

Apple Keynote

Course Summary

Description

Apple's Keynote is the software equivalent of Microsoft's PowerPoint, and with its versatile set of tools and effects, Keynote makes it easy to create stunning presentations. Course covers working with a Mac, iPhone (and/or iPad,) and demonstrates how to collaborate in real-time with other users.

Objective

In this comprehensive hands-on course, attendees will learn how to design and customize slides, add media and music, animate text and images, record voice-over narration and the best tips and tricks for presenting an engaging presentation.

Topics

- Creating a Presentation
- Creating a Custom Theme
- Tables and Charts
- Adding Media to Your Presentation
- Adding Video and Animation
- Animating Your Presentation
- Rehearsing and Delivering Your Presentation
- Importing from PowerPoint
- Using an iOS Device as a Remote Control
- Sharing Your Presentation
- Exporting the Keynote Files
- Working with Keynote on an iOS Mobile Device

Prerequisite

Basic understanding of how to use a Mac

Duration

Two Days

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Course Outline

- I. **Creating a Presentation**
 - A. Opening Keynote
 - B. Choosing a Theme and Slide Size
 - C. Selecting a Master Slide
 - D. Outlining a Presentation
 - E. Using the Inspector
 - F. Working with the Format Bar
 - G. Pasting Text into an Outline
 - H. Formatting Text
 - I. Customizing a Slide Layout
 - J. Copying Styles Between Slides
 - K. Fixing Spelling Errors
 - L. Working in Outline View
 - M. Reordering Slides
 - N. Creating Object Effects
 - O. Dragging Files to Create New Slides
 - P. Using the Light Table
- II. **Creating a Custom Theme**
 - A. Creating an Empty Theme
 - B. Creating Backgrounds and Formatting Text
 - C. Creating a Title Slide
 - D. Creating a Master Slide
 - E. Saving and Sharing Themes
 - F. Applying a Custom Theme
 - G. Using the Light Table
- III. **Tables and Charts**
 - A. Working with Tables and Charts
 - B. Chart and Table Options
 - C. Understanding Axis and Series
 - D. 2D and 3D Charts
 - E. Animating Tables and Charts
 - F. Adding Content from Microsoft Office or PDF Files
- IV. **Adding Media to Your Presentation**
 - A. Adding Photos and Graphics
 - B. Enhancing Photos in Keynote
 - C. Customizing Photo or Graphic Layouts
 - D. Making part of a Photo or Graphic Transparent
 - E. Masking Photos and Shapes
 - F. Instant Alpha
 - G. Adding Hyperlinks and Navigation
 - H. Adding a Chart or Table
 - I. Adding Audio or Soundtrack
 - J. Adding a Global Transition
- V. **Adding Video and Animation**
 - A. Creating Builds to Reveal Text
 - B. Creating a Sequence Build to Reveal a Table
 - C. Creating a Smart Build
 - D. Creating Custom Animation
 - E. Animating Charts
- VI. **Animating Your Presentation**
 - A. Previewing the Presentation
 - B. 2D and 3D Transitions Between Slides
 - C. Creating Object Effects
 - D. Running and Pausing your Presentation
 - E. Animating a Title Slide
 - F. Adding HyperLinks to your Presentation
 - G. Using Magic Move
 - H. Recording a Narrated, Self Playing Presentation
- VII. **Rehearsing and Delivering Your Presentation**
 - A. Reviewing your Presentation
 - B. Adding Comments to your Presentation
 - C. Adding and Printing Presenter Notes
 - D. Rehearsing your Presentation
 - E. Creating a Self-running Slideshow
 - F. Troubleshooting your Presentation
 - G. Indexing with Spotlight
- VIII. **Importing from PowerPoint**
 - A. Animating a Title Slide
 - B. Cleaning Up a Presentation
 - C. Enhancing a Presentation
- IX. **Using an iOS Device as a Remote Control**
 - A. Setting up the iPhone or iPad for Mirroring
- X. **Sharing Your Presentation**
 - A. Printing Handouts
 - B. Exporting for Email

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Course Outline (cont.)

- C. Exporting to PDFs
- D. Exporting to PowerPoint
- E. Exporting to Quicktime

XI. *Exporting the Keynote Files*

- A. Uploading to iCloud
- B. Moving between Computer and iCloud
- C. Exporting to PowerPoint
- D. Sending to YouTube or the Web

XII. *Working with Keynote on an iOS Mobile Device*

- A. Exploring the Keynote App Functionality
- B. Setting up Parameters
- C. Differences between Desktop and Mobile Apps