

## Keynote for Mac

Keynote for Mac makes it simple to create and deliver beautiful presentations. 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

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### 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

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### Slide Structure

Using master slides  
Editing slides and Masters  
Working with Media Placeholders

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### 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

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### 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

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### 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

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### Layout tasks

Aligning and Distributing Objects  
Stacking Order

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### Adding sound and video

Adding video and audio  
Importing from iTunes  
The Media Browser

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### Sharing your presentation

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

### Questions and answers