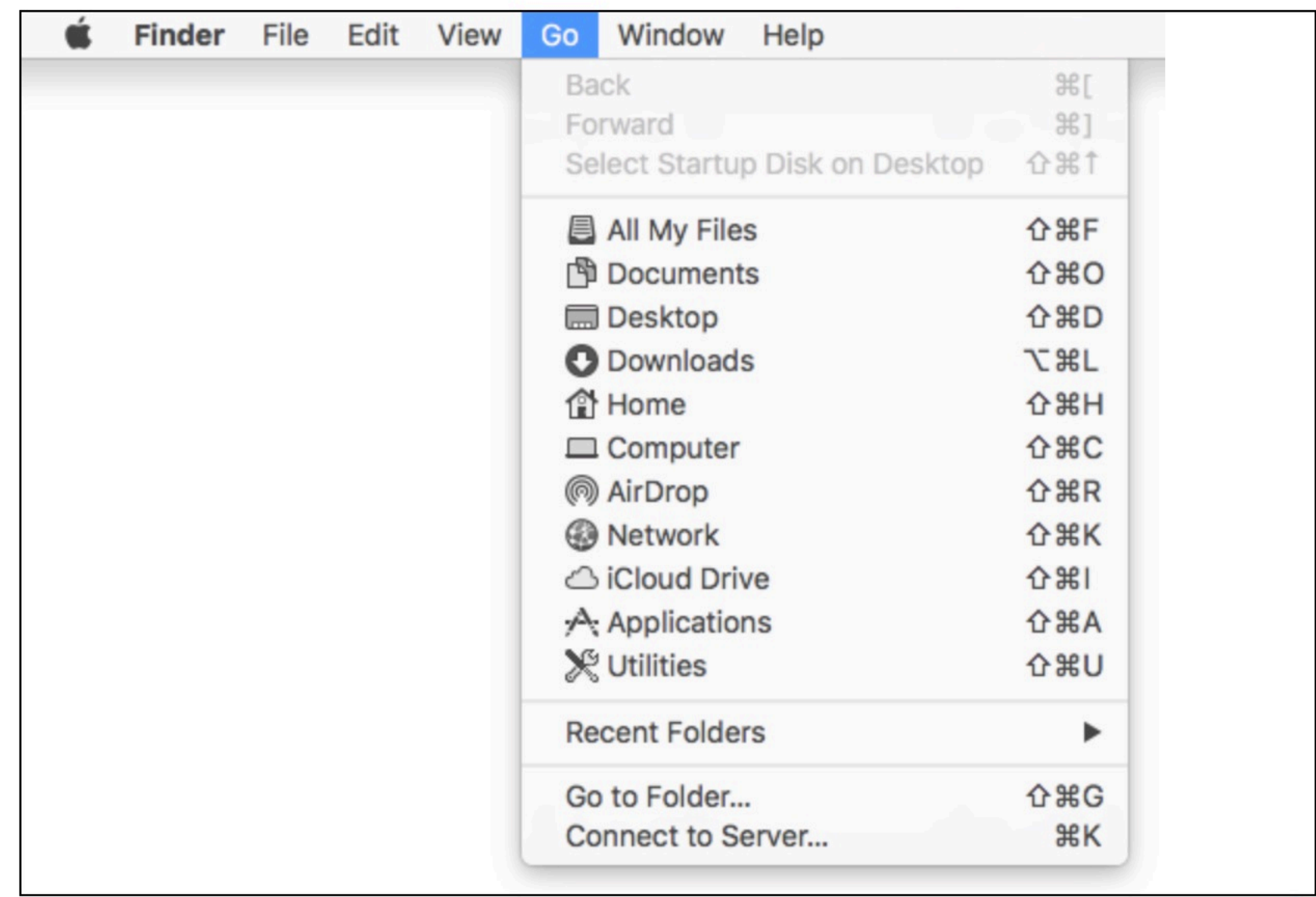
OS X El Capitan: Navigation

Desktop Components

Application Menu - Go

This menu is a gateway to accessing files and servers.

Click Window to continue.





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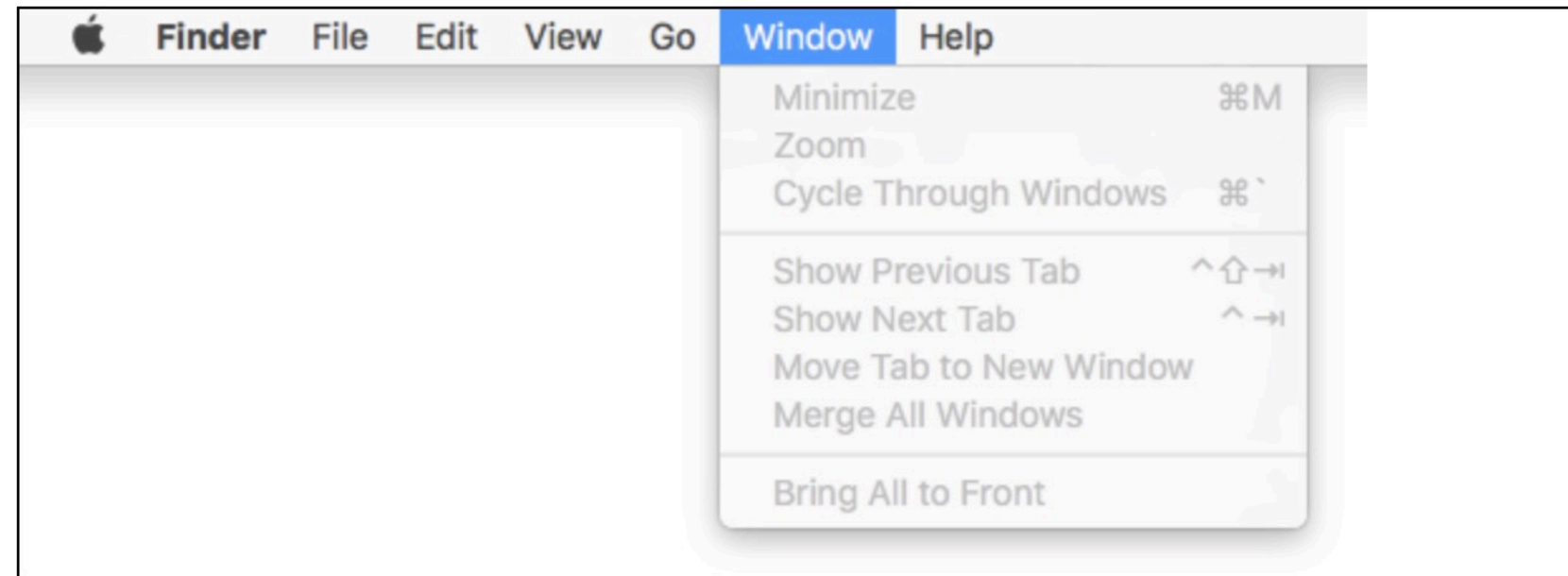
OS X El Capitan: Navigation

Desktop Components

Application Menu - Window

This menu provides control of Finder windows and tabs.

Click Help to continue.





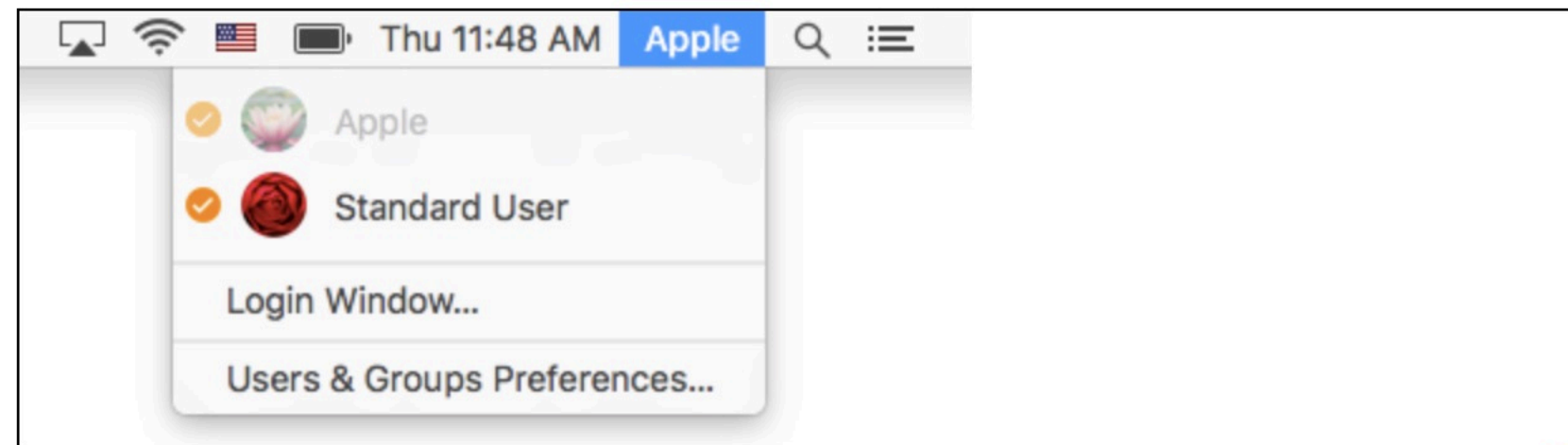
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OS X El Capitan: Navigation

Desktop Components

Status Menu - Accounts



ATLAS Apple Technical Learning Administration System

Emily Nahmanson

OS X El Capitan: Navigation



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OS X El Capitan: Navigation

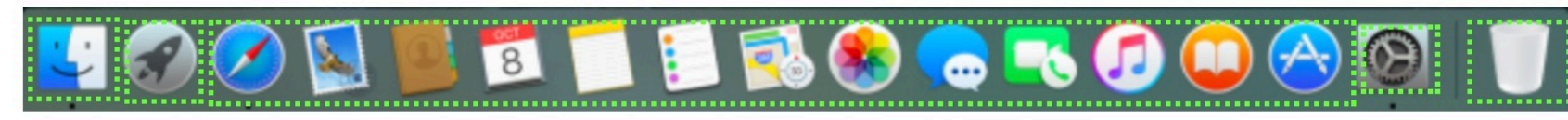
Introduction	✓
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OS X El Capitan: Navigation

Desktop Components

Dock Components

Move the mouse pointer over each of the highlighted areas in the Dock.





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OS X El Capitan: Navigation

Folders



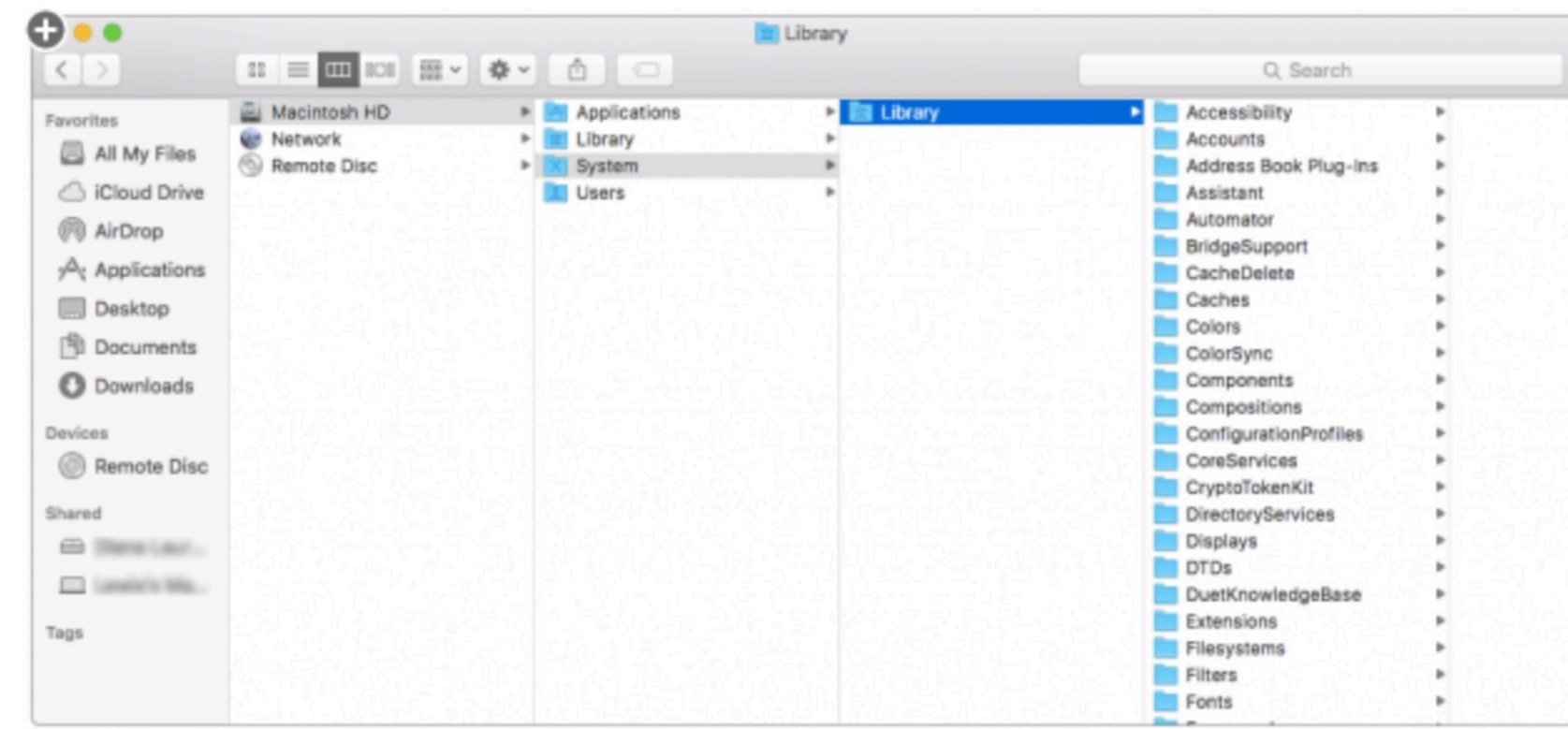
There are three different Library folders in OS X El Capitan. In the past, some troubleshooting procedures involved manipulating files in those libraries.

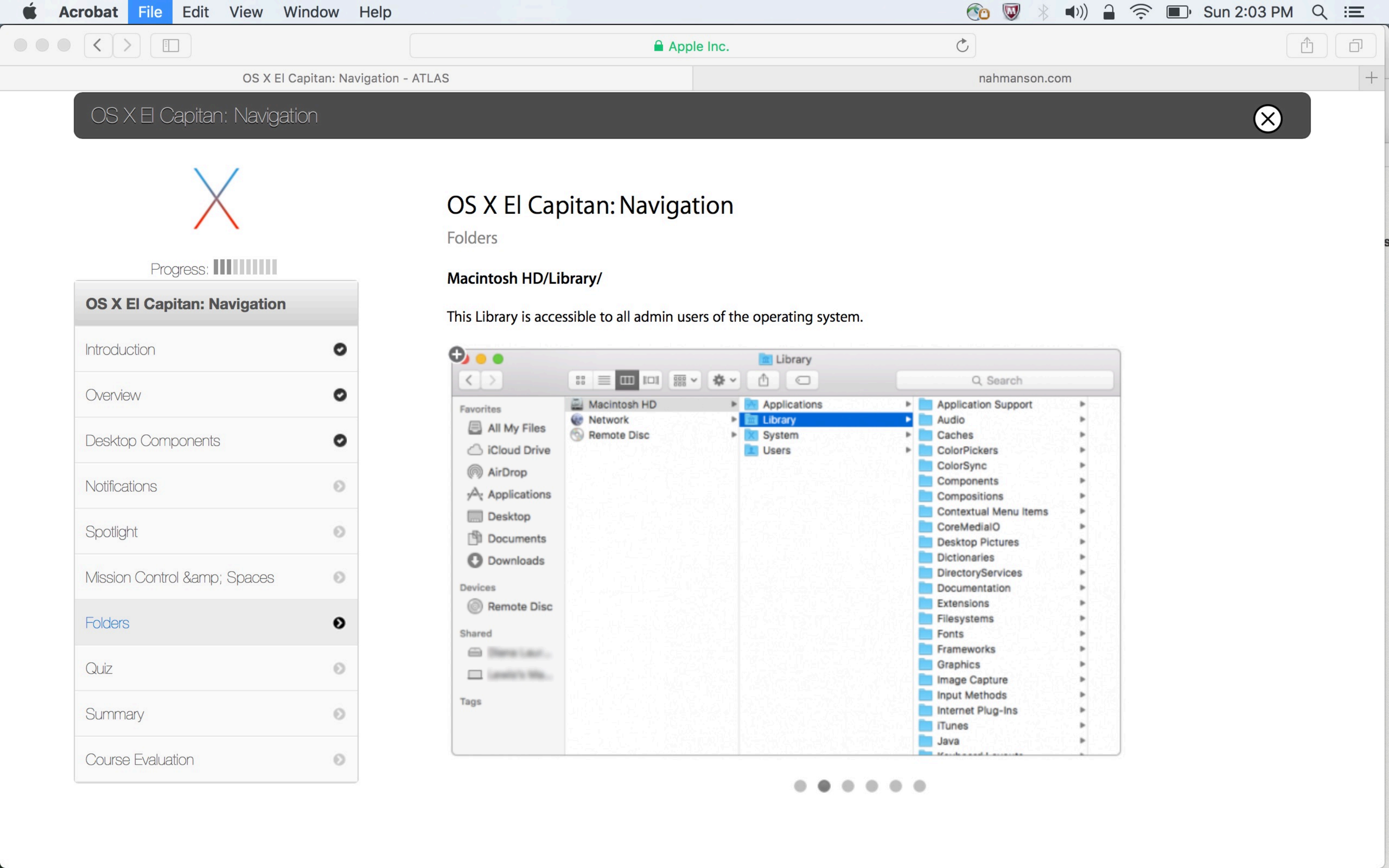
The path to each is shown on this page and the next two pages of this chapter.

Unless you are specifically directed to do so by a trusted troubleshooting resource, it is not recommended that you attempt to change the contents of these folders.

Macintosh HD/System/Library/

This Library belongs exclusively to the operating system and is not totally accessible to the user.





OS X El Capitan: Navigation



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OS X El Capitan: Navigation

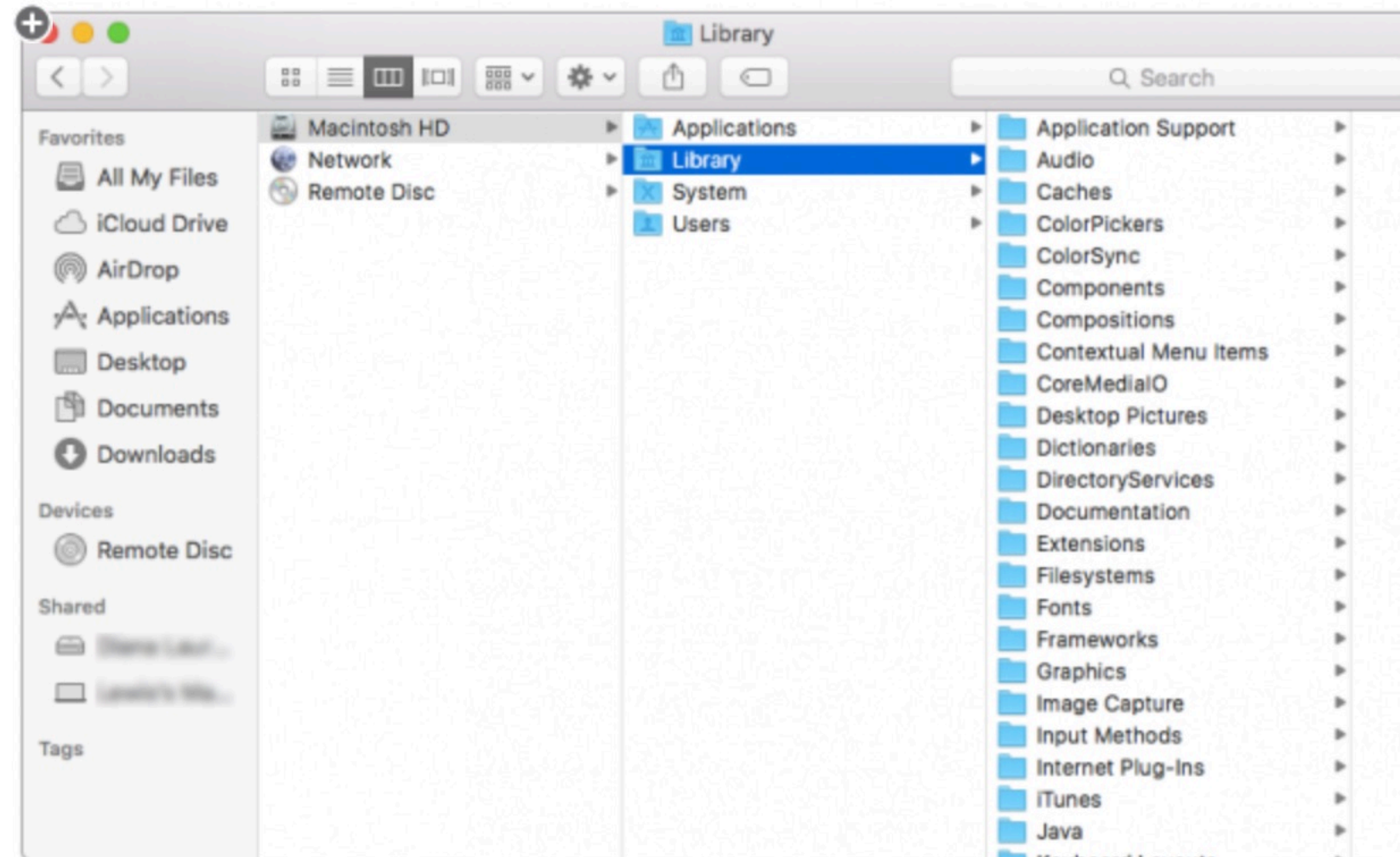
Introduction	✓
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OS X El Capitan: Navigation

Folders

Macintosh HD/Library/

This Library is accessible to all admin users of the operating system.



OS X El Capitan: Navigation



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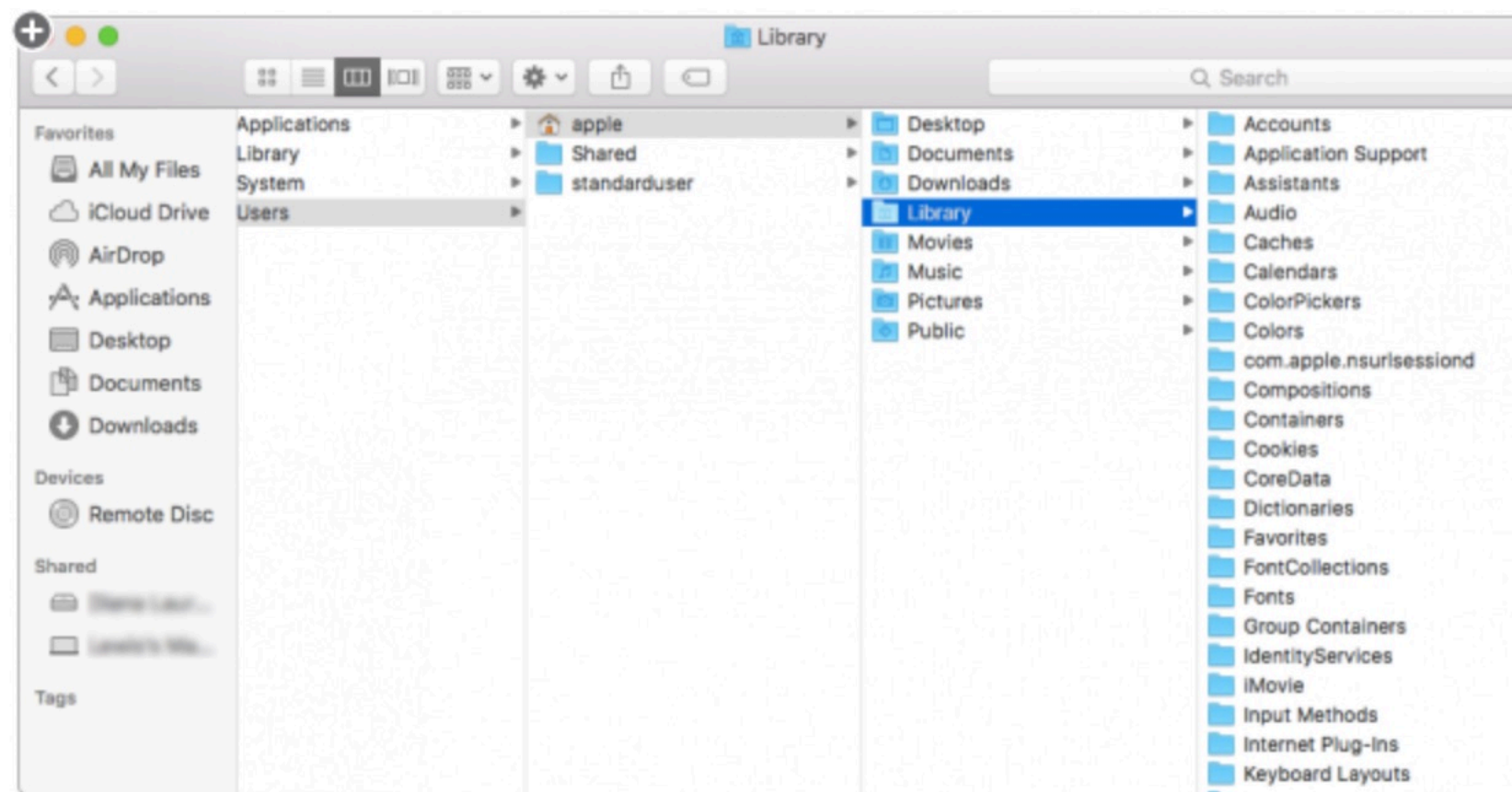
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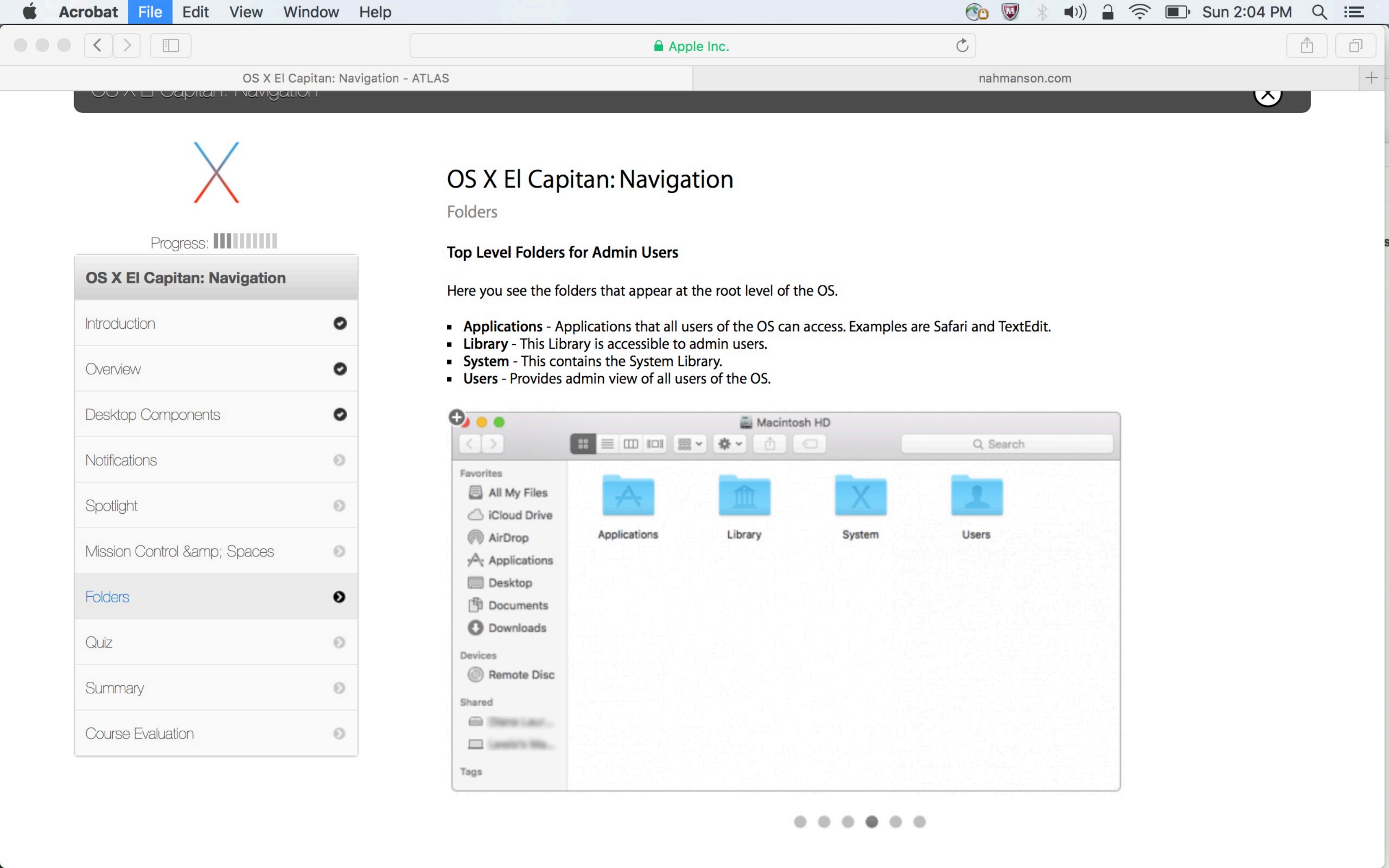
Folders

Macintosh HD/Users/useraccount/Library/

Also known as the user's home library, this library belongs to a specific user and is sometimes referred to as ~/Library.

It is accessed via the View menu in the Finder. The Option key must be pressed to reveal it in the Finder Go menu.





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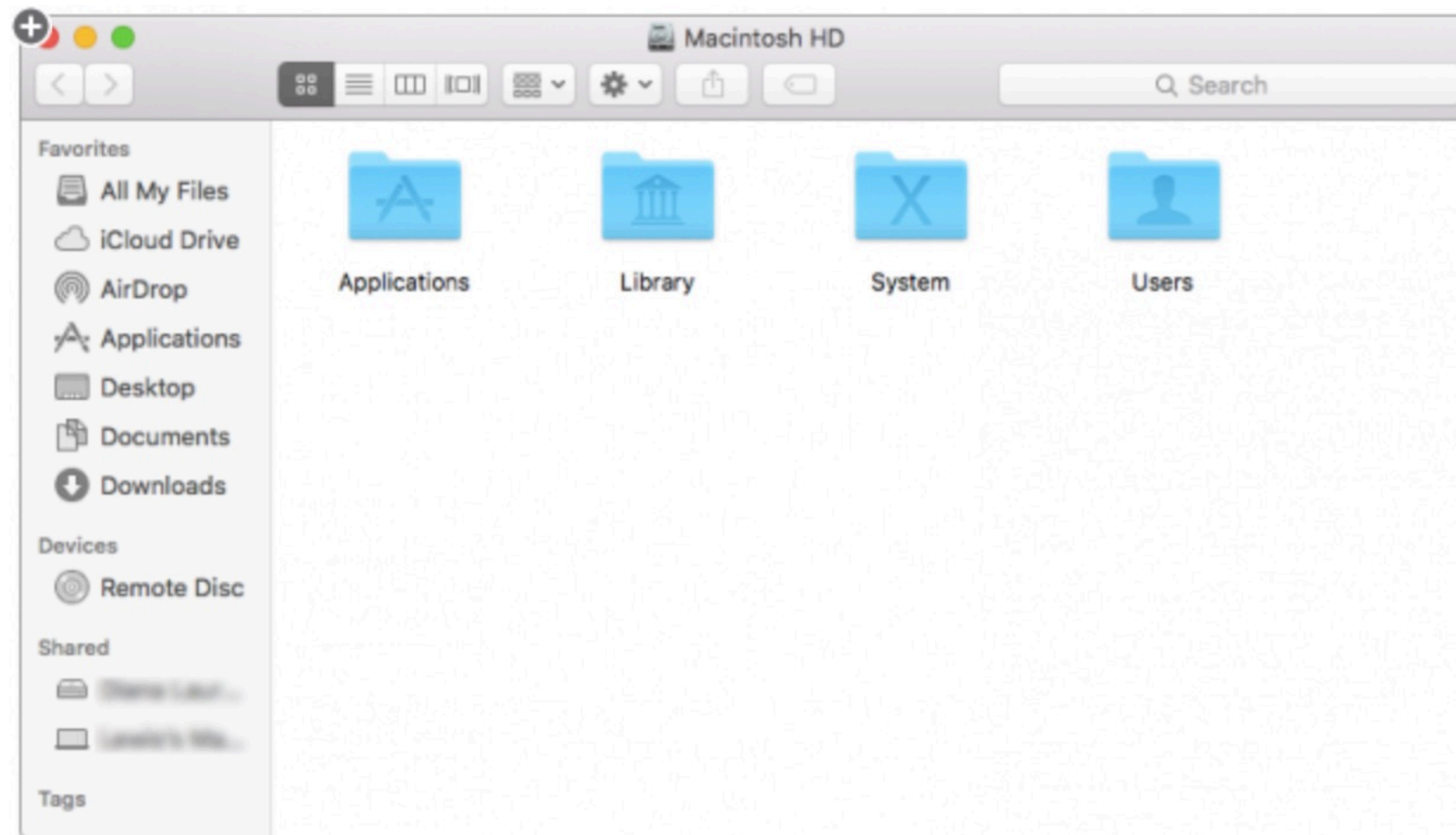
OS X El Capitan: Navigation

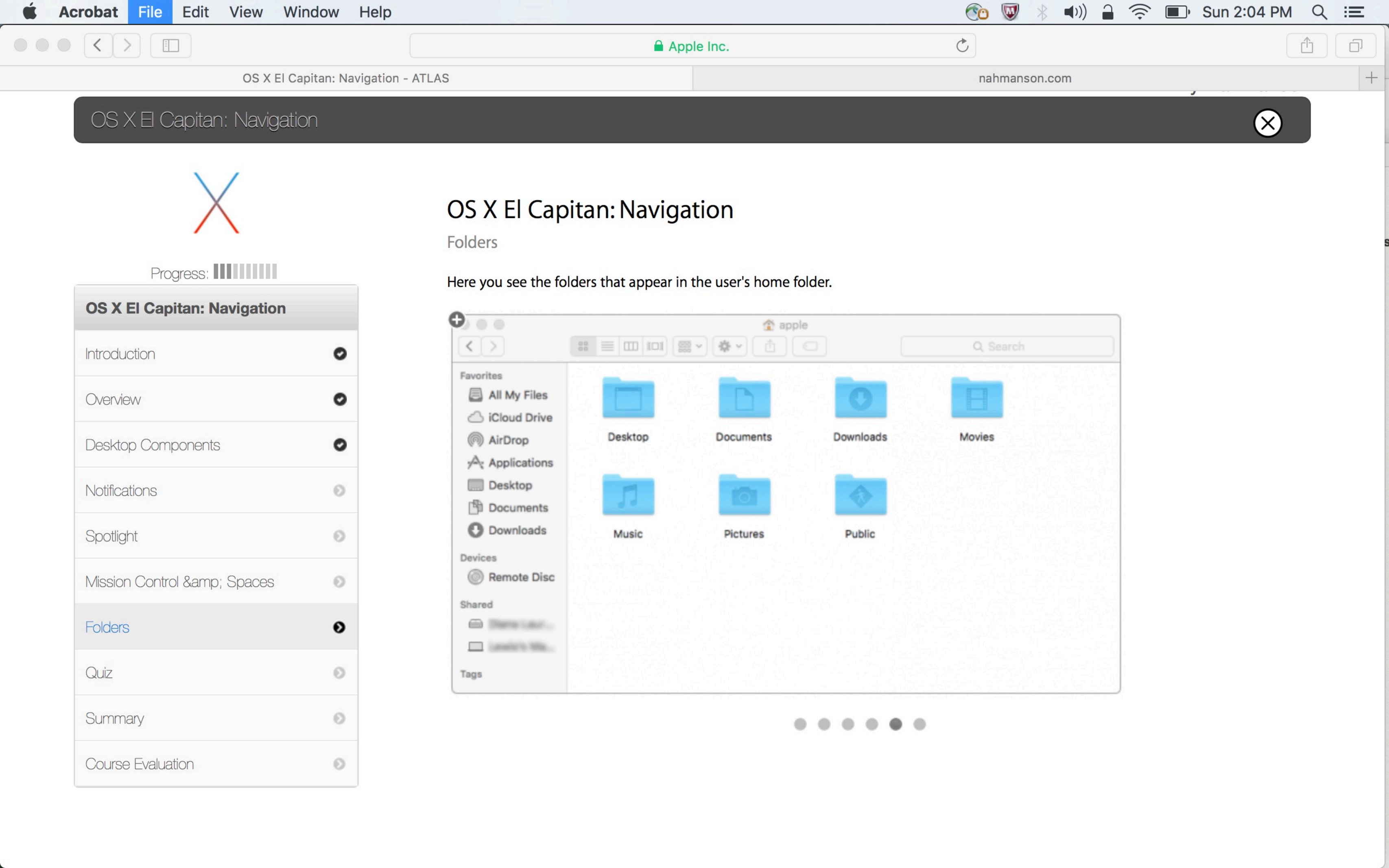
Folders

Top Level Folders for Admin Users

Here you see the folders that appear at the root level of the OS.

- **Applications** - Applications that all users of the OS can access. Examples are Safari and TextEdit.
- **Library** - This Library is accessible to admin users.
- **System** - This contains the System Library.
- **Users** - Provides admin view of all users of the OS.





OS X El Capitan: Navigation



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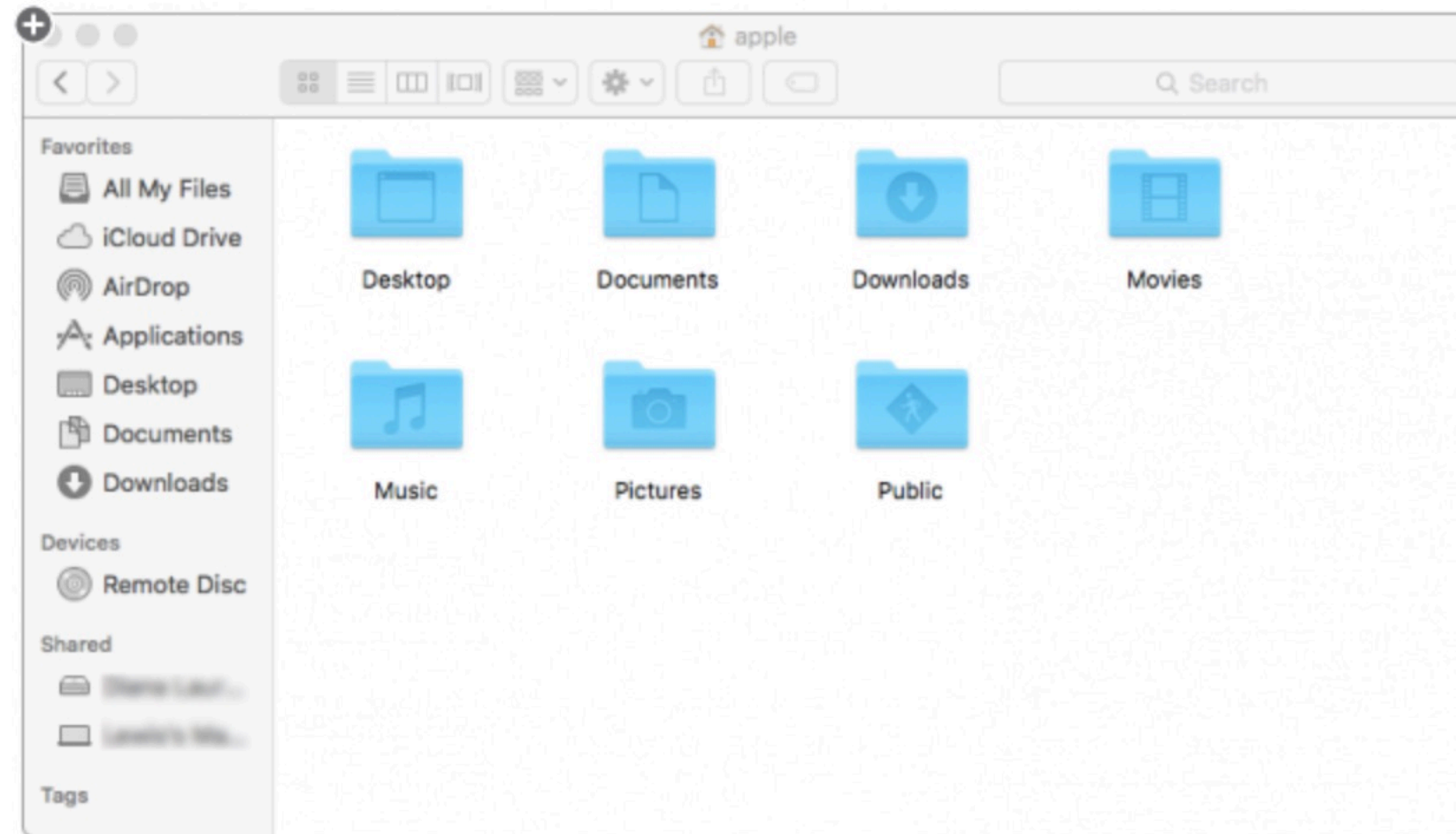
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OS X El Capitan: Navigation

Folders

Here you see the folders that appear in the user's home folder.



OS X El Capitan: Navigation



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Quiz	➤
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OS X El Capitan: Navigation

Summary

Having completed this course you should be able to:

- Identify the components of the default OS X user environment.
- Describe the function of notifications in OS X.
- Describe how to configure and use Spotlight in OS X to find a given set of information.
- Describe how to configure the desktop environment in OS X using Mission Control and Spaces.
- Describe how to locate and manage Library folders.
- Identify and state the purpose of each of the top-level folders created by default in the home folder of an admin user in OS X.
- Identify and state the purpose of each of the top-level folders created by default on the root level of a standard OS X installation.

This concludes the OS X El Capitan: Navigation course. For other courses in the ACMT 2016 curriculum, see Apple Support article, [HT205332: AppleCare Service Certifications](#), or search for ACMT 2016 in ATLAS.