iWork Keynotes Introduction

Course Objectives

Getting Started with Keynote

Understanding Slide Structure

Working with Text and Shapes

Performing Basic Layout Tasks

Working with Graphics and Media

Working with Tables and Charts

Using Slide Transitions

Delivering a Presentation

Sharing and Exporting Presentations

Audience

This course is **designed for New or Self-Taught users of iWork Keynotes** who want to be proficient with the fundamental features.

Prerequisite

No prior knowledge or experience of iWork Keynotes is required to attend this course. You must be familiar with using Mouse and Keyboard.

Duration

This is **a 1 day iWork Keynotes** course. The timing care **09:30 to 16:30**. **Alternate timings** can be arranged upon request. The course can be held on a **date that suits you.**

Location

Our **iWork Keynotes** course can be **run online** or at our training venue near Liverpool Street (London) or any preferred location in the **UK or Europe**.

iWork Keynotes Introduction Course Outlines

Getting Started with Keynote

Opening a file and exploring the user interface

Customising the Keynote user interface

Creating a new presentation

Working with Keynote themes

Deleting custom themes

Understanding Slide Structure

Working with master slides

Editing slides and master slides in Keynote

Working with media placeholders

Working with other placeholders

Editing master slides to change themes

Working with Text and Shapes

Adding text to slides

Formatting text on a slide

Formatting text with styles

Working with built-in shapes

Using advanced shape formatting

Connecting objects with connection lines

Inserting hyperlinks

Performing Basic Layout Tasks

Aligning objects on a slide

Distributing objects on a slide

Using slide and master guides

Understanding stacking order

Working with Graphics and Media

Importing files to the Media Browser

Inserting graphic images

Inserting movie files

Inserting audio files

Applying image adjustments

Working with Tables and Charts

Inserting tables on a slide

Formatting tables

Exploring different chart types

Working with chart data

Using interactive charts

Copying charts from Numbers

Using Slide Transitions

Applying slide transitions

Creating transitions with text effects

Creating transitions with object effects

Using Magic Move

Delivering a Presentation

Using the Setup Inspector

Organizing slides

Playing a slideshow

Adding and using slide notes

Using the presenter display in Keynote

Recording narration

Using remote control

Sharing and Exporting

Presentations

Saving your Keynote files

Saving your presentation as a PowerPoint file

Exporting to PDF