



computer graphics training

# Apple Keynote

## Essentials - One Day

### Introduction, Interface and Basics

#### Creating a Presentation

Choosing a Theme and Slide Size  
Selecting a Master Slide  
Using the Inspector & Format Bar  
Creating Slides in Outline View  
Adding Content & Formatting Text  
Adding Hyperlinks and Navigation  
Customising a Slide Layout  
Setting Up and Copying Styles  
Spelling Check  
Organizing Your Slides  
Previewing your Slides  
Running and Pausing your Presentation

#### Using Graphics and Images

Adding Photos and Graphics  
Enhancing Photos in Keynote  
Customizing Photo or Graphic Layouts  
Applying Transparency  
Masking Photos and Shapes

#### Make your Presentation Flow - Transitions and Effects

Using Creative Build Techniques  
Creating a Sequence Build to Reveal a Table  
Creating a Smart Build  
Creative Transition Techniques  
2D and 3D Transitions Between Slides  
Creating Object Effects  
Using Magic Move  
Adding a Global Transition

#### Making Your Point with Charts & Graphs

Adding a Table & Formatting Tables  
Creating Charts and Graphs  
Changing the Appearance of Charts and Graphs  
Importing Data from Microsoft Excel or Numbers

#### Discussion Session

### Adding Video and Animation

Adding Audio to Slides  
Adding Movies to Slides  
Creating Custom Animation  
Animating Title and Charts

### Rehearsing & Delivering Your Presentation

Reviewing Presentation  
Adding Comments to Presentations  
Adding and Printing Presenter Notes  
Rehearsing Presentations - timings  
Creating a Self-Running Slideshow  
Troubleshooting Your Presentation  
Using PowerPoint Slides in Keynote  
Printing Slides and Handout Notes

### 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 Theme

### Other Keynote Tips and Tricks

Importing from iPhoto, iMovie or iTunes  
Photoshop Elements or Photoshop Pro  
Importing from PowerPoint  
Creating Voice Over  
Cleaning Up a Presentation  
Enhancing a Presentation

### Sharing Presentations

Export For Email  
Saving Presentation as a PDF File  
Exporting to PowerPoint  
Saving Your Presentation as a QuickTime Movie  
Sending to YouTube

### Discussion Session

See immediate results with this hands-on Keynote training which will teach you how to create visually stimulating presentations.

You will learn how to import graphics, create type, use master slides, choose page transitions, and animate items. Discover how to produce presentations in less time for delivery on screen, with iPads and MacBooks.

Its versatility is such that you can even open and export to other formats including Microsoft PowerPoint.

At the end of the course, you will be proficient in producing a high-quality presentation that will dazzle.

The course includes course certificate and unlimited post-training email support.

### You will learn:

- How to import graphics and other media
- Add animation and effects
- Add slide transitions and effects
- Work with charts and tables
- Optimum presentation workflow
- Import & export to Powerpoint
- How to publish & share your presentation

### Prerequisites

Apple Mac OSX and an image editing tool - we recommend Photoshop Pro or Elements.

### Who Should Attend?

Anyone wanting to produce dynamic, interactive and visually exciting presentations productively.

### Complementary courses

Apple iWork  
Apple iMovie  
Adobe Photoshop Elements

Adobe Photoshop  
Adobe Premiere Pro or Elements  
Microsoft Office & MS PowerPoint

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