

Course Outline

Introduction to Apple Keynote 6.5

Duration: 1 Day

OBJECTIVES

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.

PRE-REQUISITES

None.

COURSE OUTLINE

Introduction to Keynote

- The workspace
- Using the toolbar
- Setting up Keynote
- Preferences

Creating a presentation

- Using Keynote themes
- Creating your own theme
- Creating a quick presentation
- Adding slides
- Deleting slides
- Using master slides for layouts
- Customising a slide

Working with images

- Importing images
- Masking and adjusting images
- Adding effects like shadow and reflections
- Drawing shapes
- Grouping objects
- Working with colour

Working with tables

- Adding tables
- Formatting rows and columns
- Selecting, copying and moving cells
- Formatting table borders and rows

Working with charts

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

Animation

- Creating slide transitions

- Creating object builds
- Build In, Actions and Build Out
- Creating popular typical effects

Adding sound and video

- Adding sound and sound effects
- Adding video
- Best video formats
- Editing video
- Video playback options

Sharing your presentation

- Sharing on iCloud
- Presenting with Keynote
- Adding notes to slides
- Exporting to different file formats: PDF, QuickTime video
- Uploading to YouTube