Introduction to Keynote

media training

enquiries@mediatraining.ltd.uk 020 7359 9855 www.mediatraining.ltd.uk

Course description

This is a one day course for those new to Keynote - Apple's extremely popular presentation program. This course is designed to teach those with little or no experience of Keynote to create engaging and compelling presentations containing text, graphics, tables, charts, video and audio.

If you would like a private version of this course to create a presentation for a particular event, please give us a call or email.

Course information

Course duration

One day

Course cost

Public scheduled course: £325 plus VAT per person.
This course runs as a public scheduled course on a regular basis.
Please call 020 7359 9855 or visit www.mediatraining.ltd.uk for dates.

Private course
£420 plus VAT for individual tuition.
£475 plus VAT for two delegates.
£575 plus VAT for three delegates.
Each addditional delegate: £100 plus VAT

Course location

We have two fully equipped training centres in central London; one is in Highbury and Islington (one stop from Kings Cross) and one next to Waterloo station.
We can also run courses onsite at your offices if you prefer.

Pre course requirements

There are no pre course requirements.

Post training support

The cost of the course includes lunch, course notes to take away, a certificate and six months telephone Helpline support.

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Introduction
- What is Apple Keynote?
- The interface
- Setting preferences

Creating a presentation
- Creating a basic presentation
- Using master slides
- Adding slides
- Deleting slides
- Importing files
- Customising a slide
- Using Keynote's themes
- Creating your own theme

Using text in Keynote
- Using the Text Inspector
- Adding text and formatting text
- Creating lists
- Working with columns
- Using the spell checker

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

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
- Choosing different chart types
- Entering chart data
- Formatting charts

Creating slide transitions
- Creating transitions
- Creating object builds

Adding sound and video
- Adding sound and sound effects
- Importing from iTunes
- Importing Quicktime movies

Sharing your presentation
- Presenting with Keynote
- Adding notes to slides
- Exporting to different file formats
- Reviewer comments

Questions and answers