

Apple Keynote

Duration: 2 Days

US Price: \$995

Delivery Option: Courses are delivered via online live remote attendance option 8:00 am - 4:00 pm PST. Students receive digital course materials prior to the start of the course.

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. 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 acquire the best tips and tricks for presenting an engaging presentation. Course covers working with a Mac, iPhone (and/or iPad,) and demonstrates how to collaborate in real-time with other users.

Course taught by an expert real-world Apple Certified Instructor.

If you don't own the software, a free 30-day trial can be downloaded [here](#).

Prerequisites

Basic knowledge of a Mac computer.

Course Overview

Creating a Presentation

- Opening Keynote
- Choosing a Theme and Slide Size
- Selecting a Master Slide
- Outlining a Presentation
- Using the Inspector
- Working with the Format Bar
- Pasting Text into an Outline

Creating a Custom Theme

- Creating an Empty Theme
- Creating Backgrounds and Formatting Text
- Creating a Title Slide
- Creating a Master Slide
- Saving and Sharing Themes
- Applying a Custom Themes

- Formatting Text
- Customizing a Slide Layout
- Copying Styles Between Slides
- Fixing Spelling Errors
- Working in Outline View
- Reordering Slide
- Creating Object Effects
- Dragging Files to Create New Slides
- Using the Light Table

- Using the Light Table

Tables and Charts

- Working with Tables and Charts
- Chart and Table Options
- Understanding Axis and Series
- 2D and 3D Charts
- Animating Tables and Charts
- Adding Content from Microsoft Office or PDF Files

Adding Media to Your Presentation

- Adding Photos and Graphics
- Enhancing Photos in Keynote
- Customizing Photo or Graphic Layouts
- Making part of a Photo or Graphic Transparent
- Masking Photos and Shapes
- Instant Alpha
- Adding Hyperlinks and Navigation
- Adding a Chart or Table
- Adding Audio or Soundtrack
- Adding a Global Transition

Adding Video and Animation

- Creating Builds to Reveal Text
- Creating a Sequence Build to Reveal a Table
- Creating a Smart Build
- Creating Custom Animation
- Animating Charts

Animating Your Presentation

- Previewing the Presentation
- 2D and 3D Transitions Between Slides
- Creating Object Effects
- Running and Pausing your Presentation
- Animating a Title Slide
- Adding Hyperlinks to a Presentation
- Using Magic Move
- Recording a Narrated, Self-Playing Presentation

Rehearsing and Delivering Your Presentation

- Reviewing a Presentation
- Adding Comments to a Presentation
- Adding and Printing Presenter Notes
- Rehearsing a Presentation
- Creating a Self-running Slideshow
- Troubleshooting a Presentation
- Indexing with Spotlight

Importing from PowerPoint

- Animating a Title Slide
- Cleaning Up a Presentation
- Enhancing a Presentation

Using an iOS Device as a Remote Control **Sharing Your Presentation**

- Setting up the iPhone or iPad for Mirroring
- Printing Handouts
- Exporting for E-mail
- Exporting to PDFs
- Exporting to PowerPoint
- Exporting to Quicktime

Exporting the Keynote Files

- Uploading to iCloud
- Moving Between Computer and iCloud
- Exporting to PowerPoint
- Sending to YouTube or the Web

Working with Keynote on an iOS Mobile Device

- Exploring the Keynote App Functionality
- Setting up Parameters
- Differences between Desktop and Mobile Apps

Software Skills Training, Inc.
6 Hemlock Drive
Chelmsford, MA 01824
978.250.4983
www.software-skills-training.com

Copyright© 2018 Software Skills Training, Inc.