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Nota di contenuto	Intro -- Brief Contents -- Contents in Detail -- Introduction -- Understanding Computer Terms -- Telling the Computer What to Do -- Finding a Command -- Using the Keyboard -- How This Book Is Organized -- Part 1: Basic Training -- 1: Turning a Macintosh On and Off Manually or Automatically -- What You'll Be Using -- Turning a Macintosh Off the Normal Way -- Forcing Your Macintosh to Shut Down -- Restarting a Macintosh -- Scheduling a Time to Turn Your Macintosh On or Off -- Starting Programs When Your Macintosh Turns On -- 2: Learning to Use the Mouse -- What You'll Be Using -- How to Point and Click the Mouse -- Dragging the Mouse -- Double-Clicking the Mouse -- Right-Clicking the Mouse -- Using the Scroll Ball -- Using the Side Buttons -- Additional Ideas for Using the Mouse -- 3: Choosing Commands on the Menu Bar -- What You'll Be Using -- Understanding the Menu Bar -- Understanding Dialogs -- Understanding the Parts of the Menu Bar -- Additional Ideas for Using the Menu Bar -- 4: Controlling Programs with the Dock -- What You'll Be Using -- Understanding Program Icons -- Understanding the Dock -- Removing an Icon from the Dock -- Adding an Icon to the Dock -- Hiding or Moving the Dock -- Magnifying the Dock -- Switching Programs from the Dock -- Quitting Programs from the Dock -- Additional Ideas for Using the Dock -- 5: Manipulating Windows -- What You'll Be Using -- Arranging Windows -- Closing a Window -- Moving a Window -- Resizing a Window -- Scrolling a Window -- Minimizing a Window -- Zooming a Window -- Hiding the Toolbar of a

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