

Switching from Windows to Mac: A Practical Guide

Learn macOS essentials and transform your workflow with hands-on lessons for Windows users.

Computers Instructor: Alex Johnson • 5 sections • 51 lessons • 15.75h total

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About this course

Switching from Windows to Mac can feel overwhelming. Different keyboard shortcuts, unfamiliar apps, and a new interface often slow down your productivity. This course addresses those pain points head-on.

You'll learn how to navigate macOS confidently, manage files efficiently, and use built-in apps to their full potential. With step-by-step videos, real-world cases, and practical exercises, you'll make the transition smoothly and start working faster.

Course curriculum

Foundations and Preparation

- **Introduction to macOS: What's Different from Windows (15m)**
Compare key interface and workflow differences to set expectations for your switch.
- **Setting Up Your Mac for the First Time (20m)**
Step-by-step guide to initial configuration, including Apple ID and updates.
- **Understanding the Keyboard and Shortcuts (18m)**
Learn common Mac keyboard shortcuts and adapt your typing habits.
- **Basic Navigation: Using the Dock and Menu Bar (12m)**
Get comfortable with macOS navigation tools for quick app and system access.
- **Trackpad and Mouse Gestures on Mac (10m)**
Master gestures for scrolling, zooming, and switching between apps.
- **Adjusting Display and Sound Settings (8m)**
Configure brightness, resolution, and audio output for your workspace.
- **Introduction to Finder: Your File Explorer (15m)**
Overview of Finder's layout and basic file browsing techniques.
- **Common macOS Terminology Explained (8m)**
Decode terms like Dock, Finder, and Spotlight to build your Mac vocabulary.

Core Concepts

- **Navigating the Finder Interface (20m)**
Deep dive into Finder views, sidebar, and toolbar for efficient file access.
- **Organizing Files and Folders in macOS (25m)**
Best practices for creating, naming, and managing your documents and media.
- **Using Spotlight Search for Quick Access (15m)**
Learn to search files, apps, and information instantly with Spotlight.
- **Mastering Mission Control and Spaces (18m)**
Manage multiple windows and virtual desktops for better multitasking.
- **Exploring Safari: Web Browsing on Mac (22m)**
Set up Safari, use tabs, bookmarks, and privacy features effectively.
- **Managing Email with the Mail App (20m)**
Configure accounts, organize inbox, and use search to handle emails.
- **Calendar and Reminders for Productivity (15m)**
Schedule events and tasks using built-in apps to stay on track.
- **Introduction to Notes and Contacts Apps (12m)**
Capture ideas and manage contacts with simple, integrated tools.
- **Installing and Managing Applications (25m)**
Download apps from the App Store and other sources, then manage them.
- **Understanding iCloud and Apple ID (18m)**
Sync data across devices and manage your Apple account settings.

Deep Dive

- **System Preferences Overview (20m)**
Tour the key settings panels to customize your Mac's behavior.
- **Security and Privacy Settings (25m)**
Configure passwords, FileVault, and app permissions for protection.
- **Network and Sharing Preferences (18m)**
Set up Wi-Fi, Bluetooth, and file sharing with other devices.
- **Setting Up Printers and Peripherals (15m)**
Connect and manage printers, scanners, and external drives.
- **Time Machine: Backing Up Your Mac (22m)**
Step-by-step guide to regular backups for data safety.
- **Managing Users and Permissions (20m)**
Create user accounts and control access to files and apps.
- **Energy Saver and Performance Tweaks (12m)**
Optimize battery life and system performance with settings adjustments.
- **Accessibility Features for Better Usability (15m)**
Use tools like VoiceOver and zoom to enhance your Mac experience.

Advanced Application

- **Productivity with Pages, Numbers, and Keynote (30m)**
Create documents, spreadsheets, and presentations using Apple's suite.
- **Using Terminal for Basic Commands (25m)**
Introduction to command-line tasks for file and system management.
- **Automator: Creating Simple Automations (22m)**
Build workflows to automate repetitive tasks without coding.
- **Disk Utility: Managing Storage (18m)**
Check disk health, format drives, and manage partitions.
- **Activity Monitor for System Health (15m)**
Monitor CPU, memory, and energy use to troubleshoot performance.
- **Customizing the Dock and Menu Bar (12m)**
Add, remove, and rearrange items for a personalized interface.
- **Keyboard Shortcuts and Text Expansion (20m)**
Create custom shortcuts and snippets to speed up typing.
- **Integrating with iPhone and iPad (25m)**
Use Handoff, AirDrop, and Continuity for seamless device teamwork.
- **Using Preview for PDFs and Images (15m)**
Edit, annotate, and convert files with this built-in tool.
- **Managing Notifications and Focus Modes (18m)**
Set up alerts and reduce distractions during work sessions.
- **Backup Strategies Beyond Time Machine (20m)**
Explore cloud and external drive options for extra data protection.

- **Troubleshooting Common Mac Issues (30m)**
Solve problems like frozen apps, startup errors, and connectivity glitches.

Implementation & Next Steps

- **Optimizing Mac Performance Over Time (18m)**
Regular maintenance tips to keep your Mac running smoothly.
- **Advanced File Management Techniques (22m)**
Use tags, smart folders, and search filters for better organization.
- **Exploring Third-Party Apps for Windows Users (25m)**
Discover apps that replicate familiar Windows tools on Mac.
- **Customizing macOS Appearance and Feel (15m)**
Change wallpapers, themes, and icons to suit your style.
- **Setting Up Multiple Users and Environments (20m)**
Create separate spaces for work, personal use, or family members.
- **Remote Access and Screen Sharing (18m)**
Connect to other Macs or Windows PCs for remote work.
- **Using Voice Control and Siri (15m)**
Control your Mac with voice commands for hands-free operation.
- **Data Migration from Windows to Mac (25m)**
Move files, settings, and emails from a Windows PC safely.
- **Practice Session: Setting Up a Home Office (30m)**
Apply what you've learned to configure a productive Mac workspace.
- **Case Study: Switching in a Business Environment (22m)**
Real examples of teams transitioning from Windows to Mac efficiently.
- **Finding Help: Resources and Communities (12m)**
Locate forums, support pages, and tutorials for ongoing learning.
- **Final Review and Common Pitfalls to Avoid (18m)**
Recap key lessons and learn from typical mistakes new Mac users make.
- **Next Steps: Mastering macOS (15m)**
Guidance on advanced topics and continuous improvement strategies.

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