



Keynote ESSENTIALS - 1 Day Course

This one day course is designed to teach those with little or no experience in Keynote to create dynamic and compelling slide shows and presentations containing text, graphics, tables, charts, video and sound.

COURSE OUTLINE

Introduction

- What is Apple Keynote
- The interface
- Setting preferences

Creating a presentation

- Creating a basic presentation
- Using master slides
- Adding slides
- Deleting slides
- Importing files
- Customising a slide
- Using Keynote's themes
- Creating your own theme

Using Text in Keynote

- Using the Text Inspector
- Adding text and formatting text
- Using drop
- Creating lists
- Working with columns
- Using the spell checker

Working with graphics in Keynote

- Importing graphics
- Drawing objects
- Inserting photos
- Using photo cut-outs
- Masking and adjusting images
- Grouping objects
- Working with colour

Working with tables

- Placing a table in a slide
- Formatting rows and columns
- Selecting, copying and moving cells
- Formatting the table borders

Working with charts

- Selecting one of the different chart types
- Entering chart data
- Formatting charts

Creating slide transitions

- Creating transitions
- Creating object builds
- SmartBuilds

Adding sound and video

- Adding sound and sound effects
- Importing from iTunes
- Importing QuickTime movies

Sharing your presentation

- Presenting with Keynote
- Adding notes to slides
- Exporting to different file formats
- Uploading to YouTube
- Reviewer comments