

Apple Keynote Introduction

One Day Course

Aim:

Spend a very hands-on day learning this popular presentation package from Apple. Learn how easy it is to create a beautifully designed slide show and how easy it is to add videos, graphs, tables, images and effects.

Level: Introduction - no previous experience is necessary

Course Objectives:

Introduction

- What is Apple Keynote?
- The interface
- Setting preferences
- Creating a basic presentation
- using master slides
- Adding slides
- Deleting slides
- Customising a slide
- using Keynote's themes

Using text in Keynote

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

Working with graphics

- Importing graphics
- Drawing objects
- Inserting photos
- Masking and adjusting images
- Instant Alpha
- Grouping objects

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

- Choosing different chart types
- Entering chart data
- Formatting charts

Adding sound and video

- Adding video
- Adding sound and sound effects Creating slideshows
- Creating transitions
- Creating object builds
- Using animation
- Magic Move
- Presenting with Keynote
- using Keynote Remote with iPhone or iPad
- Speaker Notes

Working with the Masters