



## Mac 2 PC Transition Guide

The **Mac2PC Transition Guide** may be used for independent, self-study professional development or as the basis for a six-hour course. In both learning formats, the focus is to transition teachers from using the Mac OS to Windows. The skills learned will enable teachers to use Windows as a tool for utilizing the wide array of available educational and productivity software applications.

Using Windows provides educators and students with the opportunity to utilize the power of the PC platform and the dominant tools used by workforce leaders.

Chances are there are teachers in your district who will be making the change from the Macintosh Operating System (Mac OS) to Windows. Some of them may not be prepared to embrace that change enthusiastically. As a matter of fact, more than 65 percent of elementary and secondary school computers today are Windows-based PCs. Futurekids' Mac 2 PC Transition Guide offers a proven solution for ensuring that your teachers transition smoothly to Windows, either through an independent self-study guide or through an instructor-facilitated course.

Maximizing the use of the PC operating system The windows operating system supports the essential connection between school and home, thereby optimizing and expanding the learning environment. The shared use of a graphical user interface eases transition from Mac OS to Windows. The icon-based interface is characterized by the use of clickable icons, and selected menu items. Throughout the learning process, teachers will come to embrace Windows and understand and apply its unparalleled level of efficiency and user customization.

## Mac 2 PC Transition Course

The Mac 2 PC Transition Course is a one day, 6-hour comprehensive course designed to train professional educators in the fundamentals of moving to the Microsoft Windows environment. Developed with input from experienced facilitators and curriculum designers, the Mac 2 PC Transition Course is tailored to meet the needs of today's teachers. This unique perspective assures that the skills learned throughout the course will be readily applicable to all school learning environments.

The training is not designed to make participants experts in Microsoft Windows XP, nor does the curriculum involve an in-depth study of specific software applications; rather, the goal of the course is to familiarize teachers with the basic concepts of the Windows operating system, while guiding them through the transition from the Mac OS to Microsoft Windows XP.

The Mac 2 PC Transition Guide may be used for independent, self-study learning; or serve as the foundation for the on-site, instructor-facilitated course. Regardless of the learning format, this curriculum will support teachers of all ability levels in transferring skills and moving smoothly from the Mac OS to a Windows XP environment.

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**Topics Covered:**

- An Overview of MS Windows XP
- Operating System Comparison
- Working with Windows
- Customizing Windows
- The PC Mouse
- Exploring the Control Panel
- The Start Menu as Central Control
- Using Windows Explorer to Create, Organize and Move Files and Folders
- Managing and Filing Folders for Greater Efficiency
- Application Basics - Launching, Shortcuts and Other Useful Commands
- File Organization and Backup Procedures
- Accessibility Options for Everyone, Including Those with Disabilities
- Windows XP Help and Support
- Efficiency Practices - Systems Tools and Task Scheduler
- Internet Explorer - Getting Started and Customization
- Using Auto Launch
- Basic Troubleshooting
- Practical Issues Discussion
- Review and Reflection