

Keynote for Mac

Keynote for Mac makes it simple to create and deliver beautiful presentations. Updated for OS X El Capitan, Keynote employs powerful tools and dazzling effects that bring your ideas to life. You can work seamlessly between Mac and iOS devices. And work effortlessly with people who use Microsoft PowerPoint.

This training course is bespoke, giving you the opportunity to tailor the content to your exact requirements. If you need a starting point, use the course outline below as a guide. The important thing to remember is that it's your course - tell us your goals and we'll help you achieve them.

The course runs from 9.30 am to approximately 4.30 pm.

Introduction

What is Apple Keynote?
The interface
Setting preferences

Creating a presentation

Exploring the Interface
Creating a basic presentation
Adding slides
Importing files
Customising a slide
Working with Keynote's themes
Creating your own theme

Slide Structure

Using master slides
Editing slides and Masters
Working with Media Placeholders

Working with Text and Objects

Using the Text Inspector
Adding text and formatting text
Creating lists
Working with columns
Creating lists

Shape Formatting
Connecting Objects with connection lines
Hyperlinks

Working with graphics

Importing graphics
Drawing objects
Inserting photos
Using photo cut-outs
Masking and adjusting images
Grouping objects
Working with colour
Creating shadows and reflections
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 and Tables

Choosing different chart types
Chart data
Formatting charts

Utilising Numbers
Interactive Charts
Creating slide transitions
Creating transitions
Creating object builds
Using Keynote Remote with iPhone or iPad

Layout tasks

Aligning and Distributing Objects
Stacking Order

Adding sound and video

Adding video and audio
Importing from iTunes
The Media Browser

Sharing your presentation

Presenting with Keynote
Exporting to PowerPoint, QuickTime, HTML or directly to YouTube
Reviewer comments
Keynote and iCloud

Questions and answers