



Making Presentations in Keynote

Business Course

Tuition: \$260

1-day Hands-on Course

Keynote is Apple's program for creating presentations. In this class, you will gain a basic understanding of creating multimedia slideshows.

PREREQUISITES: This course assumes that you are familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

WHO SHOULD ATTEND: This class is for anyone who is looking to better understand Keynote.

CREATING A BASIC PRESENTATION

- Choosing a theme and slide size
- Selecting a master size
- Outlining the presentation
- Working with the format bar
- Working with the inspector
- Formatting text on a slide
- Customizing a slide layout
- Copying styles between slides
- Cleaning up the slides
- Adding a table
- Fixing spelling errors

ADDING MEDIA

- Accessing media files
- Working with still photos (iPhoto)
- Adding photos to slides
- Adding audio to a slideshow
- Using video in a slideshow
- Keeping media with your presentation

ANIMATING AND VIEWING

- Creating builds to reveal text
- Creating a sequence build to reveal a table
- Creating interleaved builds
- Creating a smart build
- Watching the presentation so far
- Transitions between slides

- Indexing your presentation with spotlight
- Configuring preferences for smooth playback
- Running your presentation
- Pausing and resuming a slideshow
- Troubleshooting your presentation

CONVERTING A POWERPOINT

- Importing a PowerPoint
- Animating a title slide
- Working with charts
- Enhancing a table
- Animating a bar chart
- Animating a pie chart
- Changing the style of a chart
- Adding content from a Word document
- Adding comments
- Rehearsing the presentation
- Creating a self-running slideshow

WORKING WITH THEMES, GRAPHICS AND HYPERLINKS

- Preparing a custom theme
- Creating a background and formatting text

- Creating a photo cutout with Photoshop and Keynote
- Saving and sharing themes
- Applying a custom theme
- Adding transparency to artwork
- Masking photos with shapes
- Embedding a web page
- Embedding and formatting QuickTime movies
- Adding hyperlinks and navigation
- Running a presentation as a kiosk
- Exporting to CD-ROM

PUBLISHING AND GIVING YOUR PRESENTATION

- Reviewing a presentation with Light Table view
- Adding and printing presenter notes
- Printing handouts
- Exporting to: QuickTime, PowerPoint, PDF, Flash, HTML, iPod
- Exporting images
- Sending to iDVD, iWeb
- Giving your presentation with a laptop

