Course duration

1 day

Course Benefits

- Learn to create stunning presentations to share.
- Become proficient in the use and best practices of the Keynote software.

Available Delivery Methods

Public Class

Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

Private Class

Private classes are delivered for groups at your offices or a location of your choice.

Course Outline

- 1. Getting Started with Keynote
 - 1. Installing Keynote
 - 2. Starting Keynote
 - 3. Exploring the Keynote Workspace
 - 4. Using Rulers and Guides
 - 5. Getting On-Screen Help
- 2. Creating a Presentation
 - 1. Choosing a Theme
 - 2. Adding Slides
 - 3. Deleting Slides
 - 4. Changing Slide Navigator Views
 - 5. Writing in the Outline
 - 6. Using OmniOutliner
 - 7. Adding Speaker Notes
 - 8. Grouping Slides
 - 9. Changing the Slide Order
 - 10. Copying Slides
 - 11. Previewing the Presentation
- 3. Mastering Slide Masters

- 1. Master Slide Types
- 2. Viewing Master Slides
- 3. Applying Master Slides
- 4. Modifying Master Slides
- 5. Changing Master Slide Backgrounds
- 4. Getting the Types Right
 - 1. Adding Title and Body Text
 - 2. Entering Bulleted Text
 - 3. Adding Text Boxes
 - 4. Layering Text
 - 5. Changing and Styling Fonts
 - 6. Modifying Text Color
 - 7. Changing Text Alignment
 - 8. Adjusting Text Spacing
 - 9. Copying and pasting Font Styles
 - 10. Kerning Text
 - 11. Adjusting Text Baselines
 - 12. Setting Bullet and Number Styles
 - 13. Setting Text and Bullet Tabs
 - 14. Finding and Replacing Text
 - 15. Checking your Spelling
- 5. Working with Graphics
 - 1. Placing Graphics and Shapes
 - 2. Using the Image Library
 - 3. Resizing Graphics
 - 4. Rotating and Flipping Graphic Objects
 - 5. Aligning and Distributing Objects
 - 6. Grouping and Locking Objects
 - 7. Using Rulers and Alignment Guides
 - 8. Layering Graphics
 - 9. Using Color and Gradient Fills
 - 10. Placing Images within Objects
 - 11. Modifying Image Borders
 - 12. Using Drop Shadows
 - 13. Adjusting Object Opacity
- 6. Adding Rich Media
 - 1. Adding iTunes Music
 - 2. Adding Slide Narration
 - 3. Inserting QuickTime Movies
 - 4. Adding Flash Animations
 - 5. Compositing Images and Movies
- 7. Working with Tables
 - 1. Creating a Table
 - 2. Inserting Rows and Columns
 - 3. Merging and Splitting Cells
 - 4. Formatting Tables and Cell Contents
 - 5. Adding Cell Backgrounds and Graphics

- 8. Creating Charts
 - 1. About Chart Types
 - 2. Adding Charts
 - 3. Using the Chart Data Editor
 - 4. Changing Chart Types
 - 5. Transposing Chart Plots
 - 6. Modifying Char Elements
 - 7. Working with Pie Charts
 - 8. Resizing Charts
- 9. Using Slide Transitions and Animations
 - 1. Applying Slide Transitions
 - 2. Creating Text Builds
 - 3. Building Animated Tables
 - 4. Creating Chart Builds
 - 5. Creating Object Builds
 - 6. Previewing Your Work
- 10. Working with PowerPoint Files
 - 1. PowerPoint Issues
 - 2. Importing PowerPoint Files
 - 3. Tweaking your PowerPoint Presentations
 - 4. Exporting to PowerPoint
- 11. Working with Other Applications
 - 1. Importing from AppleWorks
 - 2. Importing from Microsoft Word
 - 3. Using Microsoft Office Clip Art
 - 4. Importing from Microsoft Excel
 - 5. Transferring Keynote Files
 - 6. Exporting Presentations to QuickTime
 - 7. Exporting Presentations in PDF Format
 - 8. Working with Databases
- 12. Giving the Presentation
 - 1. Preparing to Present
 - 2. Cool Presentation Gear
 - 3. Skipping Slides on Playback
 - 4. Viewing the Presentations
 - 5. Printing Your Presentations
- 13. Creating Custom Master Slides
 - 1. Building Master Slides
 - 2. Setting Default Backgrounds and Layouts
 - 3. Customizing Titles and Body Text
 - 4. Setting Default Object Styles
 - 5. Creating Table Defaults
 - 6. Setting Alignment Guides
- 14. Creating Custom Themes
 - 1. Theme Planning
 - 2. Creating a Theme from and Apple Theme
 - 3. Preparing Your Graphics

- 4. Importing Graphics into Keynote
- 5. Laying out Master Slides
- 6. Adding Custom Charts
- 7. Finishing Your Theme
- 8. Saving Your Theme as a Theme File

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.