Kindergarten IT Program

Switching between Windows & Mac

Keyboard differences

Win10: Use the ⊞ **Start button** (Win Key) to the left of the spacebar to launch the main menu. Hold the Start key down in combination with other keys for shortcuts.

OSX: Use the ⌥ **Option button** for similar functions as the Win button.

*ProTip: The **Alt key** on a Windows keyboard & the ⌘ **Command key** on a Mac keyboard do many similar functions and are located in matching spots on either side of the spacebar*.

Where is the main menu and shut down or restart

Win10: Click ⊞ **Start Button** icon in the bottom left corner of the desktop, on the Taskbar. Then click on the Power entry for restart & shutdown options.

OSX: Click the **Apple Menu** logo icon in the very top left corner of the desktop for options to restart & shutdown.

Minimizing, restoring and moving windows

Win10: Each window has minimise, restore and close buttons in the top right corner.
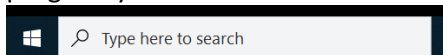
OSX: Each window has minimise, restore and close buttons in the top left corner.

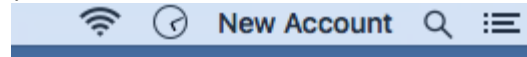*ProTip: Use Alt-Tab to shuffle through running programs.*

How to name search for settings, files, software etc.

Win10: It's called **Search Box** or Search Bar next to the **Start Button**. Type "control panel", "settings" or something more specific like "printer" or the name of program you want to launch.

⊞	⌕ Type here to search

ProTip: Win key + i key will launch the settings.

OSX: It's called **Spotlight**. Click the Magnifying glass icon on the top right of the Extras menu. Spotlight will launch. Search "system", "settings" or something more specific like "printer" or the name of the application you want to launch.

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ProTip: Press Command + Spacebar to launch Spotlight.

Where to find general system information

Win10: ⊞ **Start Button -> Settings -> About**

OSX: **Apple menu -> About This Mac**

Multitasking

Win10: The **Task Bar** along the bottom of the screen will have an icon for each program running.

OSX: The **Dock** along the bottom of the screen displays icons of each application running with a little black dot beneath it.

ProTip: Add your favourite software to your Dock or Task Bar. By right clicking on its icon for options to add it.

Managing folders and files

Win10: Use 📁 **File Explorer**. Either click on its shortcut on the task Bar or type "File" in the Search Box and click on the program in the suggestion results.

OSX: Use 🔵 **Finder**, it is the left most alias on the Dock or type "Finder" in Spotlight and press enter.
ProTip: Finder is always running, click the icon or your desktop background to see the finder menu.

How to start installed software

Win10: ⊞ **Start Button ->** Click on the program from the alphabetical list to launch it.

OSX: 🔵 **Finder -> Go -> Applications** Click on the application from the alphabetical list to launch it.

ProTip: Some OSX system applications are in an Applications sub-folder called Utilities.

To find more information on files and folders

Win10: Right-click on a file or folder and select **Properties**.

OSX: Right-click on a file or folder and select **Get Info**.

How to find and install new software

Win10: ⊞ **Start Button -> Programs -> Microsoft Store**

OSX: 🍎 **Apple menu -> App Store…**

How to run updates

Win10: ⊞ **Start Button -> Settings -> Update and Security**

OSX: 🍎 **Apple menu -> About This Mac -> Software update…**

Terminology

Win10	OSX
Start menu	**Apple menu**
Task bar	**Dock**
Settings/Control Panel	**System Preferences**
Recycle	**Trash**
Properties	**Get Info**
Shortcut	**Alias**
File Explorer	**Finder**
Programs	**Applications**
Windows Administrative Tool	**Utilities**